

Draft

ANNUAL BUDGET

FOR THE

CITY OF KENAI, ALASKA

Kenai EagleCam April11, 2018 09:00:47



July 01, 2018 – June 30, 2019



ANNUAL OPERATING BUDGET
OF THE
CITY OF KENAI, ALASKA

For the Fiscal Year Beginning
July 1, 2018

Paul Ostrander
City Manager

Prepared by
FINANCE DEPARTMENT

Terry Eubank, CPA
Finance Director

CITY OF KENAI
FISCAL YEAR 2019 CONSOLIDATED OPERATING BUDGET

TABLE OF CONTENTS

<u>SECTION</u>	<u>BEGINNING NUMBER</u>
<u>Overview</u>	
Budget Appropriating Ordinance	1
Resolution Fixing the Rate of Levy of Property Tax	5
Revenue and Expenditure Summary of All Funds	6
Transmittal Letter	7
<u>Staffing</u>	
Entity-wide Organization Chart	18
Salary Schedule	20
<u>General Fund</u>	
Budget Projection - General Fund	22
General Fund – Fund Balance Policy Compliance	23
Property Tax Breakdown	24
Property Tax Breakdown Graph	25
General Fund Expenditure Recap	26
General Fund Expenditure Summary	28
Summary by Line Item	29
General Fund Cost Allocation	30
Expenditures:	
City Clerk	31
Visitor Center	35
Legislative	39
Legal	43
City Manager	47
Human Resources	51
Finance	55
Land Administration	59
Non-Departmental	63
Planning and Zoning	66
Safety	70
Police	74
Fire	79
Communications	85
Animal Control	89
Public Works Administration	93
Shop	97
Streets	102
Buildings	107
Street Lighting	112
Library	115
Parks, Recreation, Beautification	120
Boating Facility	125

**CITY OF KENAI
FISCAL YEAR 2019 CONSOLIDATED OPERATING BUDGET**

TABLE OF CONTENTS

<u>SECTION</u>	<u>BEGINNING NUMBER</u>
<u>Special Revenue Funds</u>	
Recap of Special Revenue Funds Budgets	130
Personal Use Fishery Fund	
Fund Narrative	132
Budget Projection	135
Summary by Line Item	136
Personal Use Fishery – Public Safety	137
Personal Use Fishery – Streets	139
Personal Use Fishery – Park and Rec	141
Personal Use Fishery – Boating Facility	143
Water and Sewer Fund	
Budget Projection	145
Summary by Line Item	146
Water & Sewer Departments' Narrative	147
Water Department	149
Sewer Department	151
Wastewater Treatment Plant Narrative	153
Wastewater Treatment Plant	155
Airport Fund	
Budget Projection	157
Summary by Line Item	158
Terminal	159
Airfield	163
Administration	168
Other Buildings & Areas	172
Training Facility	176
Senior Citizens Fund	
Fund Narrative	179
Budget Projection	182
Summary by Line Item	183
Senior Citizen Access	184
Congregate Meals	186
Home Delivered Meals	188
Transportation	190
Choice Waiver	192

**CITY OF KENAI
FISCAL YEAR 2019 CONSOLIDATED OPERATING BUDGET**

TABLE OF CONTENTS

<u>SECTION</u>	<u>BEGINNING NUMBER</u>
<u>Enterprise Funds</u>	
Recap of Enterprise Funds Budgets	196
Congregate Housing Fund	
Fund Narrative	198
Budget Projection	200
Congregate Housing	201
Employee Health Care Fund	
Budget Projection	203
Employee Health Care Fund	204
<u>Permanent Funds</u>	
Land Sales Trust Funds Budgets	207
<u>Debt Service Fund</u>	
Budget Projection	209
Debt Service	210
Summary by Debt Issuance	211
<u>Appendices</u>	
Chart of Accounts	213
Equipment Replacement Fund Schedule of Replacements	214
Five-Year Building Maintenance Projected Schedule	215

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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 2019 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.

<u>Position</u>	<u>Member</u>	<u>Term Ends</u>
Mayor	Brian G. Gabriel, Sr.	2019
Council Members	Henry Knackstedt	2020
	Tim Navarre	2020
	Glenese Pettey	2019
	Jim Glendening	2019
	Robert Molloy	2018
	Mike Boyle	2018

City Administration

City Manager	Paul Ostrander
Finance Director	Terry Eubank
City Clerk	Jamie Heinz
City Attorney	Scott Bloom
Police Chief	David Ross
Fire Chief	Jeff Tucker
Public Works Director	Scott Curtain
Library Director	Mary Jo Joiner
Parks & Recreation Director	Robert Frates
Airport Manager	Mary Bondurant
Senior Center Director	Kathy Romain



Sponsored by: Administration

CITY OF KENAI

ORDINANCE NO. *-2018

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019 AND COMMITTING \$750,000 OF GENERAL FUND, FUND BALANCE FOR CAPITAL IMPROVEMENTS AND AMENDING THE SALARY SCHEDULE IN KENAI MUNICIPAL CODE CHAPTER 23.55- PAY PLAN

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 roads and facilities, Council commits \$750,000 for future renovation and improvements to City facilities; and,

WHEREAS, the fiscal year 2019 Budget includes a 0.20% increase to the City's Salary Schedule; and,

WHEREAS, the 0.20% increase is the combined change in the Anchorage Consumer Price Index, second half over second half for 2016 and 2017; and,

WHEREAS, the pay increase will go into effect beginning July 1, 2018.

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

Section 1. That certain document entitled "City of Kenai Fiscal Year 2019 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, 2018 and ending June 30, 2019.

Section 2. The following sums of money are hereby appropriated for the operations of the City of Kenai for the fiscal year commencing on the first day of July, 2018, and ending the 30th day of June, 2019, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the Code of the City of Kenai and to be expended substantially by line item in the manner shown in the budget adopted by Section 1 hereof:

General Fund	\$16,135,830
Enterprise/Internal Service Funds:	
Congregate Housing Fund	624,551
Employee Health Care Fund	<u>2,391,806</u>
Total Enterprise/Internal Service Funds	3,016,357
Special Revenue Funds:	
Personal Use Fishery Fund	553,193
Water & Sewer Fund	2,659,817
Airport Fund	3,217,455
Senior Citizen Fund	978,944
Airport Land Sale Permanent Fund	1,230,025
General Land Sale Permanent Fund	<u>162,999</u>
Total Special Revenue Funds	8,802,433
Debt Service Fund – Library Expansion Bonds	<u>178,398</u>
Total All Funds	<u>\$28,133,018</u>

Section 3. Council hereby commits \$750,000 of Unassigned General Fund, Fund Balance for future renovation and improvements to City facilities and streets.

Section 4. Amendment of Salary Schedule in Chapter 23.55 of the Kenai Municipal Code: That the Salary Schedule in Kenai Municipal Code Chapter 23.55-Pay Plan, is hereby amended as follows:

Classified and Grandfathered Department Head Service Employees Excluding those engaged in fire protection activities.

Range	A Step	B	C	D	E	F	AA	BB	CC
1	10.29	10.55	10.80	11.06	11.32	11.58	11.83	12.09	12.35
1.1	10.80	11.07	11.34	11.61	11.88	12.15	12.42	12.69	12.96
2	11.49	11.78	12.06	12.35	12.64	12.93	13.21	13.50	13.79
2.1	12.10	12.40	12.71	13.01	13.31	13.61	13.92	14.22	14.52
2.2	12.79	13.11	13.43	13.75	14.07	14.39	14.71	15.03	15.35
2.3	13.44	13.78	14.11	14.45	14.78	15.12	15.46	15.79	16.13
2.4	15.69	16.08	16.47	16.87	17.26	17.65	18.04	18.44	18.83
2.5	17.78	18.22	18.67	19.11	19.56	20.00	20.45	20.89	21.34
3	17.89	18.34	18.78	19.23	19.68	20.13	20.57	21.02	21.47
4	18.79	19.26	19.73	20.20	20.67	21.14	21.61	22.08	22.55
5	19.73	20.22	20.72	21.21	21.70	22.20	22.69	23.18	23.68
6	20.70	21.22	21.74	22.25	22.77	23.29	23.81	24.32	24.84
7	21.75	22.29	22.84	23.38	23.93	24.47	25.01	25.56	26.10
8	22.85	23.42	23.99	24.56	25.14	25.71	26.28	26.85	27.42
9	23.99	24.59	25.19	25.79	26.39	26.99	27.59	28.19	28.79
10	25.17	25.80	26.43	27.06	27.69	28.32	28.95	29.57	30.20
11	26.43	27.09	27.75	28.41	29.07	29.73	30.39	31.06	31.72
12	27.78	28.47	29.17	29.86	30.56	31.25	31.95	32.64	33.34
13	29.14	29.87	30.60	31.33	32.05	32.78	33.51	34.24	34.97
14	30.61	31.38	32.14	32.91	33.67	34.44	35.20	35.97	36.73
15	32.13	32.93	33.74	34.54	35.34	36.15	36.95	37.75	38.56

16	33.74	34.58	35.43	36.27	37.11	37.96	38.80	39.64	40.49
17	35.42	36.31	37.19	38.08	38.96	39.85	40.73	41.62	42.50
18	37.19	38.12	39.05	39.98	40.91	41.84	42.77	43.70	44.63
19	39.05	40.03	41.00	41.98	42.96	43.93	44.91	45.88	46.86
20	41.01	42.04	43.06	44.09	45.11	46.14	47.16	48.19	49.21
21	43.08	44.16	45.23	46.31	47.39	48.47	49.54	50.62	51.70
22	45.20	46.33	47.46	48.59	49.72	50.85	51.98	53.11	54.24
23	47.47	48.66	49.84	51.03	52.22	53.40	54.59	55.78	56.96
24	49.91	51.16	52.41	53.65	54.90	56.15	57.40	58.64	59.89

Classified Employees Engaged in Fire Protection Activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	20.81	21.33	21.85	22.37	22.89	23.41	23.93	24.45	24.97
14	21.86	22.41	22.95	23.50	24.05	24.59	25.14	25.69	26.23
15	22.96	23.53	24.11	24.68	25.26	25.83	26.40	26.98	27.55
16	24.11	24.71	25.32	25.92	26.52	27.12	27.73	28.33	28.93
17	25.31	25.94	26.58	27.21	27.84	28.47	29.11	29.74	30.37

Non-grandfathered Department Head Service Employees

Range	Minimum	Maximum
18	77,363	102,111
19	79,343	107,201
20	85,304	112,612
21	89,598	118,273
22	94,017	124,097
23	98,747	130,356
24	103,811	137,028

:

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, 2018.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 6th day of June, 2018.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, City Clerk

Introduced: May 16, 2018
Enacted: June 6, 2018
Effective: July 1, 2018



Sponsored by: Administration

CITY OF KENAI

RESOLUTION NO. 2018-*

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, 2018 AND ENDING JUNE 30, 2019.

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 2019 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, 2018 and ending June 30, 2019 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 6th day of June, 2018.

BRIAN GABRIEL SR., MAYOR

ATTEST:

Jamie Heinz, City Clerk

City of Kenai
Fiscal Year 2019 Operating Budget
Revenue and Expenditure Summary of All Funds

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Enterprise Funds</u>	<u>Permanent Funds</u>	<u>Debt Service Fund</u>	<u>Total All Funds</u>
REVENUES						
Taxes	\$ 11,002,500	\$ -	\$ -	\$ -	\$ -	\$ 11,002,500
State/Federal	782,814	492,878	1,866	-	34,996	1,312,554
Interest	100,000	41,750	5,000	1,644,945	-	1,791,695
Other	1,225,041	5,586,468	2,782,562	-	-	9,594,071
Transfers In	<u>2,020,420</u>	<u>1,446,969</u>	<u>-</u>	<u>-</u>	<u>143,402</u>	<u>3,610,791</u>
Total Revenues	<u>15,130,775</u>	<u>7,568,065</u>	<u>2,789,428</u>	<u>1,644,945</u>	<u>178,398</u>	<u>27,311,611</u>
EXPENDITURES/EXPENSES	16,135,830	7,409,409	3,016,357	1,393,024	178,398	28,133,018
Contributions to (from) Fund Balance/Retained Earnings	(1,005,055)	158,656	(226,929)	251,921	-	(821,407)
Add Credit From Depreciation	-	-	140,446	-	-	140,446
Projected lapse/encumbrances	<u>778,149</u>	<u>298,810</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,076,959</u>
Adjusted Deficit/Surplus	(226,906)	457,466	(86,483)	251,921	-	395,998
Beginning Fund Balance/ Net Assets	<u>10,463,198</u>	<u>8,223,190</u>	<u>658,530</u>	<u>27,662,201</u>	<u>-</u>	<u>47,007,119</u>
Ending Fund Balance/ Net Assets	<u>\$ 10,236,292</u>	<u>\$ 8,680,656</u>	<u>\$ 572,047</u>	<u>\$ 27,914,122</u>	<u>\$ -</u>	<u>\$ 47,403,117</u>



"Village with a Past, City with a Future"

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



April 16, 2018

Mayor, Council Members, City of Kenai Citizens:

This document provides a summary of the fiscal year 2019 Operating Budget for the City of Kenai which is scheduled for adoption at the June 6, 2018 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 2018 to FY 2019 And Contribution To (From) Fund Balance

	Original FY2018 <u>Budget</u>	FY2019 Proposed <u>Budget</u>	Change From FY2018 <u>Budget</u>	% <u>Change</u>	Projected Budget <u>Lapse</u>	Contribution To (From) <u>Fund Bal.</u>
General Fund	\$15,593,604	\$16,135,830	\$ 542,226	3.48%	\$ 778,149	\$(226,906)
Congregate Housing	452,133	624,551	172,418	38.13%	-	(228,170)
Health Care	2,143,283	2,391,806	248,523	11.60%	-	1,241
Permanent Funds	1,342,704	1,393,024	50,320	3.75%	-	251,921
Water and Sewer	2,453,479	2,659,817	206,338	8.41%	137,047	436,601
Airport Fund	2,885,399	3,217,455	332,056	11.51%	116,360	11,603
Senior Citizens Fund	959,554	978,944	19,390	2.02%	24,367	-
Personal Use Fishery Fund	512,127	553,193	41,066	8.02%	21,036	9,262
Debt Service Fund	<u>176,998</u>	<u>178,398</u>	<u>1,400</u>	<u>0.79%</u>	<u>178,398</u>	<u>-</u>
Total	<u>\$26,519,281</u>	<u>\$28,133,018</u>	<u>\$1,613,737</u>	<u>6.09%</u>	<u>\$1,255,357</u>	<u>\$ 255,552</u>

GENERAL OVERVIEW

The total proposed budget for the City is \$28,133,018, which is an increase of \$1,613,737 or 6.09% from last year. Some of the increase is related to one-time expenditures, such as increased capital spending, or expenditures that do not represent cash outflows. Examples of expenditures that do not represent cash outflows are:

- | | |
|---|------------------|
| 1. All Funds - PERS On-behalf funding | \$215,629 |
| 2. All Funds – Increase in employee healthcare charges to other funds | 222,569 |
| 3. General Fund – Increase in Equipment Replacement Fund payments | 44,800 |
| 4. PU Fishery Fund – New annual transfer to General Fund | 50,000 |
| 5. Airport Fund – One-time transfer to General Fund | <u>233,221</u> |
| | <u>\$766,219</u> |

Increased expenditures related to one-time items are:

1. Water & Sewer Fund – Increase in Capital Outlay	87,962
2. Senior Citizen Fund – Increase in Capital Outlay	45,670
3. Congregate Housing Fund – Increase in Capital Outlay	125,300
	<u>\$258,932</u>

Eliminating these non-cash outflow and one-time expenditures, the FY2019 proposed budget is \$588,586 or 2.22% more than the FY2018 adopted budget.

The budget includes a 0.20% 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 2017 change in Anchorage's Consumer Price Index was 0.20%. The budgetary impact of the cost of living increase is \$23,308 for all funds comprised of \$15,909 in employee pay increases and \$7,399 in associated benefits (including \$920 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 FY19 premium renewal rate is estimated to be an increase of 10% or \$222,569 for all funds. The budget maintains the employee share of health insurance costs at 10% of total plan costs.

The State of Alaska Public Employees Retirement System on-behalf payment is more in FY19 as the contribution rate, as set by the Alaska Retirement Management Board (ARMB), increased from 25.01% in FY18 to 27.58% in FY19. 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 increased \$215,629 from the prior year.

The following staffing changes are also included:

Special Project and Community Development Coordinator: The Assistant to the City Manager/Human Resources Specialist position in the City Manager's Office has been retitled Special Project and Community Development Coordinator with new and additional job duties. The current position is a Range 15 and the new position rates at a Range 18 per the City's job evaluation system.

Human Resource Director: The FY2019 Budget includes a new position, HR Director, and a new department, the Human Resource Department. New human resource functions and those previously performed by the Assistant to the City Manager/Human Resources Specialist, will now be performed by the Human Resource Director.

Public Works Director: Despite managing the maintenance operations of the City's Water & Sewer Utility, 100% of the Public Works Director's personnel cost has traditionally been paid by the City's General Fund. The FY2019 Budget allocates 29% of the Public Works Director's personnel costs to the utility. 29% represents the proportional share of utility staff supervised.

Police Officer Qualification Pay: The Police Department is experiencing difficulty in attracting and retaining uniformed officers. Public sentiment of police officers as well as eroding of retirement benefits are likely contributing factors. In an effort to not only attract but

retain existing officers, Qualification pay is budgeted to increase from \$900 to \$1,800 per year for officers, including sergeants with an intermediate certification from the Alaska Police Standards Council and from \$1,800 to \$3,000 per year for officers, including the Lieutenant and Chief positions.

Temporary Enforcement Officers: In an effort to provide greater patrols on City trails outside the dates of the Personal Use Fishery, the department has restructured the schedules of its Temporary Enforcement Officers to begin earlier and end later in the season. In addition, the department has reduced its overall staffing by one position resulting in no increased costs to the General Fund and a slight overtime increase in the Personal Use Fishery Fund.

Information Technology Summer Intern Position: In recognition of the high workload and limited resource of the City's information technology staff, an eight-week summer intern position has been added. The summer intern will be paid by both the General and Personal Use Fishery Fund.

Temporary Land Technician: To assist with implementing the new marketing plan for city owned lands, including both General and Airport Fund lands, a temporary land technician will be employed.

Building Maintenance Lead Technician: With the assumption of new duties and responsibilities, the Building Maintenance Lead Technician has been reclassified from a Range 13 to a Range 14.

Wastewater Treatment Plan Shift Status: Wastewater Treatment staff are no longer working a four day a week, ten hour per day schedule. Staffing of ten hours per day is no longer required every day of the year and department staff are being removed from their shift status. Removal from shift status will eliminate holiday pay for staff and in return staff will no longer be required to work holiday. Limited hours will be maintained on holidays to perform required testing and system checks.

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	\$178,141	\$1,918	\$15,506	\$13,318	\$5,886	\$860	\$215,629
COLA @ 0.20%	18,986	419	1,632	1,437	743	91	23,308
Employee Health Care Increase	193,107	44	22,531	(4,976)	10,785	1,078	222,569
Special Project & Community Dev. Coordinator	2,865	-	-	-	-	-	2,865
Human Resource Director	160,300	-	-	-	-	-	160,300
Public Works Director	(49,774)	-	49,774	-	-	-	-
Police Officer Qualification Pay	19,831	-	-	-	-	-	19,831
IT Summer Intern	3,407	(180)	-	-	-	-	3,227
Temp. Land Technician	7,103	-	-	7,103	-	-	14,206
Building Maintenance Lead Technician	1,611	-	-	830	-	-	2,441

Wastewater Treatment Plan Shift	_____ -	_____ -	_____ (16,360)	_____ -	_____ -	_____ -	_____ (16,360)
Total	<u>\$535,577</u>	<u>\$2,201</u>	<u>\$73,083</u>	<u>\$17,712</u>	<u>\$17,414</u>	<u>\$2,029</u>	<u>\$648,016</u>

GENERAL FUND

The proposed General Fund budget of \$16,135,830 is up \$542,226 or 3.48% from last year. This includes an increase of \$522,611 in Personnel Services, an increase of \$73,800 in Maintenance and Operations and a decrease of \$54,185 in Capital Outlay and Transfers. Revenues and transfers for FY19 are projected to be \$15,130,775, up \$418,286 compared to the FY18 adopted budget.

Sales tax projection for FY19 is \$7.12 million, which is \$162,302 more than FY18 budgeted revenues. FY18 sales tax is projected to exceed original estimates by \$57,008. Sales tax revenue is projected to grow 1.50% year over year for FY2019 and then by 2.50% year over year in years beyond FY2019.

Property tax values are up 0.71% on average. The assessed, real property value of \$778.6 million is up \$6.1 million or 0.80% from the FY18 values. No change is projected in Oil and Gas (AS 43.56) property. Of the total \$45.9 million in oil and gas (AS 43.56) property, \$30.0 million is from production and office facilities, \$2.8 million represents transmission pipelines, and \$13.1 million is drilling rigs and the assets of oilfield service companies. The \$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. There is no change projected for personal property values of \$52.8 million for FY19. Overall property tax values are estimated to have increased 0.71%, an increase of \$15,379 in property tax revenue with no change in mill rate.

In 1984 the City's General Fund expended approximately \$1,500,000 to construct the Automated Flight Service Station with the expectation that a significant number of high paying jobs would be created. The station was built on Airport Land and the lease with the Federal Aviation Administration generated no revenue until FY13 when the lease was renegotiated for ten years at a rate of \$10,000 per month. Since renegotiation, through the completion of FY2018, \$680,000 in rent will have been paid by the FAA and \$395,000 has been spent or encumbered for improvements to the facility. To date all revenue has been recoded in the Airport Fund. The administration believes this revenue should have been more properly recorded in the General Fund with an appropriate amount of rent being paid to the Airport for the use of its land once the terms of the lease changed in FY13. As a result, there is a one-time transfer from the Airport in the amount of \$233,221 to the General Fund and future lease payments will be revenue of the City's General Fund. The General Fund will continue to pay rent to the Airport for the land and will be responsible for future maintenance and repair costs to the facility.

Funding for special or capital projects totaling \$497,699 has been included in the General Fund's FY19 Budget. Projects include:

1. Caselle cemetery management software, \$6,966. \$816 will be a recurring annual cost.
2. Caselle court management software, \$12,206. \$1,956 will be a recurring annual cost.
3. Phase 1 funding for a wireless backhaul project, \$16,800.
4. Recreation Center Improvements, \$27,500 to be combined with \$37,130 in remaining State Grant funds to complete following:
 - a. Exterior painting, \$22,130.
 - b. Hot water heating system upgrade, \$30,000.

- c. Bathroom tile replacement, \$12,500.
- 5. Fire Department kitchen remodel, \$35,000.
- 6. Street improvements to be identified, \$150,000.
- 7. Senior Center dishwasher replacement, \$11,170.
- 8. Senior Center tile and carpet replacement, \$34,500. Amount may be reduced to \$10,000 if a current grant application is successful.
- 9. Replacement of two (2) police cruisers, \$93,000.
- 10. Replacement of thermal imaging camera for Fire Department, \$4,500.
- 11. Replacement of apparatus intake valve for Fire Department, \$3,600.
- 12. Purchase and installation of back-up generator for City Shop and Warm Storage Building, \$20,000.
- 13. Replacement of trackless snow blower attachment, \$24,907.
- 14. Construction of a new HR Office, \$15,000.
- 15. Refinishing of Visitor Center Exterior, \$23,300.
- 16. Replace one (1) treadmill at Kenai Recreation Center, \$6,750.

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 FY20 and FY21. Sales tax revenue is forecasted to increase 2.5% in FY20 and FY21. Other revenues are projected to grow 3.0% annually, except State of Alaska Community Assistance, which is projected to remain at FY19 levels. 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 FY20 and FY21.

ENTERPRISE FUNDS

Congregate Housing Fund

The Congregate Housing Fund's budget increased \$172,418, or 38.13% to \$624,551 compared to the FY18 Budget. The FY18 adopted budget inadvertently omitted funding in account 4538, Repair & Maintenance. Historical funding for the account has been approximately \$50,000. The FY19 proposed budget includes \$49,600 for Repair and Maintenance, accounting for \$49,250 of the FY19 increase. In addition to the change in Repair & Maintenance, the proposed FY19 budget includes \$121,000 to fund two capital improvement projects, \$96,000 to complete the upgrade to the facility's fire control system and \$25,000 for design of the facility's boiler and hot water systems. Absent these significant changes, the FY19 proposed budget is virtually unchanged when compared to the FY18 adopted 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 fourth year of a plan to adjust rents to market value. The FY19 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 FY19 based upon the 0.20% increase in Anchorage's Consumer Price Index for 2017. Continuation of the City's rental adjustment policy will result in an estimated \$2,170 increase in rents for FY19. 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 10.0% in FY19. A projected 10.0% premium increase and increase in employee cost share results in a 12.1% increase in the billed cost of health care to each City department. Change in employee census, the type of coverage elected by each eligible employee, also impacts billing amounts and is responsible for the additional 2.1% increase in billed costs.

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 2019 Personal Use Fishery are as follows:

	<u>FY18</u>	<u>FY19</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 \$553,193 are up \$41,066, 8.02% from FY18. The FY19 proposed budget includes the first, in what is projected to be, an annual transfer to the City's General Fund for operations.

Water & Sewer Special Revenue Fund

The Water and Sewer Fund appropriation of \$2,659,817 is \$206,338 more, or an 8.41% increase over FY18 and the Fund is expected to produce an adjusted surplus of \$436,601, including a projected budget lapse of \$137,047. The FY19 budget contains no rate changes. All rate changes recommended by the 2011 Water & Sewer Rate Study have been implemented and

based on the minimal 0.20% COLA the administration is not recommending any change in rates. Water rates will remain \$35.66 for an unmetered residential customer. Sewer rates will remain \$51.42 for an unmetered residential customer.

Personnel expenditures are proposed to increase \$79,065, 8.67%. Significant changes in personnel include:

PERS On-behalf Funding: The State of Alaska Public Employees Retirement System on-behalf payment is more in FY19 as the contribution rate, as set by the Alaska Retirement Management Board (ARMB), increased from 25.01% in FY18 to 27.58% in FY19. 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 Fund's budget is zero, but overall revenues and expenditures/expenses increased \$15,506 from the prior year.

Employee Health Care: 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 FY19 premium renewal rate is estimated to be an increase of 10% or \$22,531 for the Water & Sewer Special Revenue Fund. The budget maintains the employee share of health insurance costs at 10.0% of total plan costs.

Public Works Director: Despite managing the maintenance operations of the City's Water & Sewer Utility, 100% of the Public Works Director's personnel cost has traditionally been paid by the City's General Fund. The FY2019 Budget allocates 29% of the Public Works Director's personnel costs to the utility. 29% represents the proportional share of utility staff supervised by the Public Works Director. The result is a \$49,774 increase in Water & Sewer personnel costs.

Wastewater Treatment Plan Shift Status: Wastewater Treatment staff are no longer working a four day a week, ten hour per day schedule. Staffing of ten hours per day is no longer required every day of the year and department staff are being removed from their shift status. Removal from shift status will eliminate holiday pay for staff and in return staff will no longer be required to work holiday. Limited hours will be maintained on holidays to perform required testing and system checks. The result is a decrease of \$16,360 in personnel cost.

Maintenance and Operations expenditures are projected to increase \$59,311, 5.10% over FY18 budgeted amounts. Most significant changes are a reduction in chemical costs resulting in a \$29,929 decrease in Operating & Repair Supplies, a \$51,056 increase in utility costs due to increased utility consumption, and a \$19,950 increase in Small Tools expenditures as the department is currently replacing aging or broken tools.

Expenditures for Capital Outlay & Transfers are projected to increase \$67,962, 17.92% in FY19.

Machinery & Equipment purchases of \$71,412 include:

1. Wireless backhaul project allocation, \$3,600.
2. Wireless remote inspection camera, \$16,550.
3. Lift station pump replacements, \$20,262.
4. Wasting pump replacement, \$10,000.
5. Influent auto-sampler replacement, \$6,000.
6. Wastewater Treatment Plant heater replacement, \$15,000.

Transfers in the amount of \$375,700 include \$265,300 in Central Administrative Charges to the General Fund and \$110,400 for completion of a project to upgrade the telemetry at the systems Reservoir #1 which is aging and antiquated.

Airport Special Revenue Fund

The adopted Airport Fund budget is \$3,217,455, an increase of \$332,056, or 11.51% from FY18. The fund is projected to have an adjusted surplus of \$11,603 including an estimated \$116,360 budget lapse.

Maintenance & Operations expenditures are projected to increase \$46,136 driven mostly by increases in airfield chemicals, utility costs, and the periodic rental of a screen plant to produce ice control sand from previously stockpiled sand from Airport Capital Improvement Projects.

Transfers increased \$341,721 in the FY19 budget. In 1984 the City's General Fund expended approximately \$1,500,000 to construct the Automated Flight Service Station with the expectation that a significant number of high paying jobs would be created. The station was built on Airport Land and the lease with the Federal Aviation Administration generate no revenue until FY13 when the lease was renegotiated for ten years at a rate of \$10,000 per month. Since renegotiation, through the completion of FY2018, \$680,000 in rent will have been paid by the FAA and \$395,000 has been spent or encumbered for improvements to the facility. To date all revenue has been recoded in the Airport Fund. The administration believes this revenue should have been more properly recorded in the General Fund with an appropriate amount of rent being paid to the Airport for the use of its land once the terms of the lease changed in FY13. As a result, there is a one-time transfer from the Airport in the amount of \$233,221 to the General Fund and future lease payments will be revenue of the City's General Fund. The General Fund will continue to pay rent to the Airport for the land and will be responsible for future maintenance and repair costs to the facility.

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 \$1,230,025.

Senior Citizen Fund

Senior Citizen Fund appropriation of \$978,944 is up \$19,390, or 2.02% from FY18. Personnel costs, driven by employee turnover, decreased \$9,043, Maintenance and Operations decreased \$25,737 due to fewer food purchase because of less meals being served and Capital Outlay & Transfers increased \$54,170 as the City's Central Administrative Charge increased \$8,500 and capital outlay for replacement of a dishwasher and carpet/tile replacement in the center's dining room are included.

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. The loss of Choice Waiver clients has reduced the projected revenue from the Choice Waiver program from \$225,000 in the FY18 budget to \$200,000 in the FY19 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 FY19 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 FY19 transfer from the General

Fund is projected at \$216,944, a \$20,214 increase. The transfer to support operations actually decreased \$25,456 for FY19 but the transfer needed to fund the two capital outlay projects is \$45,670 leading to the overall increase. The Kenai Senior Connection has agreed to provide \$50,000 for operations in FY19 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 FY19 budget includes \$178,398 in debt service. Debt service is being funded by a transfer from the General Fund in the amount of \$143,402 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 \$34,996. 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 General Fund, Fund Balance Policy establishes 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 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 23 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 FY19 Budget is in compliance with this policy. The FY21 projections show a \$91,092 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 \$158,908.

APPENDIX

The Appendix section of the budget includes the Equipment Replacement and Major Building Maintenance schedules. The building maintenance schedule shows the proposed FY19 projects. The administration is actively working on the development of a five-year capital plan, which is expected to be included in the FY20 Budget. The equipment replacement schedule shows the

anticipated year of replacement for 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



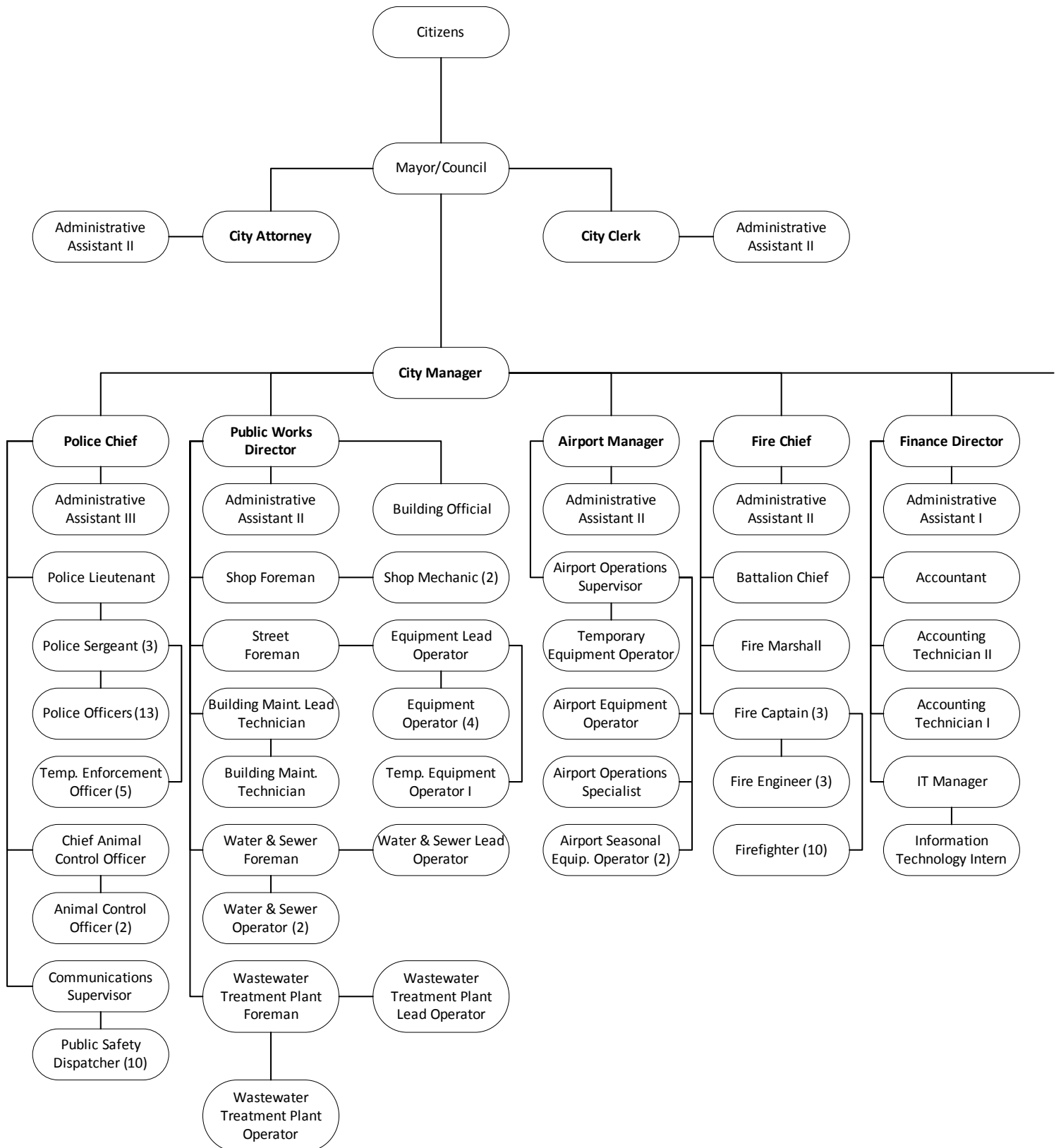
Terry A. Eubank, CPA
Finance Director

STAFFING

This section provides an entity-wide organizational chart and the proposed salary schedule.

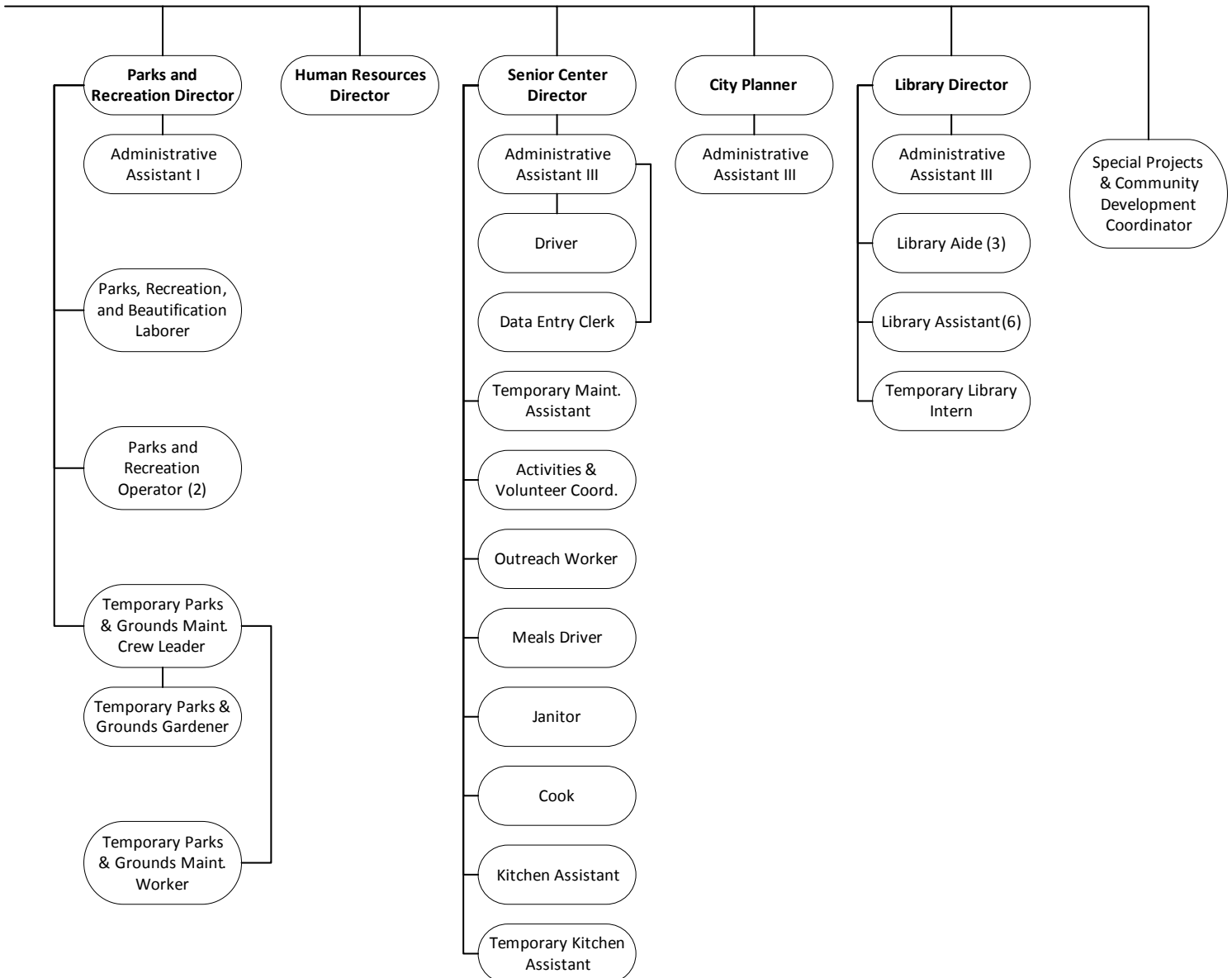
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City of Kenai
Fiscal Year 2019 Consolidated Operating
Budget Entity-wide Organization Chart



City of Kenai
Fiscal Year 2019 Consolidated Operating Budget

Entity-wide Organizational Chart



**City of Kenai
Fiscal Year 2019 Operating Budget**

Salary Schedule

Classified and Grandfathered Department Head Service Employees Excluding those engaged in fire protection activities.

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	10.29	10.55	10.80	11.06	11.32	11.58	11.83	12.09	12.35
1.1	10.80	11.07	11.34	11.61	11.88	12.15	12.42	12.69	12.96
2	11.49	11.78	12.06	12.35	12.64	12.93	13.21	13.50	13.79
2.1	12.10	12.40	12.71	13.01	13.31	13.61	13.92	14.22	14.52
2.2	12.79	13.11	13.43	13.75	14.07	14.39	14.71	15.03	15.35
2.3	13.44	13.78	14.11	14.45	14.78	15.12	15.46	15.79	16.13
2.4	15.69	16.08	16.47	16.87	17.26	17.65	18.04	18.44	18.83
2.5	17.78	18.22	18.67	19.11	19.56	20.00	20.45	20.89	21.34
3	17.89	18.34	18.78	19.23	19.68	20.13	20.57	21.02	21.47
4	18.79	19.26	19.73	20.20	20.67	21.14	21.61	22.08	22.55
5	19.73	20.22	20.72	21.21	21.70	22.20	22.69	23.18	23.68
6	20.70	21.22	21.74	22.25	22.77	23.29	23.81	24.32	24.84
7	21.75	22.29	22.84	23.38	23.93	24.47	25.01	25.56	26.10
8	22.85	23.42	23.99	24.56	25.14	25.71	26.28	26.85	27.42
9	23.99	24.59	25.19	25.79	26.39	26.99	27.59	28.19	28.79
10	25.17	25.80	26.43	27.06	27.69	28.32	28.95	29.57	30.20
11	26.43	27.09	27.75	28.41	29.07	29.73	30.39	31.06	31.72
12	27.78	28.47	29.17	29.86	30.56	31.25	31.95	32.64	33.34
13	29.14	29.87	30.60	31.33	32.05	32.78	33.51	34.24	34.97
14	30.61	31.38	32.14	32.91	33.67	34.44	35.20	35.97	36.73
15	32.13	32.93	33.74	34.54	35.34	36.15	36.95	37.75	38.56
16	33.74	34.58	35.43	36.27	37.11	37.96	38.80	39.64	40.49
17	35.42	36.31	37.19	38.08	38.96	39.85	40.73	41.62	42.50
18	37.19	38.12	39.05	39.98	40.91	41.84	42.77	43.70	44.63
19	39.05	40.03	41.00	41.98	42.96	43.93	44.91	45.88	46.86
20	41.01	42.04	43.06	44.09	45.11	46.14	47.16	48.19	49.21
21	43.08	44.16	45.23	46.31	47.39	48.47	49.54	50.62	51.70
22	45.20	46.33	47.46	48.59	49.72	50.85	51.98	53.11	54.24
23	47.47	48.66	49.84	51.03	52.22	53.40	54.59	55.78	56.96
24	49.91	51.16	52.41	53.65	54.90	56.15	57.40	58.64	59.89

Classified Employees Engaged in Fire Protection Activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	20.81	21.33	21.85	22.37	22.89	23.41	23.93	24.45	24.97
14	21.86	22.41	22.95	23.50	24.05	24.59	25.14	25.69	26.23
15	22.96	23.53	24.11	24.68	25.26	25.83	26.40	26.98	27.55
16	24.11	24.71	25.32	25.92	26.52	27.12	27.73	28.33	28.93
17	25.31	25.94	26.58	27.21	27.84	28.47	29.11	29.74	30.37

Non-grandfathered Department Head Service Employees

Range	Minimum	Maximum
18	77,363	102,111
19	79,343	107,201
20	85,304	112,612
21	89,598	118,273
22	94,017	124,097
23	98,747	130,356
24	103,811	137,028

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 2019 Operating Budget**

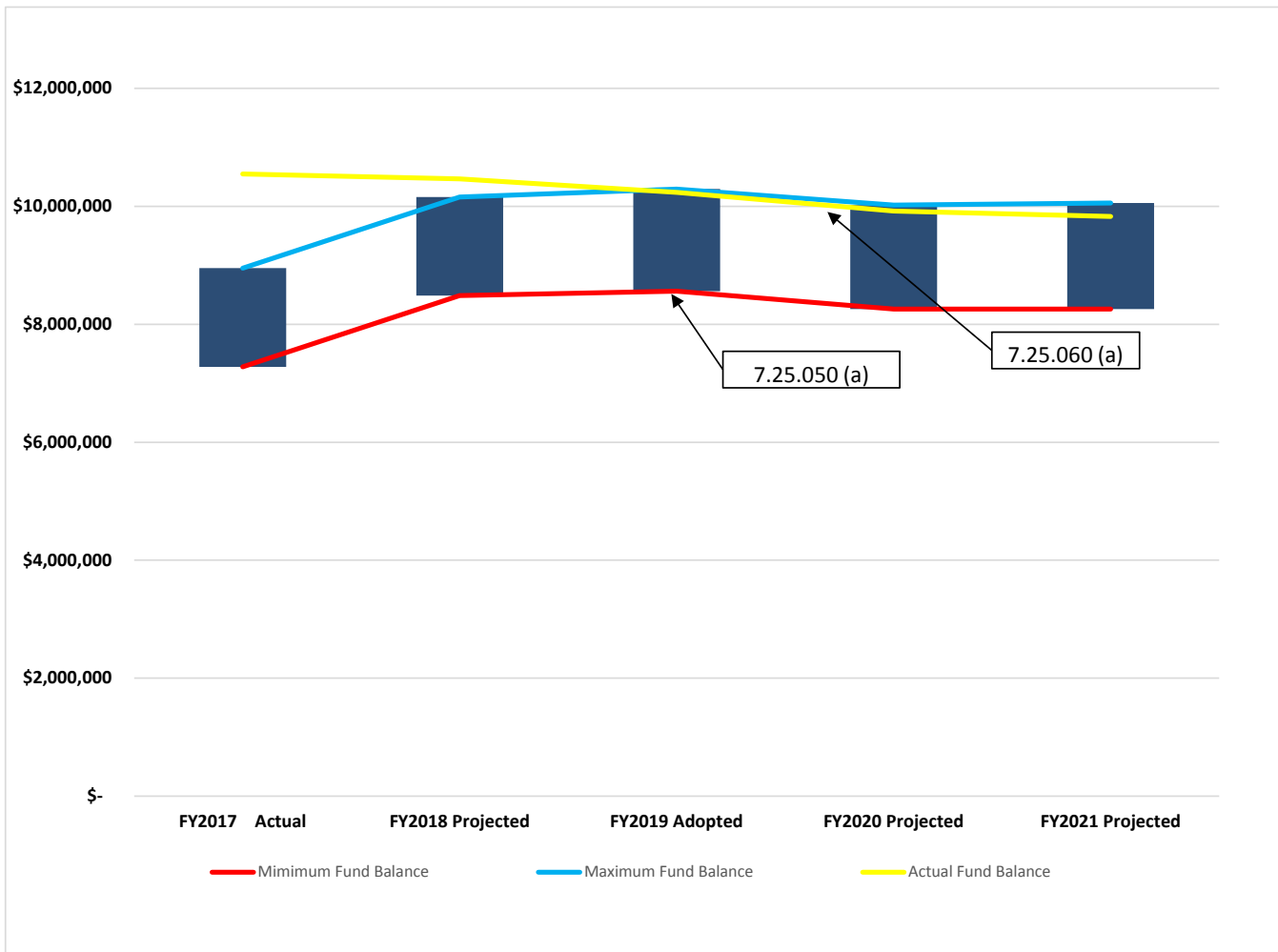
**General Fund
Budget Projection**

	Actual FY2016	Actual FY2017	Original Budget FY2018	Projection FY2018	Requested FY2019	Projection FY2020	Projection FY2021
TAXABLE VALUES (000'S)	\$ 851,638	\$ 851,638	\$ 876,530	\$ 871,076	\$ 877,219	\$ 899,866	\$ 923,376
MILL RATE	4.35	4.35	4.35	4.35	4.35	4.35	4.35
REVENUES							
Property & Sales Taxes							
Property Tax	3,782,539	3,919,797	3,874,650	3,862,206	3,877,585	3,986,129	4,086,352
Sales Tax	<u>7,247,938</u>	<u>6,715,501</u>	<u>6,962,613</u>	<u>7,019,621</u>	<u>7,124,915</u>	<u>7,302,844</u>	<u>7,485,614</u>
Total Property & Sales Taxes	<u>11,030,477</u>	<u>10,635,298</u>	<u>10,837,263</u>	<u>10,881,827</u>	<u>11,002,500</u>	<u>11,288,973</u>	<u>11,571,966</u>
State/Federal Revenue:							
PERS Funding	379,467	288,137	204,840	204,840	386,788	398,392	410,344
Community Assistance	415,798	278,232	170,598	250,852	173,026	173,026	173,026
Fish Tax	198,649	165,087	165,000	120,000	165,000	169,950	175,049
Other	<u>155,849</u>	<u>83,990</u>	<u>58,000</u>	<u>70,600</u>	<u>58,000</u>	<u>60,900</u>	<u>63,945</u>
Total State/Federal Revenue	<u>1,149,763</u>	<u>815,446</u>	<u>598,438</u>	<u>646,292</u>	<u>782,814</u>	<u>802,268</u>	<u>822,364</u>
Other Revenue							
Licenses and Permits	62,629	48,557	63,500	63,500	63,500	65,405	67,367
Ambulance Fees	408,558	419,940	425,000	425,000	425,000	437,750	450,883
Interest	76,212	35,762	100,000	50,000	100,000	153,544	297,613
Other	<u>587,224</u>	<u>613,358</u>	<u>605,895</u>	<u>620,175</u>	<u>736,541</u>	<u>758,637</u>	<u>781,396</u>
Total Other Revenue	<u>1,134,623</u>	<u>1,117,617</u>	<u>1,194,395</u>	<u>1,158,675</u>	<u>1,325,041</u>	<u>1,415,336</u>	<u>1,597,259</u>
Total Revenues	<u>13,314,863</u>	<u>12,568,361</u>	<u>12,630,096</u>	<u>12,686,794</u>	<u>13,110,355</u>	<u>13,506,577</u>	<u>13,991,589</u>
Transfer From Other Funds							
Charges to other funds	1,458,900	1,494,200	1,492,400	1,492,400	1,530,900	1,576,827	1,624,132
Capital Projects / Special Revenue	-	124,303	400,000	400,000	283,221	50,000	50,000
Enterprise	38,300	34,000	39,000	39,000	43,300	44,599	45,937
Trust Fund	-	<u>149,802</u>	<u>150,993</u>	<u>161,561</u>	<u>162,999</u>	<u>164,449</u>	<u>165,913</u>
Total Transfers	<u>1,497,200</u>	<u>1,802,305</u>	<u>2,082,393</u>	<u>2,092,961</u>	<u>2,020,420</u>	<u>1,835,875</u>	<u>1,885,982</u>
Total Revenues and Transfers	<u>14,812,063</u>	<u>14,370,666</u>	<u>14,712,489</u>	<u>14,779,755</u>	<u>15,130,775</u>	<u>15,342,452</u>	<u>15,877,571</u>
EXPENDITURES/APPROPRIATIONS							
General Government	2,865,713	2,682,321	2,966,591	2,966,591	3,401,357	3,473,252	3,542,717
Public Safety	6,987,609	6,679,790	7,299,722	7,299,722	7,590,185	7,741,989	7,896,829
Public Works	2,251,812	2,148,432	2,375,314	2,375,314	2,494,156	2,544,039	2,594,920
Parks, Recreation & Cultural	<u>1,993,809</u>	<u>1,984,887</u>	<u>2,125,189</u>	<u>2,135,189</u>	<u>2,077,286</u>	<u>2,118,832</u>	<u>2,161,209</u>
Total Operating Expenditures	14,098,943	13,495,430	14,766,816	14,776,816	15,562,984	15,878,112	16,195,675
Transfers or Non-Operating	<u>686,253</u>	<u>745,130</u>	<u>826,788</u>	<u>826,788</u>	<u>572,846</u>	<u>574,116</u>	<u>583,839</u>
Total Expenditures/Appropriations	14,785,196	14,240,560	15,593,604	15,603,604	16,135,830	16,452,228	16,779,514
Total Surplus (Deficit)	26,867	130,106	(881,115)	(823,849)	(1,005,055)	(1,109,776)	(901,943)
Projected Lapse - 5%	-	-	<u>738,341</u>	<u>738,841</u>	<u>778,149</u>	<u>793,906</u>	<u>809,784</u>
Adjusted Surplus (Deficit)	26,867	130,106	(142,774)	(85,008)	(226,906)	(315,870)	(92,159)
Beginning Fund Balance	<u>10,391,233</u>	<u>10,418,100</u>	<u>10,215,499</u>	<u>10,548,206</u>	<u>10,463,198</u>	<u>10,236,292</u>	<u>9,920,422</u>
Ending Fund Balance	10,418,100	10,548,206	10,072,725	10,463,198	10,236,292	9,920,422	9,828,263
Restricted	(588,937)	(588,937)	(624,937)	(664,599)	(700,599)	(736,599)	(772,599)
Committed	(409,746)	(409,746)	(6,868,847)	(7,075,905)	(7,101,883)	(6,745,859)	(6,695,085)
Assigned	<u>(1,409,610)</u>	<u>(1,409,610)</u>	<u>(2,382,699)</u>	<u>(2,417,467)</u>	<u>(2,433,810)</u>	<u>(2,437,964)</u>	<u>(2,360,579)</u>
Unassigned Fund Balance	<u>\$ 8,009,807</u>	<u>\$ 8,139,913</u>	<u>\$ 196,242</u>	<u>\$ 305,227</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

General Fund Fund Balance Policy Compliance

		FY2017 Actual	FY2018 Projected	FY2019 Adopted	FY2020 Projected	FY2021 Projected
Ending Fund Balance 6/30/17		\$ 10,548,206	\$ 10,463,198	\$ 10,236,292	\$ 9,920,422	\$ 9,828,263
Nonspendable		\$ -	\$ -	\$ -	\$ -	\$ -
Restricted -						
Athletics - Daubenspeck Donation		\$ (628,599)	\$ (664,599)	\$ (700,599)	\$ (736,599)	\$ (772,599)
Committed:						
Outstanding Encumbrances		\$ (21,815)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Subsequent Year Expenditures		(881,115)	(1,005,055)	(1,109,776)	(901,943)	(995,857)
Health Insurance Reserve		-	-	-	-	-
Capital Improvement Plan Reserve		-	(1,000,000)	(750,000)	(500,000)	(250,000)
Budgetary Stabilization Reserve	3.8613	<u>(5,017,632)</u>	<u>(5,020,850)</u>	<u>(5,192,107)</u>	<u>(5,293,916)</u>	<u>(5,399,228)</u>
Total Committed		\$ (5,920,562)	\$ (7,075,905)	\$ (7,101,883)	\$ (6,745,859)	\$ (6,695,085)
Assigned -						
Accrued Compensated Absences		\$ (729,265)	\$ (743,850)	\$ (758,727)	\$ (773,902)	\$ (789,380)
Operational and Capital Contingencies Reserve	1.2871	<u>(1,672,544)</u>	<u>(1,673,617)</u>	<u>(1,675,083)</u>	<u>(1,664,062)</u>	<u>(1,571,199)</u>
Total Assigned		\$ (2,401,809)	\$ (2,417,467)	\$ (2,433,810)	\$ (2,437,964)	\$ (2,360,579)
Unassigned		<u>\$ 1,597,236</u>	<u>\$ 305,227</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



City of Kenai
Fiscal Year 2019 Operating Budget

Property Tax Breakdown

What will your property tax \$'s pay for in FY2019?

Home Assessed Value	\$ 250,000.00
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)	<u>902.00</u>
Total Tax Liability	\$ 1,902.50

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

Department:

General Government

City Council	\$ 174,189	1.08%	\$ 10.80
City Administration	\$ 2,486,185	15.41%	154.18
Lands Administration	\$ 24,343	0.15%	1.50
Planning and Zoning	\$ 225,275	1.40%	14.01
City Clerk	<u>\$ 311,114</u>	<u>1.93%</u>	<u>19.31</u>
Total General Government	\$ 3,221,106	19.97%	\$ 199.80

Public Safety

Police	\$ 3,112,356	19.29%	\$ 193.00
Fire	\$ 3,196,111	19.81%	198.20
Communications	\$ 858,967	5.32%	53.23
Animal Control	<u>\$ 422,751</u>	<u>2.62%</u>	<u>26.21</u>
Total Public Safety	\$ 7,590,185	47.04%	\$ 470.64

Public Works

Public Works Administration	\$ 185,906	1.15%	11.51
Streets	\$ 1,078,268	6.68%	66.83
Maintenance Shop	\$ 671,147	4.16%	41.62
Buildings	\$ 386,016	2.39%	23.91
Street Lighting	<u>\$ 172,819</u>	<u>1.07%</u>	<u>10.71</u>
Total Public Works	\$ 2,494,156	15.45%	\$ 154.58

Parks, Recreation & Cultural

Parks, Recreation & Beautification	\$ 1,109,869	6.88%	\$ 68.83
Library	\$ 892,588	5.53%	55.33
Visitor Center	\$ 180,251	1.12%	11.21
City Dock	<u>\$ 74,829</u>	<u>0.46%</u>	<u>4.60</u>
Total Parks, Recreation & Cultural	\$ 2,257,537	13.99%	\$ 139.97

Senior Citizen Programs

\$ 216,944	1.34%	\$ 13.41
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Debt Service

\$ 143,402	0.89%	\$ 8.90
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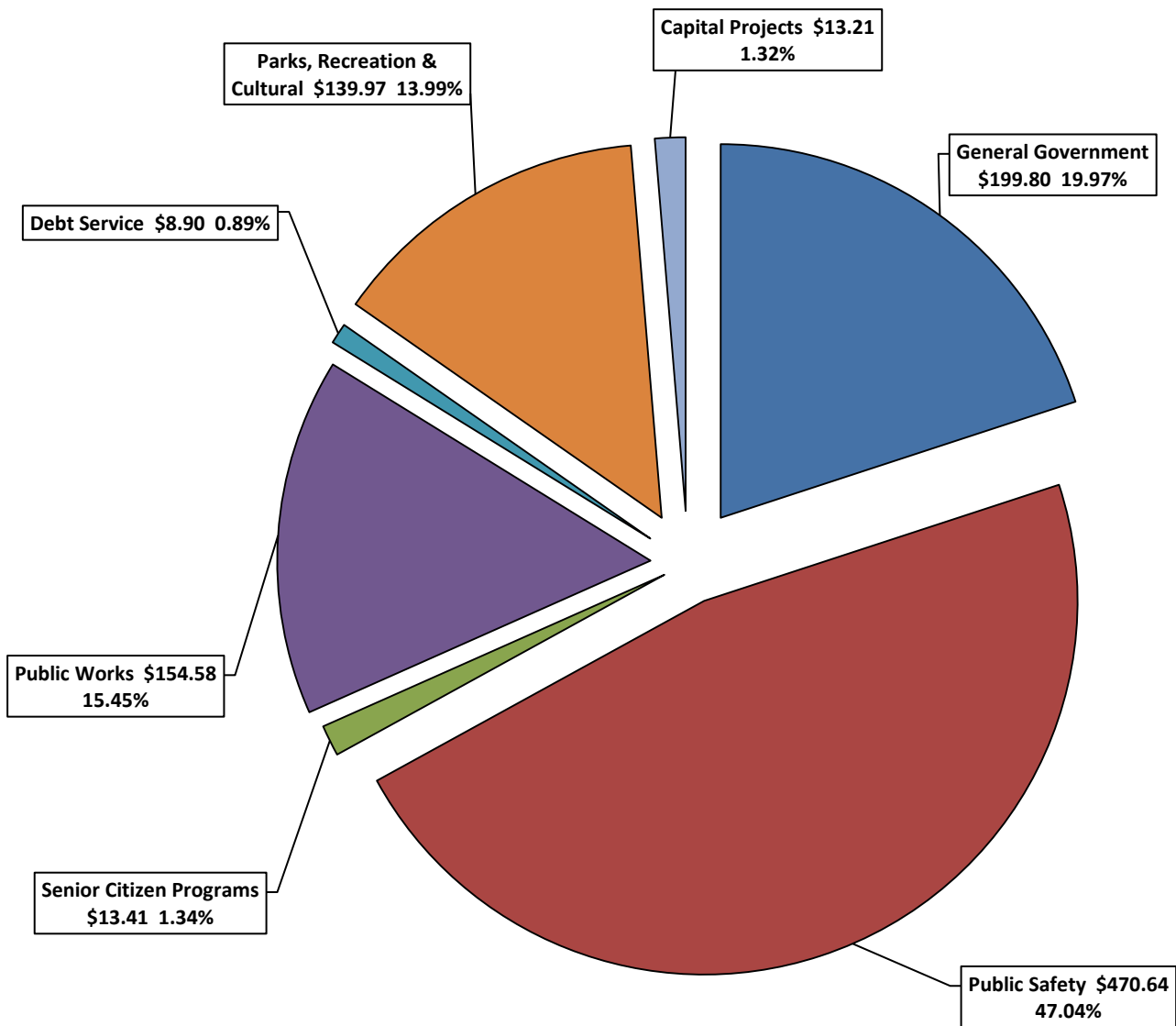
Capital Projects

<u>\$ 212,500</u>	<u>1.32%</u>	<u>\$ 13.21</u>
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Total City of Kenai \$ 16,135,830 100.00% \$ 1,000.50

City of Kenai
Fiscal Year 2019 Operating Budget

Property Tax Breakdown Graph



City of Kenai
Fiscal Year 2019 Operating Budget

General Fund Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2018 Original Budget	FY2019 Manager Proposed Budget	Difference	FY2018 Original Budget	FY2019 Manager Proposed Budget	Difference
<u>General Government</u>						
City Clerk	\$ 224,145	\$ 209,554	\$ (14,591)	\$ 74,210	\$ 101,560	\$ 27,350
Legislative	51,853	51,853	-	118,102	122,336	4,234
Legal	290,251	290,641	390	64,492	66,080	1,588
City Manager	319,914	328,074	8,160	30,340	24,560	(5,780)
Human Resources	-	160,300	160,300	-	9,600	9,600
Finance	619,885	641,592	21,707	65,525	68,297	2,772
Land Administration	-	7,103	7,103	17,740	17,240	(500)
Non-Departmental	204,840	386,788	181,948	450,285	487,053	36,768
Planning and Zoning	184,630	186,733	2,103	46,825	38,542	(8,283)
Safety	-	-	-	21,150	6,400	(14,750)
Total General Government	<u>1,895,518</u>	<u>2,262,638</u>	<u>367,120</u>	<u>888,669</u>	<u>941,668</u>	<u>52,999</u>
<u>Public Safety</u>						
Police	2,664,350	2,758,464	94,114	257,549	260,892	3,343
Fire	2,703,110	2,787,871	84,761	400,736	408,240	7,504
Communications	802,937	807,710	4,773	51,263	51,257	(6)
Animal Control	284,788	288,347	3,559	134,989	134,404	(585)
Total Public Safety	<u>6,455,185</u>	<u>6,642,392</u>	<u>187,207</u>	<u>844,537</u>	<u>854,793</u>	<u>10,256</u>
<u>Public Works</u>						
Public Works Administration	225,005	176,127	(48,878)	8,664	9,779	1,115
Shop	361,990	371,817	9,827	285,342	279,330	(6,012)
Streets	579,804	630,585	50,781	405,656	422,776	17,120
Buildings	247,854	260,697	12,843	93,590	87,019	(6,571)
Street Lighting	-	-	-	167,409	172,819	5,410
Total Public Works	<u>1,414,653</u>	<u>1,439,226</u>	<u>24,573</u>	<u>960,661</u>	<u>971,723</u>	<u>11,062</u>
<u>Library</u>	<u>676,445</u>	<u>652,915</u>	<u>(23,530)</u>	<u>236,140</u>	<u>239,673</u>	<u>3,533</u>
<u>Parks and Recreation</u>						
Boating Facility	47,730	34,948	(12,782)	45,618	39,881	(5,737)
Visitor Center	-	-	-	182,404	180,251	(2,153)
Parks, Recreation & Beautification	530,381	510,404	(19,977)	588,875	592,715	3,840
Total Parks and Recreation	<u>578,111</u>	<u>545,352</u>	<u>(32,759)</u>	<u>816,897</u>	<u>812,847</u>	<u>(4,050)</u>
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	<u>\$ 11,019,912</u>	<u>\$ 11,542,523</u>	<u>\$ 522,611</u>	<u>\$ 3,746,904</u>	<u>\$ 3,820,704</u>	<u>\$ 73,800</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

General Fund Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2018 Original Budget	FY2019 Manager Proposed Budget	Difference	FY2018 Original Budget	FY2019 Manager Proposed Budget	Difference	
						<u>General Government</u>
\$ -	\$ -	\$ -	\$ 298,355	\$ 311,114	\$ 12,759	City Clerk
-	-	-	169,955	174,189	4,234	Legislative
-	-	-	354,743	356,721	1,978	Legal
-	-	-	350,254	352,634	2,380	City Manager
-	-	-	-	169,900	169,900	City Manager
-	-	-	685,410	709,889	24,479	Finance
-	-	-	17,740	24,343	6,603	Land Administration
81,658	16,800	(64,858)	736,783	890,641	153,858	Non-Departmental
-	-	-	231,455	225,275	(6,180)	Planning and Zoning
-	-	-	21,150	6,400	(14,750)	Safety
<u>81,658</u>	<u>16,800</u>	<u>(64,858)</u>	<u>2,865,845</u>	<u>3,221,106</u>	<u>355,261</u>	Total General Government
						<u>Public Safety</u>
-	93,000	93,000	2,921,899	3,112,356	190,457	Police
-	-	-	3,103,846	3,196,111	92,265	Fire
-	-	-	854,200	858,967	4,767	Communications
-	-	-	419,777	422,751	2,974	Animal Control
<u>-</u>	<u>93,000</u>	<u>93,000</u>	<u>7,299,722</u>	<u>7,590,185</u>	<u>290,463</u>	Total Public Safety
						<u>Public Works</u>
-	-	-	233,669	185,906	(47,763)	Public Works Administration
-	20,000	20,000	647,332	671,147	23,815	Shop
-	24,907	24,907	985,460	1,078,268	92,808	Streets
-	38,300	38,300	341,444	386,016	44,572	Buildings
-	-	-	167,409	172,819	5,410	Street Lighting
<u>-</u>	<u>83,207</u>	<u>83,207</u>	<u>2,375,314</u>	<u>2,494,156</u>	<u>118,842</u>	Total Public Works
<u>-</u>	<u>-</u>	<u>-</u>	<u>912,585</u>	<u>892,588</u>	<u>(19,997)</u>	<u>Library</u>
						<u>Parks and Recreation</u>
-	-	-	93,348	74,829	(18,519)	Boating Facility
-	-	-	182,404	180,251	(2,153)	Visitor Center
-	6,750	6,750	1,119,256	1,109,869	(9,387)	Parks, Recreation & Beautification
<u>-</u>	<u>6,750</u>	<u>6,750</u>	<u>1,395,008</u>	<u>1,364,949</u>	<u>(30,059)</u>	Total Parks and Recreation
<u>745,130</u>	<u>572,846</u>	<u>(172,284)</u>	<u>745,130</u>	<u>572,846</u>	<u>(172,284)</u>	Non-Departmental Transfers
<u>\$ 826,788</u>	<u>\$ 772,603</u>	<u>\$ (54,185)</u>	<u>\$ 15,593,604</u>	<u>\$ 16,135,830</u>	<u>\$ 542,226</u>	Total General Fund

**City of Kenai
Fiscal Year 2019 Operating Budget**

**General Fund
Expenditure Summary**

	FY2017 Actual	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY18 Original	% Change
<u>General Government</u>						
01 City Clerk	\$ 269,306	\$ 298,355	\$ 298,355	\$ 311,114	\$ 12,759	4.28%
03 Visitor Center	177,795	182,404	182,404	180,251	(2,153)	(1.18%)
11 Legislative	164,434	169,955	169,955	174,189	4,234	2.49%
12 Legal	302,161	354,743	354,743	356,721	1,978	0.56%
13 City Manager	350,859	350,254	350,254	352,634	2,380	0.68%
14 Human Resources	-	-	-	169,900	169,900	-
15 Finance	603,313	685,410	685,410	709,889	24,479	3.57%
16 Land Administration	26,620	17,740	17,740	24,343	6,603	37.22%
18 Non-Departmental	581,874	655,125	655,125	890,641	235,516	35.95%
19 Planning and Zoning	203,539	231,455	231,455	225,275	(6,180)	(2.67%)
20 Safety	2,420	21,150	21,150	6,400	(14,750)	(69.74%)
Total General Government	<u>\$ 2,682,321</u>	<u>\$ 2,966,591</u>	<u>\$ 2,966,591</u>	<u>\$ 3,401,357</u>	<u>434,766</u>	<u>14.66%</u>
<u>Public Safety</u>						
21 Police	2,640,497	2,921,899	2,921,899	3,112,356	190,457	6.52%
22 Fire	2,935,855	3,103,846	3,103,846	3,196,111	92,265	2.97%
23 Communications	726,457	854,200	854,200	858,967	4,767	0.56%
29 Animal Control	376,981	419,777	419,777	422,751	2,974	0.71%
Total Public Safety	<u>6,679,790</u>	<u>7,299,722</u>	<u>7,299,722</u>	<u>7,590,185</u>	<u>290,463</u>	<u>3.98%</u>
<u>Public Works</u>						
31 Public Works Administration	215,606	233,669	233,669	185,906	(47,763)	(20.44%)
32 Shop	627,020	647,332	647,332	671,147	23,815	3.68%
33 Streets	846,987	985,460	985,460	1,078,268	92,808	9.42%
34 Buildings	304,240	341,444	341,444	386,016	44,572	13.05%
35 Street Lighting	154,579	167,409	167,409	172,819	5,410	3.23%
Total Public Works	<u>2,148,432</u>	<u>2,375,314</u>	<u>2,375,314</u>	<u>2,494,156</u>	<u>118,842</u>	<u>5.00%</u>
<u>Library</u>						
40 Library	<u>839,714</u>	<u>912,585</u>	<u>919,585</u>	<u>892,588</u>	<u>(19,997)</u>	<u>(2.19%)</u>
<u>Parks and Recreation</u>						
60 Boating Facility	66,018	93,348	93,348	74,829	(18,519)	(19.84%)
45 Parks, Recreation & Beautification	1,079,155	1,119,256	1,122,256	1,109,869	(9,387)	(0.84%)
Total Parks and Recreation	<u>1,145,173</u>	<u>1,212,604</u>	<u>1,215,604</u>	<u>1,184,698</u>	<u>(27,906)</u>	<u>(2.30%)</u>
<u>Total Operating Expenditures</u>	<u>13,495,430</u>	<u>14,766,816</u>	<u>14,776,816</u>	<u>15,562,984</u>	<u>796,168</u>	<u>5.39%</u>
<u>Transfers to other funds</u>						
Senior Citizen Fund	183,291	196,730	151,385	216,944	20,214	10.27%
Debt Service	140,439	142,058	146,898	143,402	1,344	0.95%
Employee Health Care Fund	100,000	-	-	-	-	-
Other non-operating	321,400	488,000	528,505	212,500	(275,500)	(56.45%)
Total Transfers to other funds	<u>745,130</u>	<u>826,788</u>	<u>826,788</u>	<u>572,846</u>	<u>(253,942)</u>	<u>(30.71%)</u>
Total General Fund	<u>\$ 14,240,560</u>	<u>\$ 15,593,604</u>	<u>\$ 15,603,604</u>	<u>\$ 16,135,830</u>	<u>\$ 542,226</u>	<u>3.48%</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

General Fund Summary by Line Item

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 6,193,447	\$ 6,037,965	\$ 6,531,750	\$ 6,530,100	\$ 6,632,060	\$ 100,310	1.54%
0200	Overtime	466,967	440,935	318,509	318,509	332,785	14,276	4.48%
0250	Holiday Pay	156,718	152,939	168,597	168,597	169,942	1,345	0.80%
0300	Leave	114,734	157,139	264,165	264,165	272,316	8,151	3.09%
0400	Medicare	98,459	95,563	105,606	105,606	107,407	1,801	1.71%
0450	Social Security	10,998	13,920	13,242	13,242	12,591	(651)	(4.92%)
0500	PERS	1,748,386	2,506,701	1,702,003	1,702,003	1,911,774	209,771	12.32%
0600	Unemployment Insurance	971	6,947	35,421	35,421	36,030	609	1.72%
0700	Workers Compensation	168,062	154,971	203,416	203,416	197,665	(5,751)	(2.83%)
0800	Health & Life Insurance	1,168,132	1,202,358	1,545,565	1,545,565	1,738,672	193,107	12.49%
0900	Supplemental Retirement	121,362	113,446	131,638	131,638	131,281	(357)	(0.27%)
<u>Total Salaries & Benefits</u>		\$ 10,248,236	\$ 10,882,884	\$ 11,019,912	\$ 11,018,262	\$ 11,542,523	\$ 522,611	4.74%
<u>Maintenance and Operations</u>								
2021	Office Supplies	16,347	21,784	29,985	29,706	26,145	(3,840)	(12.81%)
2022	Operating & Repair Supplies	502,742	556,572	580,355	562,755	562,490	(17,865)	(3.08%)
2024	Small Tools/Minor Equipment	117,424	159,972	114,301	118,920	139,946	25,645	22.44%
2026	Computer Software	73,184	64,922	80,595	98,209	105,587	24,992	31.01%
4531	Professional Services	451,601	591,190	600,669	598,826	591,150	(9,519)	(1.58%)
4532	Communications	74,751	69,627	75,946	75,946	79,293	3,347	4.41%
4533	Travel & Transportation	95,730	105,207	159,715	160,295	164,645	4,930	3.09%
4534	Advertising	27,782	30,293	34,550	33,650	29,100	(5,450)	(15.77%)
4535	Printing & Binding	26,314	26,669	41,300	39,800	34,400	(6,900)	(16.71%)
4536	Insurance	149,174	136,147	190,299	190,299	195,846	5,547	2.91%
4537	Utilities	735,290	666,513	766,944	766,944	774,293	7,349	0.96%
4538	Repair & Maintenance	247,155	262,947	287,843	287,843	276,780	(11,063)	(3.84%)
4539	Rentals	135,504	135,932	131,003	145,003	146,472	15,469	11.81%
4540	Equip. Fund Pmts.	339,205	310,345	335,076	335,076	379,876	44,800	13.37%
4541	Postage	14,516	12,721	20,308	20,308	20,808	500	2.46%
4666	Books	76,564	72,978	71,550	78,550	73,070	1,520	2.12%
4667	Dues & Publications	26,917	24,708	33,462	33,602	36,086	2,624	7.84%
4999	General Contingency	-	-	100,000	82,386	100,000	-	-
5041	Miscellaneous	39,955	54,569	57,351	56,841	53,971	(3,380)	(5.89%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	43,231	35,318	35,652	36,652	30,746	(4,906)	(13.76%)
<u>Total Maint. and Operations</u>		\$ 3,193,386	\$ 3,338,414	\$ 3,746,904	\$ 3,751,611	\$ 3,820,704	\$ 73,800	1.97%
<u>Capital Outlay & Transfers</u>								
8061	Land	7,446	8,834	-	343	-	-	-
8062	Buildings	-	63,629	-	-	38,300	38,300	-
8063	Improvements	-	22,596	-	-	-	-	-
8064	Machinery & Equipment	46,362	143,376	-	6,600	161,457	161,457	-
9090	Transfers	745,130	955,569	826,788	826,788	572,846	(253,942)	(30.71%)
<u>Total Capital Outlay and Transfers</u>		\$ 798,938	\$ 1,194,004	\$ 826,788	\$ 833,731	\$ 772,603	\$ (54,185)	(6.55%)
Manager Total:		\$ 14,240,560	\$ 15,415,302	\$ 15,593,604	\$ 15,603,604	\$ 16,135,830	\$ 542,226	3.48%

**City of Kenai
Fiscal Year 2019 Operating Budget**

General Fund Central Administration Cost Allocation

	FY 2018	FY 2019	Difference	Percent
Water	\$ 110,300	\$ 91,800	\$ (18,500)	(16.77%)
Sewer	55,200	50,200	(5,000)	(9.06%)
Sewer Treatment	119,800	123,300	3,500	2.92%
Airport - Airfield	816,300	864,900	48,600	5.95%
Airport - Administration Including Land	51,500	54,200	2,700	5.24%
Airport - Terminal	68,600	71,600	3,000	4.37%
Senior - Access	25,900	22,300	(3,600)	(13.90%)
Senior - Cong Meals	26,700	33,300	6,600	24.72%
Senior - Home Meals	26,000	41,600	15,600	60.00%
Senior - Transportation	21,000	16,100	(4,900)	(23.33%)
Senior - Choice Waiver	58,600	53,400	(5,200)	(8.87%)
Dipnet - Public Safety	73,300	61,200	(12,100)	(16.51%)
Dipnet - Streets	3,900	6,300	2,400	61.54%
Dipnet - Parks, Recreation & Beautification	27,100	32,200	5,100	18.82%
Dipnet - Dock	8,200	8,500	300	3.66%
Congregate Housing	<u>39,000</u>	<u>43,300</u>	<u>4,300</u>	<u>11.03%</u>
 Total	 <u>\$ 1,531,400</u>	 <u>\$ 1,574,200</u>	 <u>\$ 42,800</u>	 <u>2.79%</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

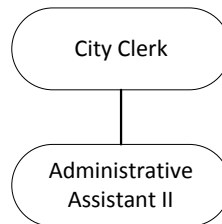
Mission

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

Functions & Responsibilities

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

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Clerk	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Administrative Assistant II	.5	9	.6	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
City Clerk	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	23	56	0	20	20	20

Performance Measures

	2013	2014	2015	2016	2017
Total Agenda Packets Distributed	74	81	82	69	68
Total Public Record Requests Processed	4	8	22	30	34
Total Permits Issued	22	13	16	18	14
Total Cemetery Plots Sold	15	27	20	27	24

FY2018 Accomplishments

1. Two document shred days were held in FY18 after the Record Retention Policy was adopted at the end of FY17 ending a five year moratorium on record destruction thus more appropriately managing the City's records.

2. A solution was secured for retention of city-wide social media records to more effectively manage those records.
3. A new vendor was secured to provide a mobile friendly, text searchable, downloadable, and shareable version of the Kenai Municipal Code to the City website to improve information accessibility.
4. Peak agenda management, eComment, and iLegislate was implemented for City Council packets to provide for eComment and increased civic engagement.

FY2019 Department Goals

1. Facilitate local democratic process by developing and conducting a training for all Commissions, Committees, and the Council on Aging on parliamentary procedure, Open Meetings Act, meeting management, and quasi-judicial matters for the Planning and Zoning Commission.
2. Enhance the use of Laserfiche by creating one form and two new templates, specific to the City's needs, in house, eliminating the need to budget funds to have our vendor create the processes for us.
3. More effectively manage City records by developing and conducting a training for departmental record coordinators on record management best practices.
4. More efficiently manage inactive City records by indexing all of the records in the record room.
5. More effectively serve as a gateway to local government for City Council, citizens, City departments, and outside agencies by securing and implementing a website redesign. A special project request for funding in the amount of \$12,500 has been submitted and will be required to meet this goal.
6. Implementation of Caselle module for management and accounting of cemetery plots. Special project request in the amount of \$ 6,150 is included for acquisition of the software. Future costs will be \$63 per month and will be included in the Finance Department's budget for software maintenance and support.

Future Considerations

Election procedures at the state level will be changing by the year 2020 and at this point it looks like they may be shifting to a primarily vote by mail process. We will need to continue to familiarize ourselves with Division of Elections recommendations and associated legislation as decisions are made. Municipalities may or may not continue to be allowed to borrow election equipment and ballot scanners may be a future capital need. Redistricting will also take place in the year 2020 which could affect how many precincts will exist in the City. From a record management standpoint we will need to catch up on microfilming legislation and City Council meeting minutes which are permanent and historical City records.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 001 - General Fund
Department: City Clerk

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 150,739	\$ 119,845	\$ 145,143	\$ 143,493	\$ 130,718	\$ (14,425)	(9.94%)
0200	Overtime	1,362	1,030	-	-	838	838	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,366	873	4,833	4,833	2,865	(1,968)	(40.72%)
0400	Medicare	2,219	1,720	2,174	2,174	1,950	(224)	(10.30%)
0450	Social Security	97	19	-	-	-	-	-
0500	PERS	26,680	24,829	31,931	31,931	28,942	(2,989)	(9.36%)
0600	Unemployment Insurance	-	-	750	750	672	(78)	(10.40%)
0700	Workers Compensation	404	365	566	566	507	(59)	(10.42%)
0800	Health & Life Insurance	25,503	24,271	35,748	35,748	40,062	4,314	12.07%
0900	Supplemental Retirement	2,852	2,497	3,000	3,000	3,000	-	-
	<u>Total Salaries & Benefits</u>	\$ 214,222	\$ 175,449	\$ 224,145	\$ 222,495	\$ 209,554	\$ (14,591)	(6.51%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	425	924	2,040	2,040	1,000	(1,040)	(50.98%)
2022	Operating & Repair Supplies	29	241	320	320	320	-	-
2024	Small Tools/Minor Equipment	687	3,211	200	2,750	980	780	390.00%
2026	Computer Software	12,183	10,217	16,540	16,540	26,045	9,505	57.47%
4531	Professional Services	21,044	21,038	25,200	26,700	43,000	17,800	70.63%
4532	Communications	1,908	1,658	2,160	2,160	2,360	200	9.26%
4533	Travel & Transportation	4,229	8,063	9,160	9,160	13,060	3,900	42.58%
4534	Advertising	10,517	9,957	9,150	8,250	9,150	-	-
4535	Printing & Binding	2,862	2,794	7,600	6,100	4,100	(3,500)	(46.05%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	145	200	200	200	-	-
4539	Rentals	-	-	100	100	100	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	49	200	200	-	(200)	(100.00%)
4667	Dues & Publications	1,022	809	1,040	1,040	945	(95)	(9.13%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	178	192	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 55,084	\$ 59,298	\$ 74,210	\$ 75,860	\$ 101,560	\$ 27,350	36.85%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 269,306	\$ 234,747	\$ 298,355	\$ 298,355	\$ 311,114	\$ 12,759	4.28%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

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

2026 Computer Software. Includes annual fees for records management, email archiving, agenda management and general office softwares. Increased for one-time purchase of cemetery management software and annual subscription for social media archiving software.

4531 Professional Services. Increases \$7,000 for code publishing services previously included in Legal Department and \$12,500 for update to the City's website.

4533 Travel & Transportation. Increased to provide training to Deputy Clerk towards attainment of the Certified Municipal Clerk designation.

4534 Advertising. Reduced with reduction in need for binding of permanent legislation.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund 001 – General Fund
Department: 403 – Visitor Center

Mission

To manage the Kenai Visitor and Cultural Center to celebrate, promote and reflect the community of Kenai.

Functions & Responsibilities

The Kenai Visitors and Cultural Center houses artifacts and historical data valuable to the residents of Kenai. Under a Facilities Management Agreement, a contractor performs services to promote Kenai as a visitor destination as well as act on the tremendous opportunities of the visitor industry, exploring new attractions and events, coordinating efforts in promoting the recreational and economic potential for our community with an emphasis on long-term growth and expansion.

Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

	2013	2014	2015	2016	2017
Number of Visitors	38,707	35,354	41,971	40,239	35,848
Number of Visitor Guides Distributed*	60,000	60,000	52,000	50,000	45,000
Number of Website Hits*	59,175	76,780	71,971	69,780	51,100
Number of Participants in Silver Salmon Derby*	N/A	N/A	N/A	N/A	143
Number of Views of Eagle Cam	N/A	N/A	N/A	N/A	72,996

*Information provided by Kenai Chamber of Commerce and Visitor Center

FY2019 Department Goals

1. Increase the visitor industry and local events in Kenai through exploring new attractions and opportunities to promote Kenai.
2. Enhance community development by partnering with season-expanding promotions to make Kenai a year-round destination.
3. Promote Kenai as a vibrant, healthy, and attractive community through coordination with City departments on special projects, activities and initiatives such as increasing participation in the Silver Salmon Derby, increasing views of the Eagle Cam, and generating revenue through the Dipnet App.
4. Increase the number of visitors to the City of Kenai and the Visitor Center website.
5. Partner with the City of Kenai on opportunities to pursue grant funding for program and capital project's needs.

Future Considerations

The current Facilities Management Agreement expires on December 31, 2018 and an invitation for bid shall be advertised in FY2019.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	792	407	1,000	1,000	1,000	-	-
2024	Small Tools/Minor Equipment	681	136	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	125,000	125,050	125,000	125,000	125,000	-	-
4532	Communications	2,258	2,081	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	60	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	37,508	34,657	42,984	42,984	40,831	(2,153)	(5.01%)
4538	Repair & Maintenance	11,556	15,161	13,420	13,420	13,420	-	-
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	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 177,795</u>	<u>\$ 178,032</u>	<u>\$ 182,404</u>	<u>\$ 182,404</u>	<u>\$ 180,251</u>	<u>\$ (2,153)</u>	<u>(1.18%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 177,795</u>	<u>\$ 178,032</u>	<u>\$ 182,404</u>	<u>\$ 182,404</u>	<u>\$ 180,251</u>	<u>\$ (2,153)</u>	<u>(1.18%)</u>

City of Kenai
Fiscal Year 2019 Operating Budget

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

4531 Professional Services. Facility Management Agreement with Kenai Chamber of Commerce for operations of the Kenai Visitor Center.	4538 Repair & Maintenance. Janitorial services, security monitoring and window cleaning.
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**City of Kenai
Fiscal Year 2019 Operating Budget**

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

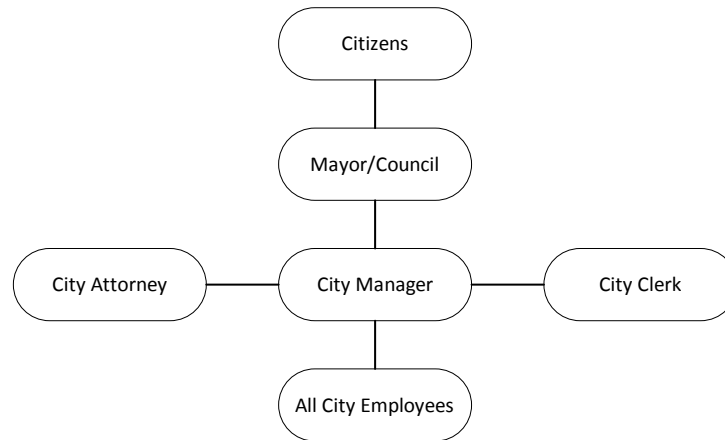
Mission

To adopt policies and provide services that encourages economic growth, ensures public safety, and fosters community involvement.

Functions & Responsibilities

The City Council provides policy direction, on behalf of the citizens, to the City government function, establishes community goals and objectives, and serve as stewards of the financial interests of the City, including the City budget and appropriations.

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Mayor	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Council Member	6	NG	6	NG	6	NG	6	NG	6	NG	6	NG

Performance Measures

	2013	2014	2015	2016	2017
Total Number of Meetings and Work Sessions	38	36	34	40	30
Legislation Acted On	141	145	127	112	130
Voter Turnout	25%	28%	19%	25%	28%

FY2019 Department Goals

1. Economic Development; Encourage economic development to support the fiscal health of the City of Kenai. Development of a recruitment strategy to attract and compete for specific businesses and industries that are necessary to maintain the local economy.
2. Public Improvements and Services; Provide adequate public improvements and services in Kenai. Secure 100% of the necessary funding for the Kenai River bluff erosion project and continue to collaborate with the USACE on the Kenai River Bluff Erosion Project.

3. Economic Development; Encourage economic development to support the fiscal health of the City of Kenai. Support the marketing strategy to actively recruit development on Airport Industrial Park leases.
4. Civic Engagement; Increase public participation in local government by increasing the number of comments to council packets by 70%.

Future Considerations

Future considerations include continuing to be mindful of the state's budget situation, advocating for community revenue sharing; conducting a cost-benefit analyses of development incentive programs beneficial to the City; improvements to City Streets, Wastewater Treatment Plant, and the Recreation Center; development of Millennium Square; and improvements and promotion for Old Town.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 47,800	\$ 48,060	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	693	697	696	696	696	-	-
0450	Social Security	2,964	2,980	2,976	2,976	2,976	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	161	153	181	181	181	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ 51,618	\$ 51,890	\$ 51,853	\$ 51,853	\$ 51,853	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	177	169	200	200	200	-	-
2022	Operating & Repair Supplies	2,367	2,781	2,800	2,800	2,800	-	-
2024	Small Tools/Minor Equipment	3,362	1,483	5,500	4,500	10,800	5,300	96.36%
2026	Computer Software	546	459	340	340	300	(40)	(11.76%)
4531	Professional Services	39,800	40,639	41,000	41,000	46,250	5,250	12.80%
4532	Communications	737	474	1,040	1,040	870	(170)	(16.35%)
4533	Travel & Transportation	6,932	8,985	7,000	7,550	12,000	5,000	71.43%
4534	Advertising	3,500	5,525	8,300	8,300	3,600	(4,700)	(56.63%)
4535	Printing & Binding	-	99	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	27	49	200	200	200	-	-
4667	Dues & Publications	7,520	7,460	8,120	8,120	8,120	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	4,617	7,449	7,450	6,900	5,950	(1,500)	(20.13%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	43,231	33,837	35,652	36,652	30,746	(4,906)	(13.76%)
<u>Total Maint. and Operations</u>		\$ 112,816	\$ 109,409	\$ 118,102	\$ 118,102	\$ 122,336	\$ 4,234	3.59%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 164,434	\$ 161,299	\$ 169,955	\$ 169,955	\$ 174,189	\$ 4,234	2.49%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2024 Small Tools/Minor Equipment. Council Chamber wireless microphone upgrade \$10,000 and iPad purchase for newly elected councilors.

4531 Professional Services. Annual City Audit.

4533 Travel & Transportation. Travel for councilors to newly elected official's training, mayoral travel and travel for legislative hearings. Increased for anticipated mayoral travel to Washington DC for Bluff Erosion Project funding solicitation.

4534 Advertising. Miscellaneous promotional items for the City. Reduced with elimination of duplicate ad in Milepost publication.

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

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

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

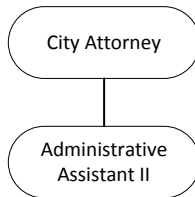
Mission

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

Functions & Responsibilities

- a. Core functions of the department:
 - i. Provide legal advice and representation to Council, administration, board and commissions
 - ii. Defend City against civil lawsuits, through direct representation and management of outside counsel
 - iii. Draft and review City legislation and correspondence
 - iv. Draft and review contracts and agreements on behalf of the City
 - v. Provide legal review and direction on human resource decisions
 - vi. Prosecute code enforcement matters and minor offenses
 - vii. Debt collection and representation in bankruptcy proceedings
 - viii. Risk management

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Attorney	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Administrative Assistant II	1	9	1	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Administrative Assistant II	0	0	10	10	10	10

Performance Measures

	2013	2014	2015	2016	2017
Total Citations	693	598	727	467	759
Litigation Costs	\$ 33,772	\$ 6,523	\$ 80,452	\$ 52,688	\$ 8,063
Collected Citations	\$ 60,951	\$ 45,034	\$ 50,658	\$ 34,279	\$ 35,832
Outstanding Citations	\$ 11,369	\$ 12,323	\$ 14,430	\$ 13,081	\$ 31,320*
Contracts Processed	No Historical Data				
Legislative Items Reviewed/Drafted	No Historical Data				

*2017 Outstanding Citations have not been submitted for PFD garnishment.

FY2019 Department Goals

1. Convert citation processing to Caselle Court system. Special project request of \$ 10,250 for acquisition of software. Future maintenance of software will be \$ 163 per month and will be paid from Finance department's budget.
2. Improve processes for processing work product with other departments. As a department within the municipality who serves the public on a budget set annually from regulated funds, improved processes cannot be measured by profitability. The metrics used to measure this goal are in how their implementation affect the following areas:
 - Administration - Creating a culture of improvement conducive to efficiency, increased output, employee satisfaction and engagement, and operating within or under budget. Streamlining workload and communications will positively affect all departments within the City.
 - Public – Provide quality service by effectively responding to City resident's needs as a team. The public has a reasonable expectation of cost effective services being provided from the Administration and Council.
 - Council - Ensuring the public needs are met in the most cost effective manner will positively influence the democratic outcome of our elected officials.
Successful implementation of improved work processes will be measured in the stability of the City's workforce and public confidence reflected by their re-electing our Council members.
3. Review all legislation.

Future Considerations

Continue to meet mission statement and support the City in its legal needs.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 194,385	\$ 183,548	\$ 196,095	\$ 196,095	\$ 193,622	\$ (2,473)	(1.26%)
0200	Overtime	-	28	-	-	370	370	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	2,642	7,542	7,542	6,262	(1,280)	(16.97%)
0400	Medicare	2,811	2,691	2,953	2,953	2,903	(50)	(1.69%)
0450	Social Security	-	67	-	-	-	-	-
0500	PERS	42,765	40,152	43,141	43,141	42,678	(463)	(1.07%)
0600	Unemployment Insurance	-	222	1,018	1,018	1,002	(16)	(1.57%)
0700	Workers Compensation	647	570	754	754	742	(12)	(1.59%)
0800	Health & Life Insurance	32,863	31,403	35,748	35,748	40,062	4,314	12.07%
0900	Supplemental Retirement	3,021	3,057	3,000	3,000	3,000	-	-
<u>Total Salaries & Benefits</u>		\$ 276,492	\$ 264,380	\$ 290,251	\$ 290,251	\$ 290,641	\$ 390	0.13%
<u>Maintenance and Operations</u>								
2021	Office Supplies	347	440	750	471	750	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,976	1,662	1,000	1,279	1,780	780	78.00%
2026	Computer Software	458	426	485	485	10,760	10,275	2,118.56%
4531	Professional Services	8,063	36,300	37,065	37,065	27,000	(10,065)	(27.15%)
4532	Communications	1,273	1,112	1,280	1,280	1,290	10	0.78%
4533	Travel & Transportation	6,386	6,202	14,300	14,300	15,000	700	4.90%
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	5,129	4,710	6,230	6,230	6,000	(230)	(3.69%)
4667	Dues & Publications	1,685	1,945	1,852	1,852	2,000	148	7.99%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	352	479	1,530	1,530	1,500	(30)	(1.96%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 25,669	\$ 53,276	\$ 64,492	\$ 64,492	\$ 66,080	\$ 1,588	2.46%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 302,161	\$ 317,656	\$ 354,743	\$ 354,743	\$ 356,721	\$ 1,978	0.56%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2026 Computer Software. Includes annual fees for general office softwares. Increased for one-time purchase of court management software to assist in administration of citations and to facilitate online payments of traffic citations by offenders.

4531 Professional Services. Funds for outside legal council and process serving services should they be necessary. Decreased over previous years because of lack of use.

4533 Travel & Transportation. Includes funds for continuing education of department staff, City Attorney automobile allowance, and travel related to litigation.

4666 Books. Westlaw subscription and other legal subscription services.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

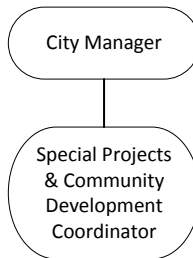
To manage and continually improve City services, operations, and personnel to promote growth, development, and a thriving business and residential community through reasonable and responsible management practices.

Functions & Responsibilities

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

The Special Projects and Community Development Coordinator promotes growth, development, and a thriving business and residential community and assists the City Manager in the efficient organization and operation of personnel and uniform application of personnel rules.

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Manager	1	NG	1	NG	1	NG	1	NG	1	NG	1	NG
Assistant to City Manager/ HR Specialist	1	15	1	15	1	15	0	N/A	0	N/A	0	N/A
Special Projects & Community Development Coordinator	0	N/A	0	N/A	0	N/A	1	18	1	18	1	18

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
City Manager	N/A	N/A	N/A	N/A	N/A	N/A
Assistant to City Manager/HR Specialist	0	6	4	0	0	0
Special Projects & Community Development Coordinator	N/A	N/A	N/A	30	30	30

Performance Measures

	2013	2014	2015	2016	2017
Percent of Department Goals Met	<i>No Historical Data</i>				
Quantifiable Efficiencies	<i>No Historical Data</i>				

FY2019 Department Goals

1. Improve organizational efficiency and effectiveness by improving processes and procedures through an efficiencies project in which departments identify areas that can be operated more efficiently and recommend solutions.
2. Enhance community development by providing leadership to make the City of Kenai a vibrant, healthy, and attractive community in coordination with City departments on special projects, activities and initiatives and through facilitation of projects in partnership with the Kenai Visitor Center and other agencies.
3. Respond to all resident inquiries within one business day.

Future Considerations

City personnel assigned to duties in the City Manager's office has changed in recent years and may continue to experience organizational changes related to meeting the City's human resource, administrative support, and special project needs.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 001 - General Fund
Department: City Manager

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 226,793	\$ 212,789	\$ 222,308	\$ 222,308	\$ 221,857	\$ (451)	(0.20%)
0200	Overtime	286	300	220	220	1,674	1,454	660.91%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	13,960	11,938	5,101	5,101	7,645	2,544	49.87%
0400	Medicare	3,523	3,279	3,301	3,301	3,352	51	1.54%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	47,645	46,404	48,956	48,956	49,177	221	0.45%
0600	Unemployment Insurance	-	-	422	422	436	14	3.32%
0700	Workers Compensation	730	685	858	858	871	13	1.52%
0800	Health & Life Insurance	30,200	27,061	35,748	35,748	40,062	4,314	12.07%
0900	Supplemental Retirement	1,605	2,381	3,000	3,000	3,000	-	-
	<u>Total Salaries & Benefits</u>	\$ 324,742	\$ 304,837	\$ 319,914	\$ 319,914	\$ 328,074	\$ 8,160	2.55%
<u>Maintenance and Operations</u>								
2021	Office Supplies	756	722	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,200	2,457	1,000	1,000	780	(220)	(22.00%)
2026	Computer Software	648	598	700	700	960	260	37.14%
4531	Professional Services	5,722	59,287	5,000	5,000	-	(5,000)	(100.00%)
4532	Communications	1,272	1,289	1,940	1,940	2,120	180	9.28%
4533	Travel & Transportation	8,211	14,265	16,000	16,000	15,000	(1,000)	(6.25%)
4534	Advertising	3,892	1,386	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	20	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	2,958	1,617	1,700	1,700	1,700	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,458	2,298	2,000	2,000	2,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 26,117	\$ 83,939	\$ 30,340	\$ 30,340	\$ 24,560	\$ (5,780)	(19.05%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 350,859	\$ 388,776	\$ 350,254	\$ 350,254	\$ 352,634	\$ 2,380	0.68%

City of Kenai
Fiscal Year 2019 Operating Budget

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

2024 Small Tools/Minor Equipment. Charge for (3) three computers and miscellaneous other items.	4531 Professional Services. Funds previously for outside legal council and outside consulting services. Eliminated because of lack of use.
2026 Computer Software. Includes annual fees for general office softwares.	4533 Travel & Transportation. Includes funds for continuing education of department staff, City Manager automobile allowance, travel for legislative hearings and anticipated travel to Washington DC for Bluff Erosion Project funding solicitation.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

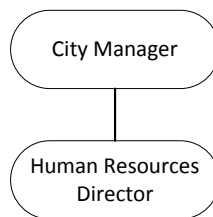
Mission

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

Functions & Responsibilities

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

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Human Resource Director	0	N/A	0	N/A	0	N/A	1	21	1	21	1	21

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Human Resource Director	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

	2014	2015	2016	2017
Total Recruitment for Regular FT & PT positions	15	14	23	24
Turnover Rate	13%	12%	20%	21%
Average Number of Applicants for FT & PT positions	20	15	17	16

FY2019 Department Goals

1. Emphasize the role of effective recruitment and hire through implementation of updated recruitment software to assure job postings reach the greatest audience, provide a better experience for applicants, and allow for a more automated and standardized recruitment process.

2. Recruit and retain a Human Resource Director and establish the Human Resources department structure, internal relationships, relationships with other departments and arranging of resources within the department.
3. As a newly established department, an evaluation of the City's Human Resource functions to include information gathering, evaluation, analysis, and action planning is necessary to identify strengths and areas requiring improvement.

Future Considerations

Ensuring the City of Kenai has the ability to recruit and retain talented employees through competitive, yet responsible compensation and benefits.

The potential for a large scale natural gas pipeline and production facility in Alaska will strain the City's ability to recruit and retain employees. The City must prepare itself for this possibility through employee cross training, employment practices, compensation and benefit offerings, and the production of employee task manuals for each position.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 001 - General Fund
Department: Human Resources

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ 110,220	\$ 110,220	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	1,696	1,696	-
0400	Medicare	-	-	-	-	1,623	1,623	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	24,248	24,248	-
0600	Unemployment Insurance	-	-	-	-	560	560	-
0700	Workers Compensation	-	-	-	-	422	422	-
0800	Health & Life Insurance	-	-	-	-	20,031	20,031	-
0900	Supplemental Retirement	-	-	-	-	1,500	1,500	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ 160,300	\$ 160,300	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	500	500	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	4,500	4,500	-
2026	Computer Software	-	-	-	-	340	340	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	1,200	1,200	-
4533	Travel & Transportation	-	-	-	-	2,360	2,360	-
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	-	-	-	-	200	200	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	500	500	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ -	\$ -	\$ -	\$ -	\$ 9,600	\$ 9,600	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Manager Total:	\$ -	\$ -	\$ -	\$ -	\$ 169,900	\$ 169,900	-

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2024 Small Tools/Minor Equipment. Purchase of a computer and other general office equipment. This is a new position and will require complete outfitting.	4533 Travel & Transportation. Includes funds for continuing education of department staff.
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**City of Kenai
Fiscal Year 2019 Operating Budget**

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

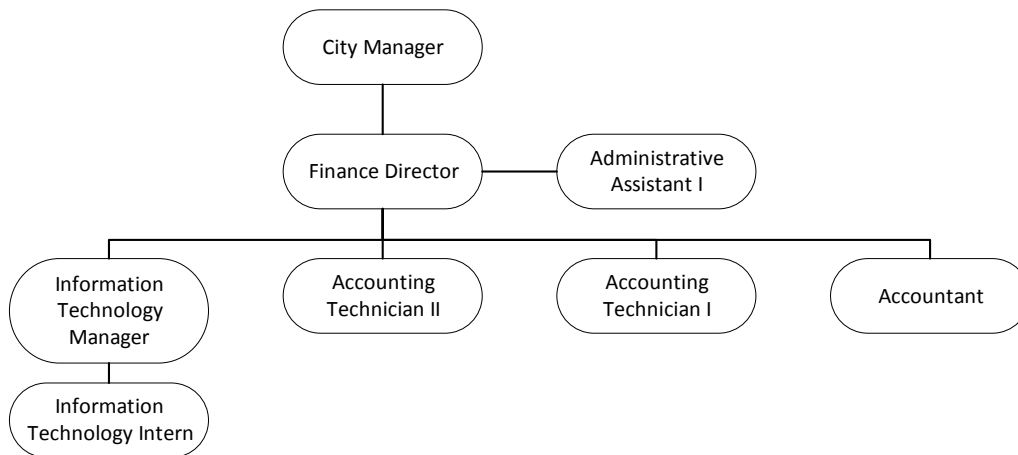
Mission

The Finance Department is committed to providing timely, accurate, clear and complete information and support to other city departments, citizens, and the City Council for the purpose of making informed financial decisions.

Functions & Responsibilities

The Finance Department is responsible for the financial and budgetary operations of the City and the operations of the City's information technology network. The Finance Department processes purchase orders, issues vendor checks, processes the citywide payroll, compiles the budget, processes all 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.

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Finance Director	1	24	1	24	1	24	1	24	1	24	1	24
IT Manager	1	18	1	18	1	18	1	18	1	18	1	18
IT Specialist	-	-	-	-	-	-	-	-	1	11	1	11
Accountant	1	16	1	16	1	16	1	16	1	16	1	16
Accounting Tech I	.5	10	.5	10	.5	10	.5	10	.5	10	.5	10
Accounting Tech II	1	11	1	11	1	11	1	11	1	11	1	11
Administrative Assistant I	.25	8	.25	8	.25	8	.25	8	.25	8	.25	8
Summer IT Intern	-	-	-	-	-	-	0.1	2.4	1.1	2.4	0.1	2.4

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Finance Director	N/A	N/A	N/A	N/A	N/A	N/A
IT Manager	12.5	17.0	65	65	65	65
IT Specialist	-	-	-	-	-	-
Accountant	-	-	-	-	-	-
Accounting Tech I	-	-	-	-	-	-
Accounting Tech II	-	-	-	-	-	-
Administrative Assistant I	-	-	-	-	-	-

Performance Measures

	FY2013	FY2014	FY2015	FY2016	FY2017
Account Payable					
Purchase Orders	2,884	2,966	2,863	3,060	2,677
Vendor Checks	3,448	3,444	3,221	3,817	3,446
Payroll					
Employee Onboarding	36	40	37	47	54
Employee Exits	32	37	39	43	40
Payroll Checks	3,209	3,515	3,560	3,494	3,540
Utility Billing					
Utility Customers	2,771	2,660	2,587	2,429	2,284
Paper Invoices	23,945	24,134	24,561	24,001	23,378
Electronic Invoices	Service not available			1,368	2,172
Customers on auto-pay	Service not available		315	488	580
Grants Administration					
Federal Grants	27	26	19	13	12
State Grants	29	32	32	30	27
Information Technology					
FTE's per IT Staff	114	115	115	116	116

FY2019 Department Goals

1. Prepare the FY20 with the goal of applying for the Government Finance Officers of the United States and Canada Distinguished Budget Presentation Award.
2. Increase utility billing electronic invoices by 10% year over year.
3. Facilitate acceptance of online payments for traffic citations.
4. Consolidate three City network domains into a single domain.
5. Complete purchase and installation of network datacenter server equipment that has reached the end of its useful life.

Future Considerations

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

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 388,960	\$ 376,460	\$ 396,528	\$ 396,528	\$ 404,502	\$ 7,974	2.01%
0200	Overtime	1,388	1,785	4,740	4,740	4,825	85	1.79%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	8,225	27,957	27,957	29,842	1,885	6.74%
0400	Medicare	5,550	5,514	6,223	6,223	6,369	146	2.35%
0450	Social Security	-	48	-	-	195	195	-
0500	PERS	85,991	83,511	88,279	88,279	89,362	1,083	1.23%
0600	Unemployment Insurance	-	-	2,145	2,145	2,196	51	2.38%
0700	Workers Compensation	1,313	1,212	1,611	1,611	1,653	42	2.61%
0800	Health & Life Insurance	66,313	62,167	84,902	84,902	95,148	10,246	12.07%
0900	Supplemental Retirement	7,267	7,012	7,500	7,500	7,500	-	-
<u>Total Salaries & Benefits</u>		\$ 556,782	\$ 545,934	\$ 619,885	\$ 619,885	\$ 641,592	\$ 21,707	3.50%
<u>Maintenance and Operations</u>								
2021	Office Supplies	5,079	4,486	6,600	6,600	6,600	-	-
2022	Operating & Repair Supplies	-	-	400	400	400	-	-
2024	Small Tools/Minor Equipment	1,210	4,001	4,600	4,600	4,600	-	-
2026	Computer Software	27,152	22,534	31,000	31,000	33,772	2,772	8.94%
4531	Professional Services	424	2,819	2,000	2,000	2,000	-	-
4532	Communications	3,264	2,517	3,480	3,480	3,480	-	-
4533	Travel & Transportation	8,024	7,287	12,965	12,965	12,965	-	-
4534	Advertising	44	524	500	500	500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	24	-	-	-	-	-
4667	Dues & Publications	860	1,034	1,980	1,980	1,980	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	474	1,528	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 46,531	\$ 46,754	\$ 65,525	\$ 65,525	\$ 68,297	\$ 2,772	4.23%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	4,056	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 4,056	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 603,313	\$ 596,744	\$ 685,410	\$ 685,410	\$ 709,889	\$ 24,479	3.57%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2024 Small Tools/Minor Equipment. Charge for (8) eight computers and miscellaneous other items.

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

2026 Computer Software. Includes annual fees for general office software's, Caselle financial management software and various software's to support the City's IT Manager. Increased in FY2019 for additions of Cemetery and Court Management modules to Caselle system licensing.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

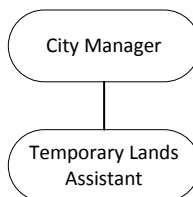
Mission

To manage City-owned lands to promote growth, development, and a thriving business and residential community through reasonable and responsible land policies and practices.

Functions & Responsibilities

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

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Temporary Land Technician	.25	10	0	10	0	10	.125	10	0	10	0	10

Performance Measures

	2013	2014	2015	2016	2017
Existing Leases	19	19	19	19	19
New Lease Applications	0	0	0	0	0
New Leases	0	0	0	10	0
Lease Terminations	0	0	0	0	0
Land Acquisitions	0	0	0	1	7
Land Sales/Donations	0	1	1	0	4

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

FY2019 Department Goals

1. Increase economic and community interest in utilizing City lands by taking a City-wide Approach to land management to include business-friendly policies and practices, policy predictability, uniform application of policies and promoting community and business development in coordination with other City departments. In order to meet this goal, a one-time special staffing request to recruit and temporarily employ a Temporary Land Technician will provide a comprehensive evaluation and characterization of each City-owned parcel as part of the City's Land Management Plan.

2. Encourage increased interest in the City of Kenai as an All-America City with a thriving business and residential community through affirmative marketing to create increased lease and sale activity, community interest, and business growth as measured by new lease applications and interest in City lands.
3. Update to land forms and development of streamlined processes to create increased lease and sale activity, community interest, and business growth.
4. Reduction in the number of under-utilized City-owned parcels to be measured as part of the Land Management Plan.
5. Complete acquisition of lands identified as needed to complete the City's Bluff Erosion Project.

Future Considerations

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

City personnel assigned to land administration duties has changed in recent years and may continue to experience one-time staffing or one-time professional service needs in technology, mapping, and/or administrative support.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 001 - General Fund
Department: Land Administration

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ 1,515	\$ -	\$ -	\$ 6,544	\$ 6,544	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	22	-	-	95	95	-
0450	Social Security	-	94	-	-	406	406	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	33	33	-
0700	Workers Compensation	-	5	-	-	25	25	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ -	\$ 1,636	\$ -	\$ -	\$ 7,103	\$ 7,103	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	78	200	200	200	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	4	200	200	200	-	-
2026	Computer Software	329	249	340	340	340	-	-
4531	Professional Services	18,009	7,296	15,000	14,657	15,000	-	-
4532	Communications	-	90	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	215	500	500	500	-	-
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	732	812	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	104	251	1,000	1,000	500	(500)	(50.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 19,174	\$ 8,995	\$ 17,740	\$ 17,397	\$ 17,240	\$ (500)	(2.82%)
<u>Capital Outlay & Transfers</u>								
8061	Land	7,446	8,834	-	343	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 7,446	\$ 8,834	\$ -	\$ 343	\$ -	\$ -	-
Manager Total:		\$ 26,620	\$ 19,465	\$ 17,740	\$ 17,740	\$ 24,343	\$ 6,603	37.22%

City of Kenai
Fiscal Year 2019 Operating Budget

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

4531 Professional Services. Professional services for surveying, platting, appraisal of City-owned lands, litigation reports, site assessment reports and miscellaneous engineering.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

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

Functions & Responsibilities

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

Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 001 - General Fund
Department: Non-Departmental

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	288,137	1,094,100	204,840	204,840	386,788	181,948	88.82%
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		<u>\$ 288,137</u>	<u>\$ 1,094,100</u>	<u>\$ 204,840</u>	<u>\$ 204,840</u>	<u>\$ 386,788</u>	<u>\$ 181,948</u>	<u>88.82%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	270	1,565	2,000	2,000	1,200	(800)	(40.00%)
2022	Operating & Repair Supplies	2,785	1,975	2,500	2,500	2,000	(500)	(20.00%)
2024	Small Tools/Minor Equipment	9,275	4,497	7,000	7,000	7,000	-	-
2026	Computer Software	5,946	3,921	6,650	24,264	8,250	1,600	24.06%
4531	Professional Services	-	1,747	3,000	3,000	3,000	-	-
4532	Communications	796	7,079	2,510	2,510	1,535	(975)	(38.84%)
4533	Travel & Transportation	(8,764)	(17,586)	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	13,362	10,666	12,500	12,500	11,500	(1,000)	(8.00%)
4536	Insurance	149,174	136,147	190,299	190,299	195,846	5,547	2.91%
4537	Utilities	40,063	37,165	41,368	41,368	43,012	1,644	3.97%
4538	Repair & Maintenance	17,985	19,168	21,600	21,600	21,600	-	-
4539	Rentals	50,378	41,275	43,080	43,080	44,834	1,754	4.07%
4540	Equip. Fund Pmts.	5,411	19,304	3,478	3,478	34,276	30,798	885.51%
4541	Postage	3,335	5,564	8,000	8,000	8,000	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	100,000	82,386	100,000	-	-
5041	Miscellaneous	3,721	6,265	6,300	6,300	5,000	(1,300)	(20.63%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	1,481	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 293,737</u>	<u>\$ 280,233</u>	<u>\$ 450,285</u>	<u>\$ 450,285</u>	<u>\$ 487,053</u>	<u>\$ 36,768</u>	<u>8.17%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	1,870	-	-	16,800	16,800	-
9090	Transfers	745,130	955,569	826,788	826,788	572,846	(253,942)	(30.71%)
<u>Total Capital Outlay and Transfers</u>		<u>\$ 745,130</u>	<u>\$ 957,439</u>	<u>\$ 826,788</u>	<u>\$ 826,788</u>	<u>\$ 589,646</u>	<u>\$ (237,142)</u>	<u>(28.68%)</u>
<u>Manager Total:</u>		<u>\$ 1,327,004</u>	<u>\$ 2,331,772</u>	<u>\$ 1,481,913</u>	<u>\$ 1,481,913</u>	<u>\$ 1,463,487</u>	<u>\$ (18,426)</u>	<u>(1.24%)</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

0500 PERS. To account for the General Fund's share of State of Alaska Public Employee's Retirements System on-behalf funding.

2024 Small Tools/Minor Equipment. Miscellaneous network and computer hardware.

2026 Computer Software. Includes annual fees for network device licensing.

4999 General Contingency. Funds available for unexpected expenditures. Funds are subject to budgetary control allowing no more than \$4,999.99 to be transferred without action from the City Council.

4536 Insurance. For the purchase of general liability, property, auto, heavy equipment, physician sponsor, marine, and other City insurances.

4539 Rentals. Rental of Airport Fund property (Tract A, FBO Subdivision), \$32,529; Automated Flight Service Station lot, \$9,005; and postage meter and scale for City Hall, \$3,300.

4540 Equipment Replacement Fund Payments. The City's main server infrastructure is being replaced in FY2019. Equipment has a projected (5) five-year life. Substantial increase year over year as equipment was not replaced as scheduled in FY2018 which reduced the FY2018 payment into the Equipment Replacement Fund. The FY2019 amount will continue for the next (5) five fiscal years.

9090 Transfers. To account for fund transfers to other funds of the City for operations or capital projects.

Library Expansion Bond debt service	\$ 143,402
Senior Citizen Fund for operations	171,274
Senior Citizen Fund for dishwasher replacement	11,170
Senior Citizen Fund for flooring replacement	34,500
Public Safety Improvements Capital Project Fund for Fire Department kitchen remodel.	35,000
Kenai Recreation Center Improvements Capital Project Fund for exterior painting, locker room tile replacement, hot water system replacement. Amount is combined with existing grant funds of approximately \$38,000 of grant funds to complete the projects.	 27,500
Kenai road improvement projects to be identified.	150,000
	<u>\$ 572,846</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

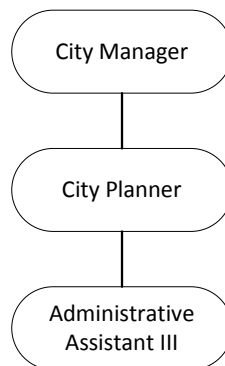
Mission

The Planning & Zoning Department seeks to provide the citizens of Kenai with accurate and timely land use information in the areas of Land-Use Development, Interpretation of Kenai Municipal Code, Historic Preservation, Code Enforcement and Geographic Information Systems. The Division maintains the City's Comprehensive Plan, which is used to guide future growth and development in the City.

Functions & Responsibilities

The Planning & Zoning Department is responsible for all functions, operations, activities, and personnel related to planning and zoning, including determining the current and future planning needs of the City, maintaining geographic information services, code enforcement, land use applications, and land sale and lease administration. The Planning Division also prepares and maintains the City's official Zoning and Land-Use Maps and provides administrative support to the Planning & Zoning Commission.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Planner	1.0	16	.75	16	.70	16	.70	16	.70	16	.70	16
Administrative Assistant III	1.0	10	1.0	10	1.0	10	1.0	10	1.0	10	1.0	10
Planning & Zoning Commissioner	7	N/A	7	N/A	7	N/A	7	N/A	7	N/A	7	N/A

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
City Planner	83	36	17.5	21	21	21
Administrative Assistant III	27	8.5	25	30	30	30
Planning & Zoning Commissioner	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

	2013	2014	2015	2016	2017
Variance/Conditional Use Permits Issued	14	7	14	11	19
Other Permits Issued	38	35	46	32	27
Total Permits Issued	52	42	60	43	46

FY2019 Department Goals

1. Provide quality customer service to applicants and ensure appropriate standards are met during the application review process.
Objective: Review and process all permits efficiently and effectively based on Kenai Municipal Code criteria.
Measure: Process permits and applications processed within timelines outlined in Title 14.
2. Review 2030 Comprehensive Plan annually.
Objective: Ensure public and policy decision-makers share a common vision for Kenai's future.
Measure: Review 2030 Comprehensive Plan within timelines outlined in Title 14.
3. Establish procedures to make site visits to gravel pits annually.
Objective: Determine annual activity and reclamation efforts of gravel pits.
Measure: Review gravel pit site visit process during second half of FY2019.
4. Review and update Kenai Municipal Code related to signs.
Objective: Improve clarity of ordinances and code addressing signs in the City.
Measure: Start the sign code review process in the second half of FY2019, with an initial focus on Kenai Municipal Code Section 14.20.220-Signs.

Future Considerations

Review conditional use permit process, including annual reporting process. Amend Kenai Municipal Code if necessary to improve clarity and efficiency.

Respond to new or changing City resource demands caused by the potential Alaska Liquefied Natural Gas (LNG) Project.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 001 - General Fund
Department: Planning and Zoning

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 119,247	\$ 122,737	\$ 118,682	\$ 118,682	\$ 117,018	\$ (1,664)	(1.40%)
0200	Overtime	2,064	2,782	1,989	1,989	2,349	360	18.10%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	2,140	2,969	2,969	3,025	56	1.89%
0400	Medicare	1,682	1,504	1,793	1,793	1,775	(18)	(1.00%)
0450	Social Security	490	722	521	521	521	-	-
0500	PERS	25,030	24,534	24,700	24,700	24,413	(287)	(1.16%)
0600	Unemployment Insurance	-	657	576	576	570	(6)	(1.04%)
0700	Workers Compensation	408	391	464	464	459	(5)	(1.08%)
0800	Health & Life Insurance	26,416	23,870	30,386	30,386	34,053	3,667	12.07%
0900	Supplemental Retirement	2,661	1,904	2,550	2,550	2,550	-	-
<u>Total Salaries & Benefits</u>		\$ 177,998	\$ 181,241	\$ 184,630	\$ 184,630	\$ 186,733	\$ 2,103	1.14%
<u>Maintenance and Operations</u>								
2021	Office Supplies	660	909	1,100	1,100	1,100	-	-
2022	Operating & Repair Supplies	431	473	1,000	1,000	1,000	-	-
2024	Small Tools/Minor Equipment	-	1,233	2,400	2,400	1,365	(1,035)	(43.13%)
2026	Computer Software	7,215	2,837	2,925	2,925	2,950	25	0.85%
4531	Professional Services	6,752	9,340	20,000	20,000	13,697	(6,303)	(31.52%)
4532	Communications	509	526	1,500	1,500	2,230	730	48.67%
4533	Travel & Transportation	4,211	7,543	9,000	9,000	7,300	(1,700)	(18.89%)
4534	Advertising	4,055	4,450	5,500	5,500	5,500	-	-
4535	Printing & Binding	58	302	1,500	1,500	1,500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	196	500	500	500	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	54	300	300	300	-	-
4667	Dues & Publications	-	345	650	650	650	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,650	2,395	450	450	450	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 25,541	\$ 30,603	\$ 46,825	\$ 46,825	\$ 38,542	\$ (8,283)	(17.69%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 203,539	\$ 211,844	\$ 231,455	\$ 231,455	\$ 225,275	\$ (6,180)	(2.67%)

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

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

4533 Travel & Transportation. Includes funds for continuing education of department staff and planning commissioner training.

4531 Professional Services. GIS technical support and junk vehicle removal. The FY2018 Budget included additional funding for integration of City lands and lease information.

**City of Kenai
Fiscal Year 2019 Operating Budget**

**Fund 001 – General Fund
Department: Safety**

Mission

The Safety department ensures that both the public and City employees are protected from potential hazards.

Functions & Responsibilities

Maintaining safe and healthy working conditions and fostering a culture focusing on awareness, open communication, safety education and supervision, and safe working methods.

The Public Works Director is responsible for planning and directing the implementation and administration of the City Safety Program, which trains and keeps employees informed about the safety and health of work, as well as current safety issues, rules and regulations. Safety is the responsibility of all employees.

Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

	2013	2014	2015	2016	2017
Workman Compensation Claims	14	20	12	15	14
OSHA 300 Cases	4	4	2	6	4
Total Number of Days Away from Work	71.5	8	0	159	1
Total Number of Days of Job Transfer or Restriction	0	19	0	44	8
Safety Meetings (annual)	6	6	6	6	6

FY2019 Department Goals

1. Our goal is to have zero work related injuries and illnesses.
2. Maintain a safe and healthy workplace for all employees in compliance with all applicable laws and regulations.
3. Promote a positive attitude towards safety.
4. Establish safety and health objectives for all levels of management and employees.
5. Commit appropriate and sufficient resources to protect and support the City's safety efforts.
6. Provide management leadership and require all employees to take responsibility and ownership of safety. Ensure that each employee understands that they have the obligation to stop a job/task to prevent an unsafe incident from occurring.
7. Assure compliance with all company safety, health, and security programs and practices. Regularly review and evaluate safety, health, and security programs, procedures and practices to assure that they are effective and up-to-date.

8. Assure timely and thorough reporting and investigation of all incidents, including the identification of causal factors and the establishment of effective corrective actions.

Future Considerations

The accumulation of data will be a key factor in the City's goal to improve workplace safety. Gathering information before, during, and after each incident will help to make the right decisions on prevention in the future. In addition, when armed with accurate data about a specific type of accident, realistic safety goals can be accomplished and will help to keep everyone safer.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 001 - General Fund
Department: Safety

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	998	588	500	500	600	100	20.00%
2024	Small Tools/Minor Equipment	-	-	500	3,500	500	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	1,227	4,857	19,750	16,750	5,000	(14,750)	(74.68%)
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	195	213	400	400	300	(100)	(25.00%)
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 2,420</u>	<u>\$ 6,226</u>	<u>\$ 21,150</u>	<u>\$ 21,150</u>	<u>\$ 6,400</u>	<u>\$ (14,750)</u>	<u>(69.74%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 2,420</u>	<u>\$ 6,226</u>	<u>\$ 21,150</u>	<u>\$ 21,150</u>	<u>\$ 6,400</u>	<u>\$ (14,750)</u>	<u>(69.74%)</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

<p>4531 Professional Services. Employee drug testing and city-wide safety training. The FY2018 Budget included residual amounts from a project to rewrite the City's site-specific safety plans.</p>

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

The department's mission, together with the community of Kenai, is to make the city a place where all people live safely and without fear.

Functions & Responsibilities

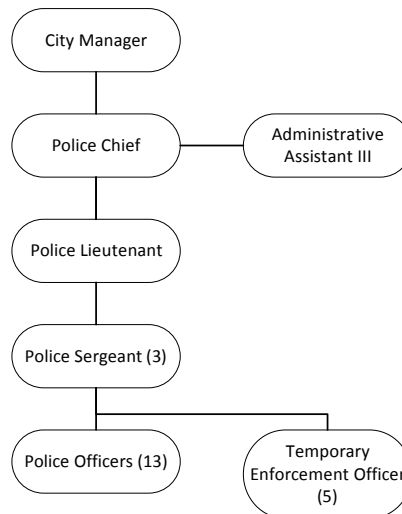
The Kenai Police Department has a well-deserved reputation for excellence in policing. We are responsible for the enforcement of laws, regulations and ordinances of the State of Alaska and City of Kenai. We are committed to the philosophy of community policing and problem solving with those that we serve.

The Kenai Police Department provides police protection to residents within Kenai city limits and works cooperatively with other agencies to provide police services beyond the city limits. The department is responsible for supervision of the City's 911 communication center and staff. Kenai police officers enforce traffic law, perform routine preventative patrols and respond to crimes in progress. After initial contact by patrol officers, investigators may be requested to respond to crimes against persons and property and provide assistance to victims and witnesses.

Outreach program and presentations are conducted year round in order to strengthen community relations and educate the public on crime prevention. A school resource officer participates in school based activities designed to prevent criminal activity among juveniles and inform youth on the role of law enforcement in the community.

The Department also plays a significant role in the safety and operations of the Kenai River Dipnet Fishery. This is accomplished with the assistance of Temporary Enforcement Officers.

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Police Chief	1	23	1	23	1	23	1	23	1	23	1	23
Lieutenant	1	20	1	20	1	20	1	20	1	20	1	20

Sergeant	3	18	3	18	3	18	3	18	3	18	3	18
Officer	13	16	13	16	13	16	13	16	13	16	14	16
Administrative Assistant III	1	8	1	8	1	10	1	10	1	10	1	10
Temporary Enforcement Officer	.6	3	.6	3	.6	3	.6	3	.6	3	.6	3

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Chief	N/A	N/A	N/A	N/A	N/A	N/A
Lieutenant	N/A	N/A	N/A	N/A	N/A	N/A
Sergeant	298	435	259	297	312	327
Officer	2155	2506	1435	1435	1507	1582
Administrative Assistant III	0	0	0	0	0	0
Temporary Enforcement Officer	0	0	0	0	40	40

Performance Measures

	2013	2014	2015	2016	2017
Total Police Service Calls	8314	8197	7840	7926	8330
Total Motor Vehicle Collisions	314	265	279	290	218
Property Crime Reports ¹	364	415	377	452	487
Welfare Checks and Citizen Assists	819	906	1029	1037	1083
Training hours per sworn officer ²	84	65	88	91	90
Traffic Contacts	2769	1927	1765	2054	3427
Patrol Hours	6288	5751	5460	5387	5022

FY2019 Department Goals

1. Promote proactive traffic patrol and contacts that help to make Kenai's roadways safer. Evaluate through assessment of patrol hours and traffic contacts.
2. Continue to attain clearance rates on property crime offenses above national rates, during a period of rising rates of property crime. Evaluated through assessing the FBI's Uniform Crime Report Data.
3. Enhance officer job related training to ensure continued high levels of police service provided to public. Evaluate through assessing training needs and hours of ongoing training.

Future Considerations

Overall crime rates for the State of Alaska and the City of Kenai are on the rise, especially in the area of property crime. We will need to continue to evaluate legislation, community outreach, and enforcement strategies to combat those increases. The State of Alaska is collecting much less

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

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

in surcharges for violations than it has historically, reducing the police training funds available. This will need to be solved through statewide legislation or the expanded need for local funding of police training. The police facility is aging with the primary current concern being the storage space available for growing volumes of evidence. Steps will need to be taken to increase space in the police facility within the next 5-10 years. If natural gas pipeline were to move forward to construction in Nikiski it could have serious budget implications in regards to additional staffing requirements and employee retention.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,454,449	\$ 1,500,541	\$ 1,582,673	\$ 1,582,673	\$ 1,621,232	\$ 38,559	2.44%
0200	Overtime	137,590	112,288	104,913	104,913	101,813	(3,100)	(2.95%)
0250	Holiday Pay	70,467	69,515	78,334	78,334	79,414	1,080	1.38%
0300	Leave	32,368	39,609	56,082	56,082	61,303	5,221	9.31%
0400	Medicare	24,342	24,736	26,417	26,417	27,027	610	2.31%
0450	Social Security	1,326	1,405	1,366	1,366	1,368	2	0.15%
0500	PERS	361,233	367,468	383,657	383,657	391,684	8,027	2.09%
0600	Unemployment Insurance	-	601	9,113	9,113	9,316	203	2.23%
0700	Workers Compensation	42,566	37,234	53,689	53,689	56,218	2,529	4.71%
0800	Health & Life Insurance	245,105	282,158	339,606	339,606	380,589	40,983	12.07%
0900	Supplemental Retirement	24,924	25,593	28,500	28,500	28,500	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ 2,394,370</u>	<u>\$ 2,461,148</u>	<u>\$ 2,664,350</u>	<u>\$ 2,664,350</u>	<u>\$ 2,758,464</u>	<u>\$ 94,114</u>	<u>3.53%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,308	1,549	3,000	3,000	2,000	(1,000)	(33.33%)
2022	Operating & Repair Supplies	57,927	60,849	59,550	59,550	65,000	5,450	9.15%
2024	Small Tools/Minor Equipment	26,538	27,780	22,350	22,350	23,950	1,600	7.16%
2026	Computer Software	4,513	6,664	8,245	8,245	7,750	(495)	(6.00%)
4531	Professional Services	17,801	14,779	17,100	17,100	16,200	(900)	(5.26%)
4532	Communications	18,500	16,064	18,780	18,780	18,935	155	0.83%
4533	Travel & Transportation	28,607	28,612	26,650	26,650	26,650	-	-
4534	Advertising	1,200	832	1,500	1,500	1,000	(500)	(33.33%)
4535	Printing & Binding	2,830	2,816	3,800	3,800	3,600	(200)	(5.26%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	42,905	40,794	48,933	48,933	48,276	(657)	(1.34%)
4538	Repair & Maintenance	24,474	19,824	22,118	22,118	21,986	(132)	(0.60%)
4539	Rentals	-	253	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,026	2,406	4,008	4,008	3,508	(500)	(12.48%)
4666	Books	1,472	1,395	1,670	1,670	1,670	-	-
4667	Dues & Publications	2,441	3,722	3,195	3,195	3,867	672	21.03%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	12,585	15,209	16,650	16,650	16,500	(150)	(0.90%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 246,127</u>	<u>\$ 243,548</u>	<u>\$ 257,549</u>	<u>\$ 257,549</u>	<u>\$ 260,892</u>	<u>\$ 3,343</u>	<u>1.30%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	46,272	-	-	93,000	93,000	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ 46,272</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 93,000</u>	<u>\$ 93,000</u>	<u>-</u>
Manager Total:		<u>\$ 2,640,497</u>	<u>\$ 2,750,968</u>	<u>\$ 2,921,899</u>	<u>\$ 2,921,899</u>	<u>\$ 3,112,356</u>	<u>\$ 190,457</u>	<u>6.52%</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

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

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

4532 Communications. (19) Nineteen department telephones, long distance charges, cell phone stipends for (18) eighteen sworn officers and two dedicated phone circuits for the departments administrative line and Crime Stoppers.

4538 Repair & Maintenance. Department janitorial, annual building inspection services, miscellaneous equipment repairs and tuning.

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

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

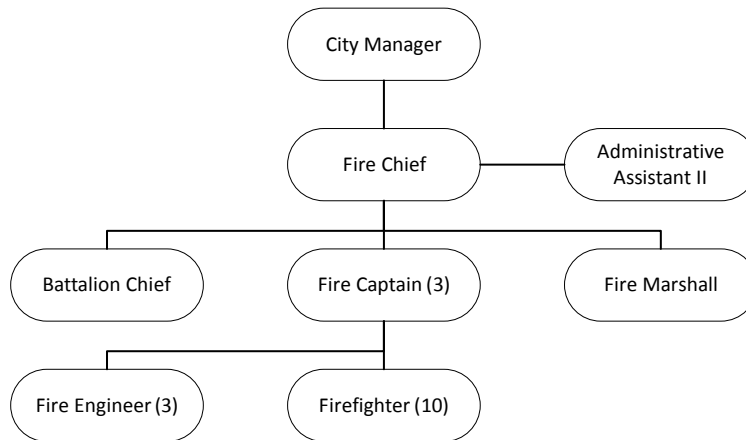
The Kenai Fire Department is dedicated to safeguarding the lives, property, and environment of our community through exceptional services in education, preparedness, prevention and response to emergency incidents.

Functions & Responsibilities

The City of Kenai Fire Department is a career fire department consisting of nineteen fire service professionals and one administrative assistant. The department provides fire, emergency medical services, airport rescue firefighting (ARFF), technical rescue, water rescue, code enforcement, fire investigation, fire prevention/public education, and other related services to the City of Kenai.

The department responds out of two stations. Our main station, Station 1, is located at the corner of Main Street and Willow Ave and shares the building with the Kenai Police Department. Station 1 is staffed 24/7 by four personnel plus the administrative staff during the week days. Station 2 is located at the airport and shares one half of the airport Operations Building and is staffed by one firefighter 24/7.

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Fire Chief	1	22	1	22	1	22	1	22	1	22	1	22
Battalion Chief	1	17	1	17	1	17	1	17	1	17	1	17
Fire Marshal	1	17	1	17	1	17	1	17	1	17	1	17
Captain	3	16	3	16	3	16	3	16	3	16	3	16
Engineer	3	15	3	15	3	15	3	15	3	15	3	15
Firefighter	9	13/14	9	13/14	10	13/14	10	13/14	10	13/14	10	13/14
Administrative Assistant II	1	9	1	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Fire Chief	N/A	N/A	N/A	N/A	N/A	N/A
Battalion Chief	254	294	200	200	200	200
Fire Marshal	192	229	175	160	160	160
Captain	898	1,007	354	510	510	510
Engineer	1,221	973	424	450	450	450
Firefighter	3,479	3,244	1,516	1,550	1,550	1,550
Administrative Assistant II	0	0	10	10	10	10
FLSA	<u>2,240</u>	<u>2,240</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>
Total	<u>8,284</u>	<u>7,987</u>	<u>5,079</u>	<u>5,280</u>	<u>5,280</u>	<u>5,280</u>

Performance Measures

	2013	2014	2015	2016	2017
Total Calls for Service	1139	1226	1378	1537	1442
Fire Calls	31	24	41	35	31
Rescue & EMS Calls	839	912	985	1133	1065
Hazardous Conditions	35	28	32	28	23
Service Calls	111	117	162	196	168
Good Intent Calls	58	66	74	90	87
False Alarm & False	63	69	74	79	65
Other Calls	3	7	10	6	3

- **Reduce fire loss through fire code compliance inspections**

- Each year the Fire Marshal will be required to complete one third of the total number of City occupancy inspections.

	2012	2013	2014	2015	2016	2017
Total Number of Occupancies						
Inspections Completed	239	268	157	118	150	140
% of Inspections Completed						

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

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

Pre-plans	2018
Number of Target Hazards	
% of Pre-plans completed	

- **Improve the outcome for sick, injured, trapped and endangered victims**

- Performance criteria will be measuring the 60 seconds turnout time for EMS Delta and Echo (as defined by the Emergency Priority Dispatch criteria) responses 90% of the time.

EMS Turnout Times	2018
Average in Seconds	
% Under 60 Seconds	
Confirmed Delta/Echo	

- **Reduce fire damage, eliminate fire deaths and injuries**
 - Performance criteria will be measuring the 80 seconds turnout time for fire and special operations response 90% of the time.

Fire Response Times	2018
Average in Seconds	
% Under 240 Seconds	
Total Number of Calls	

- **Reduce fire damage, eliminate fire deaths and injuries**
 - Performance criteria will be measuring the 240 seconds (4 minutes) or less travel time for the arrival of the first arriving engine company (4 firefighters) at a fire suppression incident 90% of the time in the City core.

Fire Response Times	2018
Average in Seconds	
% Under 240 Seconds	
Total Number of Calls	

FY2019 Department Goals

1. Develop a department Succession Plan to prepare the department for anticipated retirements of senior staff.
2. Develop and implement a Community Risk Reduction process that will allow the department to identify and prioritize local risks, followed by the integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact.
3. Improve the department's records management system as it relates to building inspections and code enforcement to better track and measure the program's effectiveness.
4. Explore firefighter internship program through local university.

Future Considerations

Over the last five years, from 2013 to 2017, the department has seen an increase of 27% in our calls for service. If the potential construction of the gas facility in our area occurs the department should expect a growth in our calls for service and the potential need to increase staffing due to the increase in calls. Staffing recruitment and retention is potentially a concern with the impact of the PERS Tier 4 and the mobility of firefighters at the entry level and the near term retirement of senior staff members.

Several capital items the department uses have life cycles for replacement. Our portable and mobile radios, self-contained breathing apparatus (SCBA) and bottles, hose, turn-out gear, 12-lead electrocardiograms and other similar items have life cycles for replacement. Some of these are large purchases where you replace all of them at once such as the SCBAs. Some items like hoses can be purchased in smaller increments. The department needs to complete a

replacement schedule for these items and consideration should be taken to develop a plan to for their replacement. Grant funding is sometimes available but not reliable.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,439,426	\$ 1,387,064	\$ 1,527,047	\$ 1,527,047	\$ 1,547,628	\$ 20,581	1.35%
0200	Overtime	259,240	251,537	136,882	136,882	150,472	13,590	9.93%
0250	Holiday Pay	62,563	60,147	63,765	63,765	64,516	751	1.18%
0300	Leave	40,863	51,738	80,777	80,777	84,527	3,750	4.64%
0400	Medicare	25,502	24,796	26,222	26,222	26,782	560	2.14%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	388,232	373,697	380,093	380,093	387,777	7,684	2.02%
0600	Unemployment Insurance	-	-	9,043	9,043	9,232	189	2.09%
0700	Workers Compensation	79,602	74,568	91,801	91,801	86,317	(5,484)	(5.97%)
0800	Health & Life Insurance	243,368	267,294	357,480	357,480	400,620	43,140	12.07%
0900	Supplemental Retirement	28,664	26,636	30,000	30,000	30,000	-	-
<u>Total Salaries & Benefits</u>		<u>\$ 2,567,460</u>	<u>\$ 2,517,477</u>	<u>\$ 2,703,110</u>	<u>\$ 2,703,110</u>	<u>\$ 2,787,871</u>	<u>\$ 84,761</u>	<u>3.14%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	373	1,160	1,000	1,000	700	(300)	(30.00%)
2022	Operating & Repair Supplies	50,775	57,637	60,130	60,130	59,560	(570)	(0.95%)
2024	Small Tools/Minor Equipment	22,788	42,376	13,800	13,800	23,440	9,640	69.86%
2026	Computer Software	5,185	3,112	3,235	3,235	3,390	155	4.79%
4531	Professional Services	48,534	47,915	66,958	66,958	68,865	1,907	2.85%
4532	Communications	8,815	5,696	9,790	9,790	9,885	95	0.97%
4533	Travel & Transportation	17,764	17,484	27,150	27,150	26,250	(900)	(3.31%)
4534	Advertising	170	733	1,400	1,400	1,400	-	-
4535	Printing & Binding	1,089	1,861	3,500	3,500	3,100	(400)	(11.43%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	50,689	47,764	51,252	51,252	50,699	(553)	(1.08%)
4538	Repair & Maintenance	1,815	4,717	5,200	5,200	4,800	(400)	(7.69%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	134,902	115,313	138,277	138,277	138,277	-	-
4541	Postage	429	226	400	400	400	-	-
4666	Books	5,223	3,458	4,150	4,150	4,150	-	-
4667	Dues & Publications	2,815	2,849	3,694	3,694	3,824	130	3.52%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	8,515	8,536	10,800	10,800	9,500	(1,300)	(12.04%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 359,881</u>	<u>\$ 360,837</u>	<u>\$ 400,736</u>	<u>\$ 400,736</u>	<u>\$ 408,240</u>	<u>\$ 7,504</u>	<u>1.87%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	8,514	55,556	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ 8,514</u>	<u>\$ 55,556</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 2,935,855</u>	<u>\$ 2,933,870</u>	<u>\$ 3,103,846</u>	<u>\$ 3,103,846</u>	<u>\$ 3,196,111</u>	<u>\$ 92,265</u>	<u>2.97%</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

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

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

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

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

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

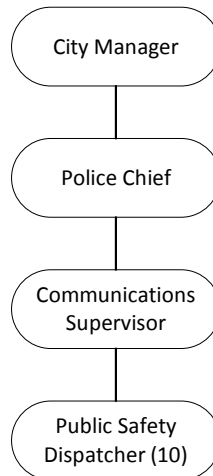
Protect the lives and property of the citizens of Kenai and its visitors through prompt, courteous and efficient call processing and dispatching.

Functions & Responsibilities

The Department staffs and maintains a 911 communications system and responds accordingly to calls for assistance.

- A. Core functions of the department
 - i. Answer and dispatch 911 calls
 - ii. Answer administrative phones and walk-in customers
 - iii. Citation processing
 - iv. Records management
 - v. Paperwork processing
 - vi. Statistical gathering and reporting
 - vii. Facilities management
 - viii. Grant management
 - ix. IT assistance
 - x. Alarm monitoring/dispatching (city buildings)
 - xi. Answer/dispatch FAA direct hotline for airport disasters
- B. Facilities managed: Communications Center at 107 S. Willow St.

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Communications Supervisor	1	12	1	12	1	12	1	13	1	13	1	13
Public Safety Dispatcher	7	9	7	9	7	9	7	10	7	10	7	10

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Communications Supervisor	11	61	24	45	45	45
Public Safety Dispatcher	546	556	292	299	299	299

Performance Measures

	2013	2014	2015	2016	2017
Police Calls for Service Dispatched	8314	8197	7840	7926	8330
Medical Calls for Service Dispatched	839	903	987	1147	1065
Fire Calls for Service Dispatched	300	320	391	421	377

FY2019 Department Goals

1. Measure "Time to Answer" times and compare against NFPA 1221 standards.
2. Measure "Alarm Handling" times and compare against NFPA 1221 standards.
3. Focus on positive customer interactions. Solicit feedback from staff, peers and public regarding areas to improve quality assurance and customer service.

Future Considerations

- Replacement of public safety base radio system due to the aging equipment that is rapidly becoming obsolete (current grant application pending).
- Mandatory transition to NIBRS crime reporting for the FBI beginning 2021, which will require upgrades to the Records Management System or transition away from the current system.
- Working to meet State of Alaska Emergency Medical Dispatcher Certification / Medical Director Requirements.
- Re-establishing recording of administrative calls utilizing a new Digital Logging Recorder for phones/radios (current grant application pending).
- Evaluate staffing levels to handle increasing call volumes. Increasing medical calls and the requirements of EMD standards may be difficult without shifting to two dispatchers on duty at all times.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 001 - General Fund
Department: Communications

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 412,316	\$ 413,041	\$ 466,304	\$ 466,304	\$ 457,748	\$ (8,556)	(1.83%)
0200	Overtime	24,028	19,614	14,483	14,483	14,223	(260)	(1.80%)
0250	Holiday Pay	23,688	23,277	26,498	26,498	26,012	(486)	(1.83%)
0300	Leave	-	3,390	16,876	16,876	15,977	(899)	(5.33%)
0400	Medicare	6,456	6,428	7,603	7,603	7,453	(150)	(1.97%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	100,986	97,593	111,602	111,602	109,558	(2,044)	(1.83%)
0600	Unemployment Insurance	-	567	2,621	2,621	2,569	(52)	(1.98%)
0700	Workers Compensation	1,508	1,429	1,958	1,958	1,922	(36)	(1.84%)
0800	Health & Life Insurance	110,938	115,050	142,992	142,992	160,248	17,256	12.07%
0900	Supplemental Retirement	9,533	9,828	12,000	12,000	12,000	-	-
<u>Total Salaries & Benefits</u>		\$ 689,453	\$ 690,217	\$ 802,937	\$ 802,937	\$ 807,710	\$ 4,773	0.59%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,443	1,734	2,500	2,500	2,000	(500)	(20.00%)
2022	Operating & Repair Supplies	83	109	550	550	200	(350)	(63.64%)
2024	Small Tools/Minor Equipment	2,377	4,082	4,400	4,400	4,860	460	10.45%
2026	Computer Software	1,363	4,982	1,590	1,590	1,620	30	1.89%
4531	Professional Services	324	672	720	720	720	-	-
4532	Communications	3,134	2,670	2,488	2,488	2,693	205	8.24%
4533	Travel & Transportation	3,211	5,064	8,500	8,500	8,500	-	-
4534	Advertising	600	498	600	600	600	-	-
4535	Printing & Binding	513	103	750	750	700	(50)	(6.67%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	21,410	18,130	25,420	25,420	25,719	299	1.18%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	75	186	300	300	200	(100)	(33.33%)
4667	Dues & Publications	439	279	495	495	495	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,032	2,484	2,950	2,950	2,950	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 37,004	\$ 40,993	\$ 51,263	\$ 51,263	\$ 51,257	\$ (6)	(0.01%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 726,457	\$ 731,210	\$ 854,200	\$ 854,200	\$ 858,967	\$ 4,767	0.56%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

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

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

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

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

Functions & Responsibilities

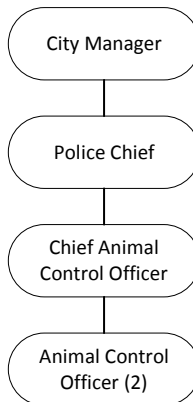
The primary responsibilities of the Animal Control Department are:

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

Services provided by the Animal Control Department 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.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Chief Animal Control Officer	1	11	1	11	1	11	1	11	1	11	1	11
Officer	2	9	2	9	2	9	2	9	2	9	2	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Chief Animal Control Officer	22	11	30	30	30	30
Officer	78	115	100	100	100	100

Performance Measures

	2014	2015	2016	2017
Field investigations & patrols	564	437	448	341
Volunteer Hours Logged	701	483	399	399
Educational Outreach	N/A	5	7	9
Animal Shelter Intake	1072	905	834	827

FY2019 Department Goals

1. Promote proactive patrol and contacts to help make Kenai a safer and community friendly environment. Evaluate through assessment of field investigation, patrols and citations.
2. Continue to participate in and instruct public education and volunteer opportunities. Evaluated through assessing volunteer hours logged and the number of public education opportunities instructed.
3. Assist in helping to reduce the numbers of unwanted animals in our community by proactively spaying/neutering animals adopted through the shelter. Spaying/neutering animals will help lower overall animal populations by decreasing the number of accidental litters. In addition, working with approved rescues that have similar values/missions to help place animals in homes. Evaluate through assessing overall shelter intake numbers through time.

Future Considerations

The animal control field has changed drastically in the past five years with a push towards more humane treatment and conditions for animals. We need to continue to evaluate legislation, community outreach and enforcement strategies to support these changes. Steps will need to be taken in the future to maintain and improve the animal control facility to meet national standards.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 164,428	\$ 152,638	\$ 168,948	\$ 168,948	\$ 167,253	\$ (1,695)	(1.00%)
0200	Overtime	4,020	4,568	6,600	6,600	6,493	(107)	(1.62%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	5,599	5,196	5,196	4,559	(637)	(12.26%)
0400	Medicare	2,387	2,057	2,621	2,621	2,586	(35)	(1.34%)
0450	Social Security	-	496	-	-	-	-	-
0500	PERS	37,109	32,834	38,621	38,621	38,225	(396)	(1.03%)
0600	Unemployment Insurance	-	2	904	904	892	(12)	(1.33%)
0700	Workers Compensation	3,274	3,251	3,776	3,776	3,746	(30)	(0.79%)
0800	Health & Life Insurance	46,402	38,173	53,622	53,622	60,093	6,471	12.07%
0900	Supplemental Retirement	4,602	4,048	4,500	4,500	4,500	-	-
<u>Total Salaries & Benefits</u>		\$ 262,222	\$ 243,666	\$ 284,788	\$ 284,788	\$ 288,347	\$ 3,559	1.25%
<u>Maintenance and Operations</u>								
2021	Office Supplies	815	611	795	795	795	-	-
2022	Operating & Repair Supplies	7,105	9,489	11,600	11,600	11,590	(10)	(0.09%)
2024	Small Tools/Minor Equipment	1,710	3,964	800	800	1,320	520	65.00%
2026	Computer Software	928	663	955	955	985	30	3.14%
4531	Professional Services	22,437	9,780	33,000	33,000	33,000	-	-
4532	Communications	2,756	2,000	2,390	2,390	2,596	206	8.62%
4533	Travel & Transportation	4,067	4,680	4,890	4,890	4,000	(890)	(18.20%)
4534	Advertising	143	796	300	300	300	-	-
4535	Printing & Binding	916	273	900	900	900	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	24,101	22,645	27,176	27,176	26,595	(581)	(2.14%)
4538	Repair & Maintenance	798	574	2,000	2,000	1,600	(400)	(20.00%)
4539	Rentals	46,858	46,439	46,858	46,858	46,858	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	725	235	900	900	900	-	-
4666	Books	-	242	500	500	250	(250)	(50.00%)
4667	Dues & Publications	125	146	125	125	1,015	890	712.00%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,275	1,337	1,800	1,800	1,700	(100)	(5.56%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 114,759	\$ 103,874	\$ 134,989	\$ 134,989	\$ 134,404	\$ (585)	(0.43%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 376,981	\$ 347,540	\$ 419,777	\$ 419,777	\$ 422,751	\$ 2,974	0.71%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

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

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

4538 Rentals. Annual lease of the Animal Control shelter and land from the City's Airport Fund.

4667 Dues and Publications. Professional organization dues for shelter staff and online subscription to continuing education previously budgeted in Travel & Transportation.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

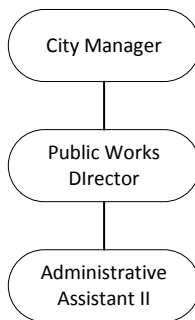
Mission

Public Works mission is to maintain and improve the infrastructure of the City of Kenai at the highest level possible, efficiently, promptly, and proactively.

Functions & Responsibilities

The Public Works Department is responsible for a full range of duties including supervision and coordination of Building Maintenance, Shop, Streets, Water and Sewer, and Wastewater Treatment Plant. In addition to maintenance and capital improvement projects, providing infrastructure support, managing budgets, personnel matters, overseeing the City Dock, Safety Department, and maintaining streetlights.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Public Works Director	1	12	1	23	1	23	.71	23	.71	23	.71	23
Administrative Assistant II	1	9	1	9	1	9	1	9	1	9	1	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Public Works Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	11	4.5	12	12	12	12

Performance Measures

	2013	2014	2015	2016	2017
Number of Capital Projects completed	8	7	4	4	2
Right of Way/Excavation Permits Issued	55	29	39	41	44

Percent of resident queries responded to within 24 hours	No Historical Data
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FY2019 Department Goals

1. Update 2009 Roadway Improvement Survey and create Street Capital Improvement priority list.
2. Complete and publish the 5-year Capital plan to include more project specific information and more accurate cost estimates.

Future Considerations

The loss of Capital funding from the State of Alaska will necessitate the increased use of City funds to maintain and improve our infrastructure. Mechanisms for providing this funding will need to be identified and implemented to assure that critical infrastructure does not fall into disrepair.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 172,344	\$ 133,766	\$ 145,920	\$ 145,920	\$ 112,703	\$ (33,217)	(22.76%)
0200	Overtime	192	259	517	517	518	1	0.19%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	8,835	8,835	3,838	(4,997)	(56.56%)
0400	Medicare	2,472	1,926	2,252	2,252	1,698	(554)	(24.60%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	37,999	29,374	32,216	32,216	24,909	(7,307)	(22.68%)
0600	Unemployment Insurance	-	-	776	776	585	(191)	(24.61%)
0700	Workers Compensation	583	431	585	585	441	(144)	(24.62%)
0800	Health & Life Insurance	31,134	26,767	31,279	31,279	29,245	(2,034)	(6.50%)
0900	Supplemental Retirement	3,020	2,664	2,625	2,625	2,190	(435)	(16.57%)
<u>Total Salaries & Benefits</u>		\$ 247,744	\$ 195,187	\$ 225,005	\$ 225,005	\$ 176,127	\$ (48,878)	(21.72%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	515	716	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,979	1,910	2,000	1,790	2,000	-	-
2026	Computer Software	1,280	981	1,325	1,325	1,620	295	22.26%
4531	Professional Services	(38,645)	(19,661)	-	-	-	-	-
4532	Communications	1,480	974	1,280	1,280	1,290	10	0.78%
4533	Travel & Transportation	360	361	1,000	1,030	2,360	1,360	136.00%
4534	Advertising	367	489	1,000	1,000	750	(250)	(25.00%)
4535	Printing & Binding	-	139	500	500	-	(500)	(100.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	1,600	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	476	435	559	699	759	200	35.78%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	50	80	-	40	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ (32,138)	\$ (11,976)	\$ 8,664	\$ 8,664	\$ 9,779	\$ 1,115	12.87%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 215,606	\$ 183,211	\$ 233,669	\$ 233,669	\$ 185,906	\$ (47,763)	(20.44%)

City of Kenai
Fiscal Year 2019 Operating Budget

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

2024 Small Tools/Minor Equipment. Charge for (4) four computers and miscellaneous other items.	4533 Travel & Transportation. Continuing education for department staff.
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**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

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

Functions & Responsibilities

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

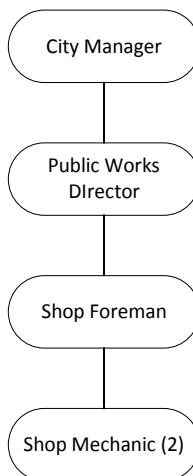
The Shop Department is comprised of 1 building and 3 employees that work with all departments to maintain a fleet of approximately 443 pieces of equipment and vehicles. Not included in the list of equipment is a number of small items, attachments and special projects serviced or built by the shop without unit numbers.

Departments serviced by the Shop: Administration, Animal Control, Airport, Beacon Training Facility, Boating Facility, Building Maintenance, Fire, Police, Parks & Recreation, Senior Center, Shop, Streets, Wastewater Treating Plant and Water & Sewer. Average age of the fleet is 17 years at the end of 2017.

Fleet Age by Department

	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2017	24 yrs.	13 yrs.	11 yrs.	29 yrs.	13 yrs.	17 yrs.	15 yrs.
2016	23 yrs.	14 yrs.	10 yrs.	28 yrs.	12 yrs.	16 yrs.	14 yrs.
2010	12 yrs.	11 yrs.	3 yrs.	21 yrs.	5 yrs.	15 yrs.	12 yrs.
	Police	Senior Center	Shop	Streets	Wastewater Treatment Plant	Water & Sewer	Average Age
2017	9 yrs.	14 yrs.	18 yrs.	17 yrs.	27 yrs.	14 yrs.	17 yrs.
2016	8 yrs.	15 yrs.	17 yrs.	16 yrs.	26 yrs.	15 yrs.	16 yrs.
2010	5 yrs.	11 yrs.	15 yrs.	12 yrs.	19 yrs.	16 yrs.	12 yrs.

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Shop Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Mechanic	2	14	2	14	2	14	2	14	3	14	3	14

Average Overtime Per Position (hours)

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

Performance Measures

	2013	2014	2015	2016	2017
Work Orders	867	726	747	1055	1176
Repair Expenses	-	-	\$317,933	\$400,111	\$352,700

Work Orders	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2017	7	124	5	13	11	105	227
	Police	Senior Center	Shop	Streets	Wastewater Treatment Plant	Water & Sewer	
2017	163	184	40	230	18	49	

Expense by Dept.	Admin.	Airport	Animal	Boating	Buildings	Fire	Parks & Rec.
2017	\$865	\$64,385	\$1,343	\$1,160	\$2,182	\$31,220	\$42,681
2016	\$1,148	\$76,427	\$589	\$1,157	\$866	\$32,842	\$58,696
2015	\$674	\$45,608	\$790	\$302	\$1,367	\$55,918	\$51,477
	Police	Senior Center	Shop	Streets	Wastewater Treatment Plant	Water & Sewer	
2017	\$44,840	\$34,985	\$902	\$104,181	\$7,835	\$16,481	
2016	\$39,750	\$13,276	\$546	\$157,776	\$8,772	\$8,266	
2015	\$43,019	\$20,956	\$3,004	\$85,463	\$2,707	\$6,648	

Fleet	1985	2010	2014	2017
Boats	1	1	2	3
Cranes & Lifts	3	4	6	8
Generators, Large	2	10	12	13
Heavy Equipment	32	87	100	100
Mowers, Riding	N/A	N/A	N/A	10
Small Equipment	58	196	239	208
Snowmobiles	N/A	N/A	N/A	3
Trailers	N/A	N/A	N/A	19
Utility Vehicles	N/A	N/A	10	10
Vehicles	40	52	68	69
Total Documented Fleet	135	349	435	443

FY2019 Department Goals

1. Develop a Volcanic Ash Fallout Fleet Usage Priority List. The list will provide unit numbers by department and will be given a priority number determined by age, overall condition, and use of unit. Example: Older equipment will be utilized first due to the value compared to newer equipment, when conditions allow.
2. Enhance employee training to ensure high level of repair on newer equipment to allow for more efficient repairs. Evaluate through assessing training needs and hours of ongoing training.
3. Maintain a 90% or greater training of Shop equipment by JSA's (Job Safety Analysis) through Shop employee documentation. Training for FY2018 98%.

Future Considerations

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

Noise level in the Shop: The Shop is of metal construction and has a high noise level that could be dampened by the use of sound absorbing material to provide a better working environment and preserve the hearing of the employees.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 212,890	\$ 219,529	\$ 217,276	\$ 217,276	\$ 221,338	\$ 4,062	1.87%
0200	Overtime	8,669	9,892	13,996	13,996	12,237	(1,759)	(12.57%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,610	5,757	6,795	6,795	8,680	1,885	27.74%
0400	Medicare	3,200	2,865	3,452	3,452	3,512	60	1.74%
0450	Social Security	-	295	-	-	-	-	-
0500	PERS	48,835	49,590	50,880	50,880	51,387	507	1.00%
0600	Unemployment Insurance	-	-	1,190	1,190	1,211	21	1.76%
0700	Workers Compensation	8,605	8,123	10,279	10,279	8,859	(1,420)	(13.81%)
0800	Health & Life Insurance	45,689	47,074	53,622	53,622	60,093	6,471	12.07%
0900	Supplemental Retirement	4,837	4,363	4,500	4,500	4,500	-	-
<u>Total Salaries & Benefits</u>		\$ 336,335	\$ 347,488	\$ 361,990	\$ 361,990	\$ 371,817	\$ 9,827	2.71%
<u>Maintenance and Operations</u>								
2021	Office Supplies	143	472	700	700	400	(300)	(42.86%)
2022	Operating & Repair Supplies	148,910	159,507	170,555	170,555	165,670	(4,885)	(2.86%)
2024	Small Tools/Minor Equipment	9,546	12,745	12,851	12,851	12,411	(440)	(3.42%)
2026	Computer Software	570	1,199	600	600	720	120	20.00%
4531	Professional Services	450	338	697	697	2,439	1,742	249.93%
4532	Communications	6,792	5,294	3,656	3,656	3,877	221	6.04%
4533	Travel & Transportation	1,894	635	7,200	7,200	7,200	-	-
4534	Advertising	-	354	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	60,122	78,332	51,448	51,448	48,649	(2,799)	(5.44%)
4538	Repair & Maintenance	22,313	26,546	26,575	26,575	26,575	-	-
4539	Rentals	-	-	500	500	500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	1,052	-	-	-	-	-
4667	Dues & Publications	4,963	2,198	7,439	7,439	7,768	329	4.42%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,195	2,240	3,121	3,121	3,121	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 257,898	\$ 290,912	\$ 285,342	\$ 285,342	\$ 279,330	\$ (6,012)	(2.11%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	32,787	13,936	-	-	20,000	20,000	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 32,787	\$ 13,936	\$ -	\$ -	\$ 20,000	\$ 20,000	-
Manager Total:		\$ 627,020	\$ 652,336	\$ 647,332	\$ 647,332	\$ 671,147	\$ 23,815	3.68%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

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

4531 Professional Services. Employee physicals required for commercial drivers licenses and recommended vaccinations. Increased in FY2019 for hepatitis A & B vaccinations for department staff.

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

4538 Repair & Maintenance. Professional services for auto body repair, dealer required repairs, and required inspections.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

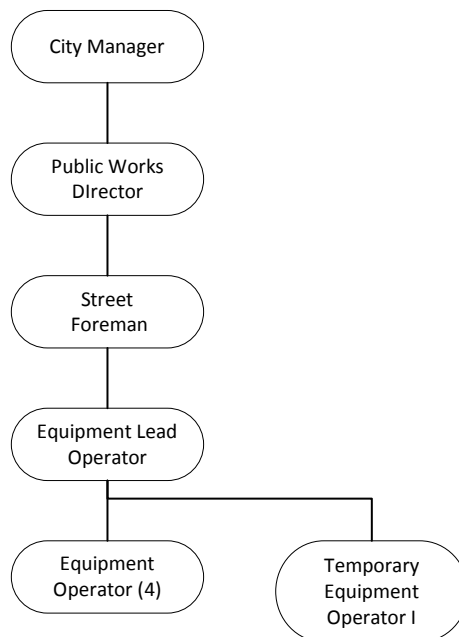
The Streets Department mission is to provide year-round preservation and maintenance of Kenai municipal streets.

Functions & Responsibilities

- a. The Streets Maintenance Department provides equipment and staffing for year-round maintenance of municipal streets. Operations include pavement surface maintenance, street sweeping, maintenance of storm drain facilities, snow plowing, and snow removal during the winter months. The department also installs roadway signage, including public safety and street names. We monitor all street lights for damage and repair.
- b. Operating from a 13,200 sq. ft. facility located at 550 Daubenspeck Road, the Streets Department oversees the maintenance and operates a full line of equipment listed below:

Equipment	Quantity
Road Graders	4
Loaders	3
Sand Trucks	3
Sweepers	3
Vac Truck	1
Bucket Truck	1
Pickups	2
Trackless Equipment	2
Total Equipment	21

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Equipment Lead Operator	1	14	1	14	1	14	1	14	1	14	1	14
Equipment Operator	4	11	4	11	4	11	4	11	4	11	4	11
Temporary Equipment Operator I (hours)	347	11	0	11	300	11	300	11	300	11	300	11

Average Overtime per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Foreman	213	179	88	180	180	180
Equipment Lead Operator	85	83	150	110	110	110
Equipment Operator	194	246	352	280	280	280

Performance Measures

	2014	2015	2016	2017
Miles of streets	62	62	62	62
Reported and Repaired Potholes	-	4	6	5
Complaint Records	16	67	44	90
Calcium Chloride	-	1	2	-
Grading	-	7	5	4
Plowing	1	4	2	16
Sanding	9	7	10	7
Snow Berms	5	12	5	29
Street Sweeping	0	3	2	3
Other	1	33	22	31
Workman Compensation Claims	4	3	3	1

Future Performance Measures

1. Record completion of initial street sweeping.
2. Record completion of crack sealing project.
3. Record date and time of when potholes reported and when repaired.
4. Self-record actual amount of snow fall and duration of plow out.

FY2019 Department Goals

1. Sweep 100% of paved streets by April 30th.
2. Crack seal Willow Street from Spur Hwy to Airport Way By August 31st.
3. Repair 100% of pot holes within 24hrs of being reported.
4. Snowplow streets and sidewalks within 18 hours of 4" of snow fall.
5. Implementation of safety practices/procedures to promote accident/injury prevention.

Future Considerations

The Streets Department is preparing for added road maintenance responsibilities when the adoption of Beaver Loop Rd becomes finalized. Repairs to Aliak Drive storm drain and roadway between Candlelight Drive and Highbush Lane are being discussed, as well as several projects

for the new Streets Department shop/yard. One being the addition of a warm storage building for sand storage and the other project is lighting for the perimeter of the yard around the shop area.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 297,161	\$ 310,795	\$ 337,018	\$ 337,018	\$ 361,720	\$ 24,702	7.33%
0200	Overtime	23,391	24,642	29,339	29,339	30,674	1,335	4.55%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,981	7,744	10,520	10,520	13,224	2,704	25.70%
0400	Medicare	4,614	4,833	5,466	5,466	5,881	415	7.59%
0450	Social Security	-	387	491	491	492	1	0.20%
0500	PERS	78,942	79,871	78,858	78,858	84,582	5,724	7.26%
0600	Unemployment Insurance	-	1,887	1,885	1,885	2,029	144	7.64%
0700	Workers Compensation	11,777	12,110	15,421	15,421	15,725	304	1.97%
0800	Health & Life Insurance	65,438	75,209	92,461	92,461	107,868	15,407	16.66%
0900	Supplemental Retirement	7,548	6,715	8,345	8,345	8,390	45	0.54%
<u>Total Salaries & Benefits</u>		\$ 493,852	\$ 524,193	\$ 579,804	\$ 579,804	\$ 630,585	\$ 50,781	8.76%
<u>Maintenance and Operations</u>								
2021	Office Supplies	238	274	500	500	250	(250)	(50.00%)
2022	Operating & Repair Supplies	117,275	130,614	138,650	124,650	125,000	(13,650)	(9.84%)
2024	Small Tools/Minor Equipment	4,430	6,039	5,000	5,000	5,000	-	-
2026	Computer Software	492	434	515	515	540	25	4.85%
4531	Professional Services	926	677	1,100	1,100	4,400	3,300	300.00%
4532	Communications	4,818	4,074	5,816	5,816	5,827	11	0.19%
4533	Travel & Transportation	1,301	527	4,000	4,000	1,500	(2,500)	(62.50%)
4534	Advertising	1,711	1,888	1,500	1,500	1,500	-	-
4535	Printing & Binding	28	57	250	250	250	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	37,304	13,550	30,008	30,008	30,790	782	2.61%
4538	Repair & Maintenance	1,915	15,506	20,000	20,000	21,250	1,250	6.25%
4539	Rentals	6,275	10,227	10,000	24,000	24,000	14,000	140.00%
4540	Equip. Fund Pmts.	176,115	166,844	188,067	188,067	202,069	14,002	7.45%
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	78	250	250	400	150	60.00%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	307	765	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 353,135	\$ 351,554	\$ 405,656	\$ 405,656	\$ 422,776	\$ 17,120	4.22%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	3,700	-	-	-	-	-
8064	Machinery & Equipment	-	9,572	-	-	24,907	24,907	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 13,272	\$ -	\$ -	\$ 24,907	\$ 24,907	-
Manager Total:		\$ 846,987	\$ 889,019	\$ 985,460	\$ 985,460	\$ 1,078,268	\$ 92,808	9.42%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. Department supplies including brooms and sweepers, calcium chloride, road sand, equipment cutting edges, fuel and other miscellaneous supplies.

4531 Repair & Maintenance. Professional services for parking lot striping, crosswalk painting, crack sealing of asphalt, and repair of extruding manholes.

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

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

2005 Kenworth water truck	\$ 9,134
Street sweeper	14,112
1993 Cat 140 G Motor grader - REPLACEMENT	23,898
Sander truck	11,380
Sander truck	11,125
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
	<u>\$ 202,069</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

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

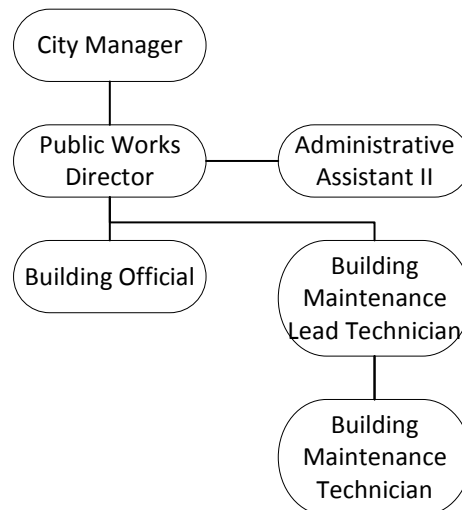
The Building Maintenance team strives to provide a level of maintenance that allows City owned buildings and equipment to be used productively, safely, comfortably, and economically by the citizens of Kenai and its employees.

Functions & Responsibilities

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

The Building Maintenance team performs preventative maintenance, emergency response and general repair of City owned facilities and equipment. The maintenance team is responsible for the following facilities: City Hall, Library, Park Buildings & Green Space Facilities, Recreation & Teen Center, Public Safety Building, Visitor Center, Vintage Point, Fine Arts Building, Shop Facilities, Waste Water Treatment Plant, and Parking Lot & Buildings Exterior Lighting. The following Airport Facilities are also maintained: Terminal, External Terminal buildings, Airport Operations building and Firehouse #2, Beacon Fire & Training and the FAA buildings.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Building Maintenance Lead Technician	1	13	1	13	1	13	1	13	1	13	1	13

Building Maintenance Technician	1	12	1	12	1	13	1	13	1	13	1	13
Building Official	1	15	1	15	1	15	1	15	1	15	1	15

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Building Maintenance Lead Technician	19	40	11	11	11	11
Building Maintenance Technician	6	0	5	5	5	5
Building Official	0	3	3	3	3	3

Performance Measures

Building Official	2013	2014	2015	2016	2017
Building Permits Issued	88	66	86	75	63
Building Permit Fees Collected	\$ 98,485	\$ 32,660	\$ 63,319	\$ 48,315	\$ 38,156
Number of Inspections	<i>No Historical Data</i>				
Certificate of Occupancy Reports	32	25	34	23	10
Building Maintenance					
Work Orders	222	252	290	316	336
Preventative Work Orders	<i>No Historical Data</i>				
Routine Boiler Inspections (18 facilities)	288	288	336	336	336
Preventative Maintenance Inspections	<i>No Historical Data</i>				

FY2019 Department Goals

Building Official

1. Convert current paper filing system to a digital system for plans review, inspections, and permitting, which would allow for a more efficient process and enable better tracking of the projects and data.
2. Adoption of the 2018 International Building Codes.
3. Develop more online informational material to help educate the public on the permitting process in order to achieve a better experience with the building process.

Building Maintenance

1. Implement a maintenance software program to start tracking Work Orders, which will increase labor productivity, improve response times, and better organize maintenance activities.
2. Increase the number of routine/preventative work orders. Proper planned maintenance helps to increase the life and reliability of buildings and equipment. Upgrade the quality of City-owned buildings through proper and timely repairs.
3. Implement a maintenance Facility and Equipment database, which will ensure building equipment and components that are essential to the efficient and cost-effective operation of facilities are properly maintained to maximize performance. By developing a matrix to

include buildings, equipment types, maintenance schedules, and annual costs, the data can be utilized to evaluate equipment efficiency and maintenance/repair versus replacement.

4. Continuing education and training for staff.

Future Considerations

Building Official

The Building Department should always continue to work on our customer service approach to building within the City of Kenai. We should also look to create new ways to make the permitting and building process more user friendly to the residents of Kenai. One such way would be the implementation of software which will allow residents to submit their documents online.

Building Maintenance

Once a program is in place for work orders and a facility/equipment database, data can be recorded and used to manage the department's activities.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 152,275	\$ 136,623	\$ 156,241	\$ 156,241	\$ 161,292	\$ 5,051	3.23%
0200	Overtime	1,569	1,131	892	892	1,094	202	22.65%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	7,192	3,870	3,870	4,870	1,000	25.84%
0400	Medicare	2,176	2,065	2,334	2,334	2,426	92	3.94%
0450	Social Security	134	38	-	-	-	-	-
0500	PERS	32,875	29,846	34,570	34,570	35,725	1,155	3.34%
0600	Unemployment Insurance	-	(110)	805	805	837	32	3.98%
0700	Workers Compensation	3,555	3,046	4,194	4,194	4,502	308	7.34%
0800	Health & Life Insurance	34,046	31,055	41,468	41,468	46,471	5,003	12.06%
0900	Supplemental Retirement	3,238	2,903	3,480	3,480	3,480	-	-
<u>Total Salaries & Benefits</u>		\$ 229,868	\$ 213,789	\$ 247,854	\$ 247,854	\$ 260,697	\$ 12,843	5.18%
<u>Maintenance and Operations</u>								
2021	Office Supplies	427	434	500	500	450	(50)	(10.00%)
2022	Operating & Repair Supplies	22,843	27,742	30,000	30,000	30,000	-	-
2024	Small Tools/Minor Equipment	5,583	5,116	4,000	4,000	4,500	500	12.50%
2026	Computer Software	1,278	793	935	935	965	30	3.21%
4531	Professional Services	613	16,139	5,000	5,000	2,500	(2,500)	(50.00%)
4532	Communications	2,767	2,240	2,372	2,372	2,671	299	12.61%
4533	Travel & Transportation	789	2,497	3,600	3,600	2,000	(1,600)	(44.44%)
4534	Advertising	-	416	500	500	500	-	-
4535	Printing & Binding	-	229	400	400	250	(150)	(37.50%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	37,946	33,784	45,500	45,500	40,000	(5,500)	(12.09%)
4539	Rentals	106	57	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	1,735	471	400	400	2,800	2,400	600.00%
4667	Dues & Publications	285	371	383	383	383	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	12	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 74,372	\$ 90,301	\$ 93,590	\$ 93,590	\$ 87,019	\$ (6,571)	(7.02%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	63,629	-	-	38,300	38,300	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 63,629	\$ -	\$ -	\$ 38,300	\$ 38,300	-
Manager Total:		\$ 304,240	\$ 367,719	\$ 341,444	\$ 341,444	\$ 386,016	\$ 44,572	13.05%

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 001 - General Fund
Department: 34 - Buildings

2022 Operating & Repair Supplies. Repair materials for City buildings.	4538 Repair & Maintenance. Professional services for repair of City facilities and inspection/testing of elevators and fire alarm/sprinkler systems.
4531 Professional Services. Professional services for building inspection services during staff vacations and trainings.	4666 Books. Purchase of updated building code books.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

To provide safe and consistent street lighting for streets in the City of Kenai that meets the needs of the community.

Functions & Responsibilities

Street Lighting provides for the repair, maintenance and installation of City street lights.

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

Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Performance Measures

	2013	2014	2015	2016	2017
KWh Consumed	210,688	214,692	226,343	209,989	205,604
Number of Street Lights					
City Lights	265	265	265	265	265
LED Lights	91	91	91	91	91
Standard Lights	174	174	174	174	174
HEA Lights	208	208	208	208	208
Work Orders Completed	10	13	31	21	28

FY2019 Department Goals

1. Manage the operation of the City's street lighting system by performing periodic maintenance and responding to requests for service. Answer service requests within 24 hours and report lamp replacements and minor repairs within 72 hours.
2. Improve energy efficiency and help control the cost of power for streetlights by selecting lighting fixtures and lamps that are designed to reduce energy consumption, i.e. increased number of led lights.

Future Considerations

A program to replace old, worn wiring and inefficient fixtures in streetlights in several parts of the City would help stabilize costs and provide a reliable and efficient system. Long-term, additional new street lighting projects along several streets in the city where streetlights are not currently in place will continue to be part of the program. LED street light technology will be used as part of these projects since the energy consumption of streetlights represents a significant expense for the City. LED lamps can reduce energy consumption by as much as 60% while increasing levels of illumination and decreasing future maintenance costs.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 001 - General Fund
Department: Street Lighting

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	756	-	-	-	-	-
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	140,002	126,786	147,909	147,909	156,819	8,910	6.02%
4538	Repair & Maintenance	14,577	14,890	19,500	19,500	16,000	(3,500)	(17.95%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 154,579</u>	<u>\$ 142,432</u>	<u>\$ 167,409</u>	<u>\$ 167,409</u>	<u>\$ 172,819</u>	<u>\$ 5,410</u>	<u>3.23%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 154,579</u>	<u>\$ 142,432</u>	<u>\$ 167,409</u>	<u>\$ 167,409</u>	<u>\$ 172,819</u>	<u>\$ 5,410</u>	<u>3.23%</u>

City of Kenai
Fiscal Year 2019 Operating Budget

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

4531 Professional Services. Contracted repair and installation of City street lights.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

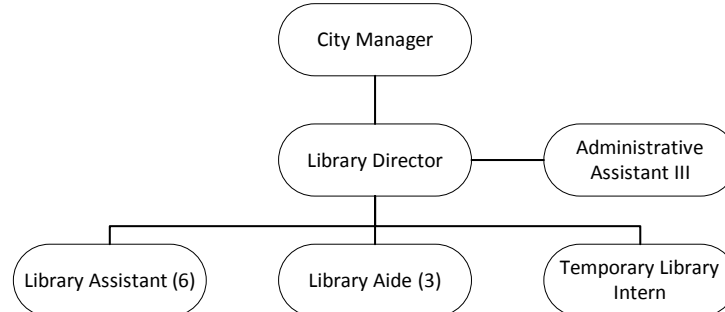
The mission of the Kenai Community Library is to provide a comfortable and friendly environment in which the public may:

- a. Pursue opportunities for lifelong learning;
- b. Have a reasonable expectation that they will leave the building with what they came for;
- c. Relax and read current materials;
- d. Receive knowledgeable assistance and answers to questions;
- e. Find professionally selected materials in all formats for personal enjoyment;
- f. Enjoy programs or performances;
- g. Have access to technological resources.

Functions & Responsibilities

The Kenai Community Library maintains and develops a collection of popular materials for use by the citizens of Kenai. The library provides access to the internet via wireless connection and has 8 hardwired stations for customer use. In addition the library provides in house use of laptops and iPads. The library conducts a variety of programs to enrich citizens' lives and to promote early childhood literacy. The library provides a pleasant place for people to gather with ample reader seating including access to private study rooms and a conference room. The library provides opportunities for lifelong learning. The Kenai Community Library complies with all Alaska Statutes related to public libraries.

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Library Director	1	18	1	18	1	18	1	18	1	18	1	18
Administrative Assistant III	1	10	1	10	1	10	1	10	1	10	1	10
Library Assistant	3	6	3	6	3	6	3	6	3	6	3	6
Library Aide (24 hr/week)	2.4	2.5	2.4	2.5	2.4	2.5	2.4	2.5	2.4	2.5	2.4	2.5
Library Aide (14 hr/week)	.7	2.5	.7	2.5	.7	2.5	.7	2.5	.7	2.5	.7	2.5
Temporary Library Intern (10 weeks) *	0	0	0	0	.17	2.3	0	0	0	0	0	0

*Temporary intern funded by grant.

Performance Measures

	2015	2016	2017
Total Circulation	112,633	105,399	109,248
Physical Circulation	95,717	93,809	96,601
E-Circulation	16,916	11,590	12,647
AWE station use	11,312	10,580	11,864
Door Count	100,687	93,445	98,779
Program Attendance	4,773	4,875	6,603
Interlibrary Loans Provided	404	246	176
Interlibrary Loans Received	477	67	77
Internet Use/library equipment	16,222	16,359	14,517
Total Holdings	104,432	110,199	115,734
Print Volumes Held	75,054	76,909	79,328
Ebook holdings	13,177	17,451	19,597
Physical Audio Holdings	1,688	1,501	1,583
Downloadable Audio titles	10,424	10,114	11,064
Physical video holdings	3,962	4,097	4,049
Subscriptions	127	127	113

According to industry standards*, which rate library service as Basic, Moderate, Enhanced or Excellent based on quantitative statistics, the Kenai Community Library is Excellent in Print Volumes Held per Capita, in the number of Public Use Internet Computers per 1,000 population and in Collection size per capita. Our holdings in Audiobooks, Music and Video are at Basic levels. Our service hours and materials expenditures are at the Moderate level.

* Wisconsin Public Library Standards published by the Wisconsin Department of Public Instruction

FY2019 Department Goals

1. Resolve the issue of Missing and Lost items in the catalog.
 - Reduce the backlog of items indicated as missing or lost by 50% in FY19.
2. Survey our users following programs to determine the success of an event. Solicit more customer input on future programming.
 - Utilize Project Outcome surveying capacity to obtain exit data and to create surveys.
3. Provide time for staff to receive continuing education.
 - Assign targeted online learning (2) for each staff member in FY19. Schedule time in FY19 in quarterly staff meeting for sharing of lessons learned.
 - Track assignments and completions.
4. Reduce hold times for popular items, to provide materials available in a timely manner.
 - Evaluate the collection comparing titles owned to “best lists” from Booklist, Library Journal and the New York Times with a goal of acquiring 90% of those titles (December 2018, January 2019). Create a list of items on hold each month in FY19 and purchase additional copies of material with more than 3 holds.
 - Create a chart tracking this data.
5. Increase digital content.

- Allocate a larger percentage of the budget to digital content, current spending is at 7%. Increase that to at least 10% in FY19 and in subsequent years.

Future Considerations

- a. Long-term goals of the department.
 - To streamline processes through the use of technology.
 - To more efficiently use the space we have to maintain a vibrant collection.
 - Locate some part of collection, or access to it at another location, such as the airport.
- b. Looming budgetary concerns:
 - i. Supplemental funding from the State of Alaska and federal grants through the Alaska State Library.
 - ii. Future capital needs.
 - Convert to RFID technology including self-sorting capability.
 - Replace carts in children's room with shelving that is earthquake friendly.
 - iii. Future staffing changes.
 - These are dependent on examining the existing job descriptions and re-structuring. They would be tied to studying the overall efficiency in the department and examining how membership in the statewide library catalog has influenced the work done here.
 - RFID technology may result in reduction of staffing levels.
 - With attrition it might be possible to reduce staffing. There may be retirements in the next few years that would allow for restructuring. This would especially be true if we eliminate Sunday hours. In a survey that included 19 Alaskan libraries, only 7 of those libraries have Sunday hours. Homer, Seward and Soldotna are closed on Sundays. Although the Anchorage Public Library main library, Loussac is open, none of its branches are.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 418,738	\$ 394,318	\$ 424,274	\$ 424,274	\$ 403,088	\$ (21,186)	(4.99%)
0200	Overtime	369	123	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	265	1,388	16,500	16,500	15,315	(1,185)	(7.18%)
0400	Medicare	5,893	5,517	6,392	6,392	6,066	(326)	(5.10%)
0450	Social Security	1,765	1,616	1,741	1,741	1,751	10	0.57%
0500	PERS	86,079	80,812	87,162	87,162	82,469	(4,693)	(5.38%)
0600	Unemployment Insurance	-	25	2,205	2,205	2,092	(113)	(5.12%)
0700	Workers Compensation	1,417	1,266	1,662	1,662	1,579	(83)	(4.99%)
0800	Health & Life Insurance	93,778	94,833	125,118	125,118	130,203	5,085	4.06%
0900	Supplemental Retirement	11,096	8,721	11,391	11,391	10,352	(1,039)	(9.12%)
	<u>Total Salaries & Benefits</u>	\$ 619,400	\$ 588,619	\$ 676,445	\$ 676,445	\$ 652,915	\$ (23,530)	(3.48%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	3,371	5,485	6,100	6,100	6,000	(100)	(1.64%)
2022	Operating & Repair Supplies	4,982	5,441	6,000	6,000	6,000	-	-
2024	Small Tools/Minor Equipment	2,236	14,923	5,700	5,700	8,820	3,120	54.74%
2026	Computer Software	2,115	4,125	3,300	3,300	3,200	(100)	(3.03%)
4531	Professional Services	2,424	1,679	1,600	1,600	1,600	-	-
4532	Communications	3,340	5,563	5,680	5,680	6,405	725	12.76%
4533	Travel & Transportation	6,972	8,917	7,300	7,300	7,500	200	2.74%
4534	Advertising	700	1,475	2,000	2,000	2,000	-	-
4535	Printing & Binding	2,368	4,214	5,000	5,000	4,500	(500)	(10.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	59,000	55,542	65,650	65,650	65,018	(632)	(0.96%)
4538	Repair & Maintenance	49,546	56,734	54,310	54,310	54,130	(180)	(0.33%)
4539	Rentals	7,312	6,955	7,500	7,500	7,500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	7,001	4,290	7,000	7,000	8,000	1,000	14.29%
4666	Books	62,708	61,075	57,200	64,200	57,200	-	-
4667	Dues & Publications	1,178	1,244	1,300	1,300	1,300	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	160	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 215,253	\$ 237,822	\$ 236,140	\$ 243,140	\$ 239,673	\$ 3,533	1.50%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	5,061	1,012	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ 5,061	\$ 1,012	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 839,714	\$ 827,453	\$ 912,585	\$ 919,585	\$ 892,588	\$ (19,997)	(2.19%)

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2024 Small Tools/Minor Equipment. Charge for (32) thirty -two computers and miscellaneous other items.	4538 Repair & Maintenance. Maintenance agreements for department specific systems, facility janitorial, and miscellaneous contracted repairs of books and equipment.
4533 Travel & Transportation. Continuing education for department staff.	4666 Books. Purchase of books and materials for the Library's collection.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

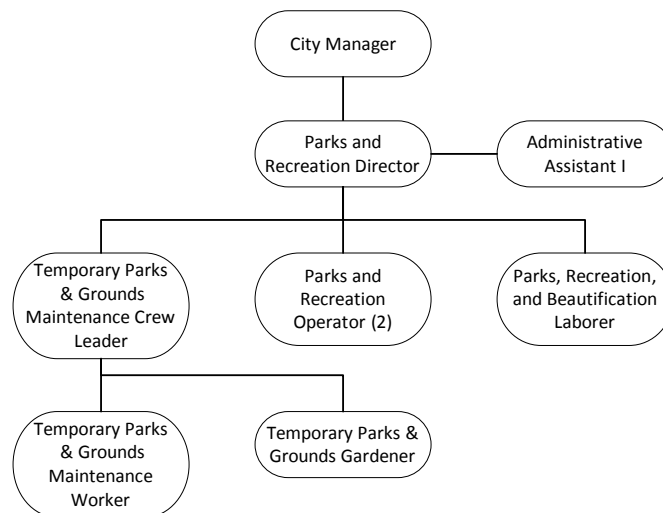
To make Kenai a more attractive place to live and play by working in partnership with the community to foster and support community well-being and healthy environments.

Functions & Responsibilities

The Kenai Parks & Recreation Department (KPR) is responsible for the management and maintenance of the City's parks, beautification, recreation, trails, natural areas and open spaces. The City's park and open space system encompasses 231 acres that include 80 acres park property, 38 acres sports fields, 64 acres open space/natural areas and a 3.5 acre cemetery. Amenities include 9 parks, 8 baseball/softball fields, 4 soccer fields and 6 pedestrian trails (4.0 miles). Additionally, KPR provides horticultural and turf maintenance to a variety of City facilities and public right-of-ways, totaling 46 acres. General maintenance, natural resource protection and construction tasks include horticulture operations and care, turf maintenance, cemetery maintenance, irrigation, forestry services, trail maintenance, trash/debris pick-up and removal, graffiti removal, facility maintenance, snow removal, trail grooming, safety inspections and equipment maintenance.

KPR enhances the quality of life by providing safe, healthy recreation and educational opportunities for children and adults. The recreation system includes 1 recreation center, 1 ice rink and 1 Nordic trail system (3.2 miles). Additional recreation services are provided through a partnering agreement with the Boys and Girls Club of the Kenai Peninsula for the management of the Kenai Recreation Center and through a variety of other activities coordinated by the department through collaborative community outreach efforts.

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.96	17	.96	17	.96	17	.96	17	.96	17	.96	17
Administrative Assistant I	.21	8	.50	8	.50	8	.50	8	.50	8	.50	8
Operator	1.92	9	1.92	9	1.92	9	1.98	9	1.98	9	1.98	9

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

Average Overtime Per Position (hrs)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Director	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant I	4	6	0	10	10	10
Operator	46	71	50	20	20	20
Laborer	4.0	7	5	5	5	5
Temporary Crew Leader	1	10	0	0	0	0
Temporary Worker	72	20.0	0	0	0	0
Temporary Gardener	0	0	0	0	0	0

Performance Measures

	FY2013	FY2014	FY2015	FY2016
Total Recreation Center Visits	54,553	57,329	59,963	60,446
Total Turf Acreage Maintained	99	99	99	99.75
Total Program-based Activities (sponsored & co-sponsored)	1	0	0	1
Total Pedestrian Trails (miles)	3.6	3.9	4	4
Total Shelter Reservations	41	23	26	43
Ice Reservations (hours)	511.25	537.5	531.25	520.75

FY2019 Department Goals

1. Continue to make Kenai an increasingly attractive place to live and play. Evaluate through comparing number of shelter reservations and amount of acreage mowed.
2. Provide important trail connectivity and alternate transportation corridors. Evaluate by measuring total miles of trails maintained.
3. Continue enhancing recreation facilities and offering diverse services that promote health, wellness and social connectivity in the community. Evaluate recreation facility utilization based on number of visits (rec. center) and hours ice reserved (ice rink).

Future Considerations

- Playground Replacement: Three playgrounds in the park system are in excess of 20 years old, including Old Town Park, Softball Greenstrip and 4th Ave. Park (removed 2017). Steps should be taken to replace these in the near future.
- Recreation Programming: With consideration given to limited department resources, the department will continually evaluate and work collaboratively with stakeholders to improve and

provide programmed based activities. Examples include Fall Pumpkin Festival, Poetry Trail and Skate with Santa, Pickle Ball Tourney, etc.

- Kenai Multi-purpose Facility: The refrigerant (R22) currently used in our system will no longer be manufactured after the year 2020 due to legislation passed by the EPA. It is anticipated that plentiful quantities will be available on the market for many years, however, prices are increasing significantly. Steps should be taken to acquire inventory for future needs. Additionally, long-term planning (5-10 years) should include either installing a conversion kit, if possible, or possibly replacing the refrigeration system.
- Kenai Recreation Center: The City is currently paying a facility management fee for the management and operations of the recreation center. This facility is approaching 40 years of age and we need to continue improving and keeping the facility in excellent condition. Looking forward, steps should be taken to upgrade the shower tile in the two main locker rooms, renovating (sanding, marking, finish) all three court surfaces, interior painting and resurfacing the teen center floors.
- Turf Mowing Equipment: The parks and recreation mowing fleet is aging and steps will need to be taken toward annual replacements, beginning FY20. The primary concern is the increased repair and maintenance costs per unit and downtime.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 325,240	\$ 303,193	\$ 350,703	\$ 350,703	\$ 327,396	\$ (23,307)	(6.65%)
0200	Overtime	2,722	7,067	3,009	3,009	1,240	(1,769)	(58.79%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	14,167	8,873	9,419	9,419	8,010	(1,409)	(14.96%)
0400	Medicare	4,707	4,553	5,266	5,266	4,882	(384)	(7.29%)
0450	Social Security	4,222	5,664	6,147	6,147	4,882	(1,265)	(20.58%)
0500	PERS	57,585	48,629	56,004	56,004	54,978	(1,026)	(1.83%)
0600	Unemployment Insurance	971	3,096	1,816	1,816	1,682	(134)	(7.38%)
0700	Workers Compensation	10,892	9,165	14,353	14,353	12,640	(1,713)	(11.93%)
0800	Health & Life Insurance	68,629	50,256	77,216	77,216	88,258	11,042	14.30%
0900	Supplemental Retirement	6,056	4,414	6,448	6,448	6,436	(12)	(0.19%)
Total Salaries & Benefits		\$ 495,191	\$ 444,910	\$ 530,381	\$ 530,381	\$ 510,404	\$ (19,977)	(3.77%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	38	-	-	-	-	-
2022	Operating & Repair Supplies	81,420	89,453	84,800	81,200	83,850	(950)	(1.12%)
2024	Small Tools/Minor Equipment	21,846	21,153	20,000	20,000	20,140	140	0.70%
2026	Computer Software	983	728	915	915	1,080	165	18.03%
4531	Professional Services	164,360	201,920	175,000	175,000	175,000	-	-
4532	Communications	9,825	7,784	9,784	9,784	10,029	245	2.50%
4533	Travel & Transportation	1,536	1,103	1,000	1,000	1,000	-	-
4534	Advertising	335	400	500	500	500	-	-
4535	Printing & Binding	2,288	2,882	3,600	3,600	3,000	(600)	(16.67%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	230,761	195,271	241,992	241,992	247,832	5,840	2.41%
4538	Repair & Maintenance	27,435	31,767	25,500	25,500	24,500	(1,000)	(3.92%)
4539	Rentals	19,956	24,411	18,500	18,500	18,500	-	-
4540	Equip. Fund Pmts.	22,777	8,884	5,254	5,254	5,254	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	26	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	442	2,379	1,500	1,500	1,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 583,964	\$ 588,199	\$ 588,875	\$ 585,275	\$ 592,715	\$ 3,840	0.65%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	14,840	-	-	-	-	-
8064	Machinery & Equipment	-	15,158	-	6,600	6,750	6,750	-
9090	Transfers	-	-	-	-	-	-	-
Total Capital Outlay and Transfers		\$ -	\$ 29,998	\$ -	\$ 6,600	\$ 6,750	\$ 6,750	-
Manager Total:		\$ 1,079,155	\$ 1,063,107	\$ 1,119,256	\$ 1,122,256	\$ 1,109,869	\$ (9,387)	(0.84%)

City of Kenai
Fiscal Year 2019 Operating Budget

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

2022 Operating & Repair Supplies. General department supplies including flowers, fertilizer, lime, herbicides, soils, fuel, janitorial supplies, and etc.

2024 Small Tools/Minor Equipment. Charge for (4) four computers, winter and summer pole decorations, and miscellaneous other items.

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

8064 Machinery & Equipment. Replacement treadmill for Kenai Recreation Center.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

The City Boating Facility (Dock) is dedicated to providing a safe facility for commercial and public access to the Upper Cook Inlet and Kenai River.

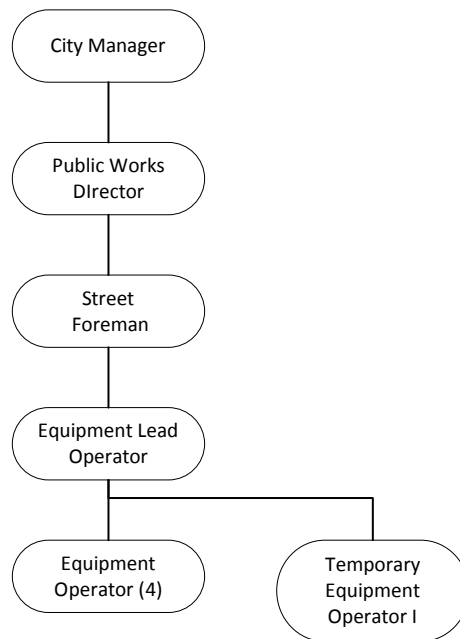
Functions & Responsibilities

The installation and removal of the City Dock facilities, including excavation of silt buildup on ramps, the installation of 31 floats and seasonal pilings are overseen and managed by the Streets Department. Oversight of the maintenance of cranes and fuel dispenser are important, as well as, the monitoring of the fuel containment area.

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 administration of the Kenai Boating Facility lease with private enterprises for fuel sales, parking lot utilization and crane operations.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Streets Foreman	.07	16	.04	16	.06	16	.04	16	.04	16	.04	16
Lead Operator	.04	14	.04	14	.06	14	.04	.04	.04	14	.04	14
Operator	.18	11	.16	11	.23	11	.19	11	.19	11	.19	11

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Streets Foreman	14	55	4	44	44	44
Lead Operator	4	0	4	10	10	10
Operator	10	21	12	20	20	20

Performance Measures

	2013	2014	2015	2016	2017
Launch & Parking Revenue (Non-PU Fishery)	\$ 4408	\$ 2508	\$ 3856	\$ 1598	\$ 256

**Fees for non-commercial launches outside the PU Fishery were eliminated in July 2015.*

FY2019 Department Goals

1. Open Facility by May 1st and close by October 1st annually.
2. Create daily, weekly and annual report logs of work hours, equipment used and materials excavated.
3. Perform weekly inspection and documentation of the fuel containment area.
4. Implementation of safety practices/procedures to promote accident/injury prevention.
5. Participate in Spill Response Training.

Future Considerations

A long term plan would provide a better process for determining the need of capital improvements. This plan would provide for a 5 year capital improvement plan as well as a 20 year long term vision. Having a plan would allow for budgeting of the fund balance as well as assist with applying for State grants.

A number of capital improvements will be required in the future including:

- Dock float replacement
- Launch ramp concrete replacement
- Equipment replacement, including trestle floats.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 16,256	\$ 21,503	\$ 28,590	\$ 28,590	\$ 18,181	\$ (10,409)	(36.41%)
0200	Overtime	77	3,889	929	929	3,965	3,036	326.80%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	154	31	893	893	678	(215)	(24.08%)
0400	Medicare	232	360	441	441	331	(110)	(24.94%)
0450	Social Security	-	89	-	-	-	-	-
0500	PERS	2,263	3,457	6,493	6,493	4,872	(1,621)	(24.97%)
0600	Unemployment Insurance	-	-	152	152	116	(36)	(23.68%)
0700	Workers Compensation	620	967	1,264	1,264	856	(408)	(32.28%)
0800	Health & Life Insurance	2,310	5,717	8,169	8,169	5,566	(2,603)	(31.86%)
0900	Supplemental Retirement	438	710	799	799	383	(416)	(52.07%)
<u>Total Salaries & Benefits</u>		\$ 22,350	\$ 36,723	\$ 47,730	\$ 47,730	\$ 34,948	\$ (12,782)	(26.78%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	18	-	-	-	-	-
2022	Operating & Repair Supplies	4,020	8,510	10,000	10,000	7,500	(2,500)	(25.00%)
2024	Small Tools/Minor Equipment	-	1,200	1,000	1,000	1,000	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	6,336	8,579	6,479	6,479	6,479	-	-
4532	Communications	507	442	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	548	295	300	300	300	-	-
4535	Printing & Binding	-	234	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	12,103	13,195	18,224	18,224	15,772	(2,452)	(13.45%)
4538	Repair & Maintenance	15,385	5,785	5,000	5,000	3,500	(1,500)	(30.00%)
4539	Rentals	4,619	4,715	4,465	4,465	4,180	(285)	(6.38%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	150	150	150	150	150	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	30	-	-	1,000	1,000	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 43,668	\$ 43,153	\$ 45,618	\$ 45,618	\$ 39,881	\$ (5,737)	(12.58%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 66,018	\$ 79,876	\$ 93,348	\$ 93,348	\$ 74,829	\$ (18,519)	(19.84%)

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. General department supplies including signage, fuel, oils & greases, and cleaning supplies.	4538 Rentals. Rental of specialty equipment for installation and removal of floating docks and garbage dumpster.
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4531 Professional Services. Inspection and certification testing for fueling system, cranes, and cathodic protection system.

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 2019 Operating Budget

Special Revenue Funds Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2018 Original Budget	FY2019 Proposed Budget	Difference	FY2018 Original Budget	FY2019 Proposed Budget	Difference
<u>Personal Use Fishery Fund</u>						
Public Safety	\$ 35,665	\$ 34,336	\$ (1,329)	\$ 230	\$ 6,500	\$ 6,270
Streets	21,800	28,704	6,904	25,806	25,900	94
Parks, Recreation & Beautification	122,619	112,909	(9,710)	129,360	128,825	(535)
Dock	47,026	52,711	5,685	17,121	10,715	(6,406)
Total Personal Use Fishery Fund	227,110	228,660	1,550	172,517	171,940	(577)
<u>Water and Sewer Fund</u>						
Water	\$ 270,778	\$ 286,729	\$ 15,951	\$ 483,199	\$ 458,052	\$ (25,147)
Sewer	271,453	296,400	24,947	109,327	116,248	6,921
Wastewater Treatment Plant	369,997	408,164	38,167	569,575	647,112	77,537
Total Water and Sewer Fund	912,228	991,293	79,065	1,162,101	1,221,412	59,311
<u>Airport Fund</u>						
Terminal	184,857	190,067	5,210	373,968	369,330	(4,638)
Airfield	376,145	341,421	(34,724)	464,297	526,037	61,740
Administration	223,500	235,180	11,680	61,914	61,420	(494)
Other Buildings & Areas	72,270	81,084	8,814	94,941	84,321	(10,620)
Training Facility	-	-	-	38,326	38,474	148
Total Airport Fund	856,772	847,752	(9,020)	1,033,446	1,079,582	46,136
<u>Senior Citizen Fund</u>						
Access	109,672	106,003	(3,669)	30,747	28,985	(1,762)
Congregate Meals	121,859	118,200	(3,659)	87,837	94,931	7,094
Home Meals	89,280	101,278	11,998	79,823	64,106	(15,717)
Transportation	40,893	46,947	6,054	18,630	18,299	(331)
Choice Waiver	128,354	108,587	(19,767)	94,259	79,238	(15,021)
Total Senior Citizen Funds	490,058	481,015	(9,043)	311,296	285,559	(25,737)
Total Special Revenue Funds	\$ 2,486,168	\$ 2,548,720	\$ 62,552	\$ 2,679,360	\$ 2,758,493	\$ 79,133

**City of Kenai
Fiscal Year 2019 Operating Budget**

Special Revenue Funds Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2018 Original Budget	FY2019 Proposed Budget	Difference	FY2018 Original Budget	FY2019 Proposed Budget	Difference	
\$ 73,300	\$ 55,593	\$ (17,707)	\$ 109,195	\$ 96,429	\$ (12,766)	<u>Personal Use Fishery Fund</u>
3,900	6,300	2,400	51,506	60,904	9,398	Public Safety
27,100	82,200	55,100	279,079	323,934	44,855	Streets
8,200	8,500	300	72,347	71,926	(421)	Parks, Recreation & Beautification
112,500	152,593	40,093	512,127	553,193	41,066	Dock
						Total Personal Use Fishery Fund
						<u>Water and Sewer Fund</u>
\$ 110,300	\$ 205,800	\$ 95,500	\$ 864,277	\$ 950,581	\$ 86,304	Water
133,050	87,012	(46,038)	513,830	499,660	(14,170)	Sewer
135,800	154,300	18,500	1,075,372	1,209,576	134,204	Wastewater Treatment Plant
379,150	447,112	67,962	2,453,479	2,659,817	206,338	Total Water and Sewer Fund
						<u>Airport Fund</u>
86,600	71,600	(15,000)	645,425	630,997	(14,428)	Terminal
857,081	864,900	7,819	1,697,523	1,732,358	34,835	Airfield
51,500	353,621	302,121	336,914	650,221	313,307	Administration
-	-	-	167,211	165,405	(1,806)	Other Buildings & Areas
-	-	-	38,326	38,474	148	Training Facility
995,181	1,290,121	294,940	2,885,399	3,217,455	332,056	Total Airport Fund
						<u>Senior Citizen Fund</u>
25,900	22,300	(3,600)	166,319	157,288	(9,031)	Access
26,700	72,380	45,680	236,396	285,511	49,115	Congregate Meals
26,000	44,616	18,616	195,103	210,000	14,897	Home Meals
21,000	16,100	(4,900)	80,523	81,346	823	Transportation
58,600	56,974	(1,626)	281,213	244,799	(36,414)	Choice Waiver
158,200	212,370	54,170	959,554	978,944	19,390	Total Senior Citizen Funds
<u>\$ 1,645,031</u>	<u>\$ 2,102,196</u>	<u>\$ 457,165</u>	<u>\$ 6,810,559</u>	<u>\$ 7,409,409</u>	<u>\$ 598,850</u>	<u>Total Special Revenue Funds</u>

City of Kenai
Fiscal Year 2019 Operating Budget
Fund 006 – Personal Use Fishery Fund

Mission

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

Functions and Responsibilities

The personal use (PU) fishery fund is comprised of 4 separate budgets, PU Public Safety, PU Streets, PU Dock, and PU Recreation.

- PU Public Safety provides additional Police protection with 5 Temporary Enforcement Officers. The Police provide traffic control, issue parking citations, manage cash transfers, and provide all other law enforcement needs. The Communications department provides dispatch services for Police and Fire departments. The Fire Department provides typical Fire and EMS services, as well as patrolling the river no wake zone in the City's fire boat.
- PU Streets is responsible for maintaining the road and parking lots associated with the fishery. They also provide the installation of street signs, placement of traffic control barriers, and transportation of the temporary fee shacks.
- PU Dock is responsible for managing the City Boating Facility for the duration of the PU fishery. This includes maintenance of the facilities, traffic control in the parking area, placement of no wake zone buoys, and active management of the boat launch ramps.
- PU Recreation is responsible for the operation of the North and South Beaches, the Little League parking area, and Softball field overflow parking. Duties include servicing of permanent restrooms and outhouses, staffing of fee shacks, beach cleaning, staffing of parking lot rovers, and any other tasks that aren't performed by another department.

Facilities

- City Boating Facility (Dock): The dock is comprised of 4 boat launch ramps, a gravel parking area, permanent restrooms with running water, a commercial pier with fuel service, and a permanent fee shack. Temporary outhouses and dumpsters are also provided in the parking area.
- North Beach: The North Beach is comprised of a large gravel parking lot, 4 permanent outhouses, and approximately 1 mile of beach access to the fishery. Additional parking is available at the little league park which also includes 2 temporary fee shacks in the roadway. Temporary outhouses and dumpsters are also provided throughout the North Beach.
- South Beach: The South Beach is comprised of a road that leads to the beach and includes 2 temporary fee shacks. Access to the fishery is via the beach, with a large sand parking and camping area $\frac{3}{4}$ of a mile from the road. Temporary outhouses and dumpsters are provided in the parking area.
- Overflow Parking: Overflow parking is provided at the Kenai Softball Fields. A large gravel parking lot is provided with permanent running water restrooms. This site is also adjacent to the Green Strip which includes picnic shelters, playground equipment, and additional running water restrooms.

Staffing

PU Public Safety

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Temporary Enforcement Officer	.65	3	.65	3	.65	3	.56	3	.56	3	.56	3

PU Streets

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Street Foreman	.04	16	.04	16	.04	16	.03	16	.03	16	.03	16
Equipment Lead Operator	.02	14	.02	14	.02	14	.04	14	.04	14	.04	14
Equipment Operator	.10	11	.10	11	.10	11	.12	11	.12	11	.12	11

PU Dock

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Street Foreman	.02	16	.02	16	.02	16	.03	16	.03	16	.03	16
Equipment Lead Operator	.04	14	.04	14	.04	14	.03	14	.03	14	.03	14
Equipment Operator	.15	11	.15	11	.15	11	.10	11	.10	11	.10	11
Dock Worker	.35	3	.35	3	.32	3	.33	3	.33	3	.33	3

PU Parks, Recreation & Beautification

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.04	17	.04	17	.04	17	.04	17	.04	17	.04	17
Administrative Assistant I	.50	8	.50	8	.50	8	.50	8	.50	8	.50	8
Operator	.08	9	.08	9	.08	9	.02	9	.08	.08	0.08	9
Laborer	.06	2.4	.06	2.4	.06	2.4	.03	2.4	.06	2.4	.06	2.4
Temporary Crew Leader	.06	2.3	.06	2.3	.06	2.3	.06	2.3	.06	2.3	.06	2.3
Temporary Worker	.80	2.1	.80	2.1	.73	2.1	.52	2.1	.52	2.1	.52	2.1
Information Technology Intern	0	2.4	0	2.4	0	2.4	.06	2.4	.06	2.4	.06	2.4

Performance Measures

	2014	2015	2016	2017	2018
Total Transactions	22,542	24,878	22,338	20,068	22,450
Dipnet Kenai page views	-	-	-	317,273	400,000
Traffic Control Calls ¹	-	-	-	-	-
Vendor Days ²	-	-	-	-	63
Advertisers ³	-	-	-	5	10

¹ Track each time that Police are required for traffic control due to traffic backing up onto Spur Highway, Bridge Access Rd, or Cannery Rd.

² A cumulative total of how many vendors are present at noon of each day.

³ The number of businesses that advertise either on the Dipnet Kenai App or on the permit hangers.

FY2019 Department Goals

1. Provide adequate staffing in fee shacks to minimize wait times and prevent congestion. Evaluate by tracking the number of times that transactions per hour exceed 44, and the number of times police are required for traffic control due to extended wait times.
2. Install permanent utilities on South Spruce St. for the fee shacks, and permanently widen the road to accommodate 2 fee shacks. Complete this work prior to the 2018 season.
3. Provide a consistent vendor presence with a variety of services offered. Evaluate by tracking vendors each day during the fishery.
4. Increase use of the Dipnet Kenai app with additional advertising and continued software improvements. Evaluate by tracking the number of page views.
5. Improve conditions for vendors. Evaluate by conducting surveys before and after the season. Create a plan for future improvements prior to the 2018 season.

Future Considerations

Each year capital improvement requests are provided from each department and decisions are made based on immediate need and available funding. A long term master plan would provide a better process for determining the need of capital improvements. This plan would provide for a 5 year capital improvement plan as well as a 20 year long term vision. Having a plan would allow for budgeting of the fund balance as well as assist with applying for State grants.

A number of capital improvements will be required in the future including:

- Dock float replacement
- Launch ramp concrete replacement
- Equipment replacement
- ATVs
- Tractors
- Safety equipment for TEOs

City of Kenai
Fiscal Year 2019 Operating Budget

Budget Projection
Fund: 006 - Personal Use Fishery Fund

	<u>Actual FY2016</u>	<u>Actual FY2017</u>	<u>Original Budget FY2018</u>	<u>Projection FY2018</u>	<u>Manager Proposed FY2019</u>
Revenues					
PERS Grant	\$ 2,167	\$ 2,688	\$ 2,312	\$ 2,312	\$ 4,169
Usage Fees					
Beach Parking	182,739	182,853	183,000	170,429	175,000
Beach Camping	230,729	238,752	239,000	210,269	225,000
Dock Launch & Park	133,181	128,109	130,000	111,848	115,000
Dock Parking Only	15,238	14,807	15,000	12,009	15,000
Participant Drop-off Fee	-	10,717	11,000	7,481	8,000
Total Usage Fees	561,887	575,238	578,000	512,036	538,000
Miscellaneous Revenues					
Investment earnings	1,580	671	750	750	750
Other	(6,888)	(3,680)	(4,500)	(1,126)	(1,500)
Total Miscellaneous Revenues	(5,308)	(3,009)	(3,750)	(376)	(750)
Total Revenue	558,746	574,917	576,562	513,972	541,419
Expenditures					
Public Safety	113,943	116,875	109,195	109,195	96,429
Streets	34,116	53,068	51,506	51,506	60,904
Boating Facility	71,417	72,668	72,347	72,347	71,926
Parks, Recreation & Beautification	266,996	268,686	279,079	279,584	273,934
Total Expenditures	486,472	511,297	512,127	512,632	503,193
Transfers - General Fund	-	-	-	-	50,000
Total Expenditures & Transfers	486,472	511,297	512,127	512,632	553,193
Contribution To/(From) Fund Balance:	72,274	63,620	64,435	1,340	(11,774)
Projected Lapse	-	-	19,981	5,000	21,036
Adjusted (Deficit)/Surplus	72,274	63,620	84,416	6,340	9,262
Beginning Fund Balance	67,662	139,936	149,066	203,556	209,896
Ending Fund Balance	\$ 139,936	\$ 203,556	\$ 233,482	\$ 209,896	\$ 219,158

City of Kenai
Fiscal Year 2019 Operating Budget

Personal Use Fishery Fund Summary by Line Item

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 99,797	\$ 67,129	\$ 113,790	\$ 113,790	\$ 107,367	\$ (6,423)	(5.64%)
0200	Overtime	57,468	35,998	57,821	57,821	64,207	6,386	11.04%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,309	262	1,116	1,116	1,072	(44)	(3.94%)
0400	Medicare	2,366	1,500	2,503	2,503	2,503	-	-
0450	Social Security	6,594	4,438	5,877	5,877	6,640	763	12.98%
0500	PERS	10,240	8,710	19,210	19,210	20,611	1,401	7.29%
0600	Unemployment Insurance	-	-	865	865	861	(4)	(0.46%)
0700	Workers Compensation	3,962	3,197	5,592	5,592	5,217	(375)	(6.71%)
0800	Health & Life Insurance	14,280	7,324	18,766	18,766	18,810	44	0.23%
0900	Supplemental Retirement	881	597	1,570	1,570	1,372	(198)	(12.61%)
	Total Salaries & Benefits	\$ 196,897	\$ 129,155	\$ 227,110	\$ 227,110	\$ 228,660	\$ 1,550	0.68%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	9,093	12,425	13,100	13,100	16,650	3,550	27.10%
2024	Small Tools/Minor Equipment	34,567	15,852	2,500	3,005	9,000	6,500	260.00%
2026	Computer Software	1,562	312	-	-	-	-	-
4531	Professional Services	9,435	4,116	3,500	3,500	3,500	-	-
4532	Communications	2,182	1,160	1,600	1,600	1,625	25	1.56%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	224	147	250	250	250	-	-
4535	Printing & Binding	3,733	4,787	9,170	9,170	7,700	(1,470)	(16.03%)
4536	Insurance	1,315	1,210	2,079	2,079	1,563	(516)	(24.82%)
4537	Utilities	1,009	773	1,078	1,078	1,287	209	19.39%
4538	Repair & Maintenance	-	283	-	-	-	-	-
4539	Rentals	128,077	99,790	135,240	135,240	125,365	(9,875)	(7.30%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	4,520	5,404	4,000	4,000	5,000	1,000	25.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 195,717	\$ 146,259	\$ 172,517	\$ 173,022	\$ 171,940	\$ (577)	(0.33%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	5,337	-	-	-	-	-
8063	Improvements	-	1,851	-	-	-	-	-
8064	Machinery & Equipment	332	66	-	-	-	-	-
9090	Transfers	118,351	101,890	112,500	112,500	152,593	40,093	35.64%
	Total Capital Outlay and Transfers	\$ 118,683	\$ 109,144	\$ 112,500	\$ 112,500	\$ 152,593	\$ 40,093	35.64%
	Department Total:	\$ 511,297	\$ 384,558	\$ 512,127	\$ 512,632	\$ 553,193	\$ 41,066	8.02%

City of Kenai
Fiscal Year 2019 Operating Budget

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 22,244	\$ 18,659	\$ 24,100	\$ 24,100	\$ 20,747	\$ (3,353)	(13.91%)
0200	Overtime	6,362	4,760	8,033	8,033	10,195	2,162	26.91%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	415	340	466	466	449	(17)	(3.65%)
0450	Social Security	1,774	1,452	1,992	1,992	1,918	(74)	(3.71%)
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	161	161	155	(6)	(3.73%)
0700	Workers Compensation	599	477	913	913	872	(41)	(4.49%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ 31,394	\$ 25,688	\$ 35,665	\$ 35,665	\$ 34,336	\$ (1,329)	(3.73%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	10,013	5,502	-	-	6,500	6,500	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	168	153	230	230	-	(230)	(100.00%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 10,181	\$ 5,655	\$ 230	\$ 230	\$ 6,500	\$ 6,270	2,726.09%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	75,300	60,020	73,300	73,300	55,593	(17,707)	(24.16%)
	<u>Total Capital Outlay and Transfers</u>	\$ 75,300	\$ 60,020	\$ 73,300	\$ 73,300	\$ 55,593	\$ (17,707)	(24.16%)
	Department Total:	\$ 116,875	\$ 91,363	\$ 109,195	\$ 109,195	\$ 96,429	\$ (12,766)	(11.69%)

City of Kenai
Fiscal Year 2019 Operating Budget

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

2024 Small Tools/Minor Equipment. For the replacement of tasers, taser holsters, power magazines and cartridges for Temporary Enforcement Officers which are out of date and no longer serviced.	9090 Transfers Out. Central administrative charges from General Fund.
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City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 006 - Personal Use Fishery Fund
Department: Streets

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 11,184	\$ 6,736	\$ 10,263	\$ 10,263	\$ 12,545	\$ 2,282	22.24%
0200	Overtime	4,107	1,335	3,783	3,783	5,573	1,790	47.32%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	151	30	328	328	462	134	40.85%
0400	Medicare	218	110	209	209	269	60	28.71%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	2,720	2,375	3,513	3,513	4,996	1,483	42.21%
0600	Unemployment Insurance	-	-	72	72	93	21	29.17%
0700	Workers Compensation	498	296	551	551	665	114	20.69%
0800	Health & Life Insurance	3,475	1,796	2,859	2,859	3,826	967	33.82%
0900	Supplemental Retirement	324	206	222	222	275	53	23.87%
<u>Total Salaries & Benefits</u>		\$ 22,677	\$ 12,884	\$ 21,800	\$ 21,800	\$ 28,704	\$ 6,904	31.67%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,472	4,166	5,000	5,000	5,200	200	4.00%
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	84	124	106	106	-	(106)	(100.00%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	140	-	-	-	-	-
4539	Rentals	23,435	15,768	20,700	20,700	20,700	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 24,991	\$ 20,198	\$ 25,806	\$ 25,806	\$ 25,900	\$ 94	0.36%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	5,400	4,960	3,900	3,900	6,300	2,400	61.54%
<u>Total Capital Outlay and Transfers</u>		\$ 5,400	\$ 4,960	\$ 3,900	\$ 3,900	\$ 6,300	\$ 2,400	61.54%
Department Total:		\$ 53,068	\$ 38,042	\$ 51,506	\$ 51,506	\$ 60,904	\$ 9,398	18.25%

City of Kenai
Fiscal Year 2019 Operating Budget

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

2022 Operating & Repair Supplies. Departmental supplies including gravel, calcium chloride, signage and fuel.	9090 Transfers Out. Central administrative charges from General Fund.
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4539 Rentals. Rental of General Fund equipment to be used in preparation for and operations of the fishery.
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City of Kenai
Fiscal Year 2019 Operating Budget

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 45,726	\$ 22,591	\$ 54,530	\$ 54,530	\$ 51,712	\$ (2,818)	(5.17%)
0200	Overtime	31,192	20,097	36,170	36,170	31,622	(4,548)	(12.57%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	985	197	408	408	227	(181)	(44.36%)
0400	Medicare	1,209	637	1,320	1,320	1,211	(109)	(8.26%)
0450	Social Security	3,784	2,241	2,889	2,889	2,966	77	2.67%
0500	PERS	4,375	2,037	11,028	11,028	9,791	(1,237)	(11.22%)
0600	Unemployment Insurance	-	-	456	456	417	(39)	(8.55%)
0700	Workers Compensation	1,710	1,412	2,646	2,646	2,179	(467)	(17.65%)
0800	Health & Life Insurance	6,741	1,987	12,154	12,154	11,898	(256)	(2.11%)
0900	Supplemental Retirement	287	86	1,018	1,018	886	(132)	(12.97%)
	Total Salaries & Benefits	\$ 96,009	\$ 51,285	\$ 122,619	\$ 122,619	\$ 112,909	\$ (9,710)	(7.92%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	5,453	5,108	5,500	5,500	9,550	4,050	73.64%
2024	Small Tools/Minor Equipment	24,554	8,960	2,500	3,005	2,500	-	-
2026	Computer Software	1,562	312	-	-	-	-	-
4531	Professional Services	9,435	4,044	3,500	3,500	3,500	-	-
4532	Communications	2,182	1,160	1,600	1,600	1,625	25	1.56%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	112	45	-	-	-	-	-
4535	Printing & Binding	3,733	4,184	7,670	7,670	7,200	(470)	(6.13%)
4536	Insurance	848	730	1,487	1,487	1,563	76	5.11%
4537	Utilities	1,009	773	1,078	1,078	1,287	209	19.39%
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	90,286	73,458	102,025	102,025	97,600	(4,425)	(4.34%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	4,520	5,404	4,000	4,000	4,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 143,694	\$ 104,178	\$ 129,360	\$ 129,865	\$ 128,825	\$ (535)	(0.41%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	5,337	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	332	66	-	-	-	-	-
9090	Transfers Out	28,651	29,230	27,100	27,100	82,200	55,100	203.32%
	Total Capital Outlay and Transfers	\$ 28,983	\$ 34,633	\$ 27,100	\$ 27,100	\$ 82,200	\$ 55,100	203.32%
Department Total:		\$ 268,686	\$ 190,096	\$ 279,079	\$ 279,584	\$ 323,934	\$ 44,855	16.07%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. For the purchase of signage, janitorial supplies, fuel and other supplies for operations of the fishery.	5041 Miscellaneous. Post fishery beach cleanup by Kenai Central High School Nordic Ski Team.
2024 Small Tools/Minor Equipment. Miscellaneous computer equipment for fee shack operations.	9090 Transfers Out. Central administrative charges from General Fund.
4539 Rentals. For the rental of portable toilets to supplement the onsite restrooms during peak season and rental of General Fund Equipment for preparation and operations of the fishery.	

City of Kenai
Fiscal Year 2019 Operating Budget

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 20,643	\$ 19,143	\$ 24,897	\$ 24,897	\$ 22,363	\$ (2,534)	(10.18%)
0200	Overtime	15,807	9,806	9,835	9,835	16,817	6,982	70.99%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	173	35	380	380	383	3	0.79%
0400	Medicare	524	413	508	508	574	66	12.99%
0450	Social Security	1,036	745	996	996	1,756	760	76.31%
0500	PERS	3,145	4,298	4,669	4,669	5,824	1,155	24.74%
0600	Unemployment Insurance	-	-	176	176	196	20	11.36%
0700	Workers Compensation	1,155	1,012	1,482	1,482	1,501	19	1.28%
0800	Health & Life Insurance	4,064	3,541	3,753	3,753	3,086	(667)	(17.77%)
0900	Supplemental Retirement	270	305	330	330	211	(119)	(36.06%)
<u>Total Salaries & Benefits</u>		\$ 46,817	\$ 39,298	\$ 47,026	\$ 47,026	\$ 52,711	\$ 5,685	12.09%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	2,168	3,151	2,600	2,600	1,900	(700)	(26.92%)
2024	Small Tools/Minor Equipment	-	1,390	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	72	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	112	102	250	250	250	-	-
4535	Printing & Binding	-	603	1,500	1,500	500	(1,000)	(66.67%)
4536	Insurance	215	203	256	256	-	(256)	(100.00%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	143	-	-	-	-	-
4539	Rentals	14,356	10,564	12,515	12,515	7,065	(5,450)	(43.55%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	1,000	1,000	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 16,851	\$ 16,228	\$ 17,121	\$ 17,121	\$ 10,715	\$ (6,406)	(37.42%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,851	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	9,000	7,680	8,200	8,200	8,500	300	3.66%
<u>Total Capital Outlay and Transfers</u>		\$ 9,000	\$ 9,531	\$ 8,200	\$ 8,200	\$ 8,500	\$ 300	3.66%
Department Total:		\$ 72,668	\$ 65,057	\$ 72,347	\$ 72,347	\$ 71,926	\$ (421)	(0.58%)

City of Kenai
Fiscal Year 2019 Operating Budget

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

2022 Operating & Repair Supplies. For the purchase of signage, calcium chloride, fuel and other supplies for operations of the fishery.	9090 Transfers Out. Central administrative charges from General Fund.
4539 Rentals. For the rental of portable toilets to supplement the onsite restrooms during peak season, decreased \$6,000 from FY18 Budgeted amounts, and rental of General Fund Equipment for preparation and operations of the fishery.	

City of Kenai
Fiscal Year 2019 Operating Budget

Budget Projection
Fund: 010 - Water and Sewer Fund

	<u>Actual FY2016</u>	<u>Actual FY2017</u>	<u>Original Budget FY2018</u>	<u>Projection FY2018</u>	<u>Manager Proposed FY2019</u>
Revenues					
PERS Grant	\$ 30,836	\$ 23,142	\$ 17,228	\$ 17,228	\$ 33,668
Usage Fees					
Service Hook-up	4,001	2,205	3,927	3,918	3,927
Residential Water	716,095	791,580	832,279	830,339	832,279
Commercial Water	283,168	315,494	350,141	349,325	350,141
Residential Sewer	1,136,029	1,170,897	1,182,299	1,179,542	1,182,299
Commercial Sewer	430,949	445,805	494,807	493,654	494,807
Total Usage Fees	<u>2,570,242</u>	<u>2,725,981</u>	<u>2,863,453</u>	<u>2,856,778</u>	<u>2,863,453</u>
Miscellaneous Revenues					
Penalty and Interest	39,679	35,839	43,250	43,250	43,250
Interest Earnings	10,896	5,117	16,000	16,000	16,000
Other	2,812	4,361	3,000	23,000	3,000
Total Miscellaneous Revenues	<u>53,387</u>	<u>45,317</u>	<u>62,250</u>	<u>82,250</u>	<u>62,250</u>
Total Revenues	<u>2,654,465</u>	<u>2,794,440</u>	<u>2,942,931</u>	<u>2,956,256</u>	<u>2,959,371</u>
Expenditures					
Water Department	829,080	719,328	864,277	914,259	950,581
Sewer Department	384,963	723,136	513,830	520,147	499,660
Wastewater Treatment Plant Department	<u>923,883</u>	<u>987,096</u>	<u>1,075,372</u>	<u>1,086,894</u>	<u>1,209,576</u>
Total Expenditures	<u>2,137,926</u>	<u>2,429,560</u>	<u>2,453,479</u>	<u>2,521,300</u>	<u>2,659,817</u>
Contribution To/(From) Fund Balance:	516,539	364,880	489,452	434,956	299,554
Projected Lapse (6%)	-	-	126,260	127,709	137,047
Adjusted (Deficit)/Surplus			615,712	562,665	436,601
Beginning Fund Balance	<u>1,189,013</u>	<u>1,705,552</u>	<u>1,614,533</u>	<u>2,070,432</u>	<u>2,633,097</u>
Ending Fund Balance	<u>\$ 1,705,552</u>	<u>\$ 2,070,432</u>	<u>\$ 2,230,245</u>	<u>\$ 2,633,097</u>	<u>\$ 3,069,698</u>

City of Kenai
Fiscal Year 2019 Operating Budget

Water Sewer Fund Summary by Line Item

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 480,216	\$ 488,613	\$ 547,801	\$ 565,475	\$ 585,179	\$ 37,378	6.82%
0200	Overtime	26,828	28,032	11,915	15,415	18,202	6,287	52.77%
0250	Holiday Pay	12,203	11,595	12,657	12,657	-	(12,657)	(100.00%)
0300	Leave	23,518	23,864	18,532	18,532	18,746	214	1.15%
0400	Medicare	7,925	7,884	8,568	8,839	9,020	452	5.28%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	140,361	207,680	143,152	147,262	166,413	23,261	16.25%
0600	Unemployment Insurance	-	-	2,955	2,955	3,109	154	5.21%
0700	Workers Compensation	12,564	11,897	16,124	17,225	17,440	1,316	8.16%
0800	Health & Life Insurance	89,777	96,696	138,524	138,524	161,055	22,531	16.27%
0900	Supplemental Retirement	9,243	10,416	12,000	12,000	12,129	129	1.08%
	Total Salaries & Benefits	\$ 802,635	\$ 886,677	\$ 912,228	\$ 938,884	\$ 991,293	\$ 79,065	8.67%
<u>Maintenance and Operations</u>								
2021	Office Supplies	2,501	2,043	3,200	3,200	3,000	(200)	(6.25%)
2022	Operating & Repair Supplies	163,894	233,951	269,733	269,733	239,804	(29,929)	(11.10%)
2024	Small Tools/Minor Equipment	28,876	20,482	21,350	27,750	41,300	19,950	93.44%
2026	Computer Software	9,647	7,656	9,930	9,930	10,360	430	4.33%
4531	Professional Services	56,573	61,171	83,030	83,030	84,065	1,035	1.25%
4532	Communications	25,138	29,109	24,134	24,134	23,898	(236)	(0.98%)
4533	Travel & Transportation	7,169	5,147	6,700	6,700	6,500	(200)	(2.99%)
4534	Advertising	4,129	2,279	1,500	1,601	2,250	750	50.00%
4535	Printing & Binding	-	-	1,000	1,000	1,000	-	-
4536	Insurance	28,279	20,643	38,378	38,378	40,673	2,295	5.98%
4537	Utilities	534,099	518,433	581,230	581,230	632,286	51,056	8.78%
4538	Repair & Maintenance	36,427	43,902	60,000	60,000	68,000	8,000	13.33%
4539	Rentals	15,106	11,310	14,416	14,416	17,506	3,090	21.43%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	7,309	6,479	11,200	11,200	8,000	(3,200)	(28.57%)
4666	Books	758	351	1,020	520	1,520	500	49.02%
4667	Dues & Publications	1,971	1,150	5,280	8,380	11,250	5,970	113.07%
4999	General Contingency	-	-	30,000	13,920	30,000	-	-
5041	Miscellaneous	3,835	3,506	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 925,711	\$ 967,612	\$ 1,162,101	\$ 1,155,122	\$ 1,221,412	\$ 59,311	5.10%
<u>Capital Outlay & Transfers</u>								
8061	Land	23,645	4,729	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	7,148	4,730	-	-	-	-	-
8064	Machinery & Equipment	12,928	32,414	30,000	34,479	71,412	41,412	138.04%
9090	Transfers	657,493	456,844	349,150	392,815	375,700	26,550	7.60%
	Total Capital Outlay and Transfers	\$ 701,214	\$ 498,717	\$ 379,150	\$ 427,294	\$ 447,112	\$ 67,962	17.92%
	Department Total:	\$ 2,429,560	\$ 2,353,006	\$ 2,453,479	\$ 2,521,300	\$ 2,659,817	\$ 206,338	8.41%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

The Water & Sewer Department provides potable water and waste water handling in compliance with all state and federal regulations and ensures the system is operated economically and provides reliable service to the residents of Kenai.

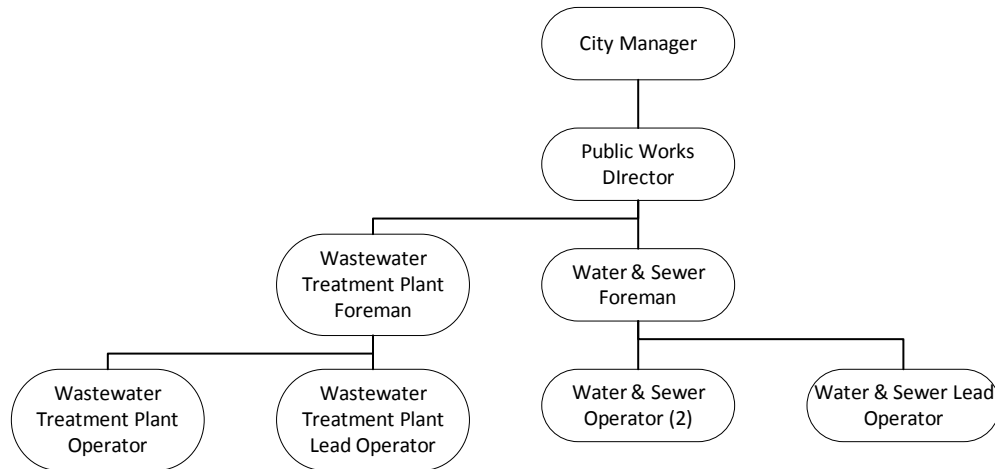
Functions & Responsibilities

The City's water distribution system consists of four wells, one water treatment facility, two pump houses, a 60,000-gallon tank, a 1,000,000-gallon tank, a 3,000,000-gallon tank and approximately 60 miles of water pipe. The system serves approximately 2,000 service connections. The system meets all state, local, and federal mandates applying to all safety standards and the Clean Water Act.

The Water Treatment Facility presently treats from a winter low of approximately 580,000 gallons a day of water to a summer peak of just over 1 Million gallons a day.

The sewer collection system of the City of Kenai collects sewage from approximately 2,000 customers. The City maintains approximately 46 miles of sewer pipe and 19 lift stations.

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Water & Sewer Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Lead Operator	1	14	1	14	1	14	1	14	1	14	1	14
Operator	2	13	2	16	2	13	2	13	2	13	2	13
Accounting Technician I - Utility Billing	.5	10	.5	10	.5	10	.5	10	.5	10	.5	10
Administrative Assistant I	.26	8	.26	8	.26	8	.26	8	.26	8	.26	8

Average Overtime per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Water & Sewer Foreman	75	220	45	75	75	75

Operator	59	133	55	59	59	59
Operator	124	86	80	124	124	124
Accounting Technician I – Utility Billing	0	0	0	0	0	0
Administrative Assistant I	0	0	0	0	0	0

Performance Measures

	2013	2014	2015	2016	2017
Water Customers	1896	1910	1924	1947	1948
Sewer Customers	1871	1882	1906	1917	1921
Metered Connections	198	205	205	216	217
Turn on/off	-	-	32	37	54
811 Locates	-	-	228	415	370
Shut off tags hung	-	-	-	772	835

FY2019 Department Goals

1. Complete the installation of the new combined Wonderware program.
2. Complete the conversion of all lift stations to cell modems or the equivalent.
3. Complete the upgrade of the Inlet Woods lift station.
4. Assess efficiencies and perform deferred maintenance on older lift stations.
5. Perform a complete flushing of the distribution system this spring.
6. Do a thorough inspection and cleaning of all manholes, sewer lines and lift stations.
7. Build a cold storage structure at the Well 3 yard.
8. Finish clearing out from the old city yard and auction off unneeded items.
9. Install more bollards where needed to protect the infrastructure.

Future Considerations

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

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 010 - Water Sewer Fund
Department: Water Department

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 133,325	\$ 142,063	\$ 164,054	\$ 168,687	\$ 165,564	\$ 1,510	0.92%
0200	Overtime	17,181	16,447	5,248	5,498	7,922	2,674	50.95%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,809	5,598	5,028	5,028	4,624	(404)	(8.04%)
0400	Medicare	2,248	2,345	2,527	2,598	2,582	55	2.18%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	40,393	61,504	42,343	43,418	47,847	5,504	13.00%
0600	Unemployment Insurance	-	-	872	872	890	18	2.06%
0700	Workers Compensation	3,382	3,237	4,505	4,793	4,239	(266)	(5.90%)
0800	Health & Life Insurance	23,326	26,390	42,451	42,451	49,279	6,828	16.08%
0900	Supplemental Retirement	2,741	3,017	3,750	3,750	3,782	32	0.85%
	Total Salaries & Benefits	\$ 224,405	\$ 260,601	\$ 270,778	\$ 277,095	\$ 286,729	\$ 15,951	5.89%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,092	901	1,200	1,200	1,100	(100)	(8.33%)
2022	Operating & Repair Supplies	81,109	127,851	152,467	152,467	130,000	(22,467)	(14.74%)
2024	Small Tools/Minor Equipment	9,440	8,095	6,450	6,450	15,000	8,550	132.56%
2026	Computer Software	3,997	3,507	4,040	4,040	4,040	-	-
4531	Professional Services	14,225	19,687	25,000	25,000	25,000	-	-
4532	Communications	16,335	20,821	11,973	11,973	11,715	(258)	(2.15%)
4533	Travel & Transportation	2,615	1,764	2,250	2,250	2,250	-	-
4534	Advertising	1,908	1,449	750	851	1,500	750	100.00%
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	12,035	9,857	14,957	14,957	15,238	281	1.88%
4537	Utilities	168,232	180,985	206,646	206,646	196,153	(10,493)	(5.08%)
4538	Repair & Maintenance	29,943	23,562	25,000	25,000	25,000	-	-
4539	Rentals	15,106	11,310	14,416	14,416	15,106	690	4.79%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,782	3,450	6,100	6,100	4,000	(2,100)	(34.43%)
4666	Books	260	158	260	260	260	-	-
4667	Dues & Publications	928	610	1,190	1,190	1,190	-	-
4999	Contingency	-	-	10,000	9,899	10,000	-	-
5041	Miscellaneous	1,120	787	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 362,127	\$ 414,794	\$ 483,199	\$ 483,199	\$ 458,052	\$ (25,147)	(5.20%)
<u>Capital Outlay & Transfers</u>								
8061	Land	23,645	4,729	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	3,300	-	-	-	-	-
8064	Machinery & Equipment	-	10,867	-	-	3,600	3,600	-
9090	Transfers Out	109,151	214,636	110,300	153,965	202,200	91,900	83.32%
	Total Capital Outlay and Transfers	\$ 132,796	\$ 233,532	\$ 110,300	\$ 153,965	\$ 205,800	\$ 95,500	86.58%
	Department Total:	\$ 719,328	\$ 908,927	\$ 864,277	\$ 914,259	\$ 950,581	\$ 86,304	9.99%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. The most significant operating supply for the department are the chemicals utilized in the water treatment process. Refinement to the process has reduced the amount of chemicals required as evident in this years reduction.

2024 Small Tools/Minor Equipment. Increased for the replacement of outdated and inoperable tools.

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

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

9090 Transfers Out. Central administrative charges from General Fund, \$91,800 and transfer to Water & Sewer Capital Project Fund for telemetry upgrades at Water Reservoir #1, \$110,400.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 010 - Water Sewer Fund
Department: Sewer Department

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 133,305	\$ 141,863	\$ 164,054	\$ 168,687	\$ 173,973	\$ 9,919	6.05%
0200	Overtime	9,144	8,343	5,771	6,021	6,808	1,037	17.97%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,809	5,598	5,028	5,028	4,624	(404)	(8.04%)
0400	Medicare	2,133	2,230	2,535	2,606	2,688	153	6.04%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	39,581	60,091	42,473	43,548	49,860	7,387	17.39%
0600	Unemployment Insurance	-	-	875	875	926	51	5.83%
0700	Workers Compensation	3,260	3,151	4,516	4,804	4,460	(56)	(1.24%)
0800	Health & Life Insurance	21,874	25,500	42,451	42,451	49,279	6,828	16.08%
0900	Supplemental Retirement	2,740	3,016	3,750	3,750	3,782	32	0.85%
<u>Total Salaries & Benefits</u>		\$ 213,846	\$ 249,792	\$ 271,453	\$ 277,770	\$ 296,400	\$ 24,947	9.19%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,101	856	1,200	1,200	1,100	(100)	(8.33%)
2022	Operating & Repair Supplies	15,181	19,832	23,000	23,000	20,000	(3,000)	(13.04%)
2024	Small Tools/Minor Equipment	11,080	6,582	3,500	5,000	10,000	6,500	185.71%
2026	Computer Software	2,096	1,951	2,175	2,175	2,190	15	0.69%
4531	Professional Services	7,526	6,999	8,000	8,000	10,000	2,000	25.00%
4532	Communications	3,598	2,954	6,208	6,208	6,208	-	-
4533	Travel & Transportation	2,614	2,027	2,250	2,250	2,250	-	-
4534	Advertising	1,262	638	750	750	750	-	-
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	2,662	2,919	3,637	3,637	3,814	177	4.87%
4537	Utilities	21,586	19,489	21,557	21,557	23,986	2,429	11.27%
4538	Repair & Maintenance	2,740	10,897	20,000	20,000	20,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,527	3,029	5,100	5,100	4,000	(1,100)	(21.57%)
4666	Books	256	145	260	260	260	-	-
4667	Dues & Publications	928	407	1,190	1,190	1,190	-	-
4999	Contingency	-	-	10,000	4,021	10,000	-	-
5041	Miscellaneous	15	241	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 76,172	\$ 78,966	\$ 109,327	\$ 104,848	\$ 116,248	\$ 6,921	6.33%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	7,148	1,430	-	-	-	-	-
8064	Machinery & Equipment	12,928	20,687	14,000	18,479	36,812	22,812	162.94%
9090	Transfers Out	413,042	124,528	119,050	119,050	50,200	(68,850)	(57.83%)
<u>Total Capital Outlay and Transfers</u>		\$ 433,118	\$ 146,645	\$ 133,050	\$ 137,529	\$ 87,012	\$ (46,038)	(34.60%)
Department Total:		\$ 723,136	\$ 475,403	\$ 513,830	\$ 520,147	\$ 499,660	\$ (14,170)	(2.76%)

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. Supplies for the maintenance of lift stations (motor starters, radios, breakers, transducers, pumps, etc.), manholes, PPE for employees and other consumables.	4538 Repair & Maintenance. Professional services for repair and maintenance of the system.
2024 Small Tools/Minor Equipment. Increased for the replacement of outdated and inoperable tools.	8064 Machinery & Equipment. For the purchase of a remote control inspection camera and replacement lift station pumps.
4531 Professional Services. Telemetry and other consulting services used to efficient and effectively manage the utility's operation.	9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2019 Operating Budget
Fund 010 – Water and Sewer Fund
Department: Wastewater Treatment Plant

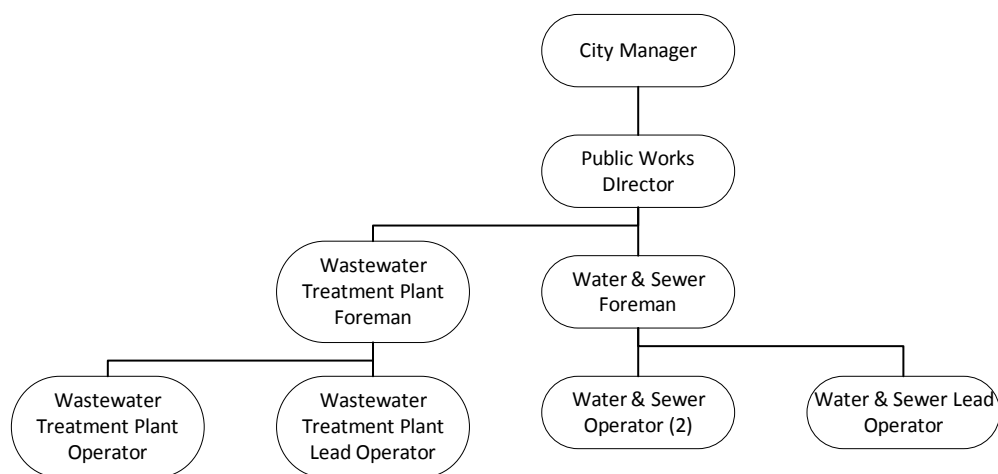
Mission

The Wastewater Treatment Plant is dedicated to protecting public health and the environment for our communities by providing high-quality wastewater-treatment services in an effective, efficient, safe and responsible manner.

Functions & Responsibilities

1. To monitor and control the activated sludge treatment and disinfection processes using visual observations, lab data, and statistical analysis to provide the best quality effluent as efficiently as possible.
2. Ensure that all aspects of the plants APDES (Alaska pollutant discharge elimination system) permit are followed including allowable discharges, required testing, reporting, and record keeping. Operations must also comply with Alaska DEC training and certification requirements.
3. Maintain and repair all of the equipment in the facility.

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Foreman	1	16	1	16	1	16	1	16	1	16	1	16
Lead operator	1	14	1	14	1	14	1	14	1	14	1	14
Operator	1	13	1	13	1	13	1	13	1	13	1	13

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Foreman	0	7	30	30	30	30
Lead operator	0	1	3	15	15	15
Operator	46	0	3	15	15	15

Performance Measures

	2014	2015	2016	2017
Permitted plant flow vs. Actual plant flow (million gallons per day)	1.3 / .527 mgd	1.3 / .487 mgd	1.3 / .464 mgd	1.3 / .660 mgd
Number of discharge violations / exceptions	<i>No Data</i>	<i>No Data</i>	2	4
Tons of sludge taken to the dump	700	697	613	461
Number of fully licensed operators	2 of 3	2 of 3	2 of 3	2 of 3
Continuing education hours obtained	1.8	0	2.9	4.8

FY2019 Department Goals

1. Continue to meet all APDES required ammonia limits.
2. Continue to look for and make changes in our operational procedures to improve efficiency and overall treatment quality.
3. Work toward all operators having the required DEC certifications of this facility.
4. Identify and continue to repair and bring back online out-of-service equipment.
5. Create and implement a preventative maintenance program.

Future Considerations

The existing Wastewater Treatment Plant has met historical needs by providing adequate treatment capacity and appropriate treatment capability. The department is currently working to treat additional wastewater flows and meet stricter effluent ammonia limits. These needs will be met by striving to continue to stay ahead of changing regulations and improving operator training, although the new DEC limits for Enterococci will impact disinfection difficulty. The Department will complete an Industrial user survey within 2 years.

City of Kenai
Fiscal Year 2019 Operating Budget

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 213,586	\$ 204,687	\$ 219,693	\$ 228,101	\$ 245,642	\$ 25,949	11.81%
0200	Overtime	503	3,242	896	3,896	3,472	2,576	287.50%
0250	Holiday Pay	12,203	11,595	12,657	12,657	-	(12,657)	(100.00%)
0300	Leave	19,900	12,668	8,476	8,476	9,498	1,022	12.06%
0400	Medicare	3,544	3,309	3,506	3,635	3,750	244	6.96%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	60,387	86,085	58,336	60,296	68,706	10,370	17.78%
0600	Unemployment Insurance	-	-	1,208	1,208	1,293	85	7.04%
0700	Workers Compensation	5,922	5,509	7,103	7,628	8,741	1,638	23.06%
0800	Health & Life Insurance	44,577	44,806	53,622	53,622	62,497	8,875	16.55%
0900	Supplemental Retirement	3,762	4,383	4,500	4,500	4,565	65	1.44%
Total Salaries & Benefits		\$ 364,384	\$ 376,284	\$ 369,997	\$ 384,019	\$ 408,164	\$ 38,167	10.32%
<u>Maintenance and Operations</u>								
2021	Office Supplies	308	286	800	800	800	-	-
2022	Operating & Repair Supplies	67,604	86,268	94,266	94,266	89,804	(4,462)	(4.73%)
2024	Small Tools/Minor Equipment	8,356	5,805	11,400	16,300	16,300	4,900	42.98%
2026	Computer Software	3,554	2,198	3,715	3,715	4,130	415	11.17%
4531	Professional Services	34,822	34,485	50,030	50,030	49,065	(965)	(1.93%)
4532	Communications	5,205	5,334	5,953	5,953	5,975	22	0.37%
4533	Travel & Transportation	1,940	1,356	2,200	2,200	2,000	(200)	(9.09%)
4534	Advertising	959	192	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	13,582	7,867	19,784	19,784	21,621	1,837	9.29%
4537	Utilities	344,281	317,959	353,027	353,027	412,147	59,120	16.75%
4538	Repair & Maintenance	3,744	9,443	15,000	15,000	23,000	8,000	53.33%
4539	Rentals	-	-	-	-	2,400	2,400	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	242	48	500	-	1,000	500	100.00%
4667	Dues & Publications	115	133	2,900	6,000	8,870	5,970	205.86%
4999	Contingency	-	-	10,000	-	10,000	-	-
5041	Miscellaneous	2,700	2,478	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 487,412	\$ 473,852	\$ 569,575	\$ 567,075	\$ 647,112	\$ 77,537	13.61%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	860	16,000	16,000	31,000	15,000	93.75%
9090	Transfers Out	135,300	117,680	119,800	119,800	123,300	3,500	2.92%
Total Capital Outlay and Transfers		\$ 135,300	\$ 118,540	\$ 135,800	\$ 135,800	\$ 154,300	\$ 18,500	13.62%
Department Total:		\$ 987,096	\$ 968,676	\$ 1,075,372	\$ 1,086,894	\$ 1,209,576	\$ 134,204	12.48%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. The most significant operating supply for the department are the chemicals utilized in the treatment process. Refinement to the process has reduced the amount of chemicals required as evident in this years reduction. Other supplies include testing supplies and fuel for vehicles.

2024 Small Tools/Minor Equipment. Increased for the replacement of outdated and inoperable tools.

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

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

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

9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Fund Summary

	<u>Actual FY2016</u>	<u>Actual FY2017</u>	<u>Original Budget FY2018</u>	<u>Projection FY2018</u>	<u>Manager Proposed FY2019</u>
Revenues					
State & Federal Grants	\$ 30,048	\$ 29,726	\$ 23,552	\$ 23,552	\$ 36,415
Usage Fees					
Fuel Sales	1,372	7,621	10,000	10,000	10,000
Fuel Flowage	27,772	29,207	35,000	35,000	35,000
Float Plane	812	620	1,500	1,500	1,500
Tie Down	5,576	7,403	7,500	7,500	7,500
Landing	418,644	529,132	375,000	375,000	425,000
Plane Parking	5,526	5,725	5,000	5,000	5,000
Total Usage Fees	459,702	579,708	434,000	434,000	484,000
Rents and Leases					
Land	687,256	674,781	650,117	650,117	547,610
Total Rents and Leases	687,256	674,781	650,117	650,117	547,610
Miscellaneous					
Penalty and Interest	5,886	8,321	5,000	5,000	5,000
Interest on Investments	33,213	15,598	25,000	25,000	25,000
Other	9,627	12,666	25,000	25,000	10,000
Total Miscellaneous	48,726	36,585	55,000	55,000	40,000
Terminal Revenue					
Parking Fees	261,036	233,284	300,000	300,000	250,000
Rents and Leases	283,525	308,275	317,723	317,723	334,648
Penalty and Interest	1,957	1,728	4,500	4,500	4,500
Car Rental Commissions	226,130	156,497	195,000	195,000	175,000
Advertising Commissions	10,315	7,421	9,000	9,000	9,000
Miscellaneous	608	1,145	1,500	1,500	1,500
Total Terminal Revenue	783,571	708,350	827,723	827,723	774,648
Transfers In					
Airport Land Trust Fund	1,142,714	1,175,414	1,191,711	1,210,348	1,230,025
Total Transfers In	1,142,714	1,175,414	1,191,711	1,210,348	1,230,025
Total Revenues	3,152,017	3,204,564	3,182,103	3,200,740	3,112,698
Expenditures					
Airport Terminal	548,308	578,256	645,425	645,425	630,997
Airport Airfield	1,522,298	1,640,517	1,697,523	1,697,643	1,732,358
Airport Administration	287,087	411,745	336,914	384,728	650,221
Airport Other Buildings and Areas	313,741	139,947	167,211	248,458	165,405
Airport Training Facility	32,620	40,295	38,326	38,326	38,474
Total Expenditures	2,704,054	2,810,760	2,885,399	3,014,580	3,217,455
Contribution To/(From) Fund Balance:	447,963	393,804	296,704	186,160	(104,757)
Projected Lapse (6%)	-	-	116,940	117,731	116,360
Adjusted (Deficit)/Surplus			413,644	303,891	11,603
Beginning Fund Balance	4,234,539	4,682,502	5,073,483	5,076,306	5,380,197
Ending Fund Balance	\$ 4,682,502	\$ 5,076,306	\$ 5,487,127	\$ 5,380,197	\$ 5,391,800

**City of Kenai
Fiscal Year 2019 Operating Budget**

Airport Fund Summary by Line Item

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 486,065	\$ 435,067	\$ 505,624	\$ 505,624	\$ 510,211	\$ 4,587	0.91%
0200	Overtime	34,420	30,596	35,570	35,570	22,669	(12,901)	(36.27%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	10,371	15,541	22,621	22,621	20,154	(2,467)	(10.91%)
0400	Medicare	7,622	6,885	8,174	8,174	8,018	(156)	(1.91%)
0450	Social Security	1,297	881	491	491	911	420	85.54%
0500	PERS	130,112	169,459	133,373	133,373	142,918	9,545	7.16%
0600	Unemployment Insurance	1,777	348	2,820	2,820	2,766	(54)	(1.91%)
0700	Workers Compensation	11,096	9,539	12,413	12,413	10,948	(1,465)	(11.80%)
0800	Health & Life Insurance	110,560	98,591	124,762	124,762	119,786	(4,976)	(3.99%)
0900	Supplemental Retirement	10,641	9,614	10,924	10,924	9,371	(1,553)	(14.22%)
	Total Salaries & Benefits	\$ 803,961	\$ 776,521	\$ 856,772	\$ 856,772	\$ 847,752	\$ (9,020)	(1.05%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,016	1,201	1,700	1,700	1,700	-	-
2022	Operating & Repair Supplies	167,266	164,333	191,500	191,500	202,600	11,100	5.80%
2024	Small Tools/Minor Equipment	16,748	23,742	9,155	9,155	7,715	(1,440)	(15.73%)
2026	Computer Software	1,363	1,094	1,315	1,315	1,380	65	4.94%
4531	Professional Services	12,101	28,081	32,180	45,380	21,850	(10,330)	(32.10%)
4532	Communications	17,921	20,714	13,303	13,303	14,415	1,112	8.36%
4533	Travel & Transportation	12,886	11,266	20,770	20,770	15,370	(5,400)	(26.00%)
4534	Advertising	6,283	10,225	10,800	10,920	10,250	(550)	(5.09%)
4535	Printing & Binding	2,510	2,463	3,075	3,075	3,075	-	-
4536	Insurance	81,849	83,375	90,194	90,194	96,261	6,067	6.73%
4537	Utilities	372,267	323,579	395,418	395,418	427,016	31,598	7.99%
4538	Repair & Maintenance	182,841	227,932	218,001	218,001	219,870	1,869	0.86%
4539	Rentals	10,414	13,193	10,705	10,705	23,700	12,995	121.39%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	39	74	50	290	300	250	500.00%
4667	Dues & Publications	526	614	530	530	530	-	-
4999	General Contingency	-	-	30,000	29,640	30,000	-	-
5041	Miscellaneous	927	1,789	4,750	4,750	3,550	(1,200)	(25.26%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 886,957	\$ 913,675	\$ 1,033,446	\$ 1,046,646	\$ 1,079,582	\$ 46,136	4.46%
<u>Capital Outlay & Transfers</u>								
8061	Land	3,500	700	-	-	-	-	-
8062	Buildings	-	13,835	-	-	-	-	-
8063	Improvements	-	649	27,866	27,866	-	(27,866)	(100.00%)
8064	Machinery & Equipment	48,405	9,681	30,915	30,915	12,000	(18,915)	(61.18%)
9090	Transfers	1,067,937	1,154,932	936,400	1,052,381	1,278,121	341,721	36.49%
	Total Capital Outlay and Transfers	\$ 1,119,842	\$ 1,179,797	\$ 995,181	\$ 1,111,162	\$ 1,290,121	\$ 294,940	29.64%
	Department Total:	\$ 2,810,760	\$ 2,869,993	\$ 2,885,399	\$ 3,014,580	\$ 3,217,455	\$ 332,056	11.51%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

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

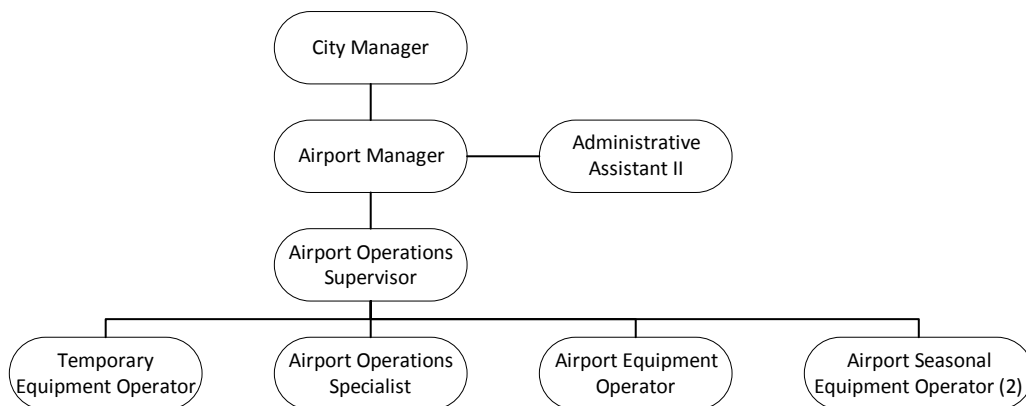
Functions & Responsibilities

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.

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

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Administrative Assistant II	.33	9	.33	9	.33	9	.33	9	.33	9	.33	9
Building Maintenance Lead Technician	.17	12	.17	13	.17	13	.17	13	.17	13	.17	13
Building Maintenance Technician	.17	11	.17	12	.17	12	.17	12	.17	12	.17	12

Airport Operations Specialist	1	11	1	11	1	11	1	11	1	11	1	11
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Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Administrative Assistant II	8	5	14	14	14	14
Building Maintenance Lead Technician	3	7	8	8	8	8
Building Maintenance Technician	1	0	3	3	3	3
Airport Operations Specialist	49	46	66	66	66	66

Performance Measures

	2013	2014	2015	2016	2017
Enplanements	101,995	103,602	102,126	98,032	94,020
Percent Change from Previous Year	+ 1.72%	+ 1.58%	- 1.42%	- 4.01%	- 4.09%
Customer Complaints	<i>No Historical Data</i>				

FY2019 Department Goals

1. Encourage and promote safe and economical travel through the Kenai Airport.
 - Recruit and retain air service that meet the needs of the travelling public.
 - Develop and maintain facilities and infrastructure to accommodate operations, safety, and security requirements.
 - Recruit and retain services or products needed by users of the airport.
2. Improve Customer Service.
 - Service Quality - Provide clean and aesthetically pleasing terminal with concessions that provide a level of comfort and meet demands of the travelling public
 - Customer Value – Provide air carriers that provide air travel to their destinations
 - Customer Satisfaction – Manage and be responsive to customers to provide facilities they desire and maintain these facilities in a functional, efficient and safe condition
 - Partner with community members to develop programs that reflect the quality of life on the Kenai Peninsula to enhance economic growth that allows the community to have ownership in the airport.
3. Improve Infrastructure condition.
 - Terminal rehabilitation will increase revenues as well as improve the passenger experience and upgrading operational deficiencies will have reduced costs.
 - Balance between new opportunities and maintenance of existing infrastructure.
 - Improve economic and environmental benefits.

Future Considerations

The terminal rehabilitation project will need to be phased due to the associated project costs. Should the LNG project move forward, the airport could experience scheduled jet service which could bring capacity, TSA and screening issues.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Terminal

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 103,807	\$ 85,627	\$ 106,140	\$ 106,140	\$ 108,267	\$ 2,127	2.00%
0200	Overtime	1,470	1,193	7,707	7,707	4,377	(3,330)	(43.21%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	849	4,535	4,535	4,992	457	10.08%
0400	Medicare	1,508	1,241	1,716	1,716	1,705	(11)	(0.64%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	28,393	34,554	28,473	28,473	31,068	2,595	9.11%
0600	Unemployment Insurance	-	(28)	592	592	588	(4)	(0.68%)
0700	Workers Compensation	2,789	2,279	3,339	3,339	3,113	(226)	(6.77%)
0800	Health & Life Insurance	26,807	22,230	29,850	29,850	33,452	3,602	12.07%
0900	Supplemental Retirement	2,856	2,177	2,505	2,505	2,505	-	-
	Total Salaries & Benefits	\$ 167,630	\$ 150,122	\$ 184,857	\$ 184,857	\$ 190,067	\$ 5,210	2.82%
<u>Maintenance and Operations</u>								
2021	Office Supplies	217	221	500	500	500	-	-
2022	Operating & Repair Supplies	14,631	19,104	25,000	25,000	26,100	1,100	4.40%
2024	Small Tools/Minor Equipment	1,863	3,380	1,500	1,500	-	(1,500)	(100.00%)
2026	Computer Software	-	-	200	200	-	(200)	(100.00%)
4531	Professional Services	50	1,531	11,500	11,500	1,500	(10,000)	(86.96%)
4532	Communications	1,300	1,859	1,810	1,810	2,016	206	11.38%
4533	Travel & Transportation	605	1,787	3,605	3,605	1,005	(2,600)	(72.12%)
4534	Advertising	1,324	1,145	1,100	1,100	1,000	(100)	(9.09%)
4535	Printing & Binding	581	352	750	750	750	-	-
4536	Insurance	7,433	7,264	9,095	9,095	9,972	877	9.64%
4537	Utilities	151,735	138,133	154,678	154,678	161,157	6,479	4.19%
4538	Repair & Maintenance	145,990	169,619	158,710	158,710	160,510	1,800	1.13%
4539	Rentals	4,290	5,176	4,320	4,320	4,320	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1	550	1,200	1,200	500	(700)	(58.33%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 330,020	\$ 350,121	\$ 373,968	\$ 373,968	\$ 369,330	\$ (4,638)	(1.24%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	13,835	-	-	-	-	-
8063	Improvements	-	-	18,000	18,000	-	(18,000)	(100.00%)
8064	Machinery & Equipment	12,406	2,481	-	-	-	-	-
9090	Transfers Out	68,200	68,620	68,600	68,600	71,600	3,000	4.37%
	Total Capital Outlay and Transfers	\$ 80,606	\$ 84,936	\$ 86,600	\$ 86,600	\$ 71,600	\$ (15,000)	(17.32%)
	Department Total:	\$ 578,256	\$ 585,179	\$ 645,425	\$ 645,425	\$ 630,997	\$ (14,428)	(2.24%)

City of Kenai
Fiscal Year 2019 Operating Budget

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

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

4531 Professional Services. The FY2018 Budget included funding for consulting services to assist in negotiating a new airline operating agreement. Services are complete and funding is no longer required.

4538 Repair & Maintenance. Professional services for repair and maintenance of the terminal including janitorial and security services.

9090 Transfers Out. Central administrative charges from General Fund.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

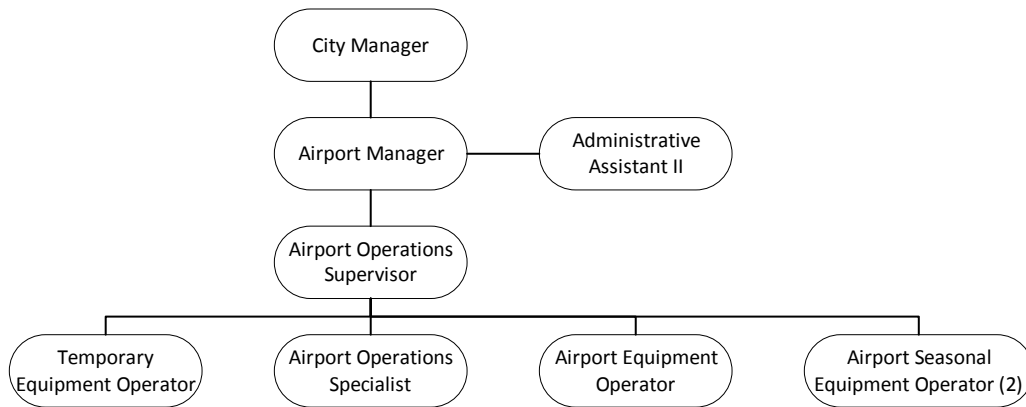
The primary mission is to ensure the safety and security of aircraft and the traveling public and to operate the airport in compliance with the rules, regulations, and standards prescribed, including but not limited to, Title 14 of Code Federal Regulations part 139.

Functions & Responsibilities

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

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

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Airport Operations Supervisor	1	15	1	15	1	15	1	15	1	15	1	15
Airport Operations Specialist	1	11	1	11	1	11	1	11	1	15	1	15

Equipment Operator	.8	11	.8	11	.8	11	0	11	0	11	0	15
Temporary Equipment Operator	.14	11	.14	11	.14	11	.14	11	.14	11	.14	11
Seasonal Equipment Operator	0	11	0	11	0	11	.83	11	.83	11	.83	11

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Airport Operations Supervisor	167	285	174	178	178	178
Airport Operations Specialist	50	45	66	66	66	66
Equipment Operator	0	0	0	0	0	0
Temporary Equipment Operator	0	0	0	0	0	0
Seasonal Equipment Operator	0	0	0	0	0	0

Performance Measures

Pavement Section	Pavement Condition Index (PCI)
Runway 2L-20R	70.89
Taxiway	
Alpha	79.58
Bravo	88.00
Charlies	82.00
Delta	74.42
Echo	83.92
Foxtrot	70.47
Gulf	57.79
Hotel	42.00
Juliet	68.00
Kilo	68.00
Lima	46.00
Mike	79.00
Aircraft Tie Down Area	42.00
Apron	92.00

Pavement Condition Index (PCI)

Target PCI Range for Runways: 70 to 100

Target PCI Range for Taxiways and Aprons: 60 to 100

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

	2013	2014	2015	2016	2017
Hazing Activity	25	54	117	111	52
Bird Strikes	0	1	2	0	0
NOTAMS	1259	571	720	1072	1971

FY2019 Department Goals

1. Provide a safe operating environment via wildlife management plan with effective hazing activities to eliminate bird strikes.
2. Expeditiously and systematically remove snow and ice from airport movement areas.
3. Use new technologies, such as NOTAM Manager, to issue NOTAMs that provide accurate and current information to alert pilots of potential hazards along a flight route or at a location.
4. Perform asphalt crack sealing of runways/taxiways/apron areas to extend pavement life expectancy. Maintain runway at a pavement condition index (PCI) above 70 and taxiways/aprons at a PCI above 60.

Future Considerations

Taxiway Alpha, Kilo to Charlie, Pavement Rehab, lighting, shoulder and safety area widening construction project will upgrade the oldest areas on the Airport.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Airfield

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 199,449	\$ 172,666	\$ 212,012	\$ 212,012	\$ 205,177	\$ (6,835)	(3.22%)
0200	Overtime	31,654	28,215	25,973	25,973	16,344	(9,629)	(37.07%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	6,553	6,470	9,767	9,767	6,969	(2,798)	(28.65%)
0400	Medicare	3,374	2,949	3,592	3,592	3,312	(280)	(7.80%)
0450	Social Security	1,297	787	491	491	505	14	2.85%
0500	PERS	52,154	66,321	57,541	57,541	58,849	1,308	2.27%
0600	Unemployment Insurance	1,777	404	1,239	1,239	1,143	(96)	(7.75%)
0700	Workers Compensation	6,890	6,002	7,408	7,408	6,059	(1,349)	(18.21%)
0800	Health & Life Insurance	47,607	39,552	53,622	53,622	40,063	(13,559)	(25.29%)
0900	Supplemental Retirement	4,213	3,900	4,500	4,500	3,000	(1,500)	(33.33%)
	Total Salaries & Benefits	\$ 354,968	\$ 327,266	\$ 376,145	\$ 376,145	\$ 341,421	\$ (34,724)	(9.23%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	234	364	500	500	500	-	-
2022	Operating & Repair Supplies	127,366	130,472	149,300	149,300	159,300	10,000	6.70%
2024	Small Tools/Minor Equipment	14,885	16,733	5,900	5,900	6,680	780	13.22%
2026	Computer Software	827	496	830	830	780	(50)	(6.02%)
4531	Professional Services	6,153	8,522	12,330	12,330	12,250	(80)	(0.65%)
4532	Communications	10,066	10,041	6,741	6,741	7,201	460	6.82%
4533	Travel & Transportation	7,461	4,610	8,700	8,700	5,900	(2,800)	(32.18%)
4534	Advertising	244	439	500	620	500	-	-
4535	Printing & Binding	1,093	1,109	1,175	1,175	1,175	-	-
4536	Insurance	72,890	74,433	79,040	79,040	84,124	5,084	6.43%
4537	Utilities	174,091	153,445	153,786	153,786	189,629	35,843	23.31%
4538	Repair & Maintenance	13,465	38,217	39,570	39,570	39,618	48	0.12%
4539	Rentals	2,251	5,482	4,425	4,425	16,880	12,455	281.47%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	35	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	224	45	1,500	1,500	1,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 431,250	\$ 444,443	\$ 464,297	\$ 464,417	\$ 526,037	\$ 61,740	13.30%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	649	9,866	9,866	-	(9,866)	(100.00%)
8064	Machinery & Equipment	35,999	7,200	30,915	30,915	-	(30,915)	(100.00%)
9090	Transfers Out	818,300	817,740	816,300	816,300	864,900	48,600	5.95%
	Total Capital Outlay and Transfers	\$ 854,299	\$ 825,589	\$ 857,081	\$ 857,081	\$ 864,900	\$ 7,819	0.91%
	Department Total:	\$ 1,640,517	\$ 1,597,298	\$ 1,697,523	\$ 1,697,643	\$ 1,732,358	\$ 34,835	2.05%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. Department supplies including brooms and sweepers, urea, E36, equipment cutting edges, fuel and fire suppression supplies.

4531 Professional Services. Commercial drivers' license physicals, annual audiometric testing, and miscellaneous engineering services.

4539 Rentals. Rental of sand screen plant for production of traction control sand. Process is completed once every two or three years and allows the Airport to utilize sand excavated during construction for winter ice control program.

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

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

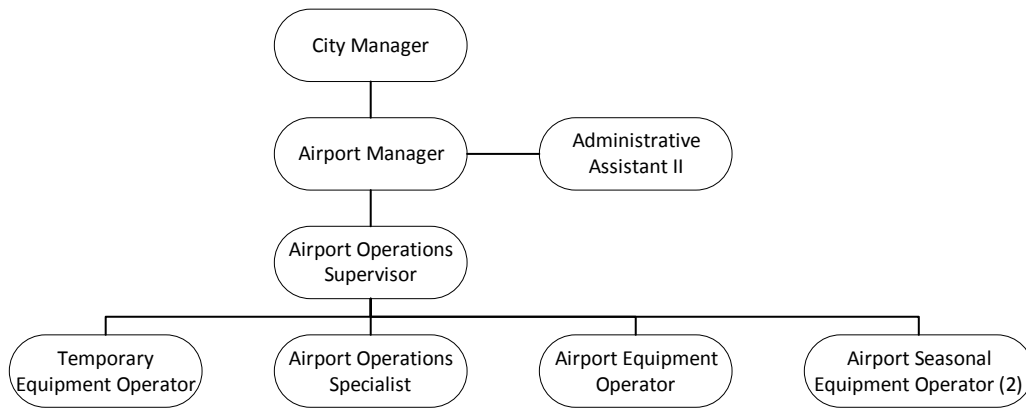
The primary mission of Kenai Municipal Airport is to be the commercial air transportation gateway to the Kenai Peninsula Borough and West Cook Inlet.

Functions & Responsibilities

The Airport Manager works under the direction of the City Manager and is responsible for Federal Aviation Administration compliance, grant eligibility, airport development, general management and operation of the Kenai Municipal Airport. Legal, finance, planning, public works, police and fire support is provided by the City's General Fund and is paid for using the City's Central Administration charge.

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

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Airport Manager	1	20	1	20	1	20	1	20	1	20	1	20
Administrative Assistant II	.33	9	.33	9	.33	9	.33	9	.33	9	.33	9

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
Airport Manager	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Assistant II	16	10	29	29	29	29

Performance Measures

	2013	2014	2015	2016	2017
Airline Rents & Leases	\$ 170,482	\$ 172,088	\$ 189,461	\$ 192,368	\$ 191,557
Airline Landing Fees	\$ 215,217	\$ 262,940	\$ 198,327	\$ 233,386	\$ 356,132
Revenue per Enplaned Passenger	\$ 3.84	\$ 4.35	\$ 4.12	\$ 4.55	\$ 5.84
FAA Grant Expenditures	\$ 507,145	\$ 509,714	\$ 0	\$ 2,774,885	\$ 1,509,155

FY2019 Department Goals

1. Maintain the financial viability of the airport.
 - Set fair and reasonable rates, rentals, landing fees, and other service charges imposed on aeronautical users for the aeronautical use of the Airport annually that allows the Airport to be as self-sustaining as possible.
 - Implement a responsible budget.
 - Ensure each Airport fund is financially secure.
2. Provide facilities that are safe, secure, and meet FAA requirements
 - Work to obtain and secure FAA grant funding for Airport Capital Improvement Program
 - Fund pre-grant expenses for engineer services on grant-eligible projects
 - Establish a 5-year Airport Capital Improvement Plan
3. Maximize the Airport's potential as a scheduled passenger, air taxi, and air cargo airport serving multiple destinations.
 - Make the airport an aesthetically pleasing gateway to the Kenai Peninsula.
 - Market Airport, services, and facilities through magazine ads, website, trade shows, and the air fair, etc.
 - Continue long-term planning, development, and construction in accordance with the Airport Master Plan.

Future Considerations

Establishing and meeting the goals above will contribute to supporting the Kenai Airport and establishing it as a strong air transportation center for passenger and cargo carriers who can serve multiple destinations.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 135,899	\$ 130,503	\$ 143,201	\$ 143,201	\$ 146,430	\$ 3,229	2.25%
0200	Overtime	442	813	1,291	1,291	1,321	30	2.32%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,818	7,642	6,998	6,998	7,125	127	1.81%
0400	Medicare	2,069	2,027	2,197	2,197	2,246	49	2.23%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	36,937	51,387	36,137	36,137	40,749	4,612	12.76%
0600	Unemployment Insurance	-	-	757	757	774	17	2.25%
0700	Workers Compensation	472	429	569	569	583	14	2.46%
0800	Health & Life Insurance	26,031	26,174	29,850	29,850	33,452	3,602	12.07%
0900	Supplemental Retirement	2,529	2,541	2,500	2,500	2,500	-	-
	Total Salaries & Benefits	\$ 208,197	\$ 221,516	\$ 223,500	\$ 223,500	\$ 235,180	\$ 11,680	5.23%
<u>Maintenance and Operations</u>								
2021	Office Supplies	565	616	500	500	500	-	-
2022	Operating & Repair Supplies	1,060	964	1,200	1,200	1,200	-	-
2024	Small Tools/Minor Equipment	-	3,629	1,755	1,755	1,035	(720)	(41.03%)
2026	Computer Software	536	598	285	285	600	315	110.53%
4531	Professional Services	1,242	1,607	1,350	1,350	1,100	(250)	(18.52%)
4532	Communications	5,544	7,707	3,820	3,820	4,575	755	19.76%
4533	Travel & Transportation	4,820	4,860	8,465	8,465	8,465	-	-
4534	Advertising	4,715	8,210	8,700	8,700	8,250	(450)	(5.17%)
4535	Printing & Binding	836	808	1,150	1,150	1,150	-	-
4536	Insurance	1,526	1,540	2,059	2,059	2,165	106	5.15%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	39	39	50	290	300	250	500.00%
4667	Dues & Publications	526	614	530	530	530	-	-
4999	Contingency	-	-	30,000	29,640	30,000	-	-
5041	Miscellaneous	702	923	2,050	2,050	1,550	(500)	(24.39%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 22,111	\$ 32,115	\$ 61,914	\$ 61,794	\$ 61,420	\$ (494)	(0.80%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	12,000	12,000	-
9090	Transfers Out	181,437	79,067	51,500	99,434	341,621	290,121	563.34%
	Total Capital Outlay and Transfers	\$ 181,437	\$ 79,067	\$ 51,500	\$ 99,434	\$ 353,621	\$ 302,121	586.64%
	Department Total:	\$ 411,745	\$ 332,698	\$ 336,914	\$ 384,728	\$ 650,221	\$ 313,307	92.99%

City of Kenai
Fiscal Year 2019 Operating Budget

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

<p>2024 Small Tools/Minor Equipment. Charge for (3) three computers and miscellaneous other items.</p>	<p>9090 Transfers Out. Central administrative charges from General Fund, \$54,200 and a one-time transfer of funds resulting from lease of Automated Flight Service Station to General Fund, \$233,221.</p>
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<p>4999 General Contingency. Funds available for unexpected expenditures. Funds are subject to budgetary control allowing no more than \$4,999.99 to be transferred without action from the City Council.</p>	
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City of Kenai
Fiscal Year 2019 Operating Budget
Fund 008 – Airport Fund
Department: 64 – Other Buildings & Areas

Mission

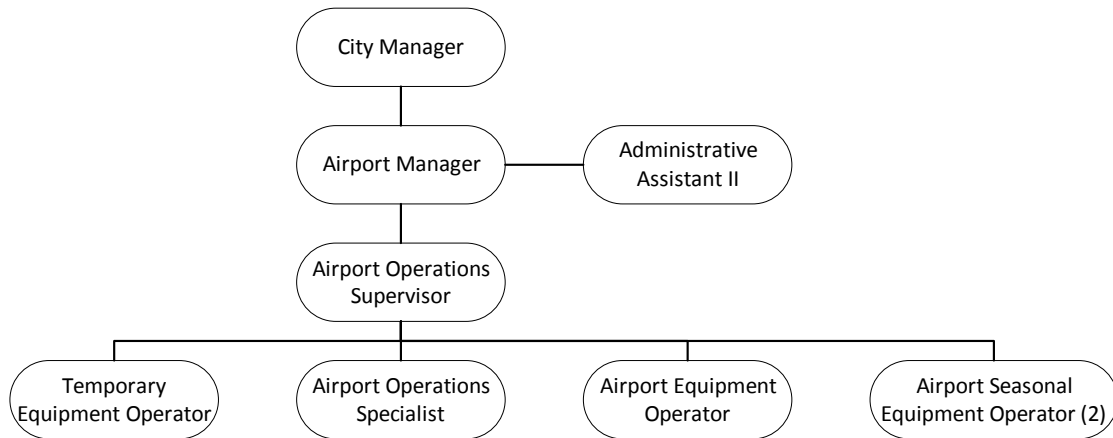
Provide Airport facilities and services to maximize the float plane facility and land lease activities.

Functions & Responsibilities

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

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

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
City Planner	0	16	.25	16	.30	16	.30	16	.30	16	.30	16
Administrative Assistant III	.33	15	.10	15	0	15	0	15	0	15	0	15
Building Maintenance Lead Technician	.17	12	.17	12	.17	12	.17	12	.17	12	.17	12
Building Maintenance Technician	.17	11	.17	11	.17	11	.17	11	.17	11	.17	11

Average Overtime Per Position (hours)

Position Title	FY16 Actual	FY17 Actual	Budgeted FY18	Requested FY19	Projected FY20	Projected FY21
City Planner	8	9	8	8	8	8
Administrative Assistant III	0	0	0	0	0	0
Building Maintenance Lead Technician	3	7	3	3	3	3
Building Maintenance Technician	1	0	1	1	1	1

Performance Measures

	2013	2014	2015	2016	2017
Float Plane Slips Leased	15	11	8	6	7
Water Landings	661	558	581	586	489
Fuel Sold (Gallons)	2,620	3,260	1,200	2,900	3,790
Tenants	15	11	8	6	7
Slip Rental	\$ 620	\$ 1,050	\$ 830	\$ 690	\$ 560
Transient Parking Fees	\$ 110	\$ 62	\$ 205	\$ 118	\$ 100
Lots Available for Lease	No Historical Data				20

FY2019 Department Goals

1. Market for both private and commercial activities.
2. Construct taxiway Sierra to provide access to float plane basin facility.
3. Maintain/rehabilitate commercial and private slips.

Future Considerations

Construction costs associated with the above development are estimated at \$3.1 million.

Continuing demand for use of the float plane facilities at the Kenai Municipal Airport is generating the need for the improvements on the airfield. The creation of lease lots next to the float plane basin would support expansion of air taxi/charter development that operates from both float and wheeled aircraft.

City of Kenai
Fiscal Year 2019 Operating Budget

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 46,910	\$ 46,271	\$ 44,271	\$ 44,271	\$ 50,337	\$ 6,066	13.70%
0200	Overtime	854	375	599	599	627	28	4.67%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	580	1,321	1,321	1,068	(253)	(19.15%)
0400	Medicare	671	668	669	669	755	86	12.86%
0450	Social Security	-	94	-	-	406	406	-
0500	PERS	12,628	17,197	11,222	11,222	12,252	1,030	9.18%
0600	Unemployment Insurance	-	(28)	232	232	261	29	12.50%
0700	Workers Compensation	945	829	1,097	1,097	1,193	96	8.75%
0800	Health & Life Insurance	10,115	10,635	11,440	11,440	12,819	1,379	12.05%
0900	Supplemental Retirement	1,043	996	1,419	1,419	1,366	(53)	(3.74%)
	Total Salaries & Benefits	\$ 73,166	\$ 77,617	\$ 72,270	\$ 72,270	\$ 81,084	\$ 8,814	12.20%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	200	200	200	-	-
2022	Operating & Repair Supplies	24,209	13,793	16,000	16,000	16,000	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	4,656	16,421	7,000	20,200	7,000	-	-
4532	Communications	1,011	1,107	932	932	623	(309)	(33.15%)
4533	Travel & Transportation	-	9	-	-	-	-	-
4534	Advertising	-	431	500	500	500	-	-
4535	Printing & Binding	-	194	-	-	-	-	-
4536	Insurance	-	138	-	-	-	-	-
4537	Utilities	24,272	10,085	63,413	63,413	52,541	(10,872)	(17.14%)
4538	Repair & Maintenance	5,260	6,406	4,936	4,936	4,957	21	0.43%
4539	Rentals	3,873	2,535	1,960	1,960	2,500	540	27.55%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	271	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 63,281	\$ 51,390	\$ 94,941	\$ 108,141	\$ 84,321	\$ (10,620)	(11.19%)
<u>Capital Outlay & Transfers</u>								
8061	Land	3,500	700	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	189,505	-	68,047	-	-	-
	Total Capital Outlay and Transfers	\$ 3,500	\$ 190,205	\$ -	\$ 68,047	\$ -	\$ -	-
Department Total:		\$ 139,947	\$ 319,212	\$ 167,211	\$ 248,458	\$ 165,405	\$ (1,806)	(1.08%)

City of Kenai
Fiscal Year 2019 Operating Budget

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

2022 Operating & Repair Supplies. Fuel for resale at the Airport's Float Plane Basin and other miscellaneous operating supplies.	4538 Repair & Maintenance. Miscellaneous repairs, fire suppression system testing and landscaping services.
4531 Professional Services. Appraisal and engineering services for the leasing of Airport land.	

City of Kenai
Fiscal Year 2019 Operating Budget

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

Mission

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

Functions & Responsibilities

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

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

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

Staffing - Under a Management Agreement

Performance Measures

	2013	2014	2015	2016	2017
Student Trainings	<i>No Data</i>	<i>No Data</i>	950	850	<i>No Data</i>
Class Trainings	<i>No Data</i>	<i>No Data</i>	100	95	<i>No Data</i>
Facility Repairs & Maintenance	\$ 14,263	\$ 12,432	\$ 12,170	\$ 8,950	\$ 18,359
ARFF Vehicle Repair & Maintenance					
AP07	\$ 1,663	\$ 0	\$ 1,087	\$ 1,257	\$ 938
AP08	\$ 1,040	\$ 443	\$ 955	\$ 1,677	\$ 4,078

FY2019 Department Goals

1. Work towards a project to upgrade facility props and apparatus.
2. Negotiate long term operator's agreement with facility operator.

Future Considerations

The training props are out dated, failing, and parts are hard to find. Upgrade costs to the training props could be \$3,000,000.

Environmental concerns have arose about the AFFF foam used for training prior to 2006. Airport may be required by the SOA/DEC to conduct ground water testing; this could be accomplished during the environmental process to upgrade the training props.

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 008 - Airport Fund
Department: Airport Training Facility

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	22,169	21,916	23,541	23,541	23,689	148	0.63%
4538	Repair & Maintenance	18,126	13,690	14,785	14,785	14,785	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 40,295	\$ 35,606	\$ 38,326	\$ 38,326	\$ 38,474	\$ 148	0.39%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Department Total:	\$ 40,295	\$ 35,606	\$ 38,326	\$ 38,326	\$ 38,474	\$ 148	0.39%

City of Kenai
Fiscal Year 2019 Operating Budget

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

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

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

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Mission

To serve as a community focal point for senior services where adults 60+ come together for fellowship and program participation, to engage in opportunities for dignity and personal growth, to improve their quality of life, to support the needs of older individuals, to enhance their independence, and to broaden their involvement within the community.

Functions & Responsibilities

The Senior Center is serving our older citizens who were instrumental in building the City of Kenai. As our population ages, we continue to provide services through the City that promote quality of life and maximize independence, while they stay within the community of their choice.

The Kenai Senior Center provides services to the elderly with the greatest and social economic need and senior persons aged 60 and older. The Center serves the City of Kenai, Salamatof, Kalifornsky Beach, Cohoe, Kasilof and Clam Gulch. Services and programs are available from 8 am – 4 pm, Monday through Friday.

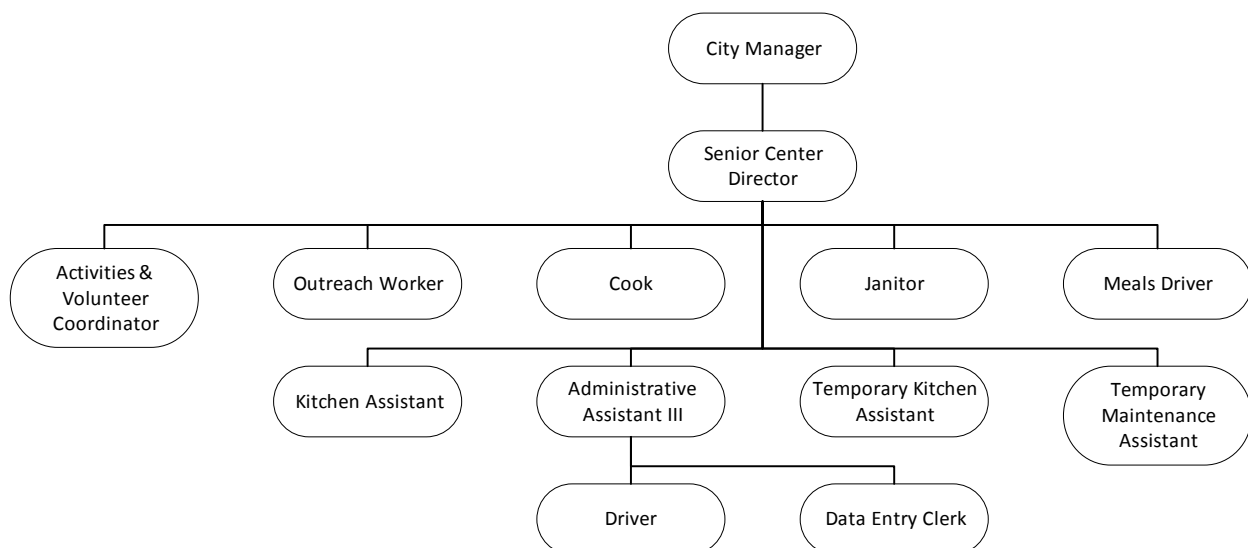
We provide the following services that promote the independence, personal choice and purpose for the older adult:

Congregate Meals
Home Delivered Meals
Telephone Reassurance
Health Screening
Volunteer Opportunity
Benefits Counseling
Wellness Classes
Computer Lab

Transportation
Nutrition Education
Personal Advocacy
Arts & Crafts
Information
Shopping Assistance
Passenger Assistance
Computer Classes

Form Completion
Referral
Letter Writing
Outreach
Physical Fitness
Recreation
Housing Assistance

Organizational Chart



Staffing

	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
Position Title	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.75	18	.75	18	.75	18	.75	18	.75	18	.75	18
Administrative Assistant III	.75	10	.75	10	.75	10	.75	10	.75	10	.75	10
Outreach Worker	.35	1	.35	1	.35	1	0	1	0	1	0	1
Activities & Volunteer Coord.	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4
Data Entry Clerk	.33	1.1	.33	1.1	.33	1.1	.33	1.1	.33	1.1	.33	1.1
Janitor	.35	1	.35	1	.35	1	.35	1	.35	1	.35	1
Temporary Maintenance Assistant	.06	1	.06	1	.06	1	.06	1	.06	1	.06	1
Cook	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4	1	2.4
Kitchen Assistant	1	2.2	1	2.2	1	2.2	1	2.2	1	2.2	1	2.2
Temporary Kitchen Assistant	.04	2.4	.04	2.4	.04	2.4	.04	2.4	.04	2.4	.04	2.4
Meals Driver	.95	2.4	.95	2.4	.95	2.4	.95	2.4	.95	2.4	.95	2.4
Driver	1.05	1	1.05	1	1.05	1	1.40	1	1.40	1	1.40	1

Performance Measures

	FY2016	FY2017
Congregate Meals	14,280	15,251
Home Delivered Meals – Non Choice Waiver	11,912	14,636
Home Delivered Meals – Choice Waiver	11,968	10,154
Assisted & Unassisted Rides	8,642	9,034
Volunteer Hours	21,813	*14,203
Activity Participation Units	12,746	*27,905

*Tracked with new MYSENIORCENTER program requiring individuals to input their own information. Decrease shows beginning of the new process during this year.

FY2019 Department Goals

1. Increased community awareness of the programs and services offered through Kenai Senior Center. This will be achieved by consistent advertising in the following areas; social media, City of Kenai website, direct mail campaign and local media. Proof of increased community awareness will be tracked through our MySeniorCenter database.
2. Consolidate transportation to be more effective without decreasing services available to seniors in our community. This will be achieved by scheduling specific days for medical transportation while transporting multiple clients per trip instead of single client trips.
3. Track average monthly food costs vs meals prepared to ensure stability and efficiency in budgeting. This will be achieved by refining our monthly menus, observing and comparing food costs, and being aware of costs for different types of meals.

Future Considerations

Today's seniors are active and enjoy different types of programs than seniors of yesteryear. A greenhouse/garden area would be something to consider as the demand for fresh, organic foods and healthier living grows. The ability to section off parts of the dining room for exercise or meetings would be most beneficial.

City of Kenai
Fiscal Year 2019 Operating Budget

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

	<u>Actual FY2016</u>	<u>Actual FY2017</u>	<u>Original Budget FY2018</u>	<u>Projection FY2018</u>	<u>Manager Proposed FY2019</u>
Revenues					
State Grants	\$ 196,978	\$ 208,654	\$ 198,299	\$ 198,299	\$ 203,626
USDA Grant	15,780	22,415	15,000	15,000	15,000
Choice Waiver	252,604	220,419	225,000	200,000	200,000
KPB Grant	126,207	126,207	126,207	126,207	126,207
United Way	9,582	5,977	5,977	15,000	15,000
Rents and Leases	12,971	8,260	13,000	13,000	13,000
Donations	23,497	14,652	80,000	115,605	82,000
Meal Donations	61,066	75,321	75,000	75,000	82,500
Transfer from General Fund - Operations	88,339	183,291	196,730	185,184	171,274
Transfer from General Fund - Capital	-	-	-	-	45,670
Other	(621)	306	300	300	300
Total Revenue	<u>786,403</u>	<u>865,502</u>	<u>935,513</u>	<u>943,595</u>	<u>954,577</u>
Expenditures					
Senior Citizen Access	175,262	153,905	166,319	166,319	157,288
Congregate Meals	179,434	218,035	236,396	239,021	285,511
Home Meals	148,048	176,509	195,103	226,583	210,000
Senior Transportation	108,562	67,803	80,523	80,523	81,346
Choice Waiver	<u>331,888</u>	<u>249,525</u>	<u>281,213</u>	<u>281,213</u>	<u>244,799</u>
Total Expenditures	<u>943,194</u>	<u>865,777</u>	<u>959,554</u>	<u>993,659</u>	<u>978,944</u>
Contribution To/(From) Fund Balance:	(156,791)	(275)	(24,041)	(50,064)	(24,367)
Projected Lapse (3%)	<u>-</u>	<u>-</u>	<u>24,041</u>	<u>50,064</u>	<u>24,367</u>
Adjusted (Deficit)/Surplus	(156,791)	(275)	-	-	-
Beginning Fund Balance	<u>157,066</u>	<u>275</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ 275</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2019 Operating Budget

Senior Citizen Fund Summary by Line Item

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 309,868	\$ 293,065	\$ 302,978	\$ 302,978	\$ 285,918	\$ (17,060)	(5.63%)
0200	Overtime	3,640	2,030	1,743	1,743	679	(1,064)	(61.04%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,534	5,610	11,057	11,057	8,874	(2,183)	(19.74%)
0400	Medicare	4,482	4,244	4,579	4,579	4,284	(295)	(6.44%)
0450	Social Security	3,940	3,473	3,544	3,544	3,571	27	0.76%
0500	PERS	66,013	93,063	61,925	61,925	63,165	1,240	2.00%
0600	Unemployment Insurance	-	46	1,576	1,576	1,478	(98)	(6.22%)
0700	Workers Compensation	5,694	4,638	6,010	6,010	5,585	(425)	(7.07%)
0800	Health & Life Insurance	50,475	62,098	89,371	89,371	100,156	10,785	12.07%
0900	Supplemental Retirement	7,198	6,830	7,275	7,275	7,305	30	0.41%
	Total Salaries & Benefits	\$ 454,844	\$ 475,097	\$ 490,058	\$ 490,058	\$ 481,015	\$ (9,043)	(1.85%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	240	737	1,405	1,405	1,405	-	-
2022	Operating & Repair Supplies	163,032	163,380	200,663	204,163	174,271	(26,392)	(13.15%)
2024	Small Tools/Minor Equipment	5,352	9,374	2,851	2,851	3,520	669	23.47%
2026	Computer Software	1,486	3,336	3,000	3,000	4,349	1,349	44.97%
4531	Professional Services	17,385	12,387	15,218	15,218	14,920	(298)	(1.96%)
4532	Communications	6,958	6,461	3,776	3,776	3,352	(424)	(11.23%)
4533	Travel & Transportation	2,107	3,106	7,008	7,008	6,288	(720)	(10.27%)
4534	Advertising	890	813	1,017	1,017	1,125	108	10.62%
4535	Printing & Binding	848	1,865	2,825	2,825	3,220	395	13.98%
4536	Insurance	9,017	7,458	11,961	11,961	12,345	384	3.21%
4537	Utilities	50,112	44,176	53,455	53,455	54,107	652	1.22%
4538	Repair & Maintenance	2,871	4,051	4,934	4,934	3,474	(1,460)	(29.59%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	865	690	950	950	950	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	793	942	1,833	1,833	1,833	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	13	400	400	400	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 261,956	\$ 258,789	\$ 311,296	\$ 314,796	\$ 285,559	\$ (25,737)	(8.27%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	7,890	-	-	34,500	34,500	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	7,677	12,107	-	30,605	11,170	11,170	-
9090	Transfers	141,300	137,040	158,200	158,200	166,700	8,500	5.37%
	Total Capital Outlay and Transfers	\$ 148,977	\$ 157,037	\$ 158,200	\$ 188,805	\$ 212,370	\$ 54,170	34.24%
	Department Total:	\$ 865,777	\$ 890,923	\$ 959,554	\$ 993,659	\$ 978,944	\$ 19,390	2.02%

City of Kenai
Fiscal Year 2019 Operating Budget

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 67,929	\$ 79,132	\$ 69,475	\$ 69,475	\$ 63,103	\$ (6,372)	(9.17%)
0200	Overtime	334	84	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	1,257	2,100	2,100	2,010	(90)	(4.29%)
0400	Medicare	963	1,124	1,038	1,038	945	(93)	(8.96%)
0450	Social Security	1,123	545	1,165	1,165	894	(271)	(23.26%)
0500	PERS	13,233	28,032	12,679	12,679	13,429	750	5.92%
0600	Unemployment Insurance	-	2	357	357	326	(31)	(8.68%)
0700	Workers Compensation	518	331	578	578	535	(43)	(7.44%)
0800	Health & Life Insurance	16,090	21,661	20,555	20,555	23,036	2,481	12.07%
0900	Supplemental Retirement	1,648	1,849	1,725	1,725	1,725	-	-
<u>Total Salaries & Benefits</u>		\$ 101,838	\$ 134,017	\$ 109,672	\$ 109,672	\$ 106,003	\$ (3,669)	(3.35%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	11	289	550	550	550	-	-
2022	Operating & Repair Supplies	1,678	1,018	1,800	1,800	1,800	-	-
2024	Small Tools/Minor Equipment	621	2,237	401	401	360	(41)	(10.22%)
2026	Computer Software	726	509	577	577	869	292	50.61%
4531	Professional Services	3,369	2,754	3,650	3,650	4,050	400	10.96%
4532	Communications	1,753	2,061	638	638	653	15	2.35%
4533	Travel & Transportation	977	1,570	3,120	3,120	2,400	(720)	(23.08%)
4534	Advertising	122	377	400	400	400	-	-
4535	Printing & Binding	-	1,206	1,600	1,600	1,634	34	2.13%
4536	Insurance	2,074	1,342	2,751	2,751	2,592	(159)	(5.78%)
4537	Utilities	11,889	8,097	12,296	12,296	11,438	(858)	(6.98%)
4538	Repair & Maintenance	1,203	1,980	2,069	2,069	1,344	(725)	(35.04%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	185	116	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	100	204	595	595	595	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	9	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 24,708	\$ 23,769	\$ 30,747	\$ 30,747	\$ 28,985	\$ (1,762)	(5.73%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	174	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	2,559	512	-	-	-	-	-
9090	Transfers Out	24,800	29,628	25,900	25,900	22,300	(3,600)	(13.90%)
<u>Total Capital Outlay and Transfers</u>		\$ 27,359	\$ 30,314	\$ 25,900	\$ 25,900	\$ 22,300	\$ (3,600)	(13.90%)
Department Total:		\$ 153,905	\$ 188,100	\$ 166,319	\$ 166,319	\$ 157,288	\$ (9,031)	(5.43%)

City of Kenai
Fiscal Year 2019 Operating Budget

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

4531 Professional Services. Spring and fall grounds maintenance, exterior flower installation and maintenance, and volunteer screening.	9090 Transfers Out. Central administrative charges from General Fund.
4533 Travel & Transportation. Staff continuing education, staff development and first aid/CPR training.	

City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 019 - Senior Citizen Fund
Department: Congregate Meals

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 75,236	\$ 51,055	\$ 72,630	\$ 72,630	\$ 67,102	\$ (5,528)	(7.61%)
0200	Overtime	1,190	611	627	627	263	(364)	(58.05%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,272	1,241	2,965	2,965	2,253	(712)	(24.01%)
0400	Medicare	1,098	750	1,106	1,106	1,009	(97)	(8.77%)
0450	Social Security	609	635	476	476	421	(55)	(11.55%)
0500	PERS	17,608	15,537	16,404	16,404	16,709	305	1.86%
0600	Unemployment Insurance	-	1	381	381	348	(33)	(8.66%)
0700	Workers Compensation	1,528	925	1,583	1,583	1,475	(108)	(6.82%)
0800	Health & Life Insurance	11,875	11,326	23,773	23,773	26,691	2,918	12.27%
0900	Supplemental Retirement	1,914	1,276	1,914	1,914	1,929	15	0.78%
Total Salaries & Benefits		\$ 112,330	\$ 83,357	\$ 121,859	\$ 121,859	\$ 118,200	\$ (3,659)	(3.00%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	181	286	475	475	475	-	-
2022	Operating & Repair Supplies	55,103	52,880	62,150	64,775	68,880	6,730	10.83%
2024	Small Tools/Minor Equipment	1,170	2,592	1,325	1,325	1,585	260	19.62%
2026	Computer Software	363	941	692	692	870	178	25.72%
4531	Professional Services	2,127	989	2,808	2,808	2,600	(208)	(7.41%)
4532	Communications	1,560	886	728	728	667	(61)	(8.38%)
4533	Travel & Transportation	257	781	1,300	1,300	1,300	-	-
4534	Advertising	252	200	257	257	300	43	16.73%
4535	Printing & Binding	212	183	225	225	434	209	92.89%
4536	Insurance	2,164	2,054	2,871	2,871	2,964	93	3.24%
4537	Utilities	12,863	12,421	12,828	12,828	12,988	160	1.25%
4538	Repair & Maintenance	830	1,266	1,490	1,490	1,180	(310)	(20.81%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	236	191	225	225	225	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	328	359	463	463	463	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	4	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 77,646	\$ 76,033	\$ 87,837	\$ 90,462	\$ 94,931	\$ 7,094	8.08%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	4,999	-	-	34,500	34,500	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	2,559	512	-	-	4,580	4,580	-
9090	Transfers Out	25,500	27,361	26,700	26,700	33,300	6,600	24.72%
Total Capital Outlay and Transfers		\$ 28,059	\$ 32,872	\$ 26,700	\$ 26,700	\$ 72,380	\$ 45,680	171.09%
Department Total:		\$ 218,035	\$ 192,262	\$ 236,396	\$ 239,021	\$ 285,511	\$ 49,115	20.78%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. Food and supplies for meal preparation, paper and packaging products, and other miscellaneous supplies. Food and supplies are allocated based on the number of meals served. Congregate Meals counts grew in comparison to other meal types and is receiving a larger allocation for FY2019.

8064 Machinery & Equipment. For replacement of the facilities dish washer, \$11,170. Cost of the machine is being allocated to each of the food services cost centers based on meal counts. Congregate meals represent 41% of the Center's total meals served.

8062 Buildings. Carpet and tile replacement in the dining room of the facility.

9090 Transfers Out. Central administrative charges from General Fund.

City of Kenai
Fiscal Year 2019 Operating Budget

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 55,180	\$ 40,492	\$ 53,295	\$ 53,295	\$ 57,487	\$ 4,192	7.87%
0200	Overtime	860	455	453	453	195	(258)	(56.95%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	919	963	2,177	2,177	1,939	(238)	(10.93%)
0400	Medicare	804	594	811	811	864	53	6.54%
0450	Social Security	445	386	349	349	353	4	1.15%
0500	PERS	12,894	13,036	12,033	12,033	14,339	2,306	19.16%
0600	Unemployment Insurance	-	1	279	279	299	20	7.17%
0700	Workers Compensation	1,086	814	1,148	1,148	1,252	104	9.06%
0800	Health & Life Insurance	8,450	8,248	17,338	17,338	22,896	5,558	32.06%
0900	Supplemental Retirement	1,397	1,070	1,397	1,397	1,654	257	18.40%
Total Salaries & Benefits		\$ 82,035	\$ 66,059	\$ 89,280	\$ 89,280	\$ 101,278	\$ 11,998	13.44%
<u>Maintenance and Operations</u>								
2021	Office Supplies	48	26	55	55	55	-	-
2022	Operating & Repair Supplies	51,424	51,278	62,233	63,108	45,360	(16,873)	(27.11%)
2024	Small Tools/Minor Equipment	367	1,150	300	300	560	260	86.67%
2026	Computer Software	207	543	577	577	870	293	50.78%
4531	Professional Services	1,209	272	200	200	200	-	-
4532	Communications	1,124	527	684	684	712	28	4.09%
4533	Travel & Transportation	397	440	1,444	1,444	1,444	-	-
4534	Advertising	116	74	125	125	125	-	-
4535	Printing & Binding	356	194	360	360	434	74	20.56%
4536	Insurance	1,623	1,146	2,153	2,153	2,470	317	14.72%
4537	Utilities	8,466	6,499	10,157	10,157	10,766	609	6.00%
4538	Repair & Maintenance	351	509	925	925	500	(425)	(45.95%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	245	159	225	225	225	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	182	216	285	285	285	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
Total Maint. and Operations		\$ 66,115	\$ 63,033	\$ 79,823	\$ 80,698	\$ 64,106	\$ (15,717)	(19.69%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	767	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	2,559	512	-	30,605	3,016	3,016	-
9090	Transfers Out	25,800	25,100	26,000	26,000	41,600	15,600	60.00%
Total Capital Outlay and Transfers		\$ 28,359	\$ 26,379	\$ 26,000	\$ 56,605	\$ 44,616	\$ 18,616	71.60%
Department Total:		\$ 176,509	\$ 155,471	\$ 195,103	\$ 226,583	\$ 210,000	\$ 14,897	7.64%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. Food and supplies for meal preparation, paper and packaging products, and other miscellaneous supplies. Food and supplies are allocated based on the number of meals served. Home Meal counts declined in comparison to other meal types and is receiving a larger allocation for FY2019.

9090 Transfers Out. Central administrative charges from General Fund.

8064 Machinery & Equipment. For replacement of the facilities dish washer, \$11,170. Cost of the machine is being allocated to each of the food services cost centers based on meal counts. Congregate meals represent 27% of the Center's total meals served.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 32,259	\$ 27,462	\$ 31,052	\$ 31,052	\$ 36,586	\$ 5,534	17.82%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	40	695	695	598	(97)	(13.96%)
0400	Medicare	460	390	460	460	539	79	17.17%
0450	Social Security	1,116	938	1,047	1,047	1,527	480	45.85%
0500	PERS	3,764	4,705	3,546	3,546	3,301	(245)	(6.91%)
0600	Unemployment Insurance	-	41	158	158	185	27	17.09%
0700	Workers Compensation	979	681	1,029	1,029	981	(48)	(4.66%)
0800	Health & Life Insurance	2,161	2,455	2,681	2,681	3,005	324	12.09%
0900	Supplemental Retirement	225	245	225	225	225	-	-
<u>Total Salaries & Benefits</u>		\$ 40,964	\$ 36,957	\$ 40,893	\$ 40,893	\$ 46,947	\$ 6,054	14.80%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	105	250	250	250	-	-
2022	Operating & Repair Supplies	6,121	6,622	6,480	6,480	4,471	(2,009)	(31.00%)
2024	Small Tools/Minor Equipment	2,844	1,558	125	125	360	235	188.00%
2026	Computer Software	190	254	577	577	870	293	50.78%
4531	Professional Services	295	59	1,860	1,860	930	(930)	(50.00%)
4532	Communications	817	1,762	638	638	667	29	4.55%
4533	Travel & Transportation	500	320	1,144	1,144	1,144	-	-
4534	Advertising	300	70	35	35	100	65	185.71%
4535	Printing & Binding	280	180	330	330	334	4	1.21%
4536	Insurance	902	592	1,196	1,196	1,603	407	34.03%
4537	Utilities	4,990	3,357	5,345	5,345	6,920	1,575	29.47%
4538	Repair & Maintenance	-	50	250	250	250	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	88	100	100	100	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	200	200	200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 17,239	\$ 15,017	\$ 18,630	\$ 18,630	\$ 18,299	\$ (331)	(1.78%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	174	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	10,571	-	-	-	-	-
9090	Transfers Out	9,600	12,086	21,000	21,000	16,100	(4,900)	(23.33%)
<u>Total Capital Outlay and Transfers</u>		\$ 9,600	\$ 22,831	\$ 21,000	\$ 21,000	\$ 16,100	\$ (4,900)	(23.33%)
Department Total:		\$ 67,803	\$ 74,805	\$ 80,523	\$ 80,523	\$ 81,346	\$ 823	1.02%

City of Kenai
Fiscal Year 2019 Operating Budget

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

2022 Operating & Repair Supplies. Fuel for vehicles. The quantity of fuel purchased is projected to decline with implementation of new policies focusing on efficiency.	9090 Transfers Out. Central administrative charges from General Fund.
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City of Kenai
Fiscal Year 2019 Operating Budget

Fund: 019 - Senior Citizen Fund
Department: Choice Waiver

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 79,264	\$ 94,924	\$ 76,526	\$ 76,526	\$ 61,640	\$ (14,886)	(19.45%)
0200	Overtime	1,256	880	663	663	221	(442)	(66.67%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,343	2,109	3,120	3,120	2,074	(1,046)	(33.53%)
0400	Medicare	1,157	1,386	1,164	1,164	927	(237)	(20.36%)
0450	Social Security	647	969	507	507	376	(131)	(25.84%)
0500	PERS	18,514	31,753	17,263	17,263	15,387	(1,876)	(10.87%)
0600	Unemployment Insurance	-	1	401	401	320	(81)	(20.20%)
0700	Workers Compensation	1,583	1,887	1,672	1,672	1,342	(330)	(19.74%)
0800	Health & Life Insurance	11,899	18,408	25,024	25,024	24,528	(496)	(1.98%)
0900	Supplemental Retirement	2,014	2,390	2,014	2,014	1,772	(242)	(12.02%)
	Total Salaries & Benefits	\$ 117,677	\$ 154,707	\$ 128,354	\$ 128,354	\$ 108,587	\$ (19,767)	(15.40%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	31	75	75	75	-	-
2022	Operating & Repair Supplies	48,706	51,582	68,000	68,000	53,760	(14,240)	(20.94%)
2024	Small Tools/Minor Equipment	350	1,837	700	700	655	(45)	(6.43%)
2026	Computer Software	-	1,089	577	577	870	293	50.78%
4531	Professional Services	10,385	8,313	6,700	6,700	7,140	440	6.57%
4532	Communications	1,704	1,225	1,088	1,088	653	(435)	(39.98%)
4533	Travel & Transportation	(24)	(5)	-	-	-	-	-
4534	Advertising	100	92	200	200	200	-	-
4535	Printing & Binding	-	102	310	310	384	74	23.87%
4536	Insurance	2,254	2,324	2,990	2,990	2,716	(274)	(9.16%)
4537	Utilities	11,904	13,802	12,829	12,829	11,995	(834)	(6.50%)
4538	Repair & Maintenance	487	246	200	200	200	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	199	136	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	183	163	290	290	290	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 76,248	\$ 80,937	\$ 94,259	\$ 94,259	\$ 79,238	\$ (15,021)	(15.94%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	1,776	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	3,574	3,574	-
9090	Transfers Out	55,600	42,865	58,600	58,600	53,400	(5,200)	(8.87%)
	Total Capital Outlay and Transfers	\$ 55,600	\$ 44,641	\$ 58,600	\$ 58,600	\$ 56,974	\$ (1,626)	(2.77%)
	Department Total:	\$ 249,525	\$ 280,285	\$ 281,213	\$ 281,213	\$ 244,799	\$ (36,414)	(12.95%)

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. Food and supplies for meal preparation, paper and packaging products, and other miscellaneous supplies. Food and supplies are allocated based on the number of meals served. Choice Waiver meal counts declined in comparison to other meal types and is receiving a larger allocation for FY2019.

9090 Transfers Out. Central administrative charges from General Fund.

8064 Machinery & Equipment. For replacement of the facilities dish washer, \$11,170. Cost of the machine is being allocated to each of the food services cost centers based on meal counts. Congregate meals represent 32% of the Center's total meals served.

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ENTERPRISE FUNDS

Enterprise Funds are established to account for the financing of self-supporting activities of governmental units, which render services to the general government itself or the general public on a user charge basis. Enterprise Funds are maintained on the accrual basis of accounting. Expenses are controlled through budgetary accounting procedures similar to the governmental fund.

1. CONGREGATE HOUSING FUND

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

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 2019 Operating Budget

Enterprise Fund Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2018 Original Budget	FY2019 Proposed Budget	Difference	FY2018 Original Budget	FY2019 Proposed Budget	Difference
Congregate Housing Fund	\$ 62,558	\$ 55,895	\$ (6,663)	\$ 350,575	\$ 404,356	\$ 53,781
Employee Health Care Fund	\$ -	\$ -	\$ -	\$ 2,143,283	\$ 2,391,806	\$ 248,523
Total Enterprise / Internal Service Fund	\$ 62,558	\$ 55,895	\$ (6,663)	\$ 2,493,858	\$ 2,796,162	\$ 302,304

**City of Kenai
Fiscal Year 2019 Operating Budget**

Enterprise Fund Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2018 Original Budget	FY2019 Proposed Budget	Difference	FY2018 Original Budget	FY2019 Proposed Budget	Difference	
\$ 39,000	\$ 164,300	\$ 125,300	\$ 452,133	\$ 624,551	\$ 172,418	Congregate Housing
\$ -	\$ -	\$ -	\$ 2,143,283	\$ 2,391,806	\$ 248,523	Employee Health Care Fund
\$ 39,000	\$ 164,300	\$ 125,300	\$ 2,595,416	\$ 3,016,357	\$ 420,941	Total Enterprise / Internal Service Fund

**City of Kenai
Fiscal Year 2019 Operating Budget**

**Fund 001 – General Fund
Department: 62 – Congregate Housing**

Mission

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

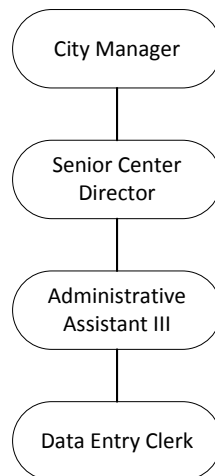
Functions & Responsibilities

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

Vintage Pointe Manor is adjacent to the Kenai Senior Center and allows residents a convenient and safe access to all of the Center's various activities and services. The building has forty units varying in size between one and two bedroom apartments. Rental rates vary from \$800 - \$1,000 per month, depending on the square footage and location of each apartment. Rental fees include gas heat, water, sewer, refuse and basic cable. Each unit has their own washer/dryer, electric stove, refrigerator, dishwasher and small storage area inside the building. The resident pays for their own electric, phone and internet. To qualify for Vintage Pointe Manor, a tenant must be 60 years or older and be able to live independently.

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

Organizational Chart



Staffing

Position Title	FY16 Actual		FY17 Actual		Budgeted FY18		Requested FY19		Projected FY20		Projected FY21	
	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade	Qty	Grade
Director	.25	18	.25	18	.25	18	.25	18	.25	18	.25	18
Administrative Assistant III	.25	10	.25	10	.25	10	.25	10	.25	10	.25	10
Data Entry Clerk	.02	1.1	.02	1.1	.02	1.1	.02	1.1	.02	1.1	.02	1.1

Performance Measures

	FY2013	FY2014	FY2015	FY2016	FY2017	Projected FY2019
Occupancy Rate	100%	100%	100%	100%	100%	100%
Units at Market Rate Rents	<i>No Data</i>	20%	38%	53%	85%	95%

FY2019 Department Goals

1. Revise the Lease Agreement and House Rules regarding tenant responsibilities.
2. Create a Rental Application specific only to Vintage Pointe Manor. Streamline the waiting list and update the process in which those on the list are notified and their information kept current.
3. Develop a survey system with current tenants, seeking out their level of satisfaction, suggestions or ideas they may have in cost saving measures of maintaining the apartment building.
4. Repairs and preventative maintenance are done on a timely basis and accounted for monthly.

Future Considerations

Vintage Pointe Manor is now twenty six years old. The building has been very well cared for and maintained, but kitchen and bathroom cabinetry, original wallpaper and aging furniture in the commons areas will need to be scheduled for updates and replacement. There is a continued demand for two bedroom apartments. Seniors who move into Vintage Pointe often wait one-three years for a larger or two bedroom unit to open up. One of the items brought up every summer is the request for a greenhouse or gardens area for those who have moved from their homes. A community greenhouse in a common area with the Senior Center would be a wonderful benefit. Market rate rents were established and set by the Consumer Price Index (CPI) in July 2013 for new rental contracts. Rental contracts signed before June 30, 2013 were increased each year toward market rates. Each apartment at market rate is raised or lowered each year based on the CPI.

City of Kenai
Fiscal Year 2019 Operating Budget

Budget Projection
Fund: 009 - Congregate Housing Fund

	<u>Actual FY2016</u>	<u>Actual FY2017</u>	<u>Original Budget FY2018</u>	<u>Projection FY2018</u>	<u>Manager Proposed FY2019</u>
Revenues					
PERS Grant	\$ 2,077	\$ 1,780	\$ 1,192	\$ 1,192	\$ 1,866
Rents and Leases	382,253	386,613	388,345	388,345	390,515
Interest on Investments	3,880	1,822	4,000	4,000	4,000
Miscellaneous	77	95	-	-	-
Total Revenues	<u>388,287</u>	<u>390,310</u>	<u>393,537</u>	<u>393,537</u>	<u>396,381</u>
Expenses	<u>425,986</u>	<u>498,181</u>	<u>452,133</u>	<u>500,333</u>	<u>624,551</u>
Net Income (loss)	(37,699)	(107,871)	(58,596)	(106,796)	(228,170)
Beginning Retained Earnings	418,765	474,257	496,442	506,832	539,893
Capital Asset Acquisitions	(46,666)	-	-	-	-
Allocated to Capital Projects	-	-	-	-	-
Credit for Depreciation	<u>139,857</u>	<u>140,446</u>	<u>139,857</u>	<u>139,857</u>	<u>140,446</u>
Available Retained Earnings	<u>\$ 474,257</u>	<u>\$ 506,832</u>	<u>\$ 577,703</u>	<u>\$ 539,893</u>	<u>\$ 452,169</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 40,652	\$ 34,743	\$ 40,019	\$ 40,019	\$ 33,857	\$ (6,162)	(15.40%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(1,143)	428	1,942	1,942	1,205	(737)	(37.95%)
0400	Medicare	562	483	608	608	509	(99)	(16.28%)
0450	Social Security	24	5	25	25	25	-	-
0500	PERS	10,638	13,472	9,908	9,908	9,224	(684)	(6.90%)
0600	Unemployment Insurance	-	-	210	210	176	(34)	(16.19%)
0700	Workers Compensation	135	111	158	158	133	(25)	(15.82%)
0800	Health & Life Insurance	7,891	6,946	8,938	8,938	10,016	1,078	12.06%
0900	Supplemental Retirement	752	668	750	750	750	-	-
<u>Total Salaries & Benefits</u>		\$ 59,511	\$ 56,856	\$ 62,558	\$ 62,558	\$ 55,895	\$ (6,663)	(10.65%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	129	250	250	250	-	-
2022	Operating & Repair Supplies	440	4,050	4,130	4,130	4,878	748	18.11%
2024	Small Tools/Minor Equipment	5,322	6,742	15,613	15,613	15,150	(463)	(2.97%)
2026	Computer Software	190	124	195	195	210	15	7.69%
4531	Professional Services	63,781	41,413	75,880	75,880	74,760	(1,120)	(1.48%)
4532	Communications	1,304	2,390	2,247	2,247	2,282	35	1.56%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	118	-	-	500	500	-
4535	Printing & Binding	-	169	-	-	334	334	-
4536	Insurance	12,448	9,601	14,980	14,980	15,916	936	6.25%
4537	Utilities	84,584	80,736	97,073	97,073	99,880	2,807	2.89%
4538	Repair & Maintenance	95,376	72,327	350	48,550	49,600	49,250	14,071.43%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	231	191	-	-	150	150	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	140,446	136,263	139,857	139,857	140,446	589	0.42%
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 404,122	\$ 354,253	\$ 350,575	\$ 398,775	\$ 404,356	\$ 53,781	15.34%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	34,548	35,410	39,000	39,000	164,300	125,300	321.28%
<u>Total Capital Outlay and Transfers</u>		\$ 34,548	\$ 35,410	\$ 39,000	\$ 39,000	\$ 164,300	\$ 125,300	321.28%
Department Total:		\$ 498,181	\$ 446,519	\$ 452,133	\$ 500,333	\$ 624,551	\$ 172,418	38.13%

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

2022 Operating & Repair Supplies. Outdoor plants and landscaping supplies, artificial plant purchase, seasonal decorations.

2024 Small Tools/Minor Equipment. For the purchase of tools and equipment valued at less than \$5,000 per item including appliances, tools and AED's for the facility.

4531 Professional Services. Facility management services, snow removal and sanding of parking area, and landscaping. Reduced by \$4,200 in FY2019 with purchase of artificial plants for the facility eliminating contract for indoor plant maintenance.

9090 Transfers Out. Central administrative charges from General Fund, \$43,300. Transfer to Vintage Pointe Capital Projects Fund for completion of fire control system upgrade, \$96,000 and boiler/hot water mechanical replacement project design, \$25,000.

**City of Kenai
Fiscal Year 2019 Operating Budget**

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

	<u>Actual FY2016</u>	<u>Actual FY2017</u>	<u>Original Budget FY2018</u>	<u>Projection FY2018</u>	<u>Manager Proposed FY2019</u>
Revenues					
Charge for Services	\$ -	\$ -	\$ 1,916,987	\$ 1,916,987	\$ 2,148,495
Participant premiums	-	-	226,296	226,296	243,552
Transfer from Other Funds	-	117,637	-	-	-
Interest Earnings	-	-	1,000	1,000	1,000
Total Revenues	<u>-</u>	<u>117,637</u>	<u>2,144,283</u>	<u>2,144,283</u>	<u>2,393,047</u>
 Expenses	 <u>-</u>	 <u>-</u>	 <u>2,143,283</u>	 <u>2,143,283</u>	 <u>2,391,806</u>
Net Income (loss)	-	117,637	1,000	1,000	1,241
Beginning Retained Earnings	<u>-</u>	<u>-</u>	<u>100,000</u>	<u>117,637</u>	<u>118,637</u>
Available Retained Earnings	<u>\$ -</u>	<u>\$ 117,637</u>	<u>\$ 101,000</u>	<u>\$ 118,637</u>	<u>\$ 119,878</u>

City of Kenai
Fiscal Year 2019 Operating Budget

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

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	10,000	10,000	10,000	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	29,200	29,200	29,200	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	10,000	10,000	10,000	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	2,094,083	2,094,083	2,342,606	248,523	11.87%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ -	\$ -	\$ 2,143,283	\$ 2,143,283	\$ 2,391,806	\$ 248,523	11.60%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Department Total:	\$ -	\$ -	\$ 2,143,283	\$ 2,143,283	\$ 2,391,806	\$ 248,523	11.60%

City of Kenai
Fiscal Year 2019 Operating Budget

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

2022 Operating & Repair Supplies. Wellness committee supplies.	4533 Travel & Transportation. Wellness committee training and travel.
4531 Professional Services. Broker services, \$25,000 and HRA/FSA administration charges, \$4,200.	4536 Insurance. Medical, dental and prescription drug coverage, \$2,156,156, HRA employer funding, \$169,650, and employer provided life insurance, \$16,800.

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PERMANENT FUNDS

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

General Government Land Sales Permanent Fund (GGLSPF) was established to account for the proceeds of general government land sales, including principal and interest on long-term notes. By City Charter, the principal cannot be spent. Ordinance 2529-2011 established investment guidelines for the fund that are identical to that of the Airport Land Sale Permanent Fund. Withdraw from the fund shall be limited to the lesser of the actual calendar year earnings for the fund or five percent (5%) of the funds fair market value as of December 31 of each year.

	Market Value						Estimated
	Actual	Actual	Actual	Actual	Estimated		FY2017
	<u>12/31/2014</u>	<u>12/31/2015</u>	<u>12/31/2016</u>	<u>12/31/2017</u>	<u>12/31/2018</u>	<u>Average</u>	<u>Transfer</u>
ALSPF	\$24,348,075	\$23,149,202	\$23,690,184	\$25,751,927	\$26,063,157	\$24,600,509	\$1,230,025
GLSPF	\$2,941,854	\$2,787,369	\$2,996,033	\$3,231,213	\$3,259,970		\$162,999

**City of Kenai
Fiscal Year 2019 Operating Budget**

**Budget Projection
Land Sales Permanent Funds**

	<u>Actual FY2016</u>	<u>Actual FY2017</u>	<u>Original Budget FY2018</u>	<u>FY2018 Projection</u>	<u>Manager Proposed FY2019</u>
FUND 082-52 Airport Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 447,392	\$ 2,055,039	\$ 1,445,101	\$ 1,520,536	\$ 1,445,101
Acct. 36645 Interest on Land Sale Contracts	14,238	-	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>7,714</u>	<u>362,731</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	469,344	2,417,770	1,455,101	1,530,536	1,455,101
Expenses					
Transfer to Airport Land System Fund	<u>1,142,714</u>	<u>1,175,414</u>	<u>1,191,711</u>	<u>1,210,348</u>	<u>1,230,025</u>
Contributions To/(From) Fund Balance	(673,370)	1,242,356	263,390	320,188	225,076
Beginning Fund Balance	<u>23,711,029</u>	<u>23,037,659</u>	<u>23,295,554</u>	<u>24,280,015</u>	<u>24,600,203</u>
Ending Fund Balance	<u>\$ 23,037,659</u>	<u>\$ 24,280,015</u>	<u>\$ 23,558,944</u>	<u>\$ 24,600,203</u>	<u>\$ 24,825,279</u>
FUND 081-52 General Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 54,331	\$ 256,966	\$ 173,620	\$ 173,620	\$ 189,844
Acct. 36645 Interest on Land Sale Contracts	-	-	-	-	-
Acct. 33640 Land Sales	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	54,331	256,966	173,620	173,620	189,844
Expenses					
Transfer to General Fund	<u>-</u>	<u>149,802</u>	<u>150,993</u>	<u>161,561</u>	<u>162,999</u>
Contributions To/(From) Fund Balance	54,331	107,164	22,627	12,059	26,845
Beginning Fund Balance	<u>2,888,444</u>	<u>2,942,775</u>	<u>2,965,790</u>	<u>3,049,939</u>	<u>3,061,998</u>
Ending Fund Balance	<u>\$ 2,942,775</u>	<u>\$ 3,049,939</u>	<u>\$ 2,988,417</u>	<u>\$ 3,061,998</u>	<u>\$ 3,088,843</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 2019 Operating Budget

Fund 048 - Debt Service

	Actual FY2016	Actual FY2017	Original Budget FY2018	Projection FY2018	Manager Proposed FY2019
Revenues					
Bond Interest Subsidy	34,884	34,959	34,940	34,996	34,996
Transfer from General Fund	<u>143,914</u>	<u>140,439</u>	<u>142,058</u>	<u>142,002</u>	<u>143,402</u>
Total Revenue	<u>178,798</u>	<u>175,398</u>	<u>176,998</u>	<u>176,998</u>	<u>178,398</u>
Expenditures					
Parks, Recreation & Culture	<u>178,798</u>	<u>175,398</u>	<u>176,998</u>	<u>176,998</u>	<u>178,398</u>
Contributions To/From Fund Balance	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2019 Operating Budget

Fund 048 - Debt Service

Account Number	Expense Description	FY2017 Actual	Five year Historical Average	Original Budget FY2018	Amended Budget	Manager Proposed FY2019	Increase (Decrease) FY2018 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	175,398	176,968	176,998	176,998	178,398	1,400	0.79%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 175,398</u>	<u>\$ 176,968</u>	<u>\$ 176,998</u>	<u>\$ 176,998</u>	<u>\$ 178,398</u>	<u>\$ 1,400</u>	<u>0.79%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Department Total:		<u>\$ 175,398</u>	<u>\$ 176,968</u>	<u>\$ 176,998</u>	<u>\$ 176,998</u>	<u>\$ 178,398</u>	<u>\$ 1,400</u>	<u>0.79%</u>

City of Kenai
Fiscal Year 2019
Operating Budget

Fund 048 - Debt Service

Summary by Debt Issuance

		American Recovery and Reinvestment					
<u>Issue Date</u>	<u>Amount Issued</u>	<u>Act Annual Interest Subsidy</u>	<u>Interest Rate</u>	<u>Maturity Dates</u>	<u>Annual Installments</u>	<u>Outstanding 6/30/2018</u>	
Library Expansion Bonds							
3/11/2010	\$2,000,000	\$3,852 - \$37,529	2.00 - 6.341	2011 - 2030	\$143,560 - \$178,598	\$ 1,355,000	

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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 2019 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 that is licensed either permanently or on a subscription basis, including cloud based services.
- 4531 - Professional Services** - Accounting and auditing services; management consulting services; surveying, engineering, and architectural services; special legal services; and other professional services.
- 4532 - Communications** - Monthly telephone, internet, cellular data, and wide area network charges.
- 4533 - Transportation** - Travel expenses, per diem, lodging expenses, and seminar expenses.
- 4534 - Advertising** - Newspaper; other media advertising; promotions.
- 4535 - Printing & Binding** - Copy machine rental and maintenance; professional printing charges; copy machine paper.
- 4536 - Insurance** - All insurance policy expenses (other than personnel related).
- 4537 - Public Utility Services** - Natural gas, electricity, cable, water, sewer, and solid waste disposal.
- 4538 - Repair & Maintenance Service** - Contracted repairs of buildings, vehicles, equipment, and improvements; inspection charges and other contracted services; custodial services; and building security services.
- 4539 - Rentals** - Land, building, machinery, postage machine and equipment rentals.
- 4540 - Equipment Fund Payments** - Payments to Equipment Replacement Internal Service Fund.
- 4541 - Postage** - Stamps and postage meter.
- 4666 - Books** - Books, reference materials (including CD's), and other library materials.
- 4667 - Dues & Publications** - Subscriptions to magazines and newspapers; dues for professional organizations; certification fees.
- 5041 - Miscellaneous** - Court costs and investigations; judgments and damages; recording fees; information and credit services; taxes; uniform allowances; college tuition costs and reimbursements; other expenses not otherwise classified.
- 8061 - Land** - Costs of acquiring raw land.
- 8062 - Buildings** - Costs of construction or acquiring buildings, to include engineering, design, inspection, and other related costs. Costs of improving buildings, if improvements lengthen the useful life of the building or provide a new function.
- 8063 - Improvements Other Than Buildings** - Costs of improving land, if improvements provide a new function or lengthen the useful life of an existing improvement.
- 8064 - Machinery & Equipment** - Equipment items costing more than \$5,000 and having a useful life in excess of one year.
- 9090 - Transfers Out**

City of Kenai
Fiscal Year 2019
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	2020	\$ 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
F31 Fire	2015	25' Safeboat	125,000	20	8,383	2035	8,383	8,383	8,383	8,383	8,383	8,383
E2 Fire	2019	Pumper, Engine 3	540,000	30	27,299	2049	20,828	27,299	27,299	27,299	27,299	27,299
Non-Dept	2019	Server Virtualization	155,000	5	3,478	2019	3,478	34,276	34,276	34,276	34,276	34,276
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	2019	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	14H 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	220,056	30	10,262	2048	11,125	11,125	11,125	11,125	11,125	11,125

	<u>\$ 329,468</u>	<u>\$ 379,876</u>	<u>\$ 387,037</u>	<u>\$ 387,037</u>	<u>\$ 387,037</u>	<u>\$ 402,026</u>	<u>\$ 402,026</u>
Total Fire	\$ 131,806	\$ 138,277	\$ 145,438	\$ 145,438	\$ 145,438	\$ 145,438	\$ 145,438
Total Streets	188,930	202,069	202,069	202,069	202,069	217,058	217,058
Total Non-Departmental	3,478	34,276	34,276	34,276	34,276	34,276	34,276
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>	<u>5,254</u>
Total All	<u>\$ 329,468</u>	<u>\$ 379,876</u>	<u>\$ 387,037</u>	<u>\$ 387,037</u>	<u>\$ 387,037</u>	<u>\$ 402,026</u>	<u>\$ 402,026</u>

**City of Kenai
Fiscal Year 2019 Operating Budget**

Five-Year Capital Acquisition Schedule

<u>FACILITY/DEPARTMENT</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>
GENERAL FUND			
Non-Departmental	Wireless backhaul phase 1	2019	\$ 16,800
Public Safety Building	Fire Department kitchen remodel	2019	35,000
	(2) two each police cruiser replacement	2019	93,000
City Shop	Back-up generator purchase and instal	2019	20,000
Streets	Street improvements to be identified	2019	150,000
	Trackless snow blower head replacement	2019	24,907
Kenai Recreation Center	Exterior refinishing	2019	22,130
	Hot water system replacement	2019	30,000
	Locker room tile replacement	2019	12,500
	Treadmill replacment	2019	6,750
City Hall	HR Director office construction	2019	15,000
Kenai Visitor Center	Exterior refinishing	2019	23,300
	Total		\$ 449,387
GENERAL FUND SUMMARY			
		2018	488,000
	Under Development	2019	449,387
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
	Under Development	2023	-
	Total		\$ 937,387
AIRPORT BUILDINGS			
Airport Terminal	Terminal rehabilitation project	2019	\$ 9,742,849
	Wireless backhaul phase 1	2019	12,000
			\$ 9,754,849
AIRPORT FUND SUMMARY			
		2018	\$ 807,295
		2019	9,754,849
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
	Under Development	2023	-
	Total		\$ 10,562,144
SENIOR CITIZEN FUND			
Kenai Senior Center	Dishwasher replacement	2019	\$ 11,170
	Dining room flooring replacement	2019	34,500
			\$ 45,670

**City of Kenai
Fiscal Year 2019 Operating Budget**

Five-Year Capital Acquisition Schedule

<u>FACILITY/DEPARTMENT</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>
SENIOR CITIZEN FUND SUMMARY			
		2018	\$ -
		2019	45,670
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
	Under Development	2023	-
		Total	\$ 45,670
PERSONAL USE FISHERY FUND			
PERSONAL USE FISHERY FUND			
		2018	\$ 50,000
		2019	-
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
	Under Development	2023	-
		Total	\$ 50,000
WATER & SEWER FUND			
	Wireless backhaul phase 1	2019	\$ 16,800
	Lift station communication upgrades	2019	3,600
	Remote inspection camera	2019	16,550
	Lift station pump replacement	2019	20,262
Wastewater Treatment Plant	Wasting pump replacement	2019	10,000
	Influent auto-sampler replacement	2019	6,000
	Facility heater replacement	2019	15,000
Reservoir #1	Telemetry upgrade	2019	110,400
		Total	\$ 198,612
WATER & SEWER FUND SUMMARY			
		2018	598,850
		2019	198,612
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
	Under Development	2023	-
		Total	\$ 797,462
CONGREGATE HOUSING FUND			
Vintage Pointe Manor	Fire control system upgrade Phase 2	2019	\$ 96,000
	Boiler & hot water system replacement designe	2019	25,000
			\$ 121,000
		2018	\$ -
		2019	121,000
	Under Development	2020	-
	Under Development	2021	-
	Under Development	2022	-
	Under Development	2023	-
		Total	\$ 121,000

