

KENAI PENINSULA BOROUGH ALASKA



**FY 2018
ANNUAL BUDGET
JULY 1, 2017 TO JUNE 30, 2018**

**MIKE NAVARRE
BOROUGH MAYOR**

ANNUAL BUDGET
OF THE
KENAI PENINSULA BOROUGH
ALASKA
FOR THE FISCAL YEAR BEGINNING
JULY 1, 2017

MIKE NAVARRE
BOROUGH MAYOR

PREPARED BY FINANCE DEPARTMENT

CRAIG C. CHAPMAN
DIRECTOR OF FINANCE

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**Kenai Peninsula Borough
Annual Budget for Fiscal Year 2018**

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THE KENAI PENINSULA BOROUGH ASSEMBLY

ASSEMBLY MEMBERS	DISTRICT	TERM EXPIRES
Brent Hibbert	1 – Kalifornsky	2017
Jill Schaefer	2 – Kenai	2017
Wayne Ogle	3 – Nikiski	2019
Dale Bagley	4 – Soldotna	2019
Stan Welles	5 – Sterling/Funny River	2017
Kenn Carpenter	6 – East Peninsula	2017
Paul Fischer	7 – Central	2019
Kelly Cooper	8 – Homer	2017
Willy Dunne	9 – South Peninsula	2018

The legislative power of the Kenai Peninsula Borough is vested in an assembly of nine members. This assembly meets in regular session every first and third Tuesday of the month in the Assembly Chambers located in the Borough Administration Building at 144 North Binkley Street, Soldotna, Alaska.



KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-8250
PHONE: (907) 262-4441 • **FAX:** (907) 262-1892

MIKE NAVARRE
MAYOR

DATE: June 7, 2017

TO: Kelly Cooper, Assembly President
Kenai Peninsula Borough Assembly
Residents of the Kenai Peninsula Borough
Other Users of Borough Financial Information

We are pleased to present the Kenai Peninsula Borough Budget for Fiscal Year 2018 (FY2018). It is submitted in accordance with the Borough Code and Alaska State Statutes. The budget includes operating and capital plans for FY2018 as well as projections for the Borough's operational funds through Fiscal Year 2021 and capital plans through Fiscal Year 2022.

Key Budget Principles

The FY2018 budget is based on policies developed to maintain the stewardship of public funds and reflects the Borough's commitment to prudent financial planning. The principles that guided development of the budget are:

- Basic services will be maintained at current levels and will be adequately funded
- Program cost will be developed to reflect a true picture of the cost of operations
- Revenues are estimated at realistic to guarded optimistic levels
- Fees for services will be adjusted based on the cost of service provision
- The recommended budget will comply with provisions of Alaska Statutes and Borough Code

Goals & Objectives

The Borough's major budgetary goals for FY2018 include:

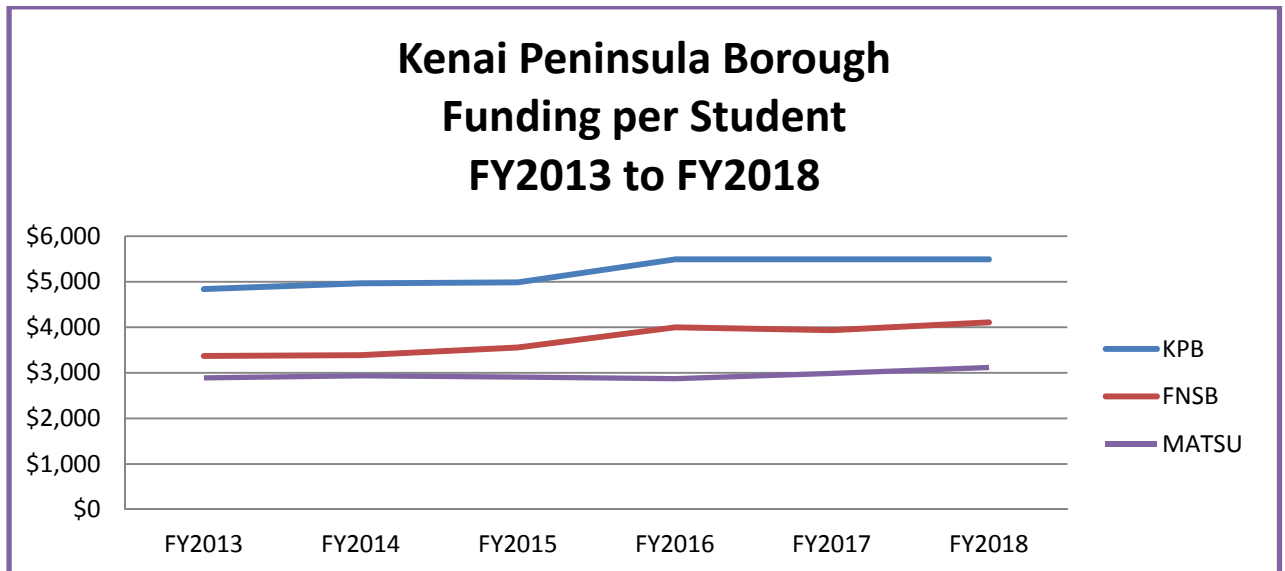
- The highest level of local educational funding borough residents can reasonably afford and sustain
- A high quality capital and operational maintenance program ensuring the continued use and economic value of borough assets
- Support for the needs of the Borough Service Areas as communicated by service area residents and their elected boards
- A sufficient level of funding for borough departments to ensure their continued ability to meet the needs of borough residents, visitors, and the communities served
- A balancing of revenue sources in the Borough's General Fund
- Stabilization of the borough's financial condition including compliance with the borough's fund balance policy

Major budget issues/highlights

- Public Employee Retirement System (PERS). Due to poor investment returns and incorrect actuarial assumptions regarding the cost of health insurance and life expectancies, the Borough and all municipalities in the State of Alaska saw substantial increases in their PERS employer contribution amounts from 2000 to 2007. Effective July 1, 2008, the Alaska legislature converted PERS from an agent-multiple employer plan to a single cost sharing plan and from a defined benefit plan to a defined contribution plan. The cost sharing plan currently requires a uniform employer contribution of 22%. The State will make on behalf payments in the event the actual rate is more than 22%. The FY2018 rate is 25.01%. The fiscal impact to the Borough if the State did not contribute the amount in excess of 22% is approximately \$.7 million.

- Operational funding for the School District. The major component of the budget is the contribution the Borough makes for funding of the Kenai Peninsula Borough School District. The Borough's local contribution is governed by AS 14.17.410. This statute outlines the minimum and maximum amounts that can be contributed to the school district. The **required minimum local contribution** is estimated to be **\$26,824,174** and the maximum amount is **\$51,282,194**. The amount the Borough has appropriated for FY2018 is **\$49,738,432**.

The projected number of students for FY2018 is 8,781 and the Borough's funding per student is approximately **\$5,664**. The Borough's FY2018 per pupil funding is estimated to be \$5,491. For comparative purposes for FY2018, the Fairbanks North Star Borough's estimated contribution per student is \$4,107 and the Mat-Su Borough's estimated contribution per student is \$3,117.



Total funds provided for school purposes are \$54,625,380; the Borough portion is \$51,964,017 and the State of Alaska is forecast to provide \$2,661,363 for debt reimbursement. Funding provided by the Borough, net of the State's contribution for debt service, for school purposes is equivalent to 6.40 mills. Sales tax revenue is expected to cover \$29,979,123; the balance of funding of \$21,984,894 (equivalent to 2.71 mills) comes from property taxes, federal revenue, and other sources. Total funding provided for schools represents an amount equal to 66.74% of the Borough's General Fund budget.

- Increases in cost of operating the Borough's solid waste program. The General Fund contribution for FY2018 is budgeted at \$7,548,932, an increase of \$1,249,652 from FY2017. The General Fund contribution to the Solid Waste program represents an amount equal to approximately 9.2% of total General Fund expenditures. The equivalent of .93 mills of the Borough's General Fund mill rate of 4.50 mills goes to support the Borough's solid waste program. The majority of the increase in the solid waste support was for new debt of \$1.1 million to develop a new cell at the Central Peninsula Landfill, the primary solid waste disposal site for the Borough.
- Since FY2009, the Borough has received over \$25,000,000 in funding from the State of Alaska for road improvements. These funds are being spent to upgrade numerous roads in the Borough. The Road Service Area (RSA) has been redirecting funds previously appropriated for road improvements of approximately \$1,250,000 to road maintenance. The FY2018 budget includes funding for the RSA Capital Project Fund of \$1,750,000 to accumulate a reserve for when the current grant funds have been spent. The grants funds received from the State of Alaska are expected to be fully expended in FY2019.
- Positions that were added or deleted when compared to last year's budget are as follows. In the General Fund, deletions include 1.00 FTE in the Mayor's office and 1.00 FTE in Purchasing and Contracting. E911 is increasing their administrative assistant from a .50 FTE to 1.00 FTE and the Seward Bear Creek Flood Service Area is increasing their current program manager from a .75 FTE to a 1.00 FTE and adding a .50 administrative support position. During the past 10 fiscal years, the General Fund has had a net decrease of 2.8 FTE's, while Service Areas and Special Revenue Funds have increased 15.70 FTE's.

Financial Condition Summary

In the October 2013 Borough elections, Borough voters approved increasing the residential exemption on real property from \$20,000 to \$50,000, effective January 1, 2014, impacting FY2015 and future years. This reduced taxable assessed values by approximately \$290,000,000. Based upon the mill rates in effect for FY2018, the fiscal impact to Borough's revenues is a reduction of approximately \$2.7 million; the general fund impact is approximately \$1.5 million.

For FY2018, real and personal taxable assessed values increased 5.0%, compared to FY2017 which increased 7.4%. Oil and gas property is assessed by the State of Alaska under AS 43.56, and is subject to significant fluctuations in value and plays a vital role in the Borough's economy, although the players are changing. Large national and multi-national companies have been replaced by independents. A tax credit program from the State of Alaska helped fuel a resurgence in exploration and production. This has led to new wells in the Anchor Point and Kenai area, a jack up rig being used in Cook Inlet, along with increased exploration in other areas of the Borough, resulting in an increase in assessed value for oil and gas properties. During 2016, large investments by Blue Crest and Furie resulted in an increase in oil and gas properties for FY2017 and FY2018. Assessed values for oil and gas properties have increased from \$699 million for 2012, to \$1.470 billion in 2018. Given current market conditions, the out year projection forecasts a slight decrease in assessed oil and gas values. Increased oil and gas exploration has also had an impact on the Borough's unemployment rate. The unemployment rate decreased from 9.5% in 2011; to 8.6% for 2012; to 8.0% for 2013, to 7.8% in 2014, 7.8% in 2015 and 8.2% in 2016. Due to falling oil prices, oil companies through the State of Alaska during FY2017 have announced layoffs, which will impact the Borough. The State of Alaska legislature last year reduced the tax credit program that will impact the oil and gas companies doing business in the Borough.

The Borough has been selected as the site of a natural gas liquefaction plant as part of the Alaska LNG Project. The Alaska LNG project would be among the world's largest natural gas development projects. The project is anchored by the Prudhoe Bay and Point Thomson fields and is expected to handle approximately 3.3 billion cubic feet of natural gas per day. The Alaska LNG Project includes a natural gas liquefaction plant and storage facilities and an export terminal at Nikiski on the Kenai Peninsula, an 800-mile gas pipeline from southcentral Alaska to the North Slope, a gas treatment plant and transmission lines connecting the project to gas producing fields. The project has an estimated cost of \$45 billion and approximately \$25 billion of the project would be located in the Borough. The project is currently in the preliminary engineering stage and early regulatory review. Given current market conditions, this project does not appear to be feasible in the next five years.

Due to low oil prices, the State of Alaska has been reducing funding to all municipalities for operational support and capital projects. The FY2018 budget includes reduced Revenue Sharing with further reductions in the out year projected.

Sales tax revenue for FY2018 are expected to come in approximately \$.7 million less than originally budgeted due to lower fuel prices. Sales tax revenue generated from fuel sales make up a substantial portion of overall sales tax revenue and future years sales tax forecast are being reduced to reflect this impact.

During FY2016, the Borough increased funding to the Kenai Peninsula Borough School District by \$4,238,432, the equivalent of .6 mills, and for FY2018 the Borough is proposing to increase school funding from the FY2017 amount by \$1,500,000 to \$49,738,432.

Financial Plans

General Fund

Revenues and other financing sources of \$76,789,362 support the FY2018 general fund budget. This total consists of \$38,266,911 in property tax revenue, \$29,979,123 in sales tax revenue, \$4,698,328 in state revenue, \$2,740,000 in federal revenue, and \$1,105,000 in other revenues and financing sources. Expenditures exceed projected revenues by \$5,059,689; net of a projected lapse, the projected change in fund balance is a decrease of \$4,152,291.

Overall expenditures increased \$1,998,282 when compared to the original FY2017 approved budget. Factors impacting the budget for FY2018 are as follows:

- Decrease in personnel cost of \$334,542; which includes the reduction of 2 positions and decreases in health care cost.
- Supplies are down by approximately 12.3% as departments are trying to do more with less.

- In the service category, reductions in travel and insurance are being offset by increases in software licensing fees and litigation reports.
- The General Fund's contribution to the Solid Waste department increased \$1,249,652 to support new debt service authorized by voters for development of cell #3 at Central Peninsula Landfill.
- The Borough's contribution for the operations of the Kenai Peninsula Borough School District increased \$1,500,000.

The total amount appropriated for school purposes is \$54,625,380, an amount equal to 66.74% of the Borough's General Fund budget. Local educational funding for FY2018 includes \$49,738,432 for school district operations, \$3,811,948 for school related debt service, and \$1,075,000 for capital projects. It should be noted that the Borough expects to receive \$2,661,363 from the State of Alaska under the school debt reimbursement program.

The FY2018 general fund tax rate remains at 4.50 mills. Sales tax revenue for FY2018 is expected to have a slight increase from the revised FY2017 estimate. Sales tax revenue generates the equivalent of 3.69 mills in property tax revenue. A voter initiative exempting non-prepared foods during the months of September through May went into effect January 1, 2009. The impact to sales tax revenue in FY2015 was approximately \$3,500,000; the revenue loss equivalent of a reduction in the mill rate of .42 mills. A similar impact is forecast for FY2018.

State revenues include \$1,081,966 for revenue sharing, a reduction of \$289,598 from FY2017, \$2,661,363 for school debt reimbursement, \$750,000 for fish tax, \$50,000 for facility rental and \$155,000 from co-op distributions.

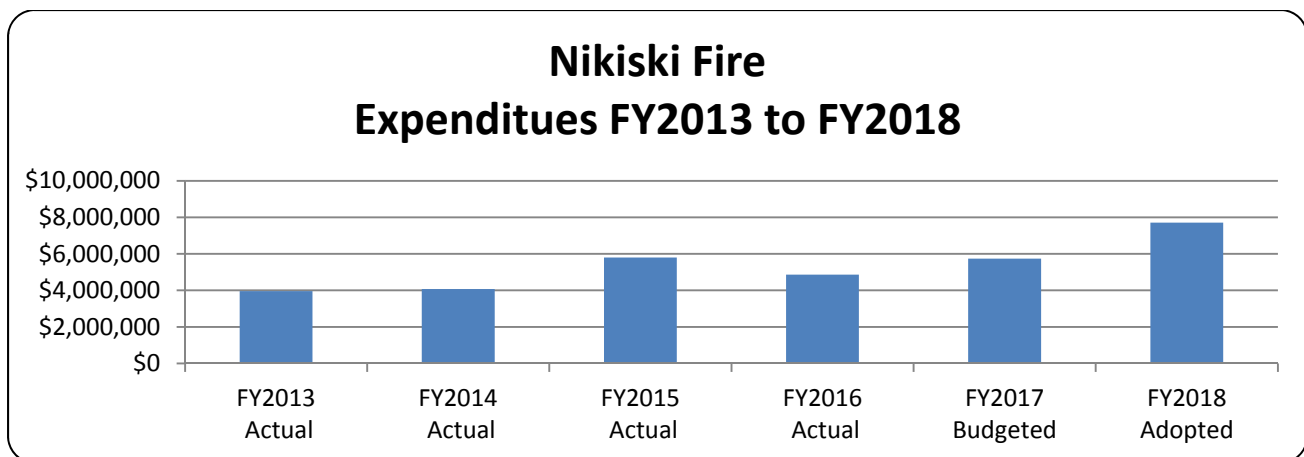
Federal revenues consist of \$2,600,000 for PILT receipts and a civil defense grant of \$140,000.

Service Areas and Special Revenue Funds

As a whole, the FY2018 service area budgets are comparable to FY2017. Selected individual funds are as follows:

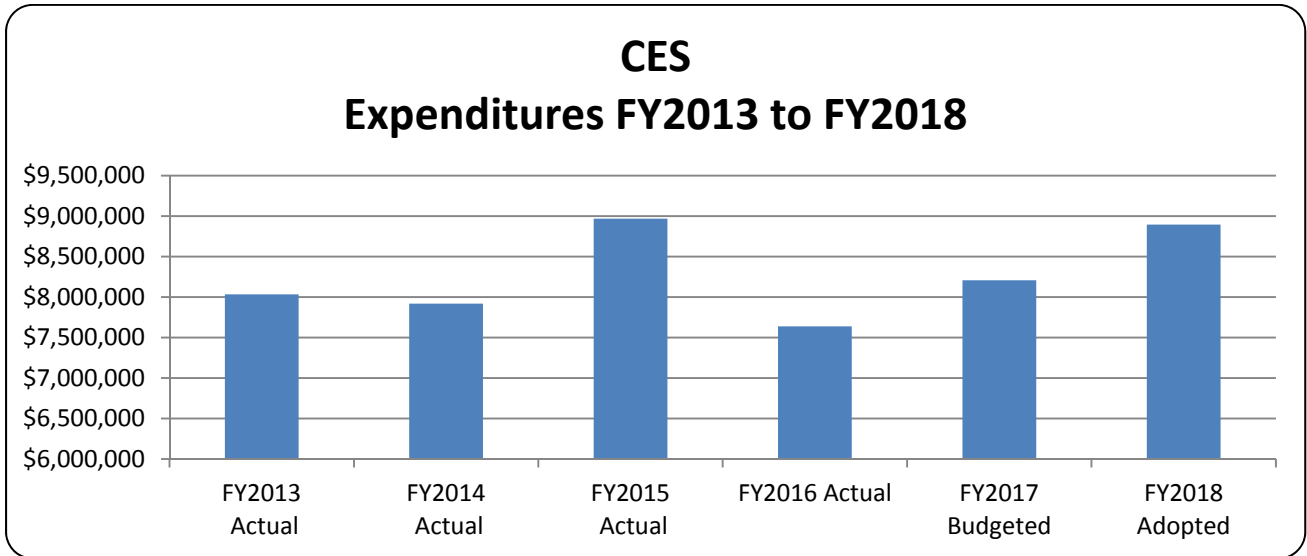
Nikiski Fire Service Area

The Nikiski Fire Service Area (NFSA) expenditure budget is up \$1,971,262 or 34.4% when compared to the prior year. The increase in expenditures is primarily related to a one-time increase of \$2,000,000 in their contribution to the Capital Project Fund for a new station that is being proposed. With reductions in grant funding, the Service Area has increased contributions to their Capital Project Fund to fund needed capital improvements. With increased assessed values, the Service Area has increased their FTE's by 1.75 positions since FY2014. Oil tax revenues, the largest revenue source for the Service Area, have increased approximately 110% since FY2012. This increase in assessed values also allowed the Service Area to decrease their mill rate from 3.00 mills in FY2014 to 2.80 mills FY2017. An additional decrease of .1 mills is being made for FY2018.



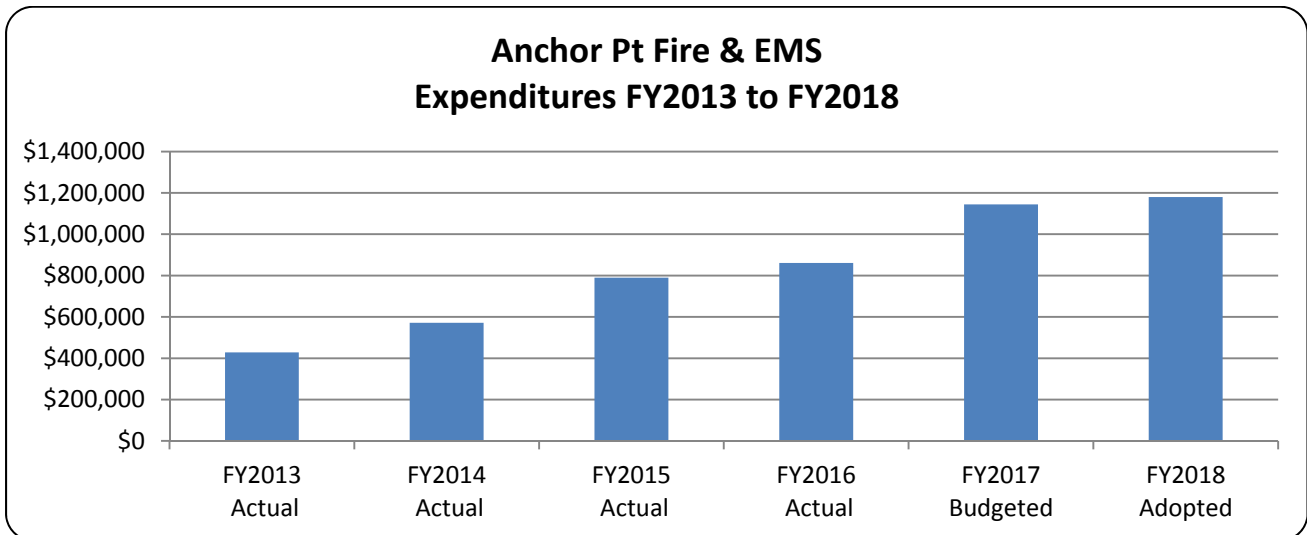
Central Emergency Services

Due to an expansion of the Central Emergency Service (CES) area boundaries and the addition of two new stations since 2005, the Service Area budget increased 110% between FY2005 and FY2015. In addition, in FY2013 CES added three fire fighter/EMT positions that were funded by a federal grant. In FY2014, with the reduction of the grant funds for the three positions, CES reduced funding for their capital project program in order to fund the positions. In FY2015, CES saw an additional decrease in revenue of \$350,000 due a voter approved increase in the property tax exemption. For FY2016, CES made a number of changes to their budget to address these revenue reductions, including a reduction in staffing. In FY2016, CES voter approved the issuance of debt for the purchase of fire apparatus. The FY2017 budget had a mill rate increase of .07 mills to provide the funding necessary for the new debt. In FY2018, due to an increase in assessed values, a mill rate reduction of .12 mills has been adopted.



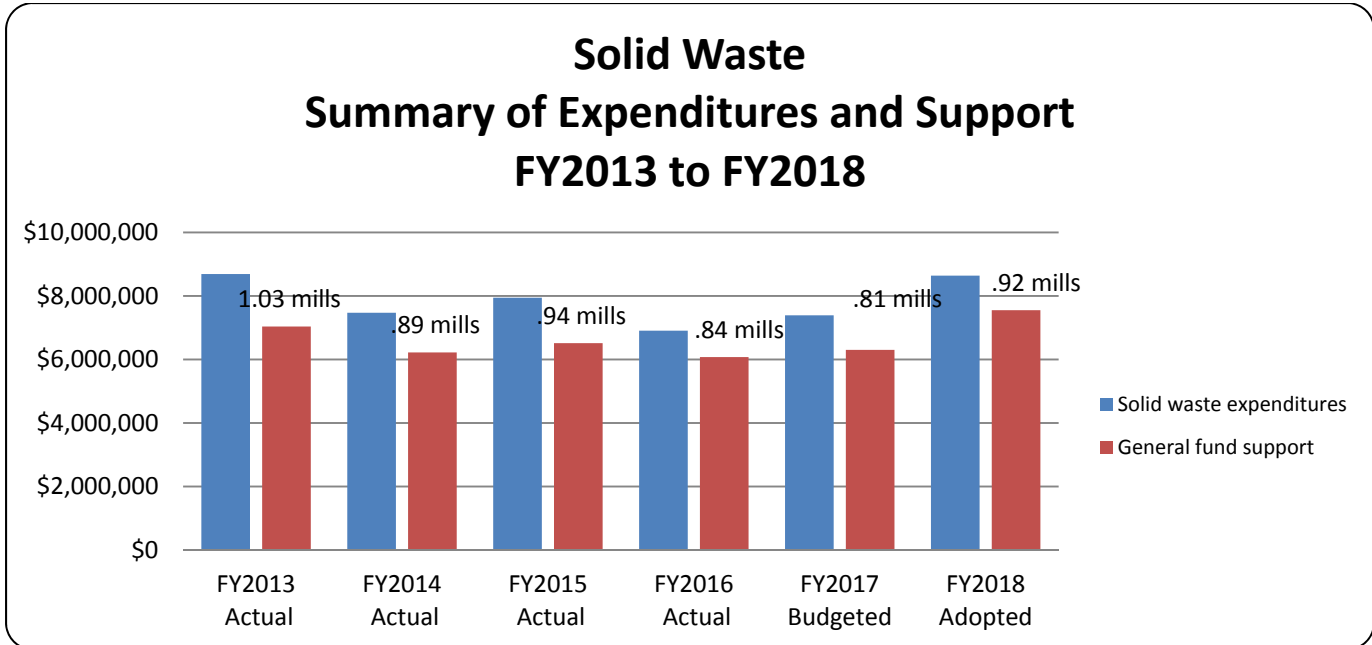
Anchor Point Fire and Emergency Medical Service Area

The Anchor Point Fire and Emergency Medical Service Area (Anchor Pt) expenditure budget is up \$35,123 or 3.1% when compared to FY2017 and 37% when compared to FY2016. Contributions to their capital fund represent 20% of their budget and are needed to support the Service Area’s capital plan.



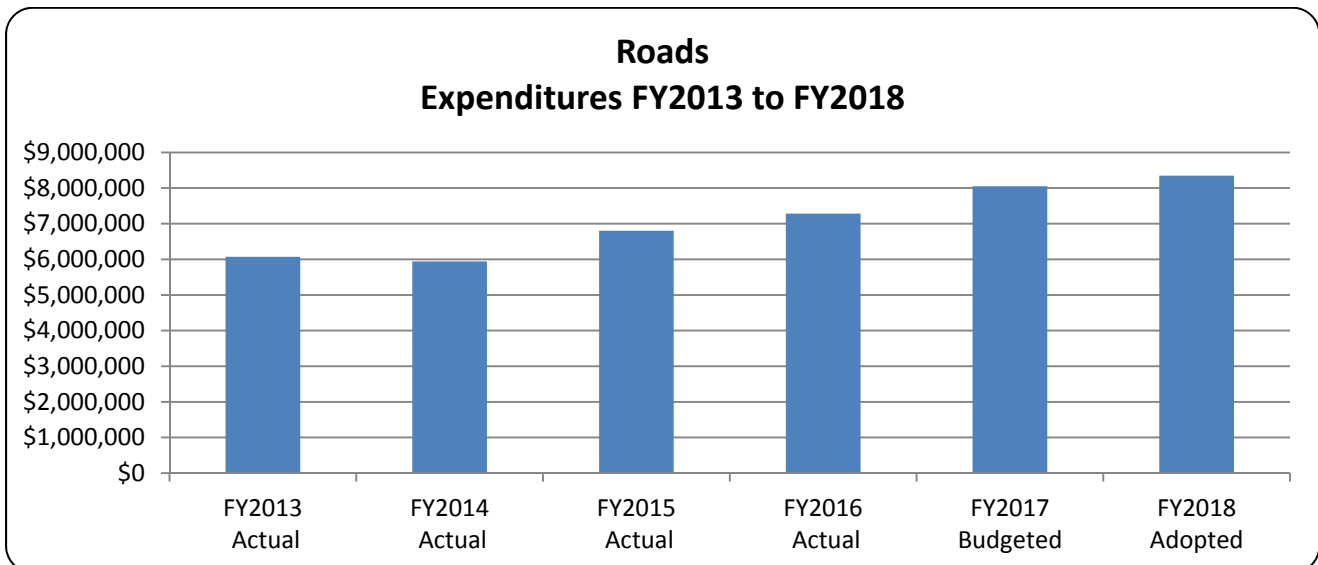
Solid Waste

The Solid Waste FY2018 budget is increasing \$1,249,310 when compared to FY2017. The FY2018 budget includes new debt service of \$1,075,871 for design and construction of cell #3 at Central Peninsula Landfill and \$250,000 for contribution to their capital project fund. The Borough’s General Fund continues to provide the majority of the funding necessary to operate the landfill. For FY2018, this amount is \$7,548,932 or approximately 90% of the revenue necessary to fund the solid waste program; this is equal to .93 mills or 9.2% of the General Fund budget.



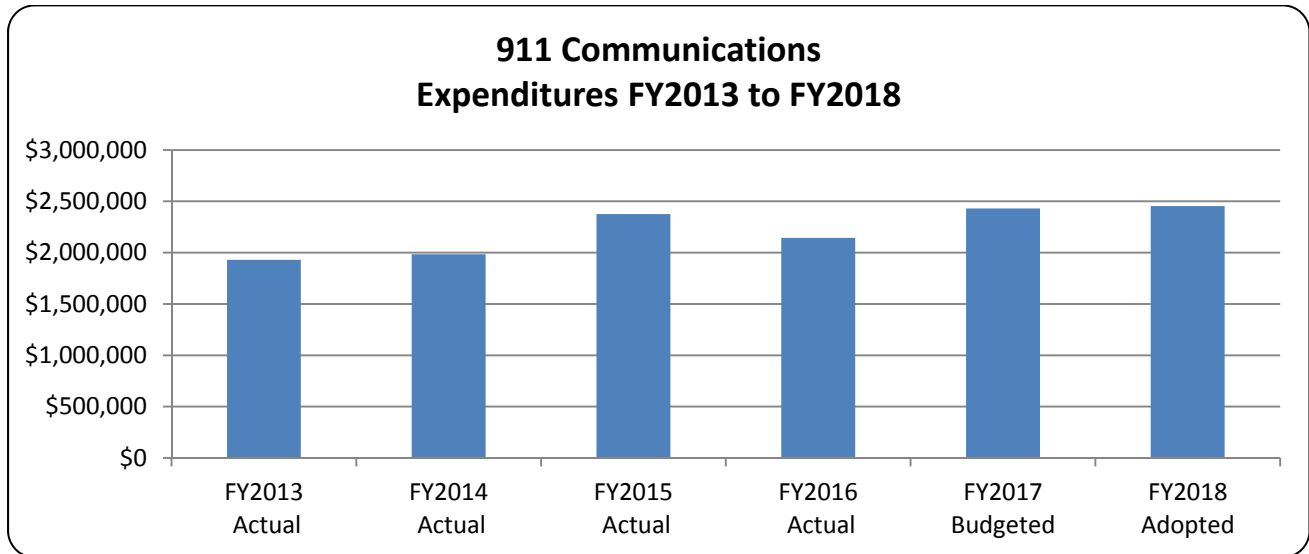
Road Service Area

Since FY2009, the Borough has received over \$25,000,000 in funding from the State of Alaska for road improvements. These funds are being spent to upgrade numerous roads in the Borough. The Road Service Area (RSA) has been redirecting funds previously appropriated for road improvements of approximately \$1,250,000 to road maintenance. The FY2018 budget includes funding of \$1,750,000 for the RSA Capital Project fund allowing for the Service Area to accumulate funds to support their capital projects when the grant funds are fully expended. The grants funds received from the State of Alaska are expected to be fully expended in FY2019.



911 Fund

Expenditures in the 911 fund are projected to increase \$22,769 or .94% in FY2018. Grants were received in FY2017 for replacement of consoles which offset expected equipment purchases originally scheduled for FY2018.



Capital Projects

The FY2018 Capital Budget includes \$1,075,000 for school district major maintenance projects. Many of the Borough’s schools are more than 25 years old and are in need of increased maintenance to maintain their useful life.

Service Area capital budgets include funding for facility improvements and equipment purchases of \$355,000 at Nikiski Fire Service Area, \$150,000 at Anchor Pt, \$770,000 at Central Emergency Services, \$425,000 at North Peninsula Recreation Service Area and \$1,848,283 at South Peninsula Hospital.

Tax Rates

The Borough Code of Ordinances, section 5.12.010 (A), establishes a maximum 8.00 mill tax levy for operations of the Borough general government, including the local effort for education. Per the Code, the maximum is increased for the tax equivalent of the local payments for voter approved debt, or to meet an emergency threatening the public peace, health, or safety. The maximum mill rate that could be levied for FY2018 is 8.27 mills. It is our goal to keep the general fund mill rate at or below the current level unless borough voters authorize significant additional debt.

The General Fund proposed tax rate for FY2018 remains at 4.50 mills. With the exception of CES whose mill rate is decreasing .12 mills and Nikiski Fire Service area whose mill rate is decreasing .10 mills; service area tax rates are staying at their FY2017 levels.

Summary Data - Governmental Functions

The following schedule is a summary of the FY2018 estimated revenues for the General Fund, special revenue funds, debt service funds, capital projects funds, and internal service funds including the amount and increases or decreases in relation to the original FY2017 budget.

Revenues:	FY2017 Original Revenues	FY2018 Estimated Revenues	Increase (Decrease)
General Property Taxes	\$ 66,915,674	\$ 69,192,198	\$ 2,276,524
Sales Tax	30,286,082	29,979,123	(306,959)
Intergovernmental:			
Federal	3,498,827	3,026,027	(472,800)
State	5,228,651	4,698,328	(530,323)
Other Revenue	26,543,564	26,575,409	31,845
Fund Balance Appropriated, net	1,438,886	2,926,250	1,487,364
	<u>\$ 133,911,684</u>	<u>\$ 136,397,335</u>	<u>\$ 2,485,651</u>

Property and sales tax revenues are up by a combined 2.39% and represents approximately 72.7% of total revenues (not including fund balance), this compares to 73.4% for FY2017 and 72.5% for FY2016. Other information is as follows:

- Property taxes are projected to increase approximately \$2,276,524 as both real and oil and gas assessed values increased during the year. Since 2014, oil and gas assessed property has increased 41.5%. With lower oil prices being forecast for the next few years, the Borough does not expect this trend to continue.
- Sales tax revenue is expected to decrease 1.0% from the prior year. Sales tax revenue continues to be impacted by the voter approved initiative that exempted non-prepared food from sales tax during the period September through May of each year. The annual impact is approximately \$3,400,000, equivalent to .44 mills. In addition, with lower gasoline prices, the sales tax collected on vehicle fuel sales has decreased. This has impacted the mill rate. School funding has increased approximately \$5.7 million since FY2015. With no growth in sales tax, property taxes have picked up a greater share of funding for schools.
- State revenues are expected to decrease 10% from the prior year. Major state revenue sources include debt reimbursement of \$2,661,363 and revenue sharing of \$1,081,966.
- Federal revenues are projected to decrease with elimination of funding from the forestry program.
- The use of fund balance as a revenue source increased due to the General Fund expected \$4,152,291 use of fund balance, while the number of Service Areas using fund balance to support expenditure decreased due to the increase in assessed property values.

The following schedule presents a summary of the General Fund, special revenue funds, debt service funds, capital project funds, and internal service funds appropriations for FY2018. Please note that the FY2017 amounts are based on the original assembly approved budget and do not include encumbrances and certain contingency balances carried forward from the prior year, or supplemental appropriations.

Expenditures:	FY2017 Original Appropriation	FY2018 Proposed	Increase (Decrease)
General Government	\$ 18,883,500	\$ 19,528,762	\$ 645,262
Solid Waste	7,390,359	8,739,669	1,349,310
Public Safety	20,360,363	19,316,440	(1,043,923)
Recreation	2,114,771	2,378,901	264,130
Education	54,700,527	55,735,211	1,034,684
Road Maintenance	6,451,906	6,408,911	(42,995)
Hospitals	11,560,550	11,953,499	392,949
Internal Service	12,449,708	12,335,942	(113,766)
	<u>\$ 133,911,684</u>	<u>\$ 136,397,335</u>	<u>\$ 2,485,651</u>

Total FY2018 appropriations are up 1.9% when compared to the FY2017 original budget. For comparative purposes, the FY2017 budget was up 2.3% when compared to the original FY2016 budget. The primary drivers of this change include:

- Internal service fund overall expenditures are projected to decrease with projected decreases in health care and in the Borough's Risk Fund.
- Solid waste costs have increased to reflect the issuance of new debt for the construction of a new cell at Central Peninsula Landfill. The current cell is expected to be full by the end of 2019.
- Education costs indicate an overall increase of approximately \$1.0 million. A \$1.5 million increase for school operations are offset by reductions in debt service and capital projects funding.

The Future

In reviewing the department and service area budget requests, the Mayor considered carefully the thoughts of the management staff, service area boards, and the assembly and borough citizens. In the end, relatively few changes were made to the budgets as submitted. We believe that this budget is consistent with the Mayor's budget priorities that include:

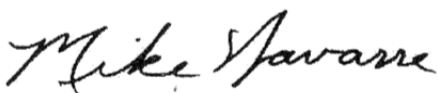
- Delivery of Borough services at a standard of excellence.
- The highest level of local educational funding borough residents can reasonably afford and sustain.
- A high quality capital and operational maintenance program that ensures the continued use and economic value of borough assets.
- Support for the needs of borough service areas as communicated by service area residents and their elected service area boards.
- A budget that can be supported by the borough's current area-wide revenues.
- Maintenance of the borough's financial condition.

Acknowledgement

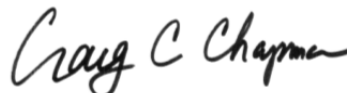
Credit is given to those who have participated in the preparation of the FY2018 budget. Service area boards, department heads, and their staffs have all worked hard to develop department/service area budgets that will provide residents with a high level of service at a reasonable cost. Finance Department staff deserving recognition include: Financial Planning Manager Penny Pickarsky (who coordinated this year's budget process), Borough Controller Brandi Harbaugh, and Finance Department Administrative Assistant Barbara Nelson. All have put in long hours preparing this document.

We look forward to working with the borough assembly, the borough business community and all residents of the borough in making the Kenai Peninsula a great place to live, work, visit and conduct business.

Respectfully submitted,



Mike Navarre
Borough Mayor

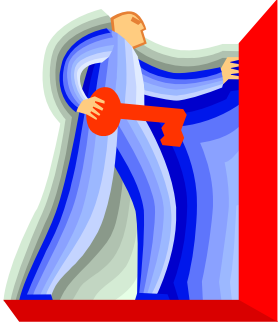


Craig C. Chapman, CPA
Director of Finance

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Kenai Peninsula Borough FY2018 Budget

User Guide



This user guide is a tool to guide you through the budget document. It provides some basic information about the area and its government structure. It explains the formatting of individual departmental budget sections, and the process of creating and adopting the Borough's primary planning and policy tool - the annual budget.

The user guide has been developed to answer some of the more commonly asked questions regarding the Kenai Peninsula Borough's budget and other topics.

- Under what type of government structure does the Borough operate?
- What are the Borough's areas of responsibilities or powers?
- How does the Borough and School District interrelate?
- When is the budget prepared, and how does the budget cycle operate?
- What is the Borough's basis of budgeting?
- How is the budget data organized?

Brief Introduction to the Borough

The Kenai Peninsula Borough was incorporated in 1964 as a second-class borough. It occupies a geographic area of approximately 25,600 miles and is located in the south central part of the state of Alaska. Per the State of Alaska, Department of Commerce, Community and Economic Development, the borough's population for July 2016 was 58,060.

Structure

The Borough operates under an assembly-mayor form of government. Policy-making and legislative authority are vested in a governing assembly consisting of nine members. The assembly is responsible, among other things, for passing ordinances, adopting the budget, and appointing committees. The mayor is the Borough's executive officer and is responsible for carrying out the policies and ordinances of the Borough, for overseeing the day-to-day operations of the government, and for appointing the heads of the various departments. The assembly and mayor are elected on a non-partisan basis. Assembly members serve three-year staggered terms, with 3 members elected each year and are elected by district. The mayor is elected at large and serves a three-year term.

Powers/Areas of Responsibilities

State of Alaska law mandates that second-class boroughs provide certain services on an areawide basis to all taxpayers. Initially, the Borough exercised three mandatory powers; assessment and tax collection, schools, and zoning. All other services must be approved by a majority of voters who are to receive the services. This gives taxpayers control over the type and level of services they receive and pay for.

Currently, the Borough has the following powers: (see page 22 for more detail)

- Areawide powers: assessment and collection of property taxes and sales tax collection for the Borough and cities within the Borough, planning, solid waste disposal, education, post secondary education, 911 emergency communications, emergency management and general administrative services.

- Non-areawide services provided by the Borough include fire protection, hospital services, emergency medical and ambulance services, recreation, senior citizen funding, road maintenance, economic development, tourism promotion, and special assessment authority for utility extensions and road improvement districts.
- The Borough also has non-areawide powers of port and harbor that are authorized but not exercised.

School District

The Kenai Peninsula Borough School District is a component unit of the Borough. The School District has its own elected board which is responsible for setting policy and expenditure appropriations. More information regarding the School District is available at their website, www.kpbsd.k12.ak.us or can be obtained from them at 148 North Binkley St., Soldotna, AK 99669.

The Borough does assume various funding responsibility for the School District. State of Alaska statutes require the Borough to contribute to the School District a minimum contribution in an amount equal to 2.65 mills of the full and true assessed value of property. The State has also established a maximum contribution, which is equal to the minimum contribution plus 23% of basic need. Basic need is defined as total of the adjusted average daily membership times the base student allocation. For FY2018, the Borough's proposed contribution is \$49,738,432; the cap amount is \$51,282,194. The Borough's sales tax revenue is estimated to fund \$29,979,123 of that amount; the balance or \$19,759,309 will come from other sources including property taxes and interest earnings.

The Borough is also responsible for the construction and capital improvement of all facilities used by the School District as well as the issuance and repayment of school construction debt.

Total funding for borough schools for FY2018 is \$54,625,380, an amount equal to 67.75% of the Borough's General Fund budget.

Basis of Accounting & Budgeting

The basis of budgeting is explained here to assist readers of the budget document, and to provide a bridge between the budget presentation in this document and the accounting presentation in the Comprehensive Annual Financial Report (CAFR).

The Borough's governmental funds consist of the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds. Governmental fund budgets are developed using the modified accrual basis of accounting. Under this basis, revenues are estimated for the fiscal year if they are susceptible to accrual, e.g. amounts can be determined and will be collected within the current period. Principal and interest on general long-term debt are budgeted as expenditures when due, whereas other expenditures are budgeted for liabilities expected to be incurred during the current period.

The Borough's budgets are prepared and adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) for all governmental funds and proprietary funds except capital project funds, which are adopted on a project length basis and the Solid Waste Special Revenue Fund, which is prepared on a budgetary basis. The Borough utilizes encumbrance accounting for its governmental fund types under which purchase orders, contracts and other commitments are recorded in order to set budget aside for that specific use. Encumbrances lapse and are automatically reappropriated and reencumbered as part of the subsequent year's budget. Encumbrances are recognition of commitments that will subsequently become expenditures when the goods or services are received.

The Proprietary Funds (Internal Service) budgets use a different budgetary basis from their accounting basis. Proprietary Funds use the accrual basis of accounting; however, their budgets more closely follow the modified accrual method used for governmental funds. For example, the proprietary fund budgets include capital outlay amounts for the initial purchase of fixed assets, but do not include budget amounts for depreciation of those fixed assets. For the CAFR, capital outlays are not recognized but depreciation is.

Budget Process

The annual budget, which includes both operating and capital budgets, is the mechanism through which the Borough Assembly establishes the appropriations for the Borough. Ordinance 2017-19, a copy of which is included on pages 30 - 33, authorizes spending for the operating and capital budgets indicated in this document. The appropriations are by the fund level for operating funds and at the project level for capital funds.

The budget process begins in January with a meeting of all department heads and service area representatives. The Mayor makes a presentation on the financial condition of the Borough and a projection for the coming year, considering the economy and the legislature. The Mayor outlines his general budget policies and goals at this time, and budget preparation packets are distributed to the departments.

Throughout the remainder of January and February, the Finance Director, Controller, or Financial Planning Manager attends the various service areas budget workshop meetings and present related information. Completed department and capital budget requests are then submitted to the finance department in late February or early March. After draft budgets are prepared, budget review meetings are held with the Mayor, the Finance Director, and the appropriate department head or service area representatives. A proposed budget is then prepared and submitted to the assembly in May.

The ordinance setting the level of appropriation for the fiscal year is introduced at the first Assembly meeting in May; the resolution setting the mill rates for the General Fund and the Service Areas is presented at the first meeting in June. After holding public work sessions, the Borough Assembly approves the budgets and set the tax rates for the General Fund and Service Areas prior to June 15th.

Mill Levy

A resolution setting the mill rates is submitted to the assembly at the first Assembly meeting in June for approval as mill rates must be established prior to June 15th in accordance with Alaska Statutes. The Borough voters have approved a tax cap of 8.0 mills not including the amount needed for debt service or to meet an emergency threatening public peace, health or safety. The maximum mill rate calculation for FY2018 is 8.27 mills. The mill rate proposed for FY2018 is 4.50 mills.

Amending the Budget

After the budget has been established, the Assembly may transfer appropriations between major classifications or departments by resolution; however, transfer of appropriations between funds must be done by ordinance. The Borough Mayor has the authority to transfer amounts within a department. Supplemental appropriations, except emergency appropriations, may be made by ordinance only after public hearings and Assembly approval has taken place. Emergency appropriations may be done by Assembly ordinance without a public hearing, but are only effective for 60 days. Extensions of such appropriations must go through the public hearing process.

Budget Presentation and Fund Structure

The budget document is divided into various sections: Introduction, Overview, Individual Fund detail, and the Appendix.

- The introduction section includes the table of contents, the transmittal letter, a user guide, major financial policies, the budget calendar, an organizational chart, Kenai Peninsula Borough departmental staff chart, and the appropriating ordinance.
- The overview section includes data on the Borough as a whole.
- The Fund section includes individual budgets for the General Fund, the Special Revenue Funds, Capital Project Funds, Debt Service Funds, and Internal Service Funds. The Special Revenue Funds include Service Area Funds and other special revenue funds that are established when there are legal requirements restricting specific revenue sources to expenditures for specific purposes, which are not appropriately budgeted elsewhere.

- Operating budgets for the General Fund, Service Area Funds, Debt Service Funds, and Internal Service Funds present detailed expenditure plans. These plans contain a mission/program description, major long term issues and concerns, current year objectives, and previous year accomplishments and performance measures. Expenditure detail is provided for each division and in summary for each department. All detail pages contain historical data for the current year budget and two prior fiscal years.
- Capital Project budgets include detailed expenditure plans that include general objectives, a description of the current year projects that have been authorized including a brief description of the impact on future operating budgets, and a five-year plan of expenditures.
- The appendix section includes data on salary schedules, full-time equivalent employees, a glossary of terms and acronyms, various analytical data, and a schedule of fees.

Powers of the Kenai Peninsula Borough

The Assembly of the Kenai Peninsula Borough has provided the funding for the services and programs it has determined to be a priority in this budget. The left hand column (title Power) provides the legal authority for the governing body to exercise its appropriation and prioritization authority. The right hand column (titled Department), are the departments where the appropriation amount and the expenditure authority can be found that reflect the governing body's priorities.

Power	Date of Acquisition	Statutory Reference	Method of Acquisition	Department(s)
<u>Mandatory Areawide Powers</u>				
Public Schools	01/01/1964	AS 29.35.160	Mandated	Education
Assessment & Collection of Taxes	01/01/1964	AS Ch. 29.45	Mandated	Assessing/Finance
Planning, Platting, Land Use	01/01/1964	AS Ch. 29.40	Mandated	Planning
<u>Acquired Areawide Powers</u>				
Solid Waste	05/21/1974	AS 29.35.050	Ordinance	Solid Waste
Postsecondary Funding	10/02/1990	KPB 5.24.010	Election	Non-departmental
Senior Citizen Funding	10/01/1985	KPB 5.22.010	Election	Non-departmental
E911 Call taking	06/30/1985	AS 29.35.130 KPB Ord. 84-75	Ordinance	Emergency Services
Transportation	09/26/2000	AS 29.35.210(b)(1) KPB 13.10	Ordinance	Non-departmental
<u>Acquired Service Area Powers</u>				
Emergency Services	Various	AS 29.35.450	Election	Emergency Services
Road Maintenance, Improvement & Construction	10/06/1981, 10/08/1985 & 10/10/2000	AS.29.35.490 KPB 16.41	Election	Roads
Special Assessment Districts for Road Improvements	06/03/1997	AS 29.46.010 KPB 14.31	Ordinance	Assessing/Roads
Hospital	04/08/1969	AS 29.35.450 KPB 16.08 &16.24	Election	Hospital Service Areas
Recreation	07/30/1974 & 10/11/2011	AS 29.35.450 KPB 16.16 & 16.55	Election	Recreation
Senior Citizen Services	10/05/1993	AS 29.35.450	Election	Nikiski Senior Service Area
Flood Protection, Planning & Mitigation	10/14/2003	AS 29.35.450 KPB 16.50	Election	Emergency Services
<u>Acquired Non-Areawide Powers</u>				
Tourism Promotion	05/15/1990	AS 29.35.210(8) KPB 19.10	Ordinance	Non-departmental
Port & Harbor	10/13/1981	AS 29.35.220(c) KPB Res. 81-128	Election	Non-departmental
Special Assessment Districts to Finance Certain Public Utility Services	04/07/1992	AS Ch. 29.46 KPB 5.35	Election & Ordinance	Assessing/Finance
Rural Development Fund Program	12/11/1990	AS 29.35.210(a)(8) KPB 19.20	Ordinance	Mayor's Office
Economic Development	02/04/1997	AS 29.35.210(a)(8) KPB 19.30	Ordinance	Mayor's Office

Fund Structure

The accounts of the Borough are organized on the basis of funds and account groups, each of which is considered a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped in this report into six generic fund types and three broad fund categories as follows:

GOVERNMENTAL FUNDS

General Fund (100): The General Fund is the general operating fund of the Borough. This fund accounts for all transactions not recorded in other funds and receives financial support from such sources as general property taxes, sales taxes, fees and intergovernmental revenues. Expenditures are authorized in the general budget and include such areas as administration, assessing, emergency management, river center, senior citizen funding, and planning and zoning.

Special Revenue Funds (200-299, 600-601): Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. State grants, education, fire and emergency medical service areas, a road service area, two road improvement funds, two recreation service area funds, the Land Trust Fund, the School Fund, the Nikiski Senior Service Area Fund, the 911 Communication Fund, the Central Kenai Peninsula Hospital Service Area, and the South Kenai Peninsula Hospital Service Area are included in the special revenue funds.

Debt Service Funds (300-399): The debt service funds are used to account for the payment of principal and interest on general obligation debt incurred to finance construction. Each bond issue is accounted for in a separate fund, but these separate funds are included in the budget document as one fund since the appropriation is for the single purpose of debt service on general obligation bonds.

Capital Projects Funds (400-499): Capital projects funds account for financial resources used for the acquisition or construction of capital projects.

PROPRIETARY FUNDS

Internal Service Funds (700-799): The Borough's internal service funds (Insurance and Litigation Fund, Health Insurance Reserve Fund and the Equipment Replacement Fund) are used to account for the financing of goods and services provided to other departments of the Borough. The Insurance and Litigation fund provides the insurance requirements of the Borough and is financed through interfund charges. The Equipment Replacement Fund is used to finance the major purchases of user departments. The departments are charged an annual fee over the expected life of the vehicle or piece of equipment. This manner of financing major purchases eliminate the substantial impact such purchases would otherwise have on annual operating budgets.

FIDUCIARY FUNDS

Agency Funds (800-899): The Borough maintains two Agency Funds. One of the funds, the Tax Agency Fund, is used to account for resources received by the Borough as an agent for other governmental units. The Borough is responsible for the collection and disbursement of taxes levied by the cities located within the Borough. These cash receipts and disbursements are recorded in the Tax Fund. The second agency fund, Special Assessment Agency Fund, was established to account for monies collected from property owners by the Borough for the construction of natural gas pipeline distribution systems and road improvements, which benefits these property owners.

FUNDS OMITTED FROM THE BUDGET

Funds that are included in our audited financial statements but not included in this budget document are the Fiduciary Funds, the Environmental Protection Program Fund, the Disaster Relief Fund, and the Miscellaneous Grants Fund as they are budgeted on a project length basis and funding is usually dependent on outside agencies or events.

Financial Policies

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

Overall Goals

The overall financial goals underlying these policies are:

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

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

1. Operating Budget Policies

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

- The Borough's goal is to pay for all recurring expenditures with recurring revenues and to use non-recurring revenues for non-recurring expenditures.
- It is important that a positive undesignated fund balance and a positive cash balance be shown in all governmental funds at the end of each fiscal year.
- When deficits appear to be forthcoming within a fiscal year, spending during the fiscal year must be reduced sufficiently to create a positive undesignated fund balance and a positive cash balance.
- The budget must be structured so that the Assembly and the general public can readily establish the relationship between expenditures and the achievement of service objectives.
- The individual department budget submissions must be prepared with the basic assumption that the Assembly will always attempt to maintain the current tax rates.
- The budget will provide for adequate maintenance of capital plant and equipment and for its orderly replacement.
- The Borough will develop and annually update a long-range (three to five years) financial forecasting system, which will include projections of revenues, expenditures, and future costs and financing of capital improvements that are included in the capital budget.
- A balanced budget is defined as revenues, including the use of fund balance as a revenue source, equaling expenditures as long as fund balance remains within fund balance policy limits.

2. Debt Policies

- The Borough will not fund current operations from the proceeds of borrowed funds.
- The Borough will consider short-term borrowing or lease/purchase contracts for financing major operating capital equipment when the Finance Director, along with the Borough's Financial Advisor, determines that this is in the Borough's best financial interest. Lease/purchase decisions should have the concurrence of the appropriate operating Manager.
- When the Borough finances capital projects by issuing bonds, it will repay the debt within a period not to exceed the expected useful life of the project.
- The Borough will maintain good communication about its financial condition with bond and credit institutions.
- The Borough will follow a policy of full disclosure in every annual financial statement and bond official statement.
- The Borough will avoid borrowing on tax anticipation and maintain an adequate fund balance.
- The Borough will endeavor to maintain a minimum bond rating for all debt issues of A or better by Moody's and Standard & Poor's rating agencies. Credit enhancements will be used to achieve higher ratings when there is an economic benefit.
- The Borough does not have a debt limit.

3. Revenue Policies

- The Borough will try to maintain a diversified and stable revenue structure to shelter it from short-run fluctuations in any one-revenue source.
- The Borough will attempt to maintain a diversified and stable economic base by supporting policies that promote tourism, agriculture, commercial, and industrial employment.
- The Borough will estimate its annual revenues by an objective, analytical process.
- The Borough, where possible and reasonable, will institute user fees and charges for specialized programs and services. Rates will be established to recover operational, as well as capital or debt service costs.
- The Borough will regularly review user fee charges and related expenditures to determine if pre-established recovery goals are being met.
- The Borough should routinely identify governmental aid funding possibilities. However, before applying for and accepting intergovernmental aid, the Borough will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary increment.

4. Investment Policies

- The Borough will maintain an investment policy based on the Government Finance Officers Association (GFOA) model investment policy.
- The Borough will conduct an analysis of cash flow needs on an ongoing basis. Disbursements, collections, and deposits of all funds will be scheduled to ensure maximum cash availability and investment potential.

- The Borough will invest public funds in a manner that will best meet the objective specified in Chapter 5.10.010 of the Borough code of Ordinances. The relative order of importance are as follows; safety of principal, maintaining sufficient liquidity to meet the borough's cash flow requirements, and achieving a reasonable market rate of return.

5. Accounting, Auditing and Reporting Policies

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

6. Capital Budget Policies

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

7. Fund Balance Policy

- The Borough will maintain the fund balances and retained earnings of the various Borough operating funds at levels sufficient to maintain the borough's creditworthiness, liquidity needs, and to provide financial resources for unforeseeable emergencies.
- The Borough will not approve an appropriation from the general fund that would cause the unrestricted general fund balance to be less than the minimum unrestricted fund balance, except in an emergency expenditure or a major capital purchase.

FY2018 Budget Calendar

October 2016						
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October 2016

19 Send departments/service areas the forms to request staffing changes for the new fiscal year.

November 2016

10 Send notice of kickoff meeting.
 10-25 Schedule budget informational meetings with Service Area boards for January meeting.
 10-21 Load current year budget information into budget excel spreadsheets and update personnel information into budgeting system and worksheets.
 21-23 Send budget calendars, preliminary personnel budgets, and budget forms to all Departments and Service Areas.

December 2016

01 Meet with the Mayor regarding budget guidelines.
 01 Due date for staffing change from departments/service areas.
 07-15 Begin scheduling budget review meetings with Mayor & administrators.
 17 Update budget preparation instructions, guidelines and forms to be used in submitting budget requests.

January 2017

04 Get preliminary assessed value estimates from Assessor.
 05 Budget kickoff meeting: Mayor/Department Heads/Service Area Administrators.
 03-13 Internal budget development process begins
 05 Send Mayor's budget guidelines memo and Finance's budget preparation information memo to all department heads and administrators.
 10-24 Finance Director/Controller/Planning Manager meet with Service Area Boards to provide results of operation of prior year activity, fund balance information and to discuss their 10-year CIP needs and projections.
 23 Provide preliminary insurance costs to departments and Service Areas.
 27 Equipment replacement payment information provided to departments.
 30 Department budgets submitted to Finance, including department function page (mission, program description, major long term issues and concerns, current year accomplishments, new initiatives, and performance measures) and inventory of rolling stock, travel requests, budget detail, and capital project requests.

February 2017

01-14 Review department budget requests. Prepare packets for meetings with the Mayor and his administrative staff.
 01-28 Update other budget document information – revenue sources, chart of accounts, personnel charts, financial policies, etc.
 15-17 Begin department budget review meetings with Mayor & administrators.

March 2017

01 Real Property assessment notices mailed.
 02 Request proposed fee changes from departments/service areas.
 03 Service Area Board approved budget requests submitted to Finance.
 05-20 Review Service Area budget requests and get packets ready for preliminary budget review meeting with the Mayor and his administrative Staff.
 15 Senior Citizens grant applications due.
 22 Obtain current projected revenue information from outside sources.
 22-23 Service Area Budget review meetings with Mayor and administrators.

April 2017

01-21 Prepare preliminary budget document for printing and update minimum/maximum fund balance ranges for all funds.
 12-19 Review draft of preliminary budget document.
 17 FY2018 Appropriating Ordinance to assembly packet.
 17 Resolution setting school local effort amount to Assembly packet
 18 Service area budget presentations to the Assembly begin.
 20 Preliminary budget completed and to the printer.
 25 Mayor's proposed budget documents presented to the Assembly.

May 2017

01-02 Department/Service Area budget presentations to the Assembly.
 02 Introduce appropriating budget ordinance.
 01-05 Budget input in financial system by departments/service areas.
 05-12 Complete input of budget into budgeting system.
 22 Resolution setting the mill levy to the Assembly packet.

June 2017

01 Assessor certifies final assessment roll
 06 Public hearing and final adoption of budgets and setting of mill rates.
 07-23 Update budget document to reflect final adopted budget.
 22 Roll FY2018 budget into financial system
 25 Finalize budget document for publication.
 30 Distribute published budget document.

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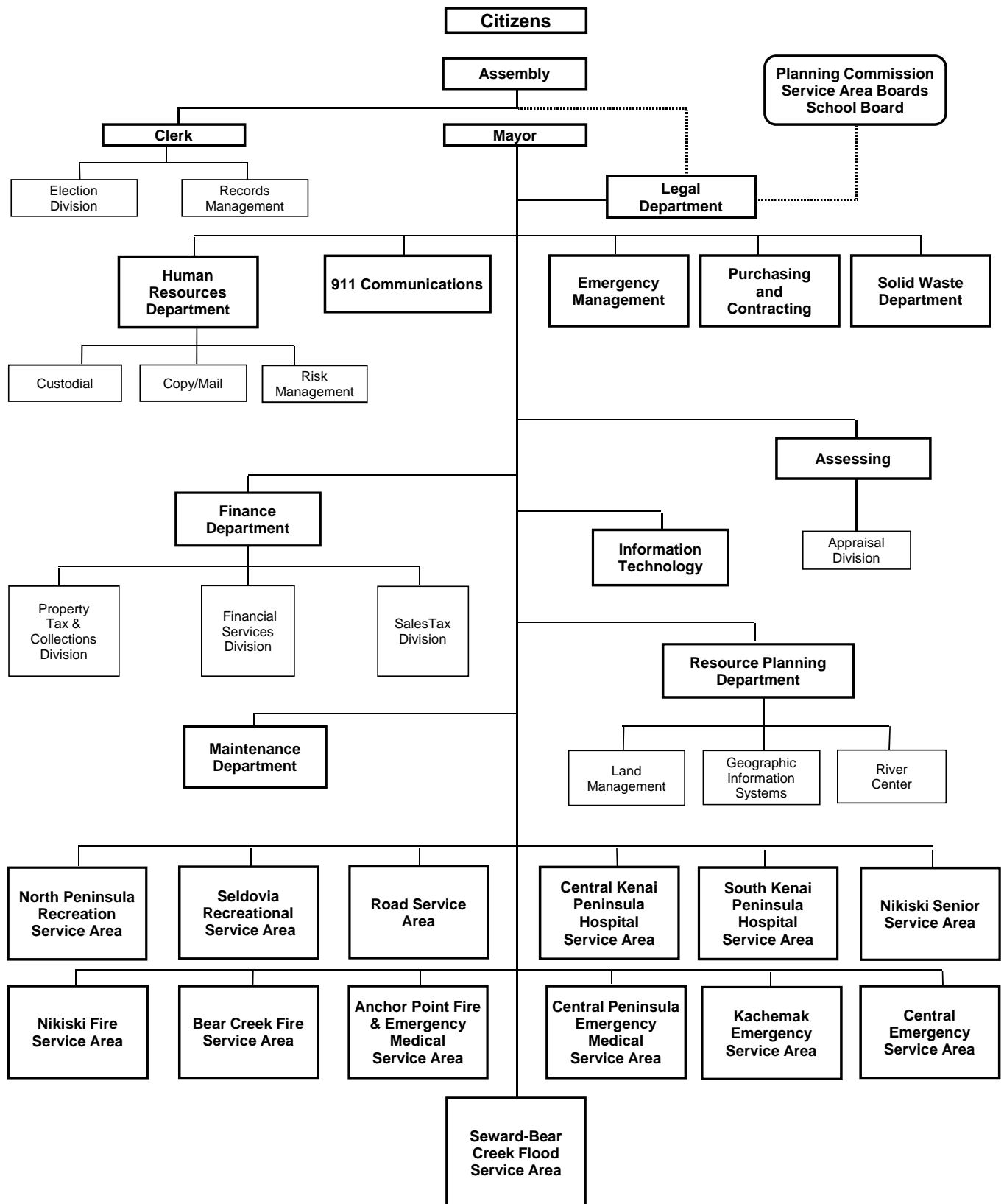
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March 2017						
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Kenai Peninsula Borough Organizational Chart



Kenai Peninsula Borough Staff

Mike Navarre
Mayor

Larry Persily
Chief of Staff

Angela Ramponi
Special Assistant to Mayor

Borough Departments

Johni Blankenship
Borough Clerk

Colette Thompson
Borough Attorney

Stormy Brown
Director of
Human Resources

Craig C. Chapman
Director of
Finance

Tom Anderson
Borough Assessor

Valentina Sustaita
Purchasing and
Contracting Director

Max Best
Director of
Planning

Ben Hanson
Director of
Information Technology

Jack Maryott
Director of
Solid Waste

Scott Griebel
Director of
Maintenance

Scott Walden
Director of
Emergency Management

Tammy Goggia
911 Operations Manager

Borough Service Areas

James Baisden
Fire Chief
Nikiski Fire
Service Area

Connie Bacon
Fire Chief
Bear Creek Fire
Service Area

Alford Terry
Fire Chief
Anchor Point Fire &
Emergency Medical
Service Area

Roy Browning
Fire Chief
Central Emergency
Service Area

Robert Cicciarella
Fire Chief
Kachemak Emergency
Service Area

Mark Janes
Board Chair
Seldovia Recreational
Service Area

Rachel Parra
Recreation Director
North Peninsula Recreation
Service Area

Jim Chambers
Board Chair
Central Emergency
Medical Service Area

Pat Malone
Roads Director
Road Service
Area

Bill Williamson
Board Chair
Seward Bear Creek
Flood Service Area

Borough Assembly
Central Kenai
Peninsula Hospital
Service Area

Keri-Ann Baker
Board Chair
South Kenai
Peninsula Hospital
Service Area

Leigh Hagstrom-
Sanger
Board Chair
Nikiski Senior
Service Area

Introduced by:	Mayor
Date:	05/02/17
Hearings:	05/16/17 & 06/06/17
Action:	Introduced and Set for Public Hearing
Vote:	9 Yes, 0 No, 0 Absent
Date:	05/16/17
Action:	Postponed as amended to 06/06/17
Date:	06/06/17
Action:	Enacted as Amended
Vote:	8 Yes, 1 No, 0 Absent

**KENAI PENINSULA BOROUGH
ORDINANCE 2017-19**

AN ORDINANCE APPROPRIATING FUNDS FOR FISCAL YEAR 2018

WHEREAS, Alaska Statute 29.35.100 and KPB 05.04.020 require that the Mayor present a budget proposal to the Assembly for the next fiscal year during or prior to the eighth week preceding the first day of the fiscal year; and

WHEREAS, the Assembly is empowered with making appropriations for the General Fund, the Special Revenue Funds, the Debt Service Funds, the Capital Projects Funds, the Enterprise Funds, the Internal Service Funds of the Borough and setting the fee schedule;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That \$81,849,051 is appropriated in the General Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018 as follows:

General Government Operations	\$18,147,954
Transfer to School District for Operations and In-kind Services	49,738,432
Transfer to School Debt Service	3,811,948
Transfer to Special Revenue Funds:	
Solid Waste	7,548,932
Post-Secondary Education	823,804
911 Communications Fund	650,000
Nikiski Senior Service Area	52,981
Transfer to Capital Projects Funds:	
School Revenue	1,075,000

SECTION 2. The following is appropriated to the School Fund from local sources for operations purposes and in-kind services:

A. Local Effort	\$ 38,883,797
B. Maintenance	7,967,751
C. School District Utilities	89,900
D. School District Insurance	2,613,921
E. School District Audit	65,000
F. Custodial Services	<u>118,063</u>
Total Local Contribution per AS 14.17.410	<u>\$ 49,738,432</u>

SECTION 3. Disbursements from Section 2 item (A) shall be made monthly, and only as needed to supplement other revenues available and received by the school district to fund the operations portion of the school district budget. Any available balance remaining at the end of the fiscal year shall then be disbursed to the school district, provided that the total amount disbursed shall not exceed the amount allowed under AS 14.17.410 as determined after actual enrollment numbers are known.

SECTION 4. That the appropriations for the Special Revenue Funds for the fiscal year beginning July 1, 2017 and ending June 30, 2018 are as follows:

Nikiski Fire Service Area	\$7,710,593
Bear Creek Fire Service Area	575,001
Anchor Point Fire and Emergency Medical Service Area	1,179,710
Central Emergency Service Area	8,894,663
Central Peninsula Emergency Medical Service Area	6,704
Kachemak Emergency Service Area	1,067,783
Seward Bear Creek Flood Service Area	345,306
911 Communications	2,454,064
Kenai Peninsula Borough Road Service Area	8,346,911
Engineer's Estimate Fund	12,000
North Peninsula Recreation Service Area	2,217,134
Seldovia Recreational Service Area	61,767
Post-Secondary Education	823,804
Land Trust	893,663
Nikiski Senior Service Area	387,145
Solid Waste	8,639,669
Central Kenai Peninsula Hospital Service Area	7,657,508
South Kenai Peninsula Hospital Service Area	4,247,708

SECTION 5. That \$3,811,948 is appropriated in the School Debt Service Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

SECTION 6. That \$44,014 is appropriated in the Kachemak Emergency Service Area Debt Service Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

SECTION 7. That \$445,088 is appropriated in the Central Emergency Services Debt Service Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

SECTION 8. That \$93,820 is appropriated in the Bear Creek Fire Service Area Debt Service Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

SECTION 9. That \$7,411,582 is appropriated in the Central Kenai Peninsula Hospital Service Area Debt Service Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

SECTION 10. That \$2,243,265 is appropriated in the South Kenai Peninsula Hospital Service Area Debt Service Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

SECTION 11. That \$1,075,871 is appropriated in the Solid Waste Service Area Debt Service Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

SECTION 12. That appropriations for the Capital Projects Funds for the fiscal year beginning July 1, 2017 and ending June 30, 2018 are as follows:

School Revenue	\$1,075,000
General Government	100,000
Solid Waste	350,000
Service Areas:	
Nikiski Fire	355,000
Anchor Point Fire & EMS	150,000
Central Emergency Services	770,000
North Peninsula Recreation	425,000
South Kenai Peninsula Hospital	1,848,283

SECTION 13. That appropriations for the Internal Service Funds for the fiscal year beginning July 1, 2017 and ending June 30, 2018 are as follows:

Insurance and Litigation	\$4,134,276
Health Insurance Reserve	7,551,666
Equipment Replacement	650,000


SECTION 14. That the FY2018 budget of the Kenai Peninsula Borough, as submitted to the Assembly on May 2, 2017, is incorporated as a part of this ordinance to establish the appropriations assigned to the various departments and accounts and the positions authorized therein.

SECTION 15. That funds reserved for outstanding encumbrances as of June 30, 2017 are reappropriated for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

SECTION 16. That the fee schedule presented in the budget document is approved.

SECTION 17. That this ordinance takes effect at 12:01 a.m. on July 1, 2017.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF JUNE, 2017.

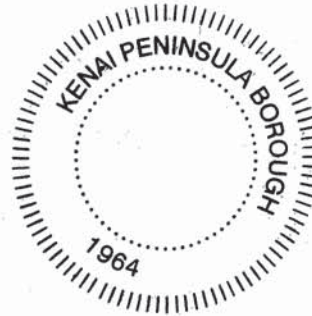


Kelly Cooper, Assembly President

ATTEST:



Johni Blankenship, MMC, Borough Clerk



05/16/17 Vote on motion to postpone as amended to 06/06/17:

Yes: Bagley, Carpenter, Dunne, Fischer, Hibbert, Ogle, Schaefer, Welles, Cooper

No: None

Absent: None

06/06/17 Vote on motion to enact as amended:

Yes: Bagley, Carpenter, Dunne, Fischer, Hibbert, Ogle, Schaefer, Cooper

No: Welles

Absent: None



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Kenai Peninsula Borough
Alaska**

For the Fiscal Year Beginning

July 1, 2016

A handwritten signature in cursive script, reading "Jeffrey R. Emer".

Executive Director

DISTINGUISHED BUDGET PRESENTATION AWARD

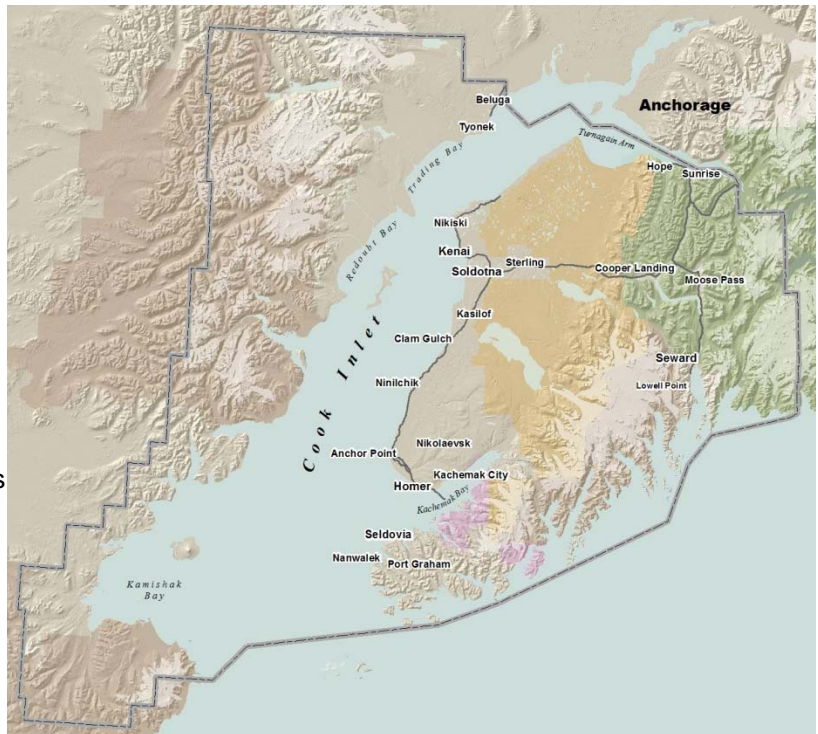
The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Kenai Peninsula Borough, Alaska, for its annual budget for the fiscal year beginning July 1, 2016.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Kenai Peninsula Borough

Date of Incorporation	January 1, 1964
Authority for Incorporation	State of Alaska Borough Act of 1961
Form of Government	Second class borough, elected mayor and 9-member assembly
Areawide Powers	Tax assessment and collection, education, planning and zoning, solid waste disposal, 911 emergency communications, emergency management, senior citizen grant funding, postsecondary education funding, general administrative services
Service Area Powers	Hospital, fire protection, emergency medical and ambulance services, recreation, senior citizen, and road maintenance and construction
Non-Areawide Powers	Ports and harbors, tourism promotion, and special assessment authority for utility line extensions
Area	25,600 square miles
Population	58,060
Emergency Services	15 fire stations 2 hospitals
Roads	645 miles maintained
Education	43 schools in operation
Solid Waste Disposal	8 landfills 2 recycling baling facilities 5 transfer facilities 8 drop box transfer sites



Overview

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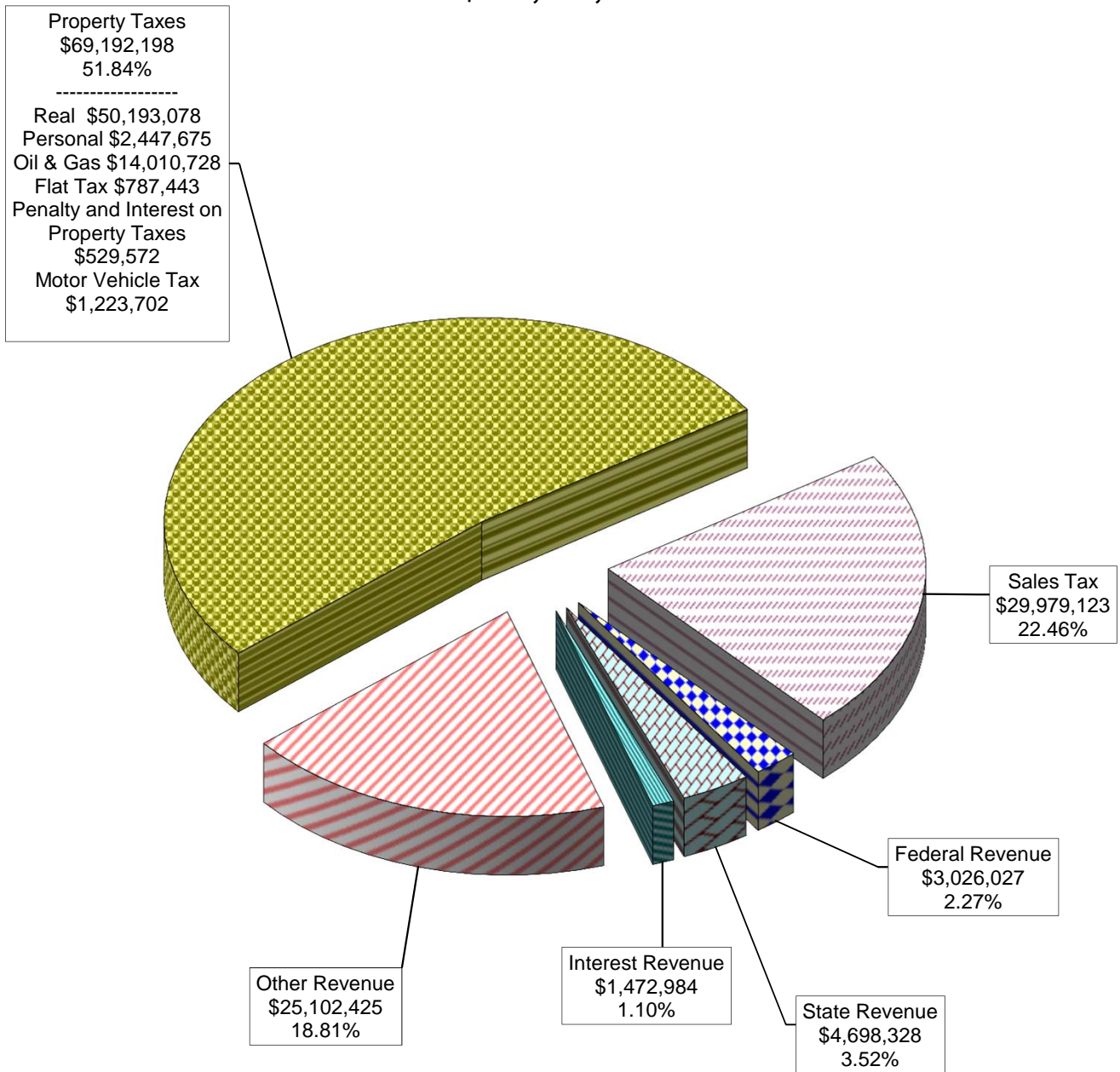
**Combined Revenues and Appropriations
All Fund Types
Fiscal Year 2018**

	General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Internal Service Fund	Total (Memorandum Only)	FY2017 Projected Total All Fund Types	FY2016 Actual Total All Fund Types
Revenues:								
Property Taxes:								
Real	\$ 28,525,451	\$ 21,667,627	\$ -	\$ -	\$ -	\$ 50,193,078	\$ 47,805,855	\$ 45,488,511
Personal	1,397,719	1,049,956	-	-	-	2,447,675	2,545,028	2,454,498
Oil & Gas (AS 43.56)	6,608,700	7,402,028	-	-	-	14,010,728	14,015,263	11,558,663
Penalty & Interest	463,041	66,531	-	-	-	529,572	542,810	518,391
Flat Tax	560,000	227,443	-	-	-	787,443	787,443	684,070
Motor Vehicle Tax	712,000	511,702	-	-	-	1,223,702	1,219,275	1,218,091
Total Property Taxes	38,266,911	30,925,287	-	-	-	69,192,198	66,915,674	61,922,224
Sales Tax	29,979,123	-	-	-	-	29,979,123	30,286,082	30,116,611
Federal Revenue	2,740,000	-	286,027	-	-	3,026,027	3,498,827	4,209,383
State Revenue	4,698,328	-	-	-	-	4,698,328	5,228,651	13,384,752
Interest Revenue	855,000	409,938	-	98,126	109,920	1,472,984	1,518,924	2,207,324
Other Revenue	250,000	12,260,515	-	666,464	11,925,446	25,102,425	25,024,640	24,536,943
Total Revenues	76,789,362	43,595,740	286,027	764,590	12,035,366	133,471,085	132,472,798	136,377,237
Other Financing Sources/Transfers	-	59,266,533	15,125,588	9,140,000	-	83,532,121	76,493,787	74,853,842
Total Revenue and Other Financing Sources	76,789,362	102,862,273	15,411,615	9,904,590	12,035,366	217,003,206	208,966,585	211,231,079
Appropriations:								
Expenditures/Expenses								
Personnel	14,529,597	24,308,618	-	-	571,855	39,410,070	39,307,590	37,429,479
Supplies	222,697	2,348,539	-	-	9,900	2,581,136	2,655,936	2,205,260
Services	4,304,726	19,594,860	-	-	11,753,887	35,653,473	35,847,223	31,766,331
Debt Service	-	-	15,411,615	-	-	15,411,615	14,190,430	13,630,543
Capital Outlay	75,565	732,861	-	3,739,268	300	4,547,994	4,248,689	16,164,300
Payment to School District	-	38,883,797	-	-	-	38,883,797	37,583,417	37,908,561
Interdepartmental Charges	(984,631)	(440,134)	-	1,334,015	-	(90,750)	78,399	(1,762,660)
Total Expenditures/Expenses	18,147,954	85,428,541	15,411,615	5,073,283	12,335,942	136,397,335	133,911,684	137,341,814
Other Financing Uses/Transfers	63,701,097	19,831,024	-	-	-	83,532,121	76,493,787	74,853,842
Total Appropriations and Other Financing Uses	81,849,051	105,259,565	15,411,615	5,073,283	12,335,942	219,929,456	210,405,471	212,195,656
Net Results From Operations	(5,059,689)	(2,397,292)	-	4,831,307	(300,576)	(2,926,250)	(1,438,886)	(964,577)
Projected Lapse	907,398	1,487,001	-	-	-	2,394,399	2,396,737	-
Change in Fund Balance/ Retained Earnings	(4,152,291)	(910,291)	-	4,831,307	(300,576)	(531,851)	957,851	(964,577)
Beginning Fund Balance/ Retained Earnings	22,472,793	28,863,826	-	12,999,574	10,140,546	74,476,739	73,518,888	74,483,465
Ending Fund Balance/ Retained Earnings	\$ 18,320,502	\$ 27,953,535	\$ -	\$ 17,830,881	\$ 9,839,970	\$ 73,944,888	\$ 74,476,739	\$ 73,518,888

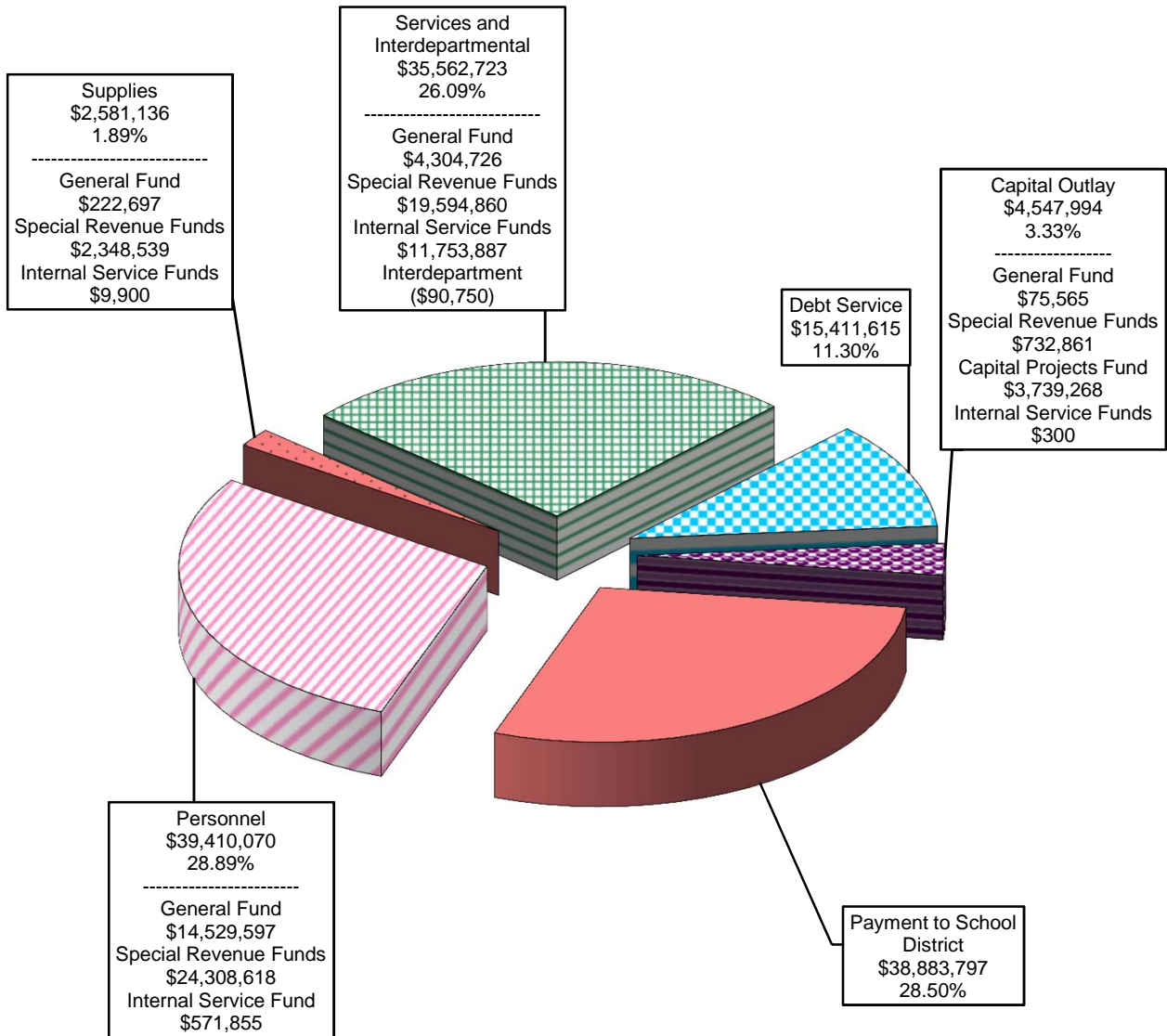
FY2018 Assembly Adopted Budget
Summary of Major Funds and Non-Major Funds in the Aggregate
Prior Year, Current Year and Adopted Budget

	<u>Major Fund</u>			<u>All Other Non-Major Funds - Aggregate</u>		
	<u>General Fund</u>					
	FY2016 Actual	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2016 Actual	FY2017 Forecast Budget	FY2018 Assembly Adopted
Revenues:						
Property Taxes:						
Real	\$ 25,809,011	\$ 27,061,929	\$ 28,525,451	\$ 19,679,500	\$ 20,791,889	\$ 21,667,627
Personal	1,372,333	1,475,555	1,397,719	1,082,165	1,119,404	1,049,956
Oil & Gas (AS 43.56)	5,510,364	6,603,089	6,608,700	6,048,299	7,412,174	7,402,028
Penalty and Interest	451,705	473,354	463,041	66,686	69,445	66,531
Flat Tax	462,966	560,000	560,000	221,104	228,376	227,443
Motor Vehicle Tax	711,148	712,000	712,000	506,943	504,730	511,702
Total Property Taxes	34,317,527	36,885,927	38,266,911	27,604,697	30,126,018	30,925,287
Sales Tax	30,116,611	29,536,082	29,979,123	-	-	-
Federal Revenue	3,861,218	3,201,100	2,740,000	348,165	27,410	286,027
State Revenue	6,110,398	4,506,852	4,698,328	7,274,354	4,506,852	-
Interest Revenue	967,412	950,000	855,000	1,239,912	563,562	617,984
Other Revenue	378,683	250,000	250,000	24,158,260	25,310,910	24,852,425
Total Revenues	75,751,849	75,329,961	76,789,362	60,625,388	60,534,752	56,681,723
Other Financing Sources:						
Transfers From Other Funds:	-	-	-	74,853,842	69,537,926	83,532,121
Total Other Financing Sources	-	-	-	74,853,842	69,537,926	83,532,121
Total Revenues and Other Financing Sources	75,751,849	75,329,961	76,789,362	135,479,230	130,072,678	140,213,844
Expenditures:						
Personnel	13,902,613	14,772,347	14,529,597	23,526,866	24,219,251	24,880,473
Supplies	176,712	253,960	222,697	2,028,548	2,591,701	2,358,439
Services	3,953,093	4,491,227	4,304,726	79,352,342	63,388,444	85,644,159
Capital Outlay	99,418	69,565	75,565	16,064,882	21,020,356	4,472,429
Interdepartmental Charges	(1,211,515)	(1,109,300)	(984,631)	(551,145)	(356,045)	893,881
Total Expenditures	16,920,321	18,477,799	18,147,954	120,421,493	110,863,707	118,249,381
Other Financing Uses:						
Operating Transfers Out	61,191,326	61,636,429	63,701,097	13,662,516	(24,016,179)	19,831,024
Total Other Financing Uses	61,191,326	61,636,429	63,701,097	13,662,516	(24,016,179)	19,831,024
Total Expenditures and Operating Transfers	78,111,647	80,114,228	81,849,051	134,084,009	86,847,528	138,080,405
Net Results From Operations	(2,359,798)	(4,784,267)	(5,059,689)	1,395,221	43,225,150	2,133,439
Projected Lapse	-	1,478,224	907,398	-	-	1,487,001
Change in Fund Balance	(2,359,798)	(3,306,043)	(4,152,291)	1,395,221	43,225,150	3,620,440
Beginning Fund Balance	28,138,634	25,778,836	22,472,793	46,344,831	47,740,052	57,202,432
Ending Fund Balance	\$ 25,778,836	\$ 22,472,793	\$ 18,320,502	\$ 47,740,052	\$ 57,202,432	\$ 60,822,872

Total Projected Government Revenues Sources - FY2018 \$133,471,085



Total Government Estimated Expenditures FY2018 - By Object \$136,397,335

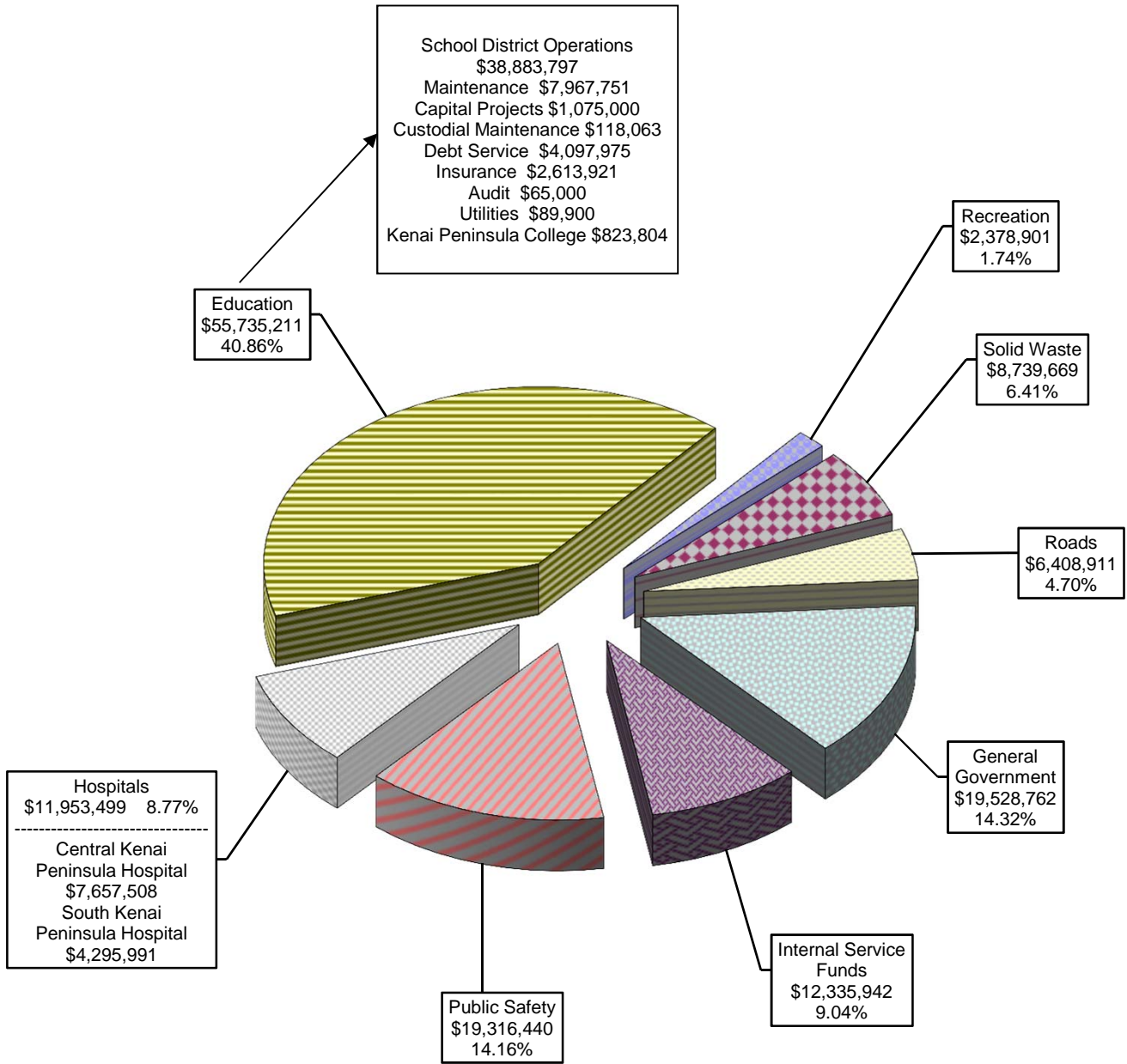


Note: The above graph reflects the following Interdepartmental Appropriations:

General Fund:	(\$ 984,631)
Special Revenue Funds:	(\$ 440,134)
Capital Project Funds:	<u>\$1,334,015</u>
Other Funds*	(\$ 90,750)

*Included in the interdepartmental charges are charges to other funds that are project length or grant funded and are not included in this budget document.

Total Government Estimated Expenditures FY2018 - By Function \$136,397,335



Major Revenue Sources

OVERVIEW

Revenue projections are based on 3 methods of determination. Those methods are 1) advice/information received from an expert or department head; 2) analysis of trends and economic forecasts; 3) estimates from the State of Alaska and the various Federal Government Agencies.

PROPERTY TAXES

Real, Personal and Oil Property Taxes: The Borough's authorization to levy a property tax is provided under Alaska State Statutes 29.45. Under this section, the State requires the assessor to assess property at full and true value as of January 1 each year. The full and true value is the estimated price that the property would bring in an open market between a willing seller and a willing buyer. The total estimated taxable assessed value for the Borough for FY2018 is \$8,124,532,000.

The rate of levy is to be fixed by resolution, determined annually before June 15, per AS 29.45.240.

The State of Alaska also requires a number of property exemptions that municipalities must exempt when taxing property (AS 29.45.030). Two of the most significant exemptions in terms of dollars are the Senior Citizen and ANSCA native exemptions. In FY2018 (not including governmental property that has been exempted), these exemptions represent approximately \$6.6 million in property tax not collected in the General Fund, borough wide the estimated amount is \$11.8 million. In addition, the Borough has granted optional exemptions. In FY2018, these optional exemptions represent approximately \$4.5 million in property tax not collected for the General Fund; borough wide the estimated amount is \$8.1 million. See page 45 for the estimated exemption amount for the Borough's General Fund.

Penalty and Interest on Taxes Receivable: A.S. Title 29.45.250 and Kenai Peninsula Borough Code of Ordinances 05.12.080 outline the deadlines for payment and the rates of penalty and interest for late or nonpayment of taxes. Each service area of the Borough earns the interest on delinquent payments due its service area; however, the General Fund retains all penalties to offset costs involved with collections.

Motor Vehicle Tax: A.S. Title 28.10.431 and Kenai Peninsula Borough Code of Ordinances 05.12.245 authorizes the State of Alaska to collect personal property tax on registered motor vehicles based on a schedule outlined within A.S. 28.10.431, or an amount imposed by the municipality through passage of an ordinance. The tax is collected at the time of vehicle registration by the Department of Public Safety Motor Vehicle Division and remitted to the Borough monthly, less an administrative fee of 8%.

SALES TAX

A.S. Title 29.45.650 - 29.45.710 and Kenai Peninsula Borough Code of Ordinances 05.18.100 - 05.18.900 authorize the Borough and each of the five cities within the Borough to levy and collect sales tax on all retail sales, rents, and services made or rendered within the Borough based on the gross sales of the seller. The current Borough rate is 3% and is collected on sales, rentals and services made or rendered within the Borough, subject to the exemptions that have been provided by code. The sales tax shall be applied only to the first \$500 of each separate sale. During the October 7, 2008 municipal election, voters passed an initiative which exempts all sales of non-prepared food items from the Borough Sales Tax from September 1 to May 31 of each year. This initiative took effect January 1, 2009.

The Borough also collects sales tax on behalf of the cities within the Borough, which have various rates from 2% - 4.5%, and remits the tax that has been collected to them monthly.

Interest and penalty are assessed on delinquent sales taxes. The interest rate is set at 10% per annum, and penalty is assessed at 5% of the taxes due per month, up to a maximum of 10%.

FEDERAL REVENUES

Payment in Lieu of Taxes: A pro rata payment for federally-owned entitlement land is authorized by Chapter 69, 31 USC, Section 6902, based on the number of acres of federal lands within the Borough and the Borough population. However, the payment may not exceed a statutory limit. Funds received may be used for any governmental purpose. The estimated amount for FY2018 is \$2,600,000.

Civil Defense: A.S. Title 26.20.030 authorizes reciprocal aid agreements between the State of Alaska and other governments. In cooperation with the Federal government, the State and the Borough have established procedures to provide protection should a disaster occur. Reimbursement up to \$140,000 for operations is received from the Federal government through the Alaska Department of Military and Veterans Affairs.

National Forest Receipts: In accordance with 43 CFR 1881.1-2, funds flow from the Federal government through the State of Alaska to municipalities for in-lieu-of-taxes on national forest lands. Payments are allocated on the basis of a formula. Funds have not been included in the FY2018 budget pending funding of the program by Congress.

STATE REVENUES

School Debt Reimbursement: A.S. Title 14.11.100, State Aid for Retirement of School Construction Debt, outlines the procedure by which the Alaska Department of Education will reimburse the Borough for expenditures on school debt. For Borough bonds issued after April 30, 1993, the reimbursement rate is 70%. For FY2018 the Borough's entitlement for debt reimbursement is projected to be \$2,661,363.

Community Assistance Program (CAP) formerly called Community Revenue Sharing: During FY17 the State of Alaska legislature passed SB 210 which changed the Community Revenue Sharing Program to the Community Assistance Program. The FY2018 budget includes funding of \$1,081,965 for the CAP program, which is a decrease of \$944,811 from FY2017 amount received for Community Revenue Sharing. Funding of this programs past FY2018 is uncertain.

Fisheries Taxes: A.S. Title 43.75.015 refunds to local governments a portion of the taxes levied on the fishing industry. Fishery businesses are those which take, purchase or otherwise acquire a fishery resource. This revenue sharing is based on 50% of the amount of taxes collected in the Kenai Peninsula Borough outside cities and 25% of the taxes collected within the cities of the Borough; the Borough's projected share for FY2018 is \$750,000.

Electric and Telephone Cooperative: A.S. Title 10.25.570 refunds to the Borough the gross revenue

taxes collected from the electric and telephone cooperatives of the Borough for activities outside cities of the Borough, less an administrative fee for collection.

OTHER REVENUES

Other revenues include service charges and fees for foreclosure, recording fees, election judge services, data processing charges, plat filing fees, fire service training seminars, ambulance service fees, recreation program admissions, and land sales and leases. In the internal service funds, other revenue includes amounts received from other funds for insurance premiums and repayment for equipment purchases.

E911 service charges are authorized by the Alaska legislature as a surcharge on local telephone exchange lines for operation of the enhanced 911 system.

Solid waste disposal fees are those fees collected at each of the Borough landfill sites for certain commercial/business waste.

Miscellaneous revenues are those that may be nonrecurring receipts for cash received, and are generally insignificant amounts.

Interest is primarily interest on investments and land sales. Kenai Peninsula Borough Code of Ordinances 5.10.010 - 5.10.120 established the investment policies of the Borough; and through the use of pooled funds, the interest earned from those investments is allocated on an equity basis to special revenue funds, special revenue capital projects funds, enterprise funds, and internal service funds.

OTHER FINANCING SOURCES

Sale of Fixed Assets: This revenue is derived from the sale of fixed assets by sealed bid or at public auction.

Transfers from Other Funds: This source of funding includes interfund transfers for services provided by one fund to another fund and transfers from special revenue operating funds to capital projects and debt service funds. Major transfers from the General Fund include those made for school operations, debt service, solid waste operations, and capital improvements.

Total Taxable Valuation and Tax Rates
Taxable Assessed Valuation in \$1,000s

	Real	Personal	Oil	Total Taxable Valuation	Tax Rate (Mills)	Tax Revenues Penalties, Interest
Borough	\$ 6,338,989	\$ 316,943	\$ 1,468,600	\$ 8,124,532	4.50	\$ 37,554,911
Anchor Point Fire & Emergency Medical	216,595	26,814	152,547	395,956	2.75	1,094,496
Bear Creek Fire	160,738	1,034	2,823	164,595	3.25	537,518
Central Emergency Services	2,630,027	115,144	127,624	2,872,795	2.60	7,535,007
Central Peninsula Emergency Medical	4,859	928	-	5,787	1.00	6,618
Central Peninsula Hospital	4,082,146	190,316	1,217,101	5,489,563	0.01	56,035
Kachemak Emergency	406,912	6,280	-	413,192	2.60	1,079,147
Nikiski Fire	747,499	42,314	1,043,609	1,833,422	2.70	4,968,830
Nikiski Senior	670,343	35,874	1,033,947	1,740,164	0.20	348,305
North Peninsula Recreation	747,499	43,031	1,084,447	1,874,977	1.00	1,884,290
Road Service Area	4,125,298	192,549	1,404,997	5,722,844	1.40	8,067,420
Seldovia Recreational	66,346	793	-	67,139	0.75	53,379
Seward Bear Creek Flood	418,487	20,352	16,173	455,012	0.75	354,348
South Peninsula Hospital	1,551,745	98,403	235,326	1,885,474	2.30	4,428,192

Property Tax Exemptions - Fiscal Year 2018 (Applicable to 2017 Tax Year)
General Fund - 4.50 Mills

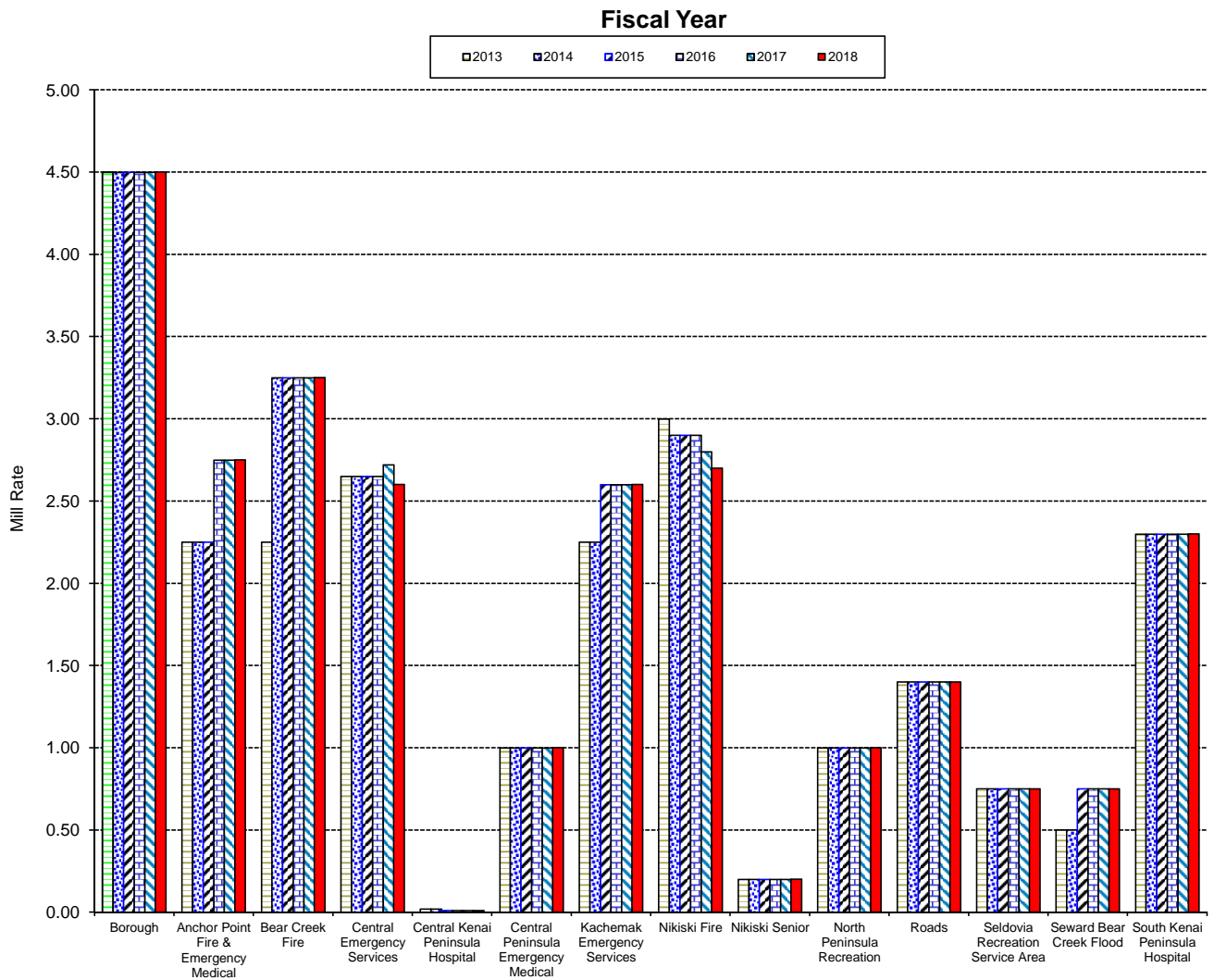
	Exempt General Fund Assessed Value (\$1,000)	General Fund Count	Exempted General Fund Tax Revenue	Exempted General Fund & Service Area Funds Tax Revenue
MANDATORY EXEMPTIONS				
\$150,000 Senior Citizen	\$ 636,450	4,667	\$ 2,864,025	\$ 5,132,669
ANCSA Native	837,661	1,847	3,769,475	6,658,134
Cemetery	1,529	10	6,881	8,271
Charitable	61,257	160	275,657	365,542
Disabled Veteran	43,475	323	195,638	369,366
Electric Cooperative	18,810	112	84,645	114,848
Fire Suppression	8,669	51	39,011	81,076
Government	7,988,379	4,781	35,947,706	59,130,415
Hospital	4,566	1	20,547	31,049
Housing Authority	14,101	52	63,455	103,030
Mental Health Trust	113,560	150	511,020	1,067,556
Multi-Purpose Senior Center	5,067	8	22,802	40,947
Native Allotment (BIA)	31,129	263	140,081	225,752
Religious (Real and PPV)	115,901	221	521,555	852,667
State Educational	87,679	37	394,556	469,936
University	79,136	189	356,112	563,971
Veterans	2,523	9	11,354	17,100
Total Mandatory Exemptions	\$ 10,049,892	12,881	\$ 45,224,520	\$ 75,232,329
OPTIONAL EXEMPTIONS				
\$10,000 Volunteer Firefighter/EMS	480	48	2,160	3,826
\$50,000 Homeowner - Borough	524,725	10,964	2,361,263	4,303,130
\$100,000 Personal Property	27,762	1,001	124,929	194,047
\$150,000 Senior Citizen - Borough Only	340,349	3,560	1,531,571	2,755,834
Community Purpose (Real and PPV)	65,016	178	292,572	475,112
Disabled Veteran - Borough Only	41,241	241	185,585	348,716
River Restoration & Rehabilitation	72	10	324	593
Economic Development	-	-	-	88,256
Total Optional Exemptions	\$ 999,645	16,002	\$ 4,498,404	\$ 8,169,514
TOTAL ALL KPB EXEMPTIONS	\$ 11,049,537		\$ 49,722,924	\$ 83,401,843
DEFERMENTS				
Agriculture Deferment	5578	93	25,101	34,880
Conservation Easement Deferment	1,817	28	8,177	8,409
LIHT Deferment	309	1	1,391	43,182
Total Deferments	7,704	122	\$ 34,669	\$ 86,471
TAX CREDITS - amt deducted from actual taxes owed.				
Disabled Resident up to \$500 tax credit - Borough		309		
Habitat		-		
Total Tax Credits		309	\$ -	\$ -

Overlapping Mill Rates

TCA	Tax Code Area	Service Area	Borough	NFSA	CES	CPEMS	NPR	SRSA	SBCF	CPH	SPH	Road Service Area	Total FY2018	Total FY2017	Difference FY2017 MILL/ FY2018 MILL
68	Anchor Point Fire and Emergency Medical	2.75	4.50								2.30	1.40	10.95	10.95	0.00
57	Bear Creek Fire	3.25	4.50						0.75			1.40	9.90	9.90	0.00
58	Central Emergency Services (CES)	2.60	4.50							0.01		1.40	8.51	8.63	-0.12
64	Central Peninsula Emergency Medical (CPEMS)	1.00	4.50								2.30	1.40	9.20	9.20	0.00
61	Central Peninsula Hospital (WEST) (CPH)	0.01	4.50									1.40	5.91	5.91	0.00
63	Central Peninsula Hospital (EAST) (CPH)	0.01	4.50			1.00						1.40	6.91	6.91	0.00
81	Kachemak Emergency Services (KES)	2.60	4.50								2.30	1.40	10.80	10.80	0.00
53	Nikiski Fire (NFSA)	2.70	4.50				1.00			0.01		1.40	9.61	9.71	-0.10
55	Nikiski Senior	0.20	4.50	2.70			1.00			0.01		1.40	9.81	9.91	-0.10
54	North Peninsula Recreation (NPR)	1.00	4.50		2.60					0.01		1.40	9.51	9.63	-0.12
67	Road Service Area	1.40	4.50										5.90	5.90	0.00
11	Seldovia Recreation (SRSA)	0.75	4.50									1.40	6.65	6.65	0.00
43	Seward Bear Creek Flood (SBCF)	0.75	4.50									1.40	6.65	6.65	0.00
52	South Peninsula Hospital (SPH)	2.30	4.50										6.80	6.80	0.00
65	South Peninsula Hospital (Roads) / (SPH)	2.30	4.50									1.40	8.20	8.20	0.00
20	City of Homer	4.50	4.50								2.30		11.30	11.30	0.00
21	City of Homer- ODLSA	14.46	4.50								2.30		21.26	21.26	0.00
80	City of Kachemak	1.00	4.50								2.30		7.80	7.80	0.00
30	City of Kenai	4.35	4.50							0.01			8.86	8.86	0.00
10	City of Seldovia	7.50	4.50				0.75						12.75	12.75	0.00
40	City of Seward	3.12	4.50						0.75				8.37	8.37	0.00
41	City of Seward Special	3.12	4.50						0.75				8.37	8.37	0.00
70	City of Soldotna	0.50	4.50		2.60					0.01			7.61	7.73	-0.12

Mill Rate History

	Fiscal Year					
	2013	2014	2015	2016	2017	2018
Borough	4.50	4.50	4.50	4.50	4.50	4.50
Service Areas:						
Anchor Point Fire & Emergency Medical	2.25	2.25	2.25	2.75	2.75	2.75
Bear Creek Fire	2.25	3.25	3.25	3.25	3.25	3.25
Central Emergency Services	2.65	2.65	2.65	2.65	2.72	2.60
Central Kenai Peninsula Hospital	0.02	0.02	0.01	0.01	0.01	0.01
Central Peninsula Emergency Medical	1.00	1.00	1.00	1.00	1.00	1.00
Kachemak Emergency Services	2.25	2.25	2.60	2.60	2.60	2.60
Nikiski Fire	3.00	2.90	2.90	2.90	2.80	2.70
Nikiski Senior	0.20	0.20	0.20	0.20	0.20	0.20
North Peninsula Recreation	1.00	1.00	1.00	1.00	1.00	1.00
Roads	1.40	1.40	1.40	1.40	1.40	1.40
Seldovia Recreation Service Area	0.75	0.75	0.75	0.75	0.75	0.75
Seward Bear Creek Flood	0.50	0.50	0.75	0.75	0.75	0.75
South Kenai Peninsula Hospital	2.30	2.30	2.30	2.30	2.30	2.30



**Interfund Transfers
Fiscal Year 2018**

	Transfers In										
	Special Revenue Funds										
	Transfers Out	Central Emergency	School Fund	Post-secondary Education	Land Trust Fund	911 Fund	Nikiski Seniors	RIAD Match Fund	Solid Waste	Debt Service	Capital Projects
General Fund	\$ 63,701,097	-	\$ 49,738,432	\$ 823,804	\$ -	\$ 650,000	\$ 52,981	-	\$ 7,548,932	\$ 3,811,948	\$ 1,075,000
Special Revenue Funds:											
Nikiski Fire	3,066,953	-	-	-	-	66,953	-	-	-	-	3,000,000
Bear Creek Fire	133,820	-	-	-	-	-	-	-	-	93,820	40,000
Anchor Point Fire	-	-	-	-	-	-	-	-	-	-	-
& Emergency Medical	264,940	-	-	-	-	14,940	-	-	-	-	250,000
Central Emergency Services	1,141,700	-	-	-	-	146,612	-	-	-	445,088	550,000
Kachemak Emergency Services	161,189	-	-	-	-	17,175	-	-	-	44,014	100,000
Central Peninsula											
Emergency Medical	6,704	6,704	-	-	-	-	-	-	-	-	-
North Peninsula Recreation	325,000	-	-	-	-	-	-	-	-	-	325,000
Road Service Area	1,950,000	-	-	-	-	-	-	200,000	-	-	1,750,000
Solid Waste	1,325,871	-	-	-	-	-	-	-	-	1,075,871	250,000
Central Kenai Peninsula Hospital	7,411,582	-	-	-	-	-	-	-	-	7,411,582	-
South Kenai Peninsula Hospital	4,043,265	-	-	-	-	-	-	-	-	2,243,265	1,800,000
	\$ 83,532,121	\$ 6,704	\$ 49,738,432	\$ 823,804	\$ -	\$ 895,680	\$ 52,981	\$ 200,000	\$ 7,548,932	\$ 15,125,588	\$ 9,140,000

**Interdepartmental Charges
Fiscal Year 2018**

	Transfers Out	Transfers In		
		General Fund	Special Revenue Fund	Capital Projects
General Fund:				
Purchasing	\$ 219,451	\$ -	\$ 219,451	\$ -
Capital Projects	523,915	(30,400)	-	554,315
Planning	122,215	-	122,215	-
Special Revenue Funds:				
Roads	77,200	-	-	77,200
School Fund-Maintenance	625,000	125,000	-	500,000
Misc. Capital Projects & Grants	(232,900)	(232,900)	-	-
	<u>\$ 1,334,881</u>	<u>\$ (138,300)</u>	<u>\$ 341,666</u>	<u>\$ 1,131,515</u>

Interdepartmental charges represent the cost of services provided by a department or division to another department or division. The Borough's policy is to budget 100% of staff time within each oversight department and then charge/allocate the cost of work done to the respective department receiving the service. Included in the interdepartmental charges are charges to other funds that are project length or grant funded and are not included in this budget document.

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General Fund

The General Fund is the general operating fund of the Borough. It is used to account for all financial resources except those that must be accounted for in another fund. The General Fund accounts for the normal activities such as general government, assessing, finance, legal, planning, along with funding for schools, solid waste, etc. These activities are funded primarily by property taxes, sales taxes and intergovernmental revenues.

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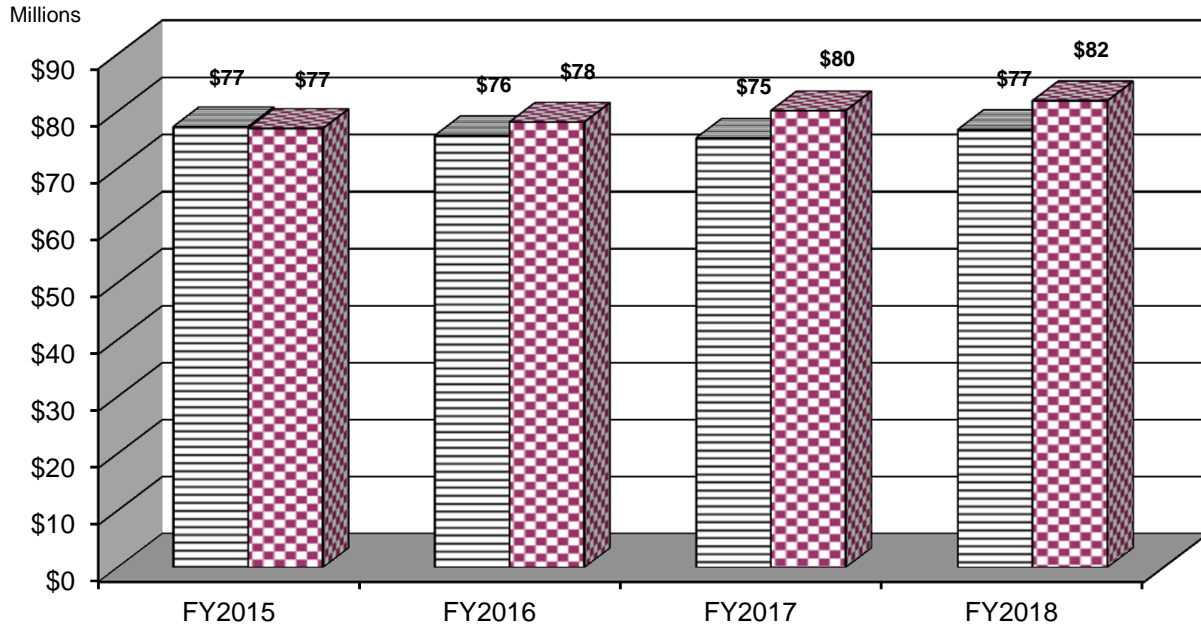
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Fund: 100 General Fund

Fund Budget:	FY2015	FY2016	FY2017	FY2017	FY2018	FY2019	FY2020	FY2021
	Actual	Actual	Original Budget	Forecast Budget	Assembly Adopted	Projection	Projection	Projection
Taxable Values (000'S)								
Real	5,503,304	5,742,736	6,008,834	6,013,762	6,338,989	6,338,989	6,402,379	6,530,427
Personal	291,854	297,106	327,539	334,593	316,943	320,112	323,313	326,546
Oil & Gas (AS 43.56)	1,142,158	1,224,525	1,467,353	1,467,353	1,468,600	1,424,542	1,381,806	1,381,806
Total Taxable Values	6,937,316	7,264,367	7,803,726	7,815,708	8,124,532	8,083,643	8,107,498	8,238,779
Mill Rate	4.50	4.50	4.50	4.50	4.50	5.00	5.00	5.00
Revenues:								
Property Taxes:								
Real	\$ 24,710,621	\$ 25,809,011	\$ 27,039,753	\$ 27,061,929	\$ 28,525,451	\$ 31,694,945	\$ 32,011,895	\$ 32,652,135
Personal	1,289,146	1,372,333	1,444,447	1,475,555	1,397,719	1,568,549	1,584,234	1,600,075
Oil & Gas (AS 43.56)	4,933,810	5,510,364	6,603,089	6,603,089	6,608,700	7,122,710	6,909,030	6,909,030
Penalty and Interest	474,377	451,705	473,354	473,354	463,041	463,041	463,041	463,041
Flat Tax	532,117	462,966	560,000	560,000	560,000	560,000	560,000	560,000
Motor Vehicle Tax	725,720	711,148	712,000	712,000	712,000	712,000	712,000	712,000
Total Property Taxes	32,665,791	34,317,527	36,832,643	36,885,927	38,266,911	42,121,245	42,240,200	42,896,281
Sales Tax	30,139,903	30,116,611	30,286,082	29,536,082	29,979,123	30,428,810	31,037,386	31,658,134
Federal Revenue	3,329,127	3,861,218	3,201,100	3,201,100	2,740,000	2,740,000	2,740,000	2,740,000
State Revenue	9,745,430	6,110,398	5,228,651	4,506,852	4,698,328	4,401,160	3,620,080	3,592,807
Interest Revenue	937,902	967,412	950,000	950,000	855,000	715,000	545,000	385,000
Other Revenue	514,919	378,683	250,000	250,000	250,000	250,000	250,000	250,000
Total Revenues	77,333,072	75,751,849	76,748,476	75,329,961	76,789,362	80,656,215	80,432,666	81,522,222
Total Revenues and Other Financing Sources	77,333,072	75,751,849	76,748,476	75,329,961	76,789,362	80,656,215	80,432,666	81,522,222
Expenditures:								
Personnel	17,079,507	13,902,613	14,864,139	14,772,347	14,529,597	14,820,189	15,190,694	15,646,415
Supplies	229,810	176,712	253,960	253,960	222,697	227,151	231,694	236,328
Services	3,733,599	3,953,093	4,304,048	4,491,227	4,304,726	4,304,726	4,390,821	4,478,637
Capital Outlay	146,058	99,418	69,565	69,565	75,565	77,076	107,906	110,064
Interdepartmental Charges	(1,402,538)	(1,211,515)	(1,102,372)	(1,109,300)	(984,631)	(1,004,324)	(1,024,410)	(1,044,898)
Total Expenditures	19,786,436	16,920,321	18,389,340	18,477,799	18,147,954	18,424,818	18,896,705	19,426,546
Operating Transfers To:								
Special Revenue Fund - Schools	44,000,000	48,238,432	48,238,432	48,238,432	49,738,432	51,238,432	51,750,816	52,268,324
Special Revenue Fund - Solid Waste	6,513,448	6,074,403	6,299,280	6,299,280	7,548,932	7,403,742	7,537,324	7,689,353
Special Revenue Funds - Other	1,046,025	1,067,812	1,289,307	1,289,307	1,526,785	1,397,679	1,400,158	1,413,508
Debt Service - School Debt	4,150,527	4,136,679	4,134,410	4,134,410	3,811,948	3,802,442	3,795,829	3,756,865
Capital Projects - Schools	1,250,000	1,375,000	1,250,000	1,425,000	1,075,000	1,250,000	1,250,000	1,250,000
Capital Projects - Other	250,000	299,000	250,000	250,000	-	250,000	250,000	250,000
Total Operating Transfers	57,210,000	61,191,326	61,461,429	61,636,429	63,701,097	65,342,295	65,984,127	66,628,050
Total Expenditures and Operating Transfers	76,996,436	78,111,647	79,850,769	80,114,228	81,849,051	83,767,113	84,880,832	86,054,596
Net Results From Operations	336,636	(2,359,798)	(3,102,293)	(4,784,267)	(5,059,689)	(3,110,898)	(4,448,166)	(4,532,374)
Projected Lapse	-	-	759,782	1,478,224	907,398	829,117	850,352	874,195
Change in Fund Balance	336,636	(2,359,798)	(2,342,511)	(3,306,043)	(4,152,291)	(2,281,781)	(3,597,814)	(3,658,179)
Beginning Fund Balance	27,801,998	28,138,634	25,778,836	25,778,836	22,472,793	18,320,502	16,038,721	12,440,907
Ending Fund Balance	\$ 28,138,634	\$ 25,778,836	\$ 23,436,325	\$ 22,472,793	\$ 18,320,502	\$ 16,038,721	\$ 12,440,907	\$ 8,782,727

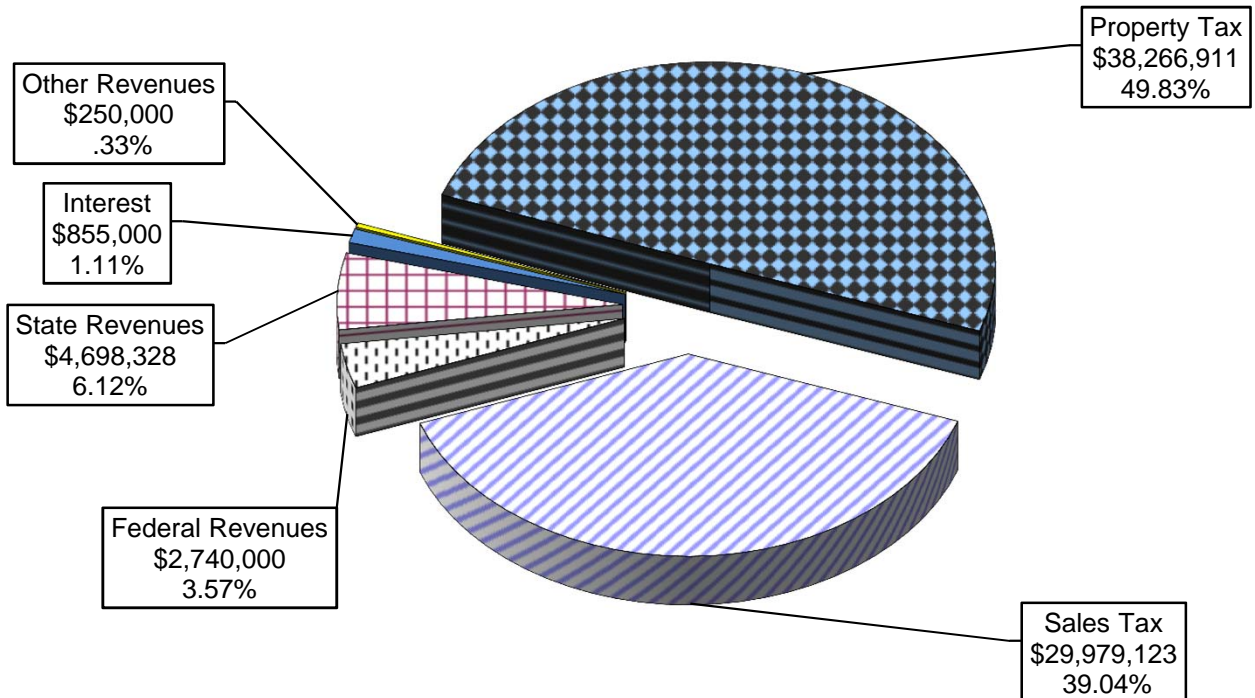
General Fund Revenues and Expenditures History

Revenues Expenditures

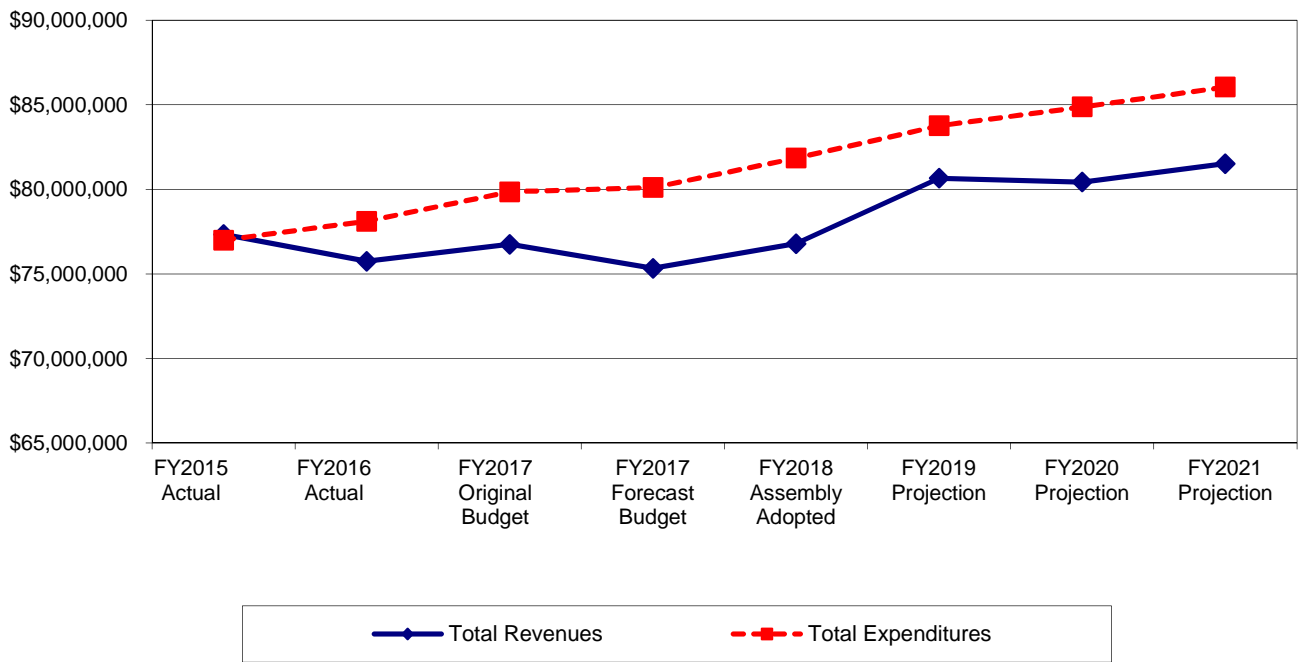


* FY2017 is based on estimates made prior to year end. FY2018 is based on projected budget.

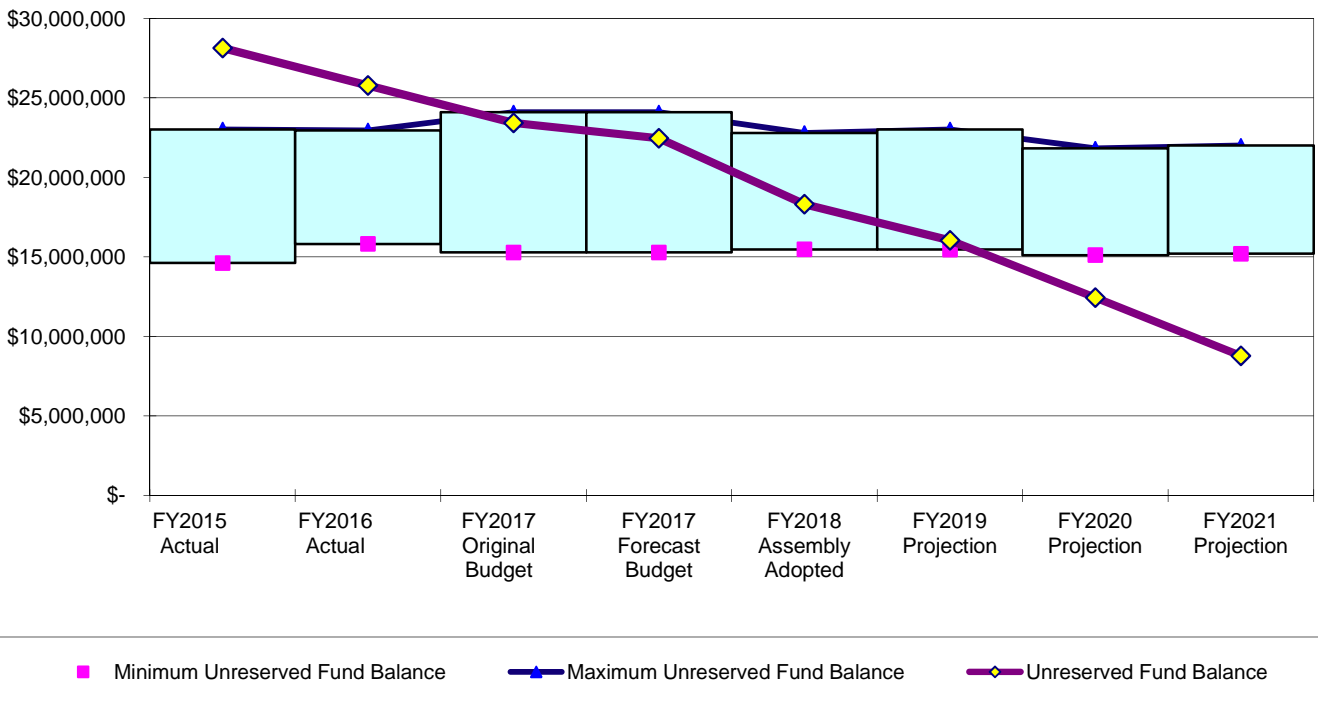
Where The Money Comes From General Fund Revenue Projections - FY2018 \$76,789,362



General Fund Revenues and Expenditures



General Fund Unreserved Fund Balance



Kenai Peninsula Borough

Budget Detail

Fund 100 General Fund

Total General Fund Expenditures By Line Item

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget	%
Personnel							
40110 Regular Wages	\$ 7,176,506	\$ 7,262,058	\$ 7,957,527	\$ 7,892,527	\$ 7,764,977	\$ (192,550)	-2.42%
40120 Temporary Wages	272,062	253,687	319,802	313,010	355,219	35,417	11.07%
40130 Overtime Wages	58,072	46,732	124,103	124,103	126,700	2,597	2.09%
40210 FICA	640,151	638,102	750,712	750,712	735,306	(15,406)	-2.05%
40221 PERS	5,270,266	2,140,055	1,820,640	1,810,640	1,778,613	(42,027)	-2.31%
40321 Health Insurance	2,621,453	2,543,053	2,760,280	2,750,280	2,655,778	(104,502)	-3.79%
40322 Life Insurance	12,442	12,519	20,429	20,429	19,956	(473)	-2.32%
40410 Leave	1,002,336	985,183	1,049,342	1,049,342	1,032,032	(17,310)	-1.65%
40511 Other benefits	26,219	21,224	61,304	61,304	61,016	(288)	-0.47%
Total: Personnel	17,079,507	13,902,613	14,864,139	14,772,347	14,529,597	(334,542)	-2.25%
Supplies							
42020 Signage Supplies	42,912	21,984	20,000	20,000	20,000	-	0.00%
42021 Promotional Supplies	-	-	500	500	500	-	0.00%
42120 Computer Software	45,626	29,530	34,208	34,208	11,325	(22,883)	-66.89%
42210 Operating Supplies	84,083	75,249	112,952	112,952	105,355	(7,597)	-6.73%
42230 Fuel, Oils and Lubricants	16,261	7,903	23,446	23,446	18,650	(4,796)	-20.46%
42250 Uniforms	1,315	1,933	1,569	1,569	1,819	250	15.93%
42263 Training Supplies	32	-	300	300	300	-	0.00%
42310 Repair/Maintenance Supplies	25,456	27,313	47,950	47,950	49,400	1,450	3.02%
42360 Motor Vehicle Repair Supplies	3,939	1,521	3,890	3,890	5,500	1,610	41.39%
42410 Small Tools	10,186	11,279	9,145	9,145	9,848	703	7.69%
Total: Supplies	229,810	176,712	253,960	253,960	222,697	(31,263)	-12.31%
Services							
43006 Senior Centers Grant Program	610,015	608,969	608,969	608,969	608,969	-	0.00%
43009 Contractual Services - EDD	50,000	67,500	67,500	67,500	75,000	7,500	11.11%
43010 Contractual Services - CARTS	50,000	50,000	-	-	-	-	-
43011 Contractual Services	383,907	515,711	512,857	712,957	504,425	(8,432)	-1.64%
43012 Audit Services	114,477	74,565	98,600	98,600	98,600	-	0.00%
43014 Physical Examinations	-	125	-	-	-	-	-
43015 Water/Air Sample Testing	5,000	5,000	5,925	5,925	5,925	-	0.00%
43017 Investment Portfolio Fees	27,111	19,278	35,000	35,000	35,000	-	0.00%
43019 Software Licensing	512,712	555,118	598,141	598,141	664,997	66,856	11.18%
43021 Peninsula Promotion	313,297	343,516	350,000	350,000	316,000	(34,000)	-9.71%
43031 Litigation	4,847	6,056	7,000	7,613	7,250	250	3.57%
43034 Atty's Fees - Special	12,657	11,024	14,000	25,792	14,000	-	0.00%
43110 Communications	133,823	125,683	138,350	138,350	138,657	307	0.22%
43140 Postage and Freight	106,614	101,472	126,275	126,275	137,275	11,000	8.71%
43210 Transportation/Subsistence	238,746	262,711	377,925	372,925	297,529	(80,396)	-21.27%
43215 Travel - Out of State	3,407	2,173	-	-	-	-	-
43216 Travel - In State	11,218	4,996	10,500	10,500	9,000	(1,500)	-14.29%
43220 Car Allowance	150,452	150,042	149,400	149,400	145,800	(3,600)	-2.41%
43221 Car Allowance/PC	21,300	21,000	23,400	23,400	23,400	-	0.00%
43260 Training	48,100	42,363	65,042	64,642	62,238	(2,804)	-4.31%
43270 Employee Development	7,500	7,500	10,000	10,000	10,000	-	0.00%
43310 Advertising	72,788	70,478	106,100	106,700	106,750	650	0.61%
43410 Printing	43,862	35,186	52,100	52,100	87,400	35,300	67.75%
43510 Insurance Premium	114,330	120,957	162,275	137,625	111,281	(50,994)	-31.42%
43600 Project Management	-	-	2,000	2,000	-	(2,000)	-100.00%
43610 Utilities	217,910	225,656	231,195	231,195	232,918	1,723	0.75%
43720 Equipment Maintenance	46,458	47,906	62,660	62,660	67,985	5,325	8.50%
43750 Vehicle Maintenance	2,697	2,583	4,200	4,200	4,200	-	0.00%
43780 Maintenance Buildings	37,091	50,664	46,745	46,745	49,250	2,505	5.36%
43810 Rents and Operating Leases	26,824	28,655	30,792	30,792	29,672	(1,120)	-3.64%

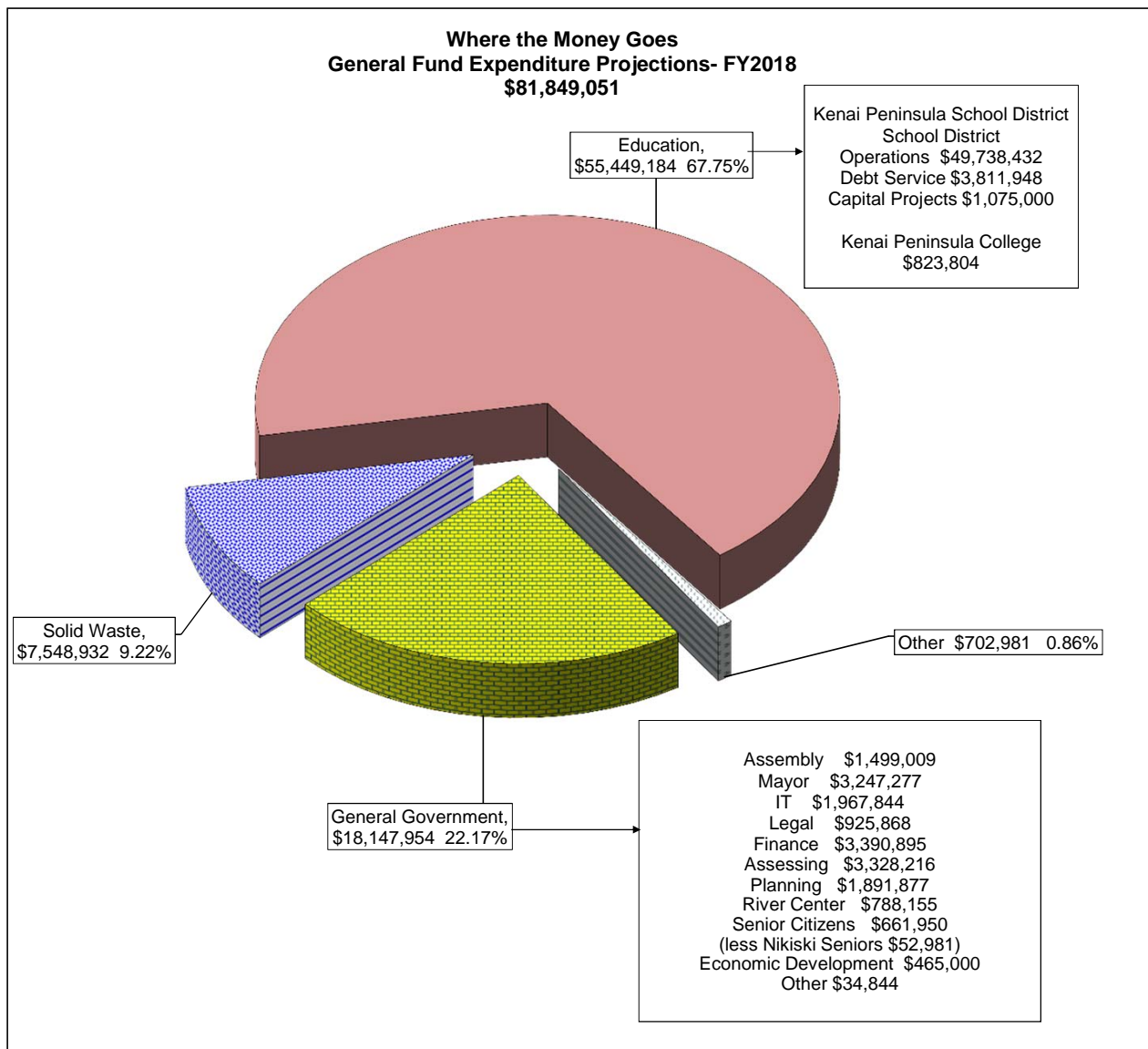
**Fund 100 General Fund
Total General Fund Expenditures By Line Item - Continued**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Services - Continued							
43812 Equipment Replacement Pymt.	233,816	239,655	220,047	224,171	233,082	13,035	5.92%
43920 Dues and Subscription	75,358	76,676	78,850	78,850	84,623	5,773	7.32%
43931 Recording Fees	16,278	13,218	13,200	13,200	13,500	300	2.27%
43932 Litigation Reports	41,004	66,657	40,000	40,000	75,000	35,000	87.50%
43999 Contingency	-	-	55,000	55,000	55,000	-	0.00%
Total: Services	3,733,599	3,953,093	4,304,048	4,491,227	4,304,726	678	0.02%
Capital Outlay							
48120 Major Office/Communications Equipment	14,877	16,401	2,850	2,850	9,850	7,000	245.61%
48311 Machinery & Equipment	-	4,892	-	-	-	-	-
48710 Minor Office/Communications Equipment	104,365	65,017	54,250	54,250	55,450	1,200	2.21%
48720 Minor Office Furniture	17,480	11,686	12,465	12,465	10,265	(2,200)	-17.65%
48740 Minor Machinery & Equipment	9,336	1,422	-	-	-	-	-
Total: Capital Outlay	146,058	99,418	69,565	69,565	75,565	6,000	8.63%
Transfers							
50241 Tfr S/D Operations	44,000,000	48,238,432	48,238,432	48,238,432	49,738,432	1,500,000	3.11%
50242 Tfr Postsecondary Education	692,184	726,003	779,958	779,958	823,804	43,846	5.62%
50250 Tfr Land Trust Fund	24,509	23,002	-	-	-	-	-
50264 Tfr 911 Fund	276,351	265,826	456,368	456,368	650,000	193,632	42.43%
50280 Tfr Nikiski Senior Service Area	52,981	52,981	52,981	52,981	52,981	-	0.00%
50290 Tfr to Solid Waste	6,513,448	6,074,403	6,299,280	6,299,280	7,548,932	1,249,652	19.84%
50308 Tfr School Debt	4,145,527	4,134,179	4,124,410	4,124,410	3,801,948	(322,462)	-7.82%
50349 Tfr School Debt Expense	5,000	2,500	10,000	10,000	10,000	-	0.00%
50400 Tfr School Capital Projects	1,250,000	1,375,000	1,250,000	1,425,000	1,075,000	(175,000)	-14.00%
50407 Tfr General Gov't. Capital Projects	250,000	299,000	250,000	250,000	-	(250,000)	-100.00%
Total: Transfers	57,210,000	61,191,326	61,461,429	61,636,429	63,701,097	2,239,668	3.64%
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	(1,399,904)	(1,202,996)	(1,102,372)	(1,102,372)	(973,481)	128,891	-11.69%
60004 Mileage Ticket Credits	(2,634)	(8,519)	-	(6,928)	(11,150)	(11,150)	160.94%
Total: Interdepartmental Charges	(1,402,538)	(1,211,515)	(1,102,372)	(1,109,300)	(984,631)	117,741	-10.68%
Department Total	\$ 76,996,436	\$ 78,111,647	\$ 79,850,769	\$ 80,114,228	\$ 81,849,051	\$ 1,998,282	2.49%

MILL RATE EQUIVALENTS FOR THE GENERAL FUND

	FY2015 Actual		FY2016 Actual		FY2017 Budget		FY2018 Adopted	
	Taxable Value	Mill Rate	Taxable Value	Mill Rate	Taxable Value	Mill Rate	Taxable Value	Mill Rate
	6,937,316,000	Equivalent	7,264,367,000	Equivalent	7,803,726,000	Equivalent	8,124,532,000	Equivalent
REVENUES:								
Taxes:								
Property Tax	\$ 31,940,071	4.604	\$ 33,606,379	4.626	\$ 36,120,643	4.629	\$ 37,554,911	4.622
Motor Vehicle Tax	725,720	0.105	711,148	0.098	712,000	0.091	712,000	0.088
Sales Tax	30,139,903	4.345	30,116,611	4.146	30,286,082	3.881	29,979,123	3.690
Total Taxes	62,805,694	9.053	64,434,138	8.870	67,118,725	8.601	68,246,034	8.400
Federal Revenues	3,329,127	0.480	3,861,218	0.532	3,201,100	0.410	2,740,000	0.337
State Revenues:								
Reimbursement for School								
Debt	2,901,870	0.418	2,893,926	0.398	2,887,087	0.370	2,661,363	0.328
Revenue Sharing	2,146,014	0.309	2,048,004	0.282	1,371,564	0.176	1,081,965	0.133
Fish Tax	975,308	0.141	571,858	0.079	750,000	0.096	750,000	0.092
Other	3,722,238	0.537	596,610	0.082	220,000	0.028	205,000	0.025
Total State Revenues	9,745,430	1.405	6,110,398	0.841	5,228,651	0.670	4,698,328	0.578
Fees, Costs & Miscellaneous	514,919	0.074	378,683	0.052	250,000	0.032	250,000	0.031
Interest Earned	937,902	0.135	967,412	0.133	950,000	0.122	855,000	0.105
Total Revenues	77,333,072	11.147	75,751,849	10.428	76,748,476	9.835	76,789,362	9.452
Other Financing Sources:								
Operating Transfers:								
Special Revenue	-	0.000	-	0.000	-	0.000	-	0.000
Total Other Financing Sources	-	0.000	-	0.000	-	0.000	-	0.000
Total Revenues and Other Financing Sources	\$ 77,333,072	11.147	\$ 75,751,849	10.428	\$ 76,748,476	9.835	\$ 76,789,362	9.452
EXPENDITURES:								
General Government:								
Assembly								
Administration	476,383	0.069	378,888	0.052	419,128	0.054	457,999	0.056
Clerk	627,014	0.090	537,135	0.074	569,172	0.073	567,117	0.070
Elections	95,441	0.014	89,330	0.012	112,610	0.014	208,520	0.026
Records Management	275,973	0.040	244,796	0.034	267,952	0.034	265,373	0.033
Total Assembly	1,474,811	0.213	1,250,149	0.172	1,368,862	0.175	1,499,009	0.185
Mayor								
Administration	955,049	0.138	864,191	0.119	953,667	0.122	793,489	0.098
Purchasing and Contracting	1,187,333	0.171	663,718	0.091	627,261	0.080	641,190	0.079
Emergency Management	741,247	0.107	649,091	0.089	771,703	0.099	762,859	0.094
Human Resources-Administration	804,498	0.116	684,418	0.094	725,772	0.093	715,429	0.088
Print/Mail Services	223,254	0.032	200,802	0.028	208,272	0.027	213,547	0.026
Custodial Maintenance	141,530	0.020	118,464	0.016	120,225	0.015	120,763	0.015
Total Mayor	4,052,911	0.584	3,180,684	0.438	3,406,900	0.437	3,247,277	0.400
Information Technology	2,239,850	0.323	1,777,055	0.245	1,992,934	0.255	1,967,844	0.242
Legal	1,003,403	0.145	863,635	0.119	958,563	0.123	925,868	0.114
Finance								
Administration	631,441	0.091	534,071	0.074	559,499	0.072	558,913	0.069
Financial Services	1,125,071	0.162	936,807	0.129	999,906	0.128	1,062,277	0.131
Property Tax & Collections	1,136,338	0.164	1,018,285	0.140	1,063,000	0.136	1,084,361	0.133
Sales Tax	790,433	0.114	644,095	0.089	707,578	0.091	685,344	0.084
Total Finance	3,683,283	0.531	3,133,258	0.431	3,329,983	0.427	3,390,895	0.417
Assessing								
Administration	1,520,137	0.219	1,279,237	0.176	1,384,526	0.177	1,394,692	0.172
Appraisal	2,059,085	0.297	1,772,613	0.244	1,963,514	0.252	1,933,524	0.238
Total Assessing	3,579,222	0.516	3,051,850	0.420	3,348,040	0.429	3,328,216	0.410
Planning								
Administration	1,374,702	0.198	1,200,217	0.165	1,298,599	0.166	1,302,280	0.160
Geographic Information Systems	627,530	0.090	575,583	0.079	606,271	0.078	589,597	0.073
Total Planning	2,002,232	0.289	1,775,800	0.244	1,904,870	0.244	1,891,877	0.233
River Center	776,980	0.112	693,356	0.095	822,071	0.105	788,155	0.097
Senior Citizens	610,015	0.088	608,969	0.084	608,969	0.078	608,969	0.075
Economic Development	489,027	0.070	537,894	0.074	512,500	0.066	465,000	0.057

Non-Departmental								
Contract Services	18,247	0.003	118,837	0.016	-	0.000	-	0.000
Insurance	100,204	0.014	105,498	0.015	143,548	0.018	92,744	0.011
Other	13,903	0.002	9,876	0.001	50,000	0.006	50,000	0.006
Interdepartmental Charges	(257,652)	-0.037	(186,540)	-0.026	(57,900)	-0.007	(107,900)	-0.013
Total Non-Departmental	(125,298)	-0.018	47,671	0.007	135,648	0.017	34,844	0.004
Total Operations	19,786,436	2.852	16,920,321	2.329	18,389,340	2.356	18,147,954	2.234
Other Financing Uses:								
Operating Transfers To:								
Special Revenue Funds:								
School District Operations	44,000,000	6.343	48,238,432	6.640	48,238,432	6.181	49,738,432	6.122
Postsecondary Education	692,184	0.100	726,003	0.100	779,958	0.100	823,804	0.101
Land Trust Fund	24,509	0.004	23,002	0.003	-	0.000	-	0.000
911 Communications	276,351	0.040	265,826	0.037	456,368	0.058	650,000	0.080
Nikiski Senior	52,981	0.008	52,981	0.007	52,981	0.007	52,981	0.007
Solid Waste	6,513,448	0.939	6,074,403	0.836	6,299,280	0.807	7,548,932	0.929
Debt Service Fund:								
School Debt	4,150,527	0.598	4,136,679	0.569	4,134,410	0.530	3,811,948	0.469
Capital Projects Funds:								
School Revenue	1,250,000	0.180	1,375,000	0.189	1,250,000	0.160	1,075,000	0.132
General Government	250,000	0.036	299,000	0.041	250,000	0.032	-	0.000
Total Other Financing Uses	57,210,000	8.247	61,191,326	8.423	61,461,429	7.876	63,701,097	7.841
Total Expenditures and Other Financing Uses	76,996,436	11.099	78,111,647	10.753	79,850,769	10.232	81,849,051	10.074
Fund Balance Increase/(Decrease)	\$ 336,636	0.049	\$ (2,359,798)	-0.325	\$ (3,102,293)	-0.398	\$ (5,059,689)	-0.623



Fund: 100	Department Function
Dept: 11110	Assembly - Administration

Mission:

The Mission of the Kenai Peninsula Borough Assembly and Staff is to provide the community quality public service in partnership with its citizens, schools, other government agencies and business community by providing a full range of municipal services, and to formulate policies and ordinances to guide the orderly development and administration of the Borough.

Major Long Term Issues and Concerns:

- Provide sufficient levels of funding for Borough departments to ensure their continued ability to meet the needs of Borough residents.
- Provide local educational funding borough residents can reasonably afford and sustain.
- Provide a high quality capital and operational maintenance program ensuring the continued use and economic value of borough assets.

- Underfunded Alaska Public Employees' Retirement System (PERS) / Alaska Teachers' Retirement System (TRS).
- Increasing health care costs.
- Ensure that a revenue sharing or comparable program is funded by the State of Alaska.

FY2017 Accomplishments:

- Maintained a mill rate of 4.5 for general government operations.
- Ongoing assembly member participation in the Health Care Task Force which is seeking reform to the current health care process for the good of both the borough and the public.
- Supported the regulations proposed by the Marijuana Task Force regarding the Commercial Marijuana Industry.
- Supported the rewrite of KPB Code section pertaining to sales and property taxes.
- Supported the rewrite of KPB Code section pertaining to Local Option Zoning districts.

	CY2014 Actual	CY2015 Actual	CY2016 Actual	CY2017 Projected
Regular and Special Assembly Meetings	20	20	20	20
Legislative Priority Community Meetings	11	11	11	11
Number of Ordinances heard	84	71	77	80
Number of Resolutions heard	87	54	76	80
Work Sessions/Task Force Meetings	9	18	17	5

*Reported on a calendar year basis.

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11110 - Assembly Administration**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40120 Temporary Wages	\$ 44,600	\$ 44,200	\$ 44,400	\$ 44,400	\$ 44,400	\$ -	0.00%
40120 Temporary Wages - BOA	400	-	3,860	3,860	3,860	-	0.00%
40120 Temporary Wages - BOE	2,550	5,000	3,860	3,860	3,860	-	0.00%
40210 FICA	4,530	4,678	5,501	5,501	5,501	-	0.00%
40221 PERS	9,764	4,318	3,432	3,432	3,171	(261)	-7.60%
40321 Health Insurance	126,448	94,640	96,640	96,640	135,272	38,632	39.98%
40322 Life Insurance	261	228	510	510	510	-	0.00%
Total: Personnel	188,553	153,064	158,203	158,203	196,574	38,371	24.25%
Supplies							
42120 Computer Software	35,169	3,445	100	100	-	(100)	-100.00%
42210 Operating Supplies	558	426	2,000	2,000	2,000	-	0.00%
42310 Repair/Maintenance Supplies	227	315	-	-	-	-	-
42410 Small Tools/Minor Equipment	494	286	-	-	-	-	-
Total: Supplies	36,448	4,472	2,100	2,100	2,000	(100)	-4.76%
Services							
43011 Contractual Services	20,065	20,662	20,000	20,000	20,000	-	0.00%
43012 Audit Services	114,477	74,565	98,600	98,600	98,600	-	0.00%
43019 Software Licensing	1,080	22,512	27,500	27,500	27,600	100	0.36%
43110 Communications	2,430	2,483	3,000	3,000	3,000	-	0.00%
43210 Transportation/Subsistence	12,387	16,941	17,000	17,000	17,000	-	0.00%
43210 Transportation/Subsistence -BOA	256	656	800	800	800	-	0.00%
43210 Transportation/Subsistence - BOE	948	939	1,500	1,500	1,500	-	0.00%
43215 Travel Out of State	3,407	2,173	-	-	-	-	-
43216 Travel in State	11,218	4,996	10,500	10,500	9,000	(1,500)	-14.29%
43220 Car Allowance	19,800	19,625	19,800	19,800	19,800	-	0.00%
43260 Training	4,970	2,750	3,300	3,300	3,300	-	0.00%
43310 Advertising - BOA	174	203	1,000	1,000	1,000	-	0.00%
43310 Advertising - BOE	174	203	1,000	1,000	1,000	-	0.00%
43610 Utilities	20,906	21,376	22,715	22,715	22,715	-	0.00%
43720 Equipment Maintenance	918	2,116	2,000	2,000	2,000	-	0.00%
43920 Dues and Subscriptions	25,910	27,466	26,510	26,510	28,510	2,000	7.54%
Total: Services	239,120	219,666	255,225	255,225	255,825	600	0.24%
Capital Outlay							
48710 Minor Office/Communications Equipment	12,262	1,686	3,600	3,600	3,600	-	0.00%
Total: Capital Outlay	12,262	1,686	3,600	3,600	3,600	-	0.00%
Department Total	\$ 476,383	\$ 378,888	\$ 419,128	\$ 419,128	\$ 457,999	\$ 38,871	9.27%

Line-Item Explanations

40120 Temporary Wages. Includes regular monthly compensation for Assembly Members and stipends paid to Board of Equalization and Board of Adjustment members.

43011 Contractual Services. Radio broadcasts - based on regular meetings and additional funding for off-site and special meetings, if required. Assembly photos, plaques, hearing transcripts, catered meals, etc.

43012 Audit Services. Borough and service area audits, which includes the state and federal single audit. Compliance audits, as well as financial audits, are required of the Borough and all component units.

43019 Software Licensing. "For the Record" software used to record hearings, Planning Commission, Roads Service Area, and School Board meetings. Legistar, Media Manager, Live Manager, In-Site and Vote Cast and Boards & Commissions software used to administer Assembly meetings, legislation, capture audio/video live and on demand streaming, public facing website and administer board and commission vacancies, eComment and security camera software renewal.

43210 Transportation/Subsistence. Assembly travel within the borough, including mileage and subsistence and for borough assembly meetings. Travel and meal costs for Board of Adjustment and Board of Equalization hearings.

43216 Travel In State. Outside of Borough travel to Alaska Municipal League (AML) annual conference, AML legislative committee meetings, and legislative lobbying trips to Juneau.

43920 Dues and Subscriptions. Includes Alaska Municipal League and National Association of Counties.

48710 Minor Office/Communications Equipment. Personal electronic tablet and accessories (keyboard cases and chargers, etc.).

Fund: 100	Department Function
Dept: 11120	Assembly - Clerk

Mission

The Office of the Borough Clerk provides the professional link between citizens, local governing bodies, borough administration and agencies of government at all levels.

Program Description

The Borough Clerk must adhere to constitutional government and laws of the community and state; impart standards of quality and integrity that merit public confidence; and maintain professional ethical standards. The Borough Clerk is responsible for administrative support to the Assembly; accurate records of proceedings of the governing body; administration of Borough elections; maintaining all records of the Borough; research and development of ordinances, resolutions, and reports; provide public information to citizens of the borough; serve as a conduit between the Administration and the Assembly.

Major Long Term Issues and Concerns:

- Consistently seeking new procedures and technology to realize efficiencies within the work product and a transparent public process.

FY2017 Accomplishments:

- Staffed 100 plus meetings (regular, reconvened and special) committees, hearings and work sessions.
- Staffed the Marijuana Task Force and the Health Care Task Force.

- Legacy data migration from old webpages to new Assembly/Legislative webpage to provide for more comprehensive search queries and to ensure greater transparency to the public.
- Revised the method of advertising Assembly meetings and agenda's for a significant reduction in the advertising expenses.
- With the inception of a brand new industry in the State and the Kenai Peninsula Borough, the Clerk's Office was presented an opportunity to explore a pilot program. Through a collaboration with I.T., Finance, Planning and the Clerk's Office a digital workflow was created. This pilot project has proven to have borough wide implication on how to automate and streamline workflow processes.
- In collaboration with I.T. created an online Invocation Submission Request form.
- In collaboration with I.T. created help tool to assist in navigating Assembly meetings and legislation website.
- Created Civic Compass publication to assist the public in navigating Assembly meetings.
- Created Valuation Appeal pamphlet to assist appellants in understanding the Board of Equalization appeal hearing process.

FY2018 New Initiatives:

- Collaborate with IT to implement a paperless work flow environment to administer special assessment districts, liquor license applications, and public records requests.

Performance Measures

Measures:

	CY2014* Actual	CY2015* Actual	CY2016* Actual	CY2017* Projected
Staffing History	3.67	3.67	3.67	3.67
Public Notices	46	50	50	50
Public Records Request	101	161	173	200
Board of Equalization Appeal Application Processed	70	176	182	200
Board of Equalization Appeals Heard	3	43	14	20
Board of Adjustment Appeals Heard	0	2	2	1
Regular and Special Assembly Meetings	20	20	20	20
Legislative Priority Community Meetings	10	11	11	11
Utility Special Assessment Districts	5	5	1	1
Road Improvement Assessment Districts	1	2	2	1
Administrative Appeals KPB 21.50		2	2	2

*Calendar year basis

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 11120 - Assembly Clerk

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 239,129	\$ 249,496	\$ 264,926	\$ 264,926	\$ 267,842	\$ 2,916	1.10%
40120 Temporary Wages	2,738	-	-	-	-	-	-
40130 Overtime Wages	-	2,415	7,958	7,958	8,121	163	2.05%
40210 FICA	20,137	21,380	24,492	24,492	24,782	290	1.18%
40221 PERS	174,678	74,660	60,968	60,968	61,678	710	1.16%
40321 Health Insurance	83,173	81,957	88,667	88,667	86,054	(2,613)	-2.95%
40322 Life Insurance	397	413	649	649	657	8	1.23%
40410 Leave	31,880	33,418	37,007	37,007	37,581	574	1.55%
40511 Other Benefits	2	1	-	-	-	-	-
Total: Personnel	552,134	463,740	484,667	484,667	486,715	2,048	0.42%
Supplies							
42210 Operating Supplies	705	1,235	2,500	2,500	2,500	-	0.00%
42310 Repair/Maintenance Supplies	198	-	-	-	-	-	-
Total: Supplies	903	1,235	2,500	2,500	2,500	-	0.00%
Services							
43011 Contractual Services	8,792	8,281	12,000	12,000	12,000	-	0.00%
43019 Software Licensing	499	-	133	133	200	67	50.38%
43110 Communications	3,376	2,876	2,900	2,900	3,132	232	8.00%
43140 Postage and Freight	5,322	4,343	6,000	6,000	6,000	-	0.00%
43210 Transportation/Subsistence	4,644	4,377	4,000	4,000	4,000	-	0.00%
43220 Car Allowance	6,012	5,873	6,012	6,012	6,012	-	0.00%
43260 Training	1,900	1,550	1,950	1,950	1,950	-	0.00%
43310 Advertising	29,021	29,048	35,000	35,000	30,000	(5,000)	-14.29%
43610 Utilities	7,505	7,674	8,200	8,200	8,200	-	0.00%
43720 Equipment Maintenance	918	1,299	2,000	2,000	2,000	-	0.00%
43812 Equipment Replacement Pymt.	-	2,780	2,780	2,780	1,854	(926)	-33.31%
43920 Dues and Subscriptions	1,115	1,006	1,030	1,030	1,030	-	0.00%
Total: Services	69,104	69,107	82,005	82,005	76,378	(5,627)	-6.86%
Capital Outlay							
48710 Minor Office/Communications Equipment	4,148	2,748	-	-	2,024	2,024	-
48720 Minor Office Furniture	725	305	-	-	-	-	-
Total: Capital Outlay	4,873	3,053	-	-	2,024	2,024	-
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	-	-	-	(500)	(500)	-
Total: Interdepartmental Charges	-	-	-	-	(500)	(500)	-
Department Total	\$ 627,014	\$ 537,135	\$ 569,172	\$ 569,172	\$ 567,117	\$ (2,055)	-0.36%

Line-Item Explanations

- | | |
|---|---|
| <p>40110 Regular Wages. Staff includes Borough Clerk, Deputy Clerk (67% of time), 1 Clerk's Assistant and 1 Clerk's Secretary.</p> <p>43011 Contractual Services. Ordinance codification services.</p> <p>43019 Software Licensing. Security camera software renewal (\$200).</p> <p>43210 Transportation/Subsistence. Travel costs for Clerk and/or staff to attend the Alaska Association of Municipal Clerks (AAMC) annual conference and Northwest Clerks Institute. Also includes mileage, hotel and meals for travel within the borough.</p> <p>43220 Car Allowance. For Clerk and Deputy Clerk (2/3 of Deputy's car allowance).</p> | <p>43260 Training. Registration fees for AAMC Conference, Northwest Clerks Institute, and other miscellaneous training.</p> <p>43310 Advertising. Cost of publishing agendas, meeting notices and public hearing notices in three borough newspapers.</p> <p>43812 Equipment Replacement Pymt. Multifunction copier, scanner, facsimile.</p> <p>43920 Dues and Subscriptions. AAMC, IIMC and subscriptions to local newspapers.</p> <p>48710 Minor Office/Communications Equipment. Two desktop computers.</p> |
|---|---|

Equipment Replacement Payment Schedule

Items	Prior Years	FY2017 Estimated	FY2018 Projected	Projected Payments FY2019-2021
Copier	\$ 2,780	\$ 2,780	\$ 1,854	\$ 3,708

Fund: 100
Dept: 11130

Department Functions
Assembly - Elections

Mission

The Borough Clerk is responsible for programming and processing municipal elections including elections of the cities of Kenai, Soldotna, and Seward and assisting the State of Alaska with Primary and General Elections.

Major Long Term Issues and Concerns:

- Federal laws that affect state and local elections require constant monitoring.
- Recruiting competent election workers for the October Borough, Cities of Kenai, Soldotna and Seward Elections.
- Work to get Federal and State election laws passed that enhance the election process while protecting the rights of citizens.
- Monitor and review Alaska Statutes on election laws making changes to the Borough's process as needed.
- Conduct efficient and litigation free elections.

FY2017 Accomplishments:

- Administered Borough election occurring in FY2017 without challenge.
- Programed ballots for Cities of Kenai, Soldotna and Seward.
- Maintained up to date website to accurately reflect candidate and election information.
- Coordinated with Cities within the borough to produce a comprehensive voter pamphlet for the October regular municipal election.
- Assisted the State of Alaska in administering the Primary and General elections.

FY2018 New Initiatives:

- The optical scan units that are currently used to conduct our election are owned by the State of Alaska. During the last election season, multiple machines failed in the testing phase of all elections. The state is entertaining the idea of upgrading the equipment in the very near future, at that time the borough will have to consider new compatible software and potentially new hardware.
- Department of Justice determination that the KPB is subject to the bilingual election requirements of Section 203 of the Voting Rights Act, with respect to Alaska Native (Yup'ik).

Performance Measures

Measures*:

	CY2015 Actual	CY2016 Actual	CY2017 Projected	CY2018 Estimated
Regular Elections	1	1	1	1
Special/Runoff Elections	0	0	0	1
Petitions Reviewed <i>(Initiative, Referendum, Recall, Service Area)</i>	1	2	0	0
Petitions Certified	1	1	0	0
Absentee Ballots Mailed/Faxed	234	393	800	400
Absentee Ballots In Person	1,950	1,700	3,400	2,000

*Reported on a calendar year basis.

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11130 - Assembly Elections**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 303	\$ 126	\$ -	\$ -	\$ -	\$ -	-
40120 Temporary Wages	26,970	23,824	32,000	32,000	64,000	32,000	100.00%
40130 Overtime Wages	2,327	303	1,500	1,500	3,000	1,500	100.00%
40210 FICA	615	235	2,410	2,410	2,820	410	17.01%
40221 PERS	195	375	-	-	-	-	-
40321 Health Insurance	328	923	-	-	-	-	-
40322 Life Insurance	2	2	-	-	-	-	-
40511 Other Benefits	1	7	-	-	-	-	-
Total: Personnel	30,741	25,795	35,910	35,910	69,820	33,910	94.43%
Supplies							
42210 Operating Supplies	415	418	1,500	1,500	2,000	500	33.33%
42410 Small Tools/Minor Equipment	-	170	-	-	-	-	-
Total: Supplies	415	588	1,500	1,500	2,000	500	33.33%
Services							
43011 Contractual Services	2,393	1,801	3,000	3,000	6,000	3,000	100.00%
43019 Software Licensing	7,855	8,248	8,700	8,700	8,700	-	0.00%
43110 Communications	2,871	2,968	3,000	3,000	3,000	-	0.00%
43140 Postage and Freight	10,007	10,505	11,000	11,000	22,000	11,000	100.00%
43210 Transportation/Subsistence	267	490	2,000	2,000	2,000	-	0.00%
43310 Advertising	4,180	6,330	11,500	11,500	23,000	11,500	100.00%
43410 Printing	34,209	31,755	35,000	35,000	70,000	35,000	100.00%
43810 Rents and Operating Leases	750	850	1,000	1,000	2,000	1,000	100.00%
Total: Services	62,532	62,947	75,200	75,200	136,700	61,500	81.78%
Capital Outlay							
48710 Minor Office/Communications Equipment	1,753	-	-	-	-	-	-
Total: Capital Outlay	1,753	-	-	-	-	-	-
Department Total	\$ 95,441	\$ 89,330	\$ 112,610	\$ 112,610	\$ 208,520	\$ 95,910	85.17%

Line-Item Explanations

40120 Temporary Wages. Wages for election poll workers, absentee voting officials and the canvass board.

40130 Overtime Wages. For clerk's office employees and other borough personnel who assist at the receiving center on election night.

43011 Contractual Services. By-mail precincts, ballot insertion and handling.

43019 Software Licensing. Licensing and maintenance agreement for elections software (5% annual increase per contract).

43110 Communications. Monthly service charge for accessing state voter registration records through VREMS and fees for modem lines used to upload election results on election night.

43140 Postage and Freight. USPS permits and postage for by-mail precinct ballots, absentee ballots and mailing of voter pamphlet.

43210 Transportation/Subsistence. Advanced election training for clerk and election worker training. Delivery of election materials and equipment, meetings with city clerks throughout the borough in preparing for the October election. Training absentee voter officials in remote areas of the borough.

43310 Advertising. Publication of election notices as required by law.

43410 Printing. Printing of ballots, election pamphlets, envelopes for ballots, and election forms.

Fund: 100	Department Function
Dept: 11140	Assembly – Records Management

Mission

The mission of the records management department is to preserve public records of the Kenai Peninsula Borough in a manner that merits public confidence and is compliant with federal and state records retention guidelines.

Program Description

The records management department's work is accomplished through the effective control over the creation, organization, use, distribution, and disposition of all Borough records and to exhibit standards of quality, security and integrity in the handling of Borough records.

Major Long Term Issues and Concerns:

- Audit entries in our records management software program in order to verify good data will be migrated to the new software when purchased.

FY2017 Accomplishments

- Destruction of 365 boxes which met their mandated retention.
- Accomplished quarterly updates to the borough's retention schedule to mirror current business practices, and adhering to borough, state and federal laws.
- Conducted annual training and assist record coordinators from each department in utilizing the automated records management system and updated the user manual.
- Remodeled the Records Center to create a more efficient use of space, which resulted in adding an additional 769 available box storage spaces.

FY2018 New Initiatives:

- Continue to keep KPB retention schedule updated and current.
- Establish quarterly meetings with department record representatives and hold annual training event.
- Purchase and implement new software to administer physical and electronic records.

Performance Measures

	CY2014 Actual	CY2015 Actual	CY2016 Actual	CY2017 Projected
Staffing History	1.83	1.83	1.83	1.83
Files Returned	199	300	508	400
Files Out for Review	175	400	552	400
Reviewed Box Returned	162	200	87	100
Box Out for Review	111	150	89	100
Microfilm Reels Indexed	251	300	303	300
Microfilm Reels Processed	333	300	306	300
New Boxes Received	340	300	343	300
Number of Boxes Pulled for Destruction	587	466	365	400
Obsolete Document Destruction / Shredded	10,156 lbs.	8,537 lbs.	7,026 lbs.	8,000 lbs.

*Reported on a calendar year basis.

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11140 - Assembly Records Management**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget	%
Personnel							
40110 Regular Wages	\$ 82,898	\$ 89,707	\$ 94,235	\$ 94,235	\$ 94,564	\$ 329	0.35%
40120 Temporary Wages	294	-	-	-	-	-	-
40130 Overtime Wages	195	278	1,791	1,791	1,803	12	0.67%
40210 FICA	6,997	7,278	9,055	9,055	9,098	43	0.47%
40221 PERS	60,738	26,596	21,736	21,736	21,819	83	0.38%
40321 Health Insurance	39,673	40,281	44,213	44,213	42,910	(1,303)	-2.95%
40322 Life Insurance	137	147	239	239	239	-	0.00%
40410 Leave	11,531	12,935	18,376	18,376	18,568	192	1.04%
40511 Other Benefits	267	265	288	288	288	-	0.00%
Total: Personnel	202,730	177,487	189,933	189,933	189,289	(644)	-0.34%
Supplies							
42120 Computer Software	749	315	-	-	-	-	-
42210 Operating Supplies	3,798	1,533	5,000	5,000	5,000	-	0.00%
42230 Fuel, Oil, Lubricants	142	46	400	400	400	-	0.00%
42250 Uniforms	219	166	325	325	416	91	28.00%
42310 Repair/Maintenance Supplies	-	516	-	-	-	-	-
42410 Small Tools/Minor Equipment	250	1,137	-	-	-	-	-
Total: Supplies	5,158	3,713	5,725	5,725	5,816	91	1.59%
Services							
43011 Contractual Services	16,415	13,003	20,000	20,000	20,000	-	0.00%
43019 Software Licensing	8,548	6,725	7,500	7,500	7,600	100	1.33%
43110 Communications	741	660	750	750	750	-	0.00%
43140 Postage and Freight	160	152	1,000	1,000	1,000	-	0.00%
43210 Transportation/Subsistence	1,175	2,836	1,000	1,000	1,000	-	0.00%
43220 Car Allowance	1,188	1,160	1,188	1,188	1,188	-	0.00%
43260 Training	2,723	1,670	500	500	500	-	0.00%
43610 Utilities	27,473	26,422	29,000	29,000	29,000	-	0.00%
43720 Equipment Maintenance	2,358	2,399	5,000	5,000	8,600	3,600	72.00%
43750 Vehicle Maintenance	-	-	200	200	200	-	0.00%
43812 Equipment Replacement Pymt.	5,726	5,726	5,726	5,726	-	(5,726)	-100.00%
43920 Dues and Subscriptions	215	430	430	430	430	-	0.00%
Total: Services	66,722	61,183	72,294	72,294	70,268	(2,026)	-2.80%
Capital Outlay							
48710 Minor Office/Communications Equipment	1,363	2,413	-	-	-	-	-
Total: Capital Outlay	1,363	2,413	-	-	-	-	-
Department Total	\$ 275,973	\$ 244,796	\$ 267,952	\$ 267,952	\$ 265,373	\$ (2,579)	-0.96%

Line-Item Explanations

40110 Regular Wages. Staff includes: Deputy Clerk (33% of time) and 1.5 Records Technicians.

42210 Operating Supplies. For the purchase of microfilm, bankers boxes, preservation books and general office supplies, etc.

43011 Contractual Services. Processing of microfilm (\$9,000), shredding records scheduled for destruction (\$5,000) and miscellaneous (\$1,000).

43019 Software Licensing. Support contract for records program (\$7,453), Versitile retention support (\$1,095), security camera software renewal (\$100).

43210 Transportation/Subsistence. Travel costs and per diem for Deputy Clerk to attend AAMC annual conference, Advanced Academy, IIMC and Northwest Clerks Institute, ARMA annual conference.

43220 Car Allowance. Deputy Clerk (1/3 of car allowance).

43720 Equipment Maintenance. Microfilm reader/scanner annual maintenance (\$2,250), Fuji large bed and high speed scanners (\$2,750), fire suppression system annual maintenance (\$3,600).

48710 Minor Office Equipment. Next scheduled replacement FY2020.

Equipment Replacement Payment Schedule

Items	Prior Years	FY2017 Estimated	FY2018 Projected	Projected Payments FY2019-2021
MicroImager (flatbed scanner)	\$ 25,716	\$ 4,286	\$ -	\$ -
Mini Van	14,440	1,440	-	-
	<u>\$ 40,156</u>	<u>\$ 5,726</u>	<u>\$ -</u>	<u>\$ -</u>

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Assembly Department Totals**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 322,330	\$ 339,329	\$ 359,161	\$ 359,161	\$ 362,406	\$ 3,245	0.90%
40120 Temporary Wages	77,552	73,024	84,120	84,120	116,120	32,000	38.04%
40130 Overtime Wages	2,522	2,996	11,249	11,249	12,924	1,675	14.89%
40210 FICA	32,279	33,571	41,458	41,458	42,201	743	1.79%
40221 PERS	245,375	105,949	86,136	86,136	86,668	532	0.62%
40321 Health Insurance	249,622	217,801	229,520	229,520	264,236	34,716	15.13%
40322 Life Insurance	797	790	1,398	1,398	1,406	8	0.57%
40410 Leave	43,411	46,353	55,383	55,383	56,149	766	1.38%
40511 Other Benefits	270	273	288	288	288	-	0.00%
Total: Personnel	974,158	820,086	868,713	868,713	942,398	73,685	8.48%
Supplies							
42120 Computer Software	35,918	3,760	100	100	-	(100)	-100.00%
42210 Operating Supplies	5,476	3,612	11,000	11,000	11,500	500	4.55%
42230 Fuel, Oil, and Lubricant	142	46	400	400	400	-	0.00%
42250 Uniforms	219	166	325	325	416	91	28.00%
42310 Repair/Maintenance Supplies	425	831	-	-	-	-	-
42410 Small Tools/Minor Equipment	744	1,593	-	-	-	-	-
Total: Supplies	42,924	10,008	11,825	11,825	12,316	491	4.15%
Services							
43011 Contractual Services	47,665	43,747	55,000	55,000	58,000	3,000	5.45%
43012 Audit Services	114,477	74,565	98,600	98,600	98,600	-	0.00%
43019 Software Licensing	17,982	37,485	43,833	43,833	44,100	267	0.61%
43110 Communication	9,418	8,987	9,650	9,650	9,882	232	2.40%
43140 Postage and Freight	15,489	15,000	18,000	18,000	29,000	11,000	61.11%
43210 Transportation/Subsistence	19,677	26,239	26,300	26,300	26,300	-	0.00%
43215 Travel out of State	3,407	2,173	-	-	-	-	-
43216 Travel in State	11,218	4,996	10,500	10,500	9,000	(1,500)	-14.29%
43220 Car Allowance	27,000	26,658	27,000	27,000	27,000	-	0.00%
43260 Training	9,593	5,970	5,750	5,750	5,750	-	0.00%
43310 Advertising	33,549	35,784	48,500	48,500	55,000	6,500	13.40%
43410 Printing	34,209	31,755	35,000	35,000	70,000	35,000	100.00%
43610 Utilities	55,884	55,472	59,915	59,915	59,915	-	0.00%
43720 Equipment Maintenance	4,194	5,814	9,000	9,000	12,600	3,600	40.00%
43750 Vehicle Maintenance	-	-	200	200	200	-	0.00%
43810 Rents and Operating Leases	750	850	1,000	1,000	2,000	1,000	100.00%
43812 Equipment Replacement Pymt.	5,726	8,506	8,506	8,506	1,854	(6,652)	-78.20%
43920 Dues and Subscriptions	27,240	28,902	27,970	27,970	29,970	2,000	7.15%
Total: Services	437,478	412,903	484,724	484,724	539,171	54,447	11.23%
Capital Outlay							
48710 Minor Office/Communications Equipment	19,526	6,847	3,600	3,600	5,624	2,024	56.22%
48720 Minor Office Furniture	725	305	-	-	-	-	-
Total: Capital Outlay	20,251	7,152	3,600	3,600	5,624	2,024	56.22%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	-	-	-	(500)	(500)	-
Total: Interdepartmental Charges	-	-	-	-	(500)	(500)	-
Department Total	\$ 1,474,811	\$ 1,250,149	\$ 1,368,862	\$ 1,368,862	\$ 1,499,009	\$ 130,147	9.51%

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Fund:	100	Department Function
Dept:	11210	Mayor

Mission

The mission of the Office of the Mayor is to effectively and efficiently administer ongoing operations and functions of the borough, advocate for the best interest of the citizens, facilitate economic growth, and provide community direction and leadership. As the Administrative Officer, the Mayor's powers and duties include, but are not limited to: (1) appointment of administrative officials; (2) supervision of the enforcement of municipal law and directives of the Borough Assembly; (3) preparation, submission, and execution of an annual budget; (4) preparation of reports on finances and operations of the Borough.

Major Long Term Issues and Concerns:

- Manage for the potential shift in expenses from the State to the Borough as the State continues to look for budget savings. The State's fiscal situation will likely have continually increasing impacts on Borough operations.
- Though the proposed Alaska LNG project likely will not reach a final investment decision in 2019 — as the project sponsors had hoped to achieve — the impacts to the Borough and its residents would be substantial if and when the project proceeds. As such, it is important that the Borough continue to monitor the project and all of its state and federal permitting issues, and actively participate in regulatory processes to protect the Borough's interest.
- Continue to monitor health care costs to the Borough and School District, looking for opportunities to reduce costs.
- Land-use conflicts are becoming more prevalent between development interests and neighboring land owners.
- Fisheries conflicts on the Kenai Peninsula are threatening responsible management of the resource and adding to discord between commercial, subsistence, personal use, charter and sport fisheries.

FY2017 Accomplishments:

- Significant progress toward possibly establishing a service area for emergency response along the Seward and

Sterling highway rights-of-way in areas not covered by existing service areas. The Legislature is moving toward passage of enabling legislation, and a corresponding Borough ordinance will be presented to the assembly.

- Continued progress toward fulfillment of the Borough's Municipal Land Entitlement from the State.
- Continued efforts at finding efficiencies and cost-savings in the Borough budget.
- Ongoing representation of the Borough's interest in the pending State takeover of the Alaska LNG project, advocating for community impact payments during construction and operation if the project proceeds.
- Maintained an active effort to share information on the Alaska LNG project with Borough residents, through the Borough website and an email distribution list for project updates.
- Established a process whereby 90 percent of all grant-related desk audits were conducted via teleconference, Facetime or Skype.

FY2018 New Initiatives:

- Prepare for the transition to a new Borough mayor.
- Continue working toward cost-effective energy-efficiency upgrades to the Borough administration building, identifying heat and ventilation needs and options to reduce energy costs; and identifying affordable funding/financing options for presentation to the Assembly.
- Position the Borough to responsibly navigate through anticipated future economic uncertainty in the oil and gas industry specifically, and in Alaska generally.
- Continue to explore and implement efficiencies in delivering services within Borough departments, including service areas.
- Work with Borough, School District and State officials to find a cost-effective, reasonable option for construction of a new school at K-Selo, using the State grant funds appropriated in 2016.

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	6.00	6.00	6.00	5.00

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 11210 - Mayor Administration

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 432,989	\$ 497,377	\$ 538,805	\$ 508,805	\$ 434,173	\$ (104,632)	-19.42%
40120 Temporary Wages	4,629	2,655	7,500	7,500	7,500	-	0.00%
40130 Overtime Wages	117	44	-	-	-	-	-
40210 FICA	37,462	40,707	48,010	48,010	40,069	(7,941)	-16.54%
40221 PERS	283,014	108,484	119,071	109,071	96,043	(23,028)	-19.34%
40321 Health Insurance	87,005	97,859	96,640	86,640	85,976	(10,664)	-11.03%
40322 Life Insurance	717	809	1,293	1,293	1,043	(250)	-19.33%
40410 Leave	39,157	45,285	60,848	60,848	51,285	(9,563)	-15.72%
Total: Personnel	885,090	793,220	872,167	822,167	716,089	(156,078)	-17.90%
Supplies							
42021 Promotional Supplies	-	-	500	500	500	-	0.00%
42120 Computer Software	-	315	-	-	-	-	-
42210 Operating Supplies	2,218	1,707	3,000	3,000	3,000	-	0.00%
42310 Repair/Maintenance Supplies	-	420	-	-	-	-	-
Total: Supplies	2,218	2,442	3,500	3,500	3,500	-	0.00%
Services							
43011 Contractual Services	214	-	2,000	2,700	2,000	-	0.00%
43019 Software Licensing	121	-	-	-	-	-	-
43021 Peninsula Promotion	15,204	3,562	10,000	10,000	10,000	-	0.00%
43110 Communications	6,407	6,040	4,500	4,500	4,500	-	0.00%
43140 Postage and Freight	268	263	500	500	500	-	0.00%
43210 Transportation/Subsistence	13,872	26,301	20,000	20,000	20,000	-	0.00%
43220 Car Allowance	15,300	16,892	18,000	18,000	14,400	(3,600)	-20.00%
43260 Training	2,537	1,435	3,000	3,000	3,000	-	0.00%
43310 Advertising	238	156	500	500	500	-	0.00%
43410 Printing	574	588	1,000	1,000	1,000	-	0.00%
43610 Utilities	8,736	8,933	8,000	8,000	9,000	1,000	12.50%
43720 Equipment Maintenance	61	133	1,000	1,000	1,000	-	0.00%
43810 Rents and Operating Leases	-	1,035	-	-	-	-	-
43920 Dues and Subscriptions	2,723	2,036	3,000	3,000	3,000	-	0.00%
43999 Contingencies	-	-	5,000	5,000	5,000	-	0.00%
Total: Services	66,255	67,374	76,500	77,200	73,900	(2,600)	-3.40%
Capital Outlay							
48710 Minor Office/Communications Equipment	1,678	750	900	900	900	-	0.00%
48720 Minor Office Furniture	542	847	600	600	600	-	0.00%
Total: Capital Outlay	2,220	1,597	1,500	1,500	1,500	-	0.00%
Interdepartmental Charges							
60004 Mileage Ticket Credits	(734)	(442)	-	(474)	(1,500)	(1,500)	-
Total: Interdepartmental Charges	(734)	(442)	-	(474)	(1,500)	(1,500)	-
Department Total	\$ 955,049	\$ 864,191	\$ 953,667	\$ 903,893	\$ 793,489	\$ (160,178)	-16.80%

Line-Item Explanations

40110 Regular Wages. Staff includes: Mayor, Chief of Staff, Special Assistant to the Mayor, Community and Fiscal Project Manager, and Administrative Assistant.

Reduced: 1 Special Assistant to the Mayor

40120 Temporary Wages. Temporary staff, if needed, to assist with administrative requirements.

43011 Contractual Services. Miscellaneous services for Mayor's office (\$2,000).

43021 Peninsula Promotion. Promotional materials and funding for various community functions.

43210 Transportation/Subsistence. To cover travel to Anchorage, Juneau, Washington, DC, and other locations, for the Mayor and staff for meetings with elected officials, staff, agencies, companies and conferences.

43920 Dues and Subscriptions. Memberships to professional and community organizations, including the various chambers of commerce throughout the borough, and subscriptions to local newspapers, various professional reports, journals and magazines.

43999 Contingency. Funds set aside to cover unanticipated expenditures.

Fund 100
Dept: 11227

Department Function
Purchasing & Contracting

Mission

The mission of the Purchasing and Contracting Department is to provide procurement support and service to the various entities of the Borough whose objectives are to obtain materials, equipment and contracted services in a timely, cost effective manner, and at the best value to the Borough and to provide value-added construction management services to departments and service areas of the Borough.

Program Description

The objectives of the Purchasing and Contracting Department are to ensure appropriations are used wisely and in the best interest of the Borough, while preserving the integrity and fairness of the competitive process; to provide guidance to all departments and service areas as it pertains to purchasing policies and procedures; to dispose of surplus tangible property of the Borough, School District and Service Areas; and to provide administration for major and minor capital improvement projects for schools, Borough hospitals, solid waste, and various service area improvement projects, which includes concept evaluation, cost estimation, and engineering criteria review.

Major Long Term Issues and Concerns:

- Long term issues and concerns include improving inventory and supply chain management and purchasing support to departments and service areas.
- Identifying efficiencies to improve Borough's internal business process.
- Continue to work in modernizing the procurement process especially targeting micro purchasing.
- Reduction in state and federal grants and overall reduction of capital improvement projects across the Borough.
- Alignment of project funds with project management time on the projects.

FY2017 Accomplishments:

Purchasing Administration:

- Implemented and administered an online auction process for the disposal of surplus tangible property and netting \$74,484 in two (2) online auctions.
- Awarded approximately 180 contracts.
- Supported the Borough in the acquisition of approximately \$61.7 million worth of goods and services.
- Successfully started the first phase of e-bidding process that will provide increased efficiency in the department.
- Expanded maintenance warehouse consumables catalog and reduced the overall cost of inventory and time management. Improved efficiency in open purchase order management for maintenance department.
- Successfully merged administrative position to support both Purchasing and Capital Projects department.

Capital Projects

- Provided drawing and document support to the Maintenance Department allowing for improved Maintenance Department efficiency on small projects.
- Provided Land Management building and property evaluation support for property acquisitions.
- Improved project coordination and communications with Borough departments.
- Increase in efficiencies on contract administration and project reporting.

Major projects in design:

- CPH Phase VI OB/Cath lab project, information technology department renovation, NPREC master plan update.

Major projects in progress:

- Complete School District roof replacements at Ninilchik School and Kenai Middle School. CPH Imaging phases III, IV and V, CPH transitional housing, SPH Homer Medical Clinic, SPH operation room HVAC, CPL Cell 3, CES Funny River fire station insulation, Old Mill Subdivision 2016 Lost Creek gravel extraction and disposal.

Major projects completed:

- School District roofing replacements: Chapman Elementary School, Sterling Elementary, Soldotna High School, Kenai Central High School. CPH medical office building phase V, Records department remodel, CPL equipment maintenance building, NPREC pool tile replacement, NPREC pool repairs, NPREC gym floor replacement, NPREC septic system replacement, Nanwalek propane tank farm, Seldovia school shop fire repairs, solid waste transfer site repairs.

FY2018 New Initiatives:

- Complete Borough wide review of KPB procurement processes with the intent of developing and implementing strategies for improvement and efficiency and adjustment of procurement Code of Ordinances.
- Implement the full online bidding process across the Borough.
- Expand annual inspection and identification of department and service area facilities for CIP and deferred maintenance needs for non-school facilities.
- Complete improvement of aligning efficiency in contracts and purchasing administration in combined department.
- Improve alignment of internal business practices for more efficient project management.

Fund: 100	Department Function
Dept: 11227	Purchasing & Contracting – Continued

Performance Measures

Purchasing:

Priority/Goal: Procurement

Goal: To provide procurement support and services to various entities of the Borough.

Objective: To obtain the best value and business efficiencies while preserving the integrity and fairness of the procurement process.

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Approved
Staffing History	5	5	4	4

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Contracts/Agreements (long form)	50	53	61	71
Contracts/Agreements (short form)	101	169	107	114
Formal Solicitations	45	59	40	52
Number of Appeals	0	0	0	0
Affirmed Appeals	0	0	0	0
Supplier/Contractor Contacts	1,411	1,411	1,510	1,420

Capital Projects:

Priority/Goal: Staffing

Goal: Efficient and effective project management

Objective: Determine staffing level based on project load balanced with project value. Keep concurrent project ratio between 1:5 and 1:7. (Consider project size, location and complexity.)

Measures:

	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Project Manager to Project Ratio	1:7	1:8	1:8	1:8.5	1:6
Staffing history (prorated based upon FTE equivalents during the year)		8.67	8.67	6.0	5.0

Priority/Goal: Schedule

Goal: To provide timely service to Service Areas and Departments in scheduling and completion of projects.

Objective: To complete all projects within the grantor's funding time requirements.

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Projects completed within funding time requirements	100%	100%	100%	100%

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11227 - Purchasing and Contracting**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 922,100	\$ 795,208	\$ 814,961	\$ 814,961	\$ 731,580	\$ (83,381)	-10.23%
40120 Temporary Wages	1,533	6,467	6,800	6,800	6,800	-	0.00%
40130 Overtime Wages	3,923	3,718	7,472	7,472	7,564	92	1.23%
40210 FICA	77,075	71,413	73,496	73,496	66,474	(7,022)	-9.55%
40221 PERS	684,739	242,291	183,102	183,102	164,832	(18,270)	-9.98%
40321 Health Insurance	294,581	248,238	241,600	241,600	211,032	(30,568)	-12.65%
40322 Life Insurance	1,558	1,345	1,981	1,981	1,780	(201)	-10.15%
40410 Leave	126,195	107,869	103,632	103,632	94,910	(8,722)	-8.42%
40511 Other Benefits	961	1,016	576	576	576	-	0.00%
Total: Personnel	2,112,665	1,477,565	1,433,620	1,433,620	1,285,548	(148,072)	-10.33%
Supplies							
42120 Computer Software	352	476	1,806	1,806	300	(1,506)	-83.39%
42210 Operating Supplies	4,329	3,667	5,150	5,150	5,150	-	0.00%
42230 Fuel, Oil & Lubricants	2,460	108	4,896	4,896	-	(4,896)	-100.00%
42250 Uniforms	325	441	325	325	325	-	0.00%
42263 Training Supplies	32	-	300	300	300	-	0.00%
42310 Repair/Maintenance Supplies	357	49	300	300	300	-	0.00%
42360 Motor Vehicle Supplies	-	16	300	300	-	(300)	-100.00%
42410 Small Tools & Equipment	231	866	630	630	600	(30)	-4.76%
Total: Supplies	8,086	5,623	13,707	13,707	6,975	(6,732)	-49.11%
Services							
43011 Contractual Services	3,530	3,534	3,800	3,800	3,800	-	0.00%
43014 Physical Examinations	-	125	-	-	-	-	-
43019 Software Licensing	2,417	2,287	2,000	2,000	2,347	347	17.35%
43110 Communications	15,849	10,756	13,495	13,495	13,495	-	0.00%
43140 Postage and Freight	281	234	500	500	500	-	0.00%
43210 Transportation/Subsistence	24,482	24,717	28,376	28,376	23,254	(5,122)	-18.05%
43220 Car Allowance	21,600	20,146	18,000	18,000	18,000	-	0.00%
43260 Training	5,125	5,138	5,424	5,424	3,595	(1,829)	-33.72%
43310 Advertising	1,109	273	4,600	4,600	4,600	-	0.00%
43410 Printing	-	-	100	100	100	-	0.00%
43610 Utilities	8,835	9,666	9,711	9,711	9,711	-	0.00%
43720 Equipment Maintenance	2,161	2,349	3,100	3,100	3,100	-	0.00%
43750 Vehicle Maintenance	-	67	400	400	-	(400)	-100.00%
43780 Buildings/Grounds Maintenance	-	18	-	-	-	-	-
43812 Equipment Replacement Pymt.	4,124	4,124	4,124	4,124	-	(4,124)	-100.00%
43920 Dues and Subscriptions	1,180	1,335	1,696	1,696	3,066	1,370	80.78%
Total: Services	90,693	84,769	95,326	95,326	85,568	(9,758)	-10.24%
Capital Outlay							
48120 Major Office/Communications Equipment	1,925	4,535	-	-	-	-	-
48710 Minor Office/Communications Equipment	9,162	4,972	3,250	3,250	3,300	50	1.54%
48720 Minor Office Furniture	1,663	2,084	3,715	3,715	3,165	(550)	-14.80%
Total: Capital Outlay	12,750	11,591	6,965	6,965	6,465	(500)	-7.18%
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	(1,036,861)	(914,100)	(922,357)	(922,357)	(743,366)	178,991	-
60004 Mileage Ticket Credits	-	(1,730)	-	-	-	-	-
Total: Interdepartmental Charges	(1,036,861)	(915,830)	(922,357)	(922,357)	(743,366)	178,991	-
Department Total	\$ 1,187,333	\$ 663,718	\$ 627,261	\$ 627,261	\$ 641,190	\$ 13,929	2.22%

Fund 100

Department 11227 - Purchasing and Contracting - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Purchasing and Contracting Director, Purchasing Assistant, Lead Maintenance Supply Specialist, Maintenance Supply Specialist I/II, 4 Project Administrators, and Administrative Assistant.

Reduced: 1 Water Resource Manager

40120 Temporary Wages. Temporary help during peak construction season, vacation periods, the annual surplus auction and to meet the needs associated with additional projects.

42110 Operating Supplies. To cover costs of office and operational supplies.

42120 Computer Software. Two annual upgrades of Acrobat.

43011 Contractual Services. Custodial services.

43019 Software Licensing. To cover department costs for software licensing including support renewal for security camera system, Autodesk building design software, and CAD maintenance renewals.

43220 Car Allowance. Reduce one Project Administrator car allowance.

43260 Training. AKDEED School Construction Grant Programs, DEED/DCEED Conference, Alaska Code Council seminar and other associated project management conferences/seminars.

43310 Advertising. Advertising for formal solicitations as well as advertising costs for surplus tangible property auctions

43720 Equipment Maintenance. Shared copier maintenance.

43920 Dues & Subscriptions. SWANA (Solid Waste Association of North America), ALE (Association for Learning Environments), Alaska Architects (annual membership), American Society of Healthcare Engineering and PMI (Project Management Institute).

48710 Minor Office/Communications Equipment. Computer work stations (\$1,900), one iPad (\$600), and/or copier/printer (\$800).

48720 Minor Office Furniture. To cover cost of new chairs, desk, and/ file cabinets.

60000 Charges (To) From Other Depts. Charges to other departments and projects including charges to the Maintenance Department for wages and benefits of the Lead Maintenance Supply Specialist and the Maintenance Supply Specialist I/II. This distribution includes a portion for supplies and services attributable to those personnel.

Fund: 100	Department Function
Dept: 11250	Office of Emergency Management

Mission

The Office of Emergency Management has the primary day-to-day area-wide responsibility for natural and human-caused disaster management, community preparedness and mitigation planning programs and activities.

Program Description

The objectives for OEM include disaster preparedness, mitigation efforts, response coordination and recovery effort coordination, including at the citizen preparedness and responder level.

Major Long Term Issues and Concerns:

- Funding of Citizens Corps and CERT programs that contribute greatly to emergency response and neighborhood preparedness are dwindling.
- Borough department participation in Incident Management Team and Recovery Team process is stagnant.

FY2017 Accomplishments

- Continued development/training KPB Incident Management Team (KPB-IMT).
- Provided field exercise opportunities for same, including exercising COOPs, Active Shooter plan, Joint info and PIO systems.

- Supported PIO/JIC interagency workshop.
- Assisted HR with standardized tiered physical policy.
- Strengthened relationship with Maintenance Department in facility systems; alerting system maintenance; emergency generator readiness; and other areas. Maintenance Department is vital in planning facilities and systems for efficiency in use and reduction in long term costs.
- Improved deployment and positioning of emergency generators and supplies across the area to reduce impact on OEM and IMT in disasters, yet maintains readiness of resources.

FY2018 New Initiatives:

- Strengthen community self-sufficiency; improve deployment of available supplies under agreements with agencies and communities through OEM.
- Assist communities with Incident Management Team and CERT composition/training and focus on their local shelter management abilities and resources as a means to reduce impact on OEM in disasters while maintaining high level of coordinated readiness.

Performance Measures

Priority/Goal: Emergency Preparedness.
Goal: Provide outreach to residents to encourage and enhance preparedness for natural and man-made disasters to reduce loss during disasters and to support area wide disaster recovery; promote self-sufficiency for 7 or more days.
Objective: Public presentations, lectures and media interviews and interagency coordination.
Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Number of Public presentations, lectures and media interviews	31	31	40	40
Emergency planning meetings held	125	125	130	130
Number of mitigation planning meetings held	55	55	50	50
Number of exercise and/or responses conducted	20	20	12	12
Number of active Incident Management Team members	18	18	25	25
Number of Borough employees meeting NIMS certification requirements	108	108	200	200
Number of ICS classes conducted	10	10	12	12
Percentage of functional AHAB sirens	100%	100%	100%	100%
Number of CERT classes and/or exercises conducted	6	6	8	8
Number of active CERT trained members	135	135	150	150

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	4.25	4.25	4.00	4.00

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11250 - Emergency Management - Administration**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 264,234	\$ 251,478	\$ 284,032	\$ 284,032	\$ 291,220	\$ 7,188	2.53%
40120 Temporary Wages	8,358	3,096	10,000	10,000	10,000	-	0.00%
40130 Overtime Wages	2,016	3,467	3,941	3,941	3,925	(16)	-0.41%
40210 FICA	22,983	21,929	26,325	26,325	26,464	139	0.53%
40221 PERS	129,302	50,593	42,525	42,525	43,290	765	1.80%
40321 Health Insurance	68,836	62,285	60,400	60,400	48,696	(11,704)	-19.38%
40322 Life Insurance	431	428	706	706	712	6	0.85%
40410 Leave	35,744	36,614	38,798	38,798	36,600	(2,198)	-5.67%
40511 Other Benefits	157	385	432	432	288	(144)	-33.33%
Total: Personnel	532,061	430,275	467,159	467,159	461,195	(5,964)	-1.28%
Supplies							
42120 Computer Software	1,120	-	11,500	11,500	2,500	(9,000)	-78.26%
42210 Operating Supplies	4,932	3,028	6,000	6,000	7,500	1,500	25.00%
42230 Fuels, Oils and Lubricants	1,277	978	2,500	2,500	2,500	-	0.00%
42310 Repair/Maintenance Supplies	8,135	9,297	30,000	30,000	30,000	-	0.00%
42360 Motor Vehicle Repair Supplies	114	91	500	500	500	-	0.00%
42410 Small Tools & Equipment	623	286	750	750	750	-	0.00%
Total: Supplies	16,201	13,680	51,250	51,250	43,750	(7,500)	-14.63%
Services							
43011 Contractual Services	111,332	112,095	113,959	113,959	113,959	-	0.00%
43019 Software Licensing	598	1,900	990	990	1,290	300	30.30%
43110 Communications	28,033	28,242	31,800	31,800	31,800	-	0.00%
43140 Postage and Freight	318	75	500	500	500	-	0.00%
43210 Transportation/Subsistence	4,645	2,977	4,925	4,925	8,986	4,061	82.46%
43260 Training	-	125	-	-	200	200	-
43310 Advertising	419	81	800	800	100	(700)	-87.50%
43410 Printing	-	-	100	100	100	-	0.00%
43610 Utilities	10,567	11,613	11,500	11,500	12,650	1,150	10.00%
43720 Equipment Maintenance	560	224	1,500	1,500	1,500	-	0.00%
43750 Vehicle Maintenance	192	526	1,000	1,000	1,000	-	0.00%
43780 Building/Grounds Maintenance	22,242	35,773	26,000	26,000	26,850	850	3.27%
43810 Rents and Operating Leases	3,335	-	-	-	-	-	-
43812 Equipment Replacement Pymt	4,000	4,360	4,360	4,360	2,643	(1,717)	-39.38%
43920 Dues and Subscriptions	370	550	510	510	586	76	14.90%
43999 Disaster Response Contingency	-	-	50,000	50,000	50,000	-	0.00%
Total: Services	186,611	198,541	247,944	247,944	252,164	4,220	1.70%
Capital Outlay							
48710 Minor Office/Communications Equipment	2,492	6,598	5,350	5,350	5,350	-	0.00%
48720 Minor Office Furniture	176	(3)	-	-	400	400	-
48740 Minor Machines & Equipment	3,706	-	-	-	-	-	-
Total: Capital Outlay	6,374	6,595	5,350	5,350	5,750	400	7.48%
Department Total	\$ 741,247	\$ 649,091	\$ 771,703	\$ 771,703	\$ 762,859	\$ (8,844)	-1.15%

Fund 100
Department 11250 Emergency Management - Administration - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Emergency Management Director, Administrative Assistant, Secretary, and Program Coordinator.

42120 Computer Software. Completed one-time upgrade to replace 10 year old software (decrease); budget reflects normal annual need (\$2,500).

42310 Repair/Maintenance Supplies. Parts for ERC building maintenance, misc. repair supplies, and parts for siren system maintenance.

42360 Motor Vehicle Repair Supplies. Parts for mobile command vehicle.

43011 Contractual Services. USGS flood warning stations (\$93,394), Rapid Notify contract (\$13,915), Emergency Alert System (EAS) - allows OEM to activate EAS (\$600), custodial services (\$3,750), ATS fire alarm & security maintenance contract (\$300), miscellaneous small contracts (\$2,000).

43019 Software Licensing. Increase due to security camera system software license (\$300).

43110 Communications. Siren DSL, long distance, cable, cell phones, sat phones, and data plans for damage assessment software.

43210 Transportation/Subsistence. PMI & training Homer, Seward, Tyonek, KBay villages; Increase due to re-classification and replacement of Program Manager; new hire may need training not available locally (in-state); high levels of responsibility and proficiency require training plus travel to communities to continue bridging relationships; factory training on sirens (\$2,306); International Emergency Managers conference (\$2,255); annual required prep conference Anchorage; one national training academy EMI (\$260).

43310 Advertising. Decrease as advertising is rarely done in print any longer (\$700).

43780 Building / Grounds Maintenance. Grounds (\$2,000), snow plowing (\$2,000), elevator (\$1,000), boiler (\$250), ERC (\$9,750), and siren annual preventative maintenance (\$11,000).

43920 Dues and Subscriptions. Two International Association of Emergency Managers memberships (\$380), and local newspaper subscription increase (\$166), vehicle registrations (\$40).

43999 Disaster Response Contingency. Contingency funds available for initial response in the event of a disaster within the Kenai Peninsula Borough.

48710 Minor Office/Communications Equipment. Replace desktop (\$850) & laptop computers (\$1,500), replacement computer switch and router for mobile command vehicle (\$3,000).

48710 Minor Office Furniture. Replace office chair (up to two).

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2017 Estimated</u>	<u>FY2018 Projected</u>	<u>Projected Payments FY2019-2021</u>
2015 towing vehicle	8,360	4,360	2,643	7,929
	<u>\$ 8,360</u>	<u>\$ 4,360</u>	<u>\$ 2,643</u>	<u>\$ 7,929</u>

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Fund: 100	Department Function
Dept: 11230	Human Resources – Administration

Mission

The mission of the Office of Human Resources is to lead the successful development of employees and employment relationships through effective hiring, policy development, labor and employee relations, training and related support services.

Program Description

The Office of Human Resources provides employee relations, talent management, recruitment, hiring, retention, training and the administering of benefits for employees, ensures regulatory and statutory compliance, develops policies and procedures and administers labor relations for the Borough.

Major Long Term Issues and Concerns:

- Proactively staying current with a significant number of changing labor, employment, and healthcare laws to ensure the borough's compliance.
- Managing healthcare costs, benefits and administration.
- Standardizing, centralizing, memorializing, and implementing necessary policies and forms.
- Reviewing, updating and standardizing job descriptions.
- Improving process flow for HR procedures.
- Continued design and implementation of electronic solutions for HR processes, which can be difficult to address in a challenging economic environment.

FY2017 Accomplishments:

- Negotiated and implemented a new three-year Collective Bargaining Agreement.
- Designed and implemented employee benefit package changes.
- Completed HR road-shows in non-fire service areas.
- Participated in standardization of time-keeping and measurement practices for bargained fire service area employees.
- Revised volunteer background check process.
- Developed and implemented multiple policies and processes including revised Administrative Leave, Pay Guidelines, Travel Guidelines, and Emergency Responder Physicals policies.
- Updated multiple position descriptions.

FY2018 New Initiatives:

- Analyze newly implemented changes to health care plans (FY2017) and evaluate related vendor contracts.
- Monitor changes to employment and labor law under new (federal) administration (healthcare, labor, etc.) Make changes as necessary to ensure compliance.
- Update identified personnel policies and procedures to support administration initiatives.
- Revise organizational design as required to support administrative changes and direction.
- Complete improvement of non-administrative employee evaluation format and process.

Performance Measures

Priority/Goal: Human Resources

Goal: Voluntary, regrettable turnover under 10%

- Objective:**
1. Low turnover signifies a healthy employee environment.
 2. Low turnover equates to less time and money training new employees.
 3. Low regrettable turnover indicates positive employee morale and may result in higher productivity.

Measures:

Turnover	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Voluntary Turnover Ratio	5%	5%	4%	4%

Priority/Goal: Human Resources

Goal: Grievances not resolved by Step 3, under 3 per year

- Objective:**
1. Unresolved grievances may signify poor employer/employee relations.
 2. High volume of filed grievances may signify management issues within a department.

Measures:

Grievances	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Grievances Unresolved by Step 3	0	0	0	0

Fund:	100	Department Function
Dept:	11230	Human Resources – Administration - Continued

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History	3.5	3.5	3.5	3.5

Commentary

The KPB Human Resources team continues to focus on the areas of employee and labor relations, compliance, efficiency and standardization.

We will continue to update employment (and volunteer) policy in FY2018 to ensure consistent compliance in all areas of the Borough. Specifically, we will focus on standardizing volunteer and employee policies and procedures among our similar service areas. We will continue to develop and implement internal training for managers and supervisors in the area of performance management and interviewing/selection.

As in previous years, compliance with changing healthcare law and rising health care costs continue to be a challenge for employers. Managing these frequent changes and demands while managing costs in our health plan continues to be a focus for the HR team. While KPB health plan design updates in FY2017 have improved the position of the borough in the healthcare market, HR will continue working with partners in FY2018 to actively identify controlling measures, as well as to assess plan design and offerings we may consider. These partners include the union, state agencies, internal departments, the hospitals, the KPBSD, other municipalities and the public.

Fund	100	Department Function
Dept:	11230	Human Resources/Homer and Seward Annex

Mission

The mission of the annexes is to provide as near-to-full Borough service as possible to the Homer and Seward communities.

Program Description

The Borough Annex offices in Homer and Seward provide information to the public so that residents do not have to physically present themselves to the main offices in Soldotna.

Major Long Term Issues and Concerns:

- Ensure Seward and Homer communities have regular access to services on a local level.
- Providing automation and training where appropriate to maintain and increase value.

FY2017 Accomplishments

- Coordination with Clerk's office on election activities and swearing in of local board members.

FY2018 New Initiatives:

- Complete cross-training to support multi-departmental functions.

Performance Measures

Priority/Goal: Homer and Seward Annexes

Goal: Provide Borough departmental service for the residents of those areas as effectively as possible.

- Objective:**
1. Train the personnel covering those annexes in those areas where they can perform the service.
 2. If they are unable to perform the service, train the personnel on how to properly service the resident; i.e., obtaining information, referral to department personnel, etc.
 3. Continue to educate the public on the services available.

Measures:

Average number of residents served per month	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Homer	240	240	240	200
Seward	40	40	40	40

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History	1.5	1.5	1.5	1.5

Commentary

The Annex offices are busier in years where local property assessing is taking place. For FY2018, this is reflected in the average-served numbers above. Especially in high visibility years, it continues to be important that the residents in these communities have a local access channel to the borough through these Annex offices to help address their concerns. Both Annexes are continuing to work toward increased visibility in the respective communities.

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 11230 - Human Resources - Administration

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 311,686	\$ 319,420	\$ 345,905	\$ 345,905	\$ 347,845	\$ 1,940	0.56%
40120 Temporary Wages	1,328	2,520	2,640	2,640	2,640	-	0.00%
40130 Overtime Wages	1,415	1,152	4,446	4,446	4,480	34	0.76%
40210 FICA	26,658	26,687	31,491	31,491	31,896	405	1.29%
40221 PERS	228,535	96,190	79,386	79,386	79,858	472	0.59%
40321 Health Insurance	110,536	109,211	120,800	120,800	117,240	(3,560)	-2.95%
40322 Life Insurance	521	533	860	860	863	3	0.35%
40410 Leave	42,962	48,099	47,037	47,037	47,709	672	1.43%
40511 Other Benefits	551	416	360	360	360	-	0.00%
Total: Personnel	724,192	604,228	632,925	632,925	632,891	(34)	-0.01%
Supplies							
42120 Computer Software	-	630	125	125	-	(125)	-100.00%
42210 Operating Supplies	2,075	2,134	3,927	3,927	3,400	(527)	-13.42%
42410 Small Tools & Minor Equipment	1,275	650	-	-	-	-	-
Total: Supplies	3,350	3,414	4,052	4,052	3,400	(652)	-16.09%
Services							
43011 Contractual Services	4,192	4,914	8,375	8,375	3,000	(5,375)	-64.18%
43019 Software Licensing	-	1,795	1,633	1,633	4,131	2,498	152.97%
43110 Communications	9,679	7,020	8,000	8,000	7,326	(674)	-8.43%
43140 Postage and Freight	510	408	525	525	525	-	0.00%
43210 Transportation/Subsistence	6,154	4,407	6,051	6,051	5,945	(106)	-1.75%
43220 Car Allowance	3,600	3,517	3,600	3,600	3,600	-	0.00%
43260 Training	908	668	938	938	758	(180)	-19.19%
43270 Employee Development	7,500	7,500	10,000	10,000	10,000	-	0.00%
43310 Advertising	4,051	3,603	6,000	6,000	4,000	(2,000)	-33.33%
43610 Utilities	10,839	11,463	12,000	12,000	11,500	(500)	-4.17%
43720 Equipment Maintenance	1,363	1,444	1,500	1,500	1,925	425	28.33%
43810 Rents and Operating Leases	21,913	25,884	28,442	28,442	26,272	(2,170)	-7.63%
43920 Dues and Subscription	2,107	2,254	906	906	906	-	0.00%
Total: Services	72,816	74,877	87,970	87,970	79,888	(8,082)	-9.19%
Capital Outlay							
48710 Minor Office/Communications Equipment	4,140	1,862	825	825	-	(825)	-100.00%
48720 Minor Office Furniture	-	746	-	-	-	-	-
Total: Capital Outlay	4,140	2,608	825	825	-	(825)	-100.00%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	(709)	-	(432)	(750)	(750)	-
Total: Interdepartmental Charges	-	(709)	-	(432)	(750)	(750)	-
Department Total	\$ 804,498	\$ 684,418	\$ 725,772	\$ 725,340	\$ 715,429	\$ (10,343)	-1.43%

Fund 100
Department 11230 - Human Resources - Administration - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Director of Human Resources, HR Specialist, HR Assistant, 1/2 time Clerk (1/2 time position is also charged to Print/Mail Division as Mail Copy Clerk), Secretary (Homer Annex) and 1/2 time Secretary (Seward Annex).

42120 Computer Software. Decrease due to reallocation of purchase to health-care specific cost center.

42210 Operating Supplies. Decrease due to reallocation of purchase of IRS form 1099c for ACA compliance to health-care specific cost center.

43011 Contractual Services. With approval of the new Collective Bargaining Agreement in July 2016, the contingency for labor negotiations is no longer required and reduces this budget item by \$5,000. Background screening services (\$1,500) decreased as a result of service areas and departments budgeting for this employee-related expense, and the State of Alaska FICA administrative fee (\$1,500) increased slightly based on a 3-year trend.

43019 Software Licensing. Annual fee for on-line recruitment license, subscription, maintenance and tech support (\$3,976). This fee increased by \$2,776 as a result of renegotiating a new 3-year contract with NeoGov in 2016 after it was discovered (both by NeoGov and KPB) that the one-time, introductory, discounted rate of \$1,200 had never been revisited since the contract was entered into in 2012, and security camera software renewal (\$155).

43110 Communications. Cost of internet service has increased to \$306 annually; however, overall decrease due to Seward Bear Creek Flood Service Area and Capital Projects sharing the cost of TLS (Transparent LAN Service) service into the Seward Annex.

43210. Transportation/Subsistence. Travel out-of-state for continuing education units to maintain certification.

43260 Training. Training associated with continuing education units to maintain certification.

43270 Employee Development. The Collective Bargaining Agreement, effective for the period 7/1/16 through 6/30/19, set the fiscal year amount at \$10,000.

43310 Advertising. Decrease due to use of online sites for specific positions (emergency management, firefighters, resource planning, etc.) that allow members to post recruitment notices for free; also, costs associated with employee recruitment are being charged to the appropriate service area and/or department.

43720 Equipment Maintenance. Increase based on 3-year trend and incremental increase in costs per copy.

43810 Rents and Operating Leases. Decrease due to new lease agreement for Seward annex that came in under what was budgeted for FY17 (\$9,591); Homer annex lease (\$16,526) which includes a 1% CPI adjustment as per the lease agreement, and post office box rental in Seward (\$155).

48710 Minor Office Equipment. Decrease due to one-time purchase of electronic tablet (iPad) during FY17.

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Fund: 100	Department Function
Dept: 11233	Human Resources- Print/Mail

Mission

The mission of the print/mail shop is to provide efficient and cost effective print and mail services to the Borough, service areas and school district.

Program Description

The print room function provides printing services of routine and special publications of the Borough, service areas and school district, which includes binding, laminating, collation and copying. The mail room function involves the metering, sorting and delivery of Borough, service area and school district mail, including the folding, stuffing, sealing and mailing of bulk mailings such as sales tax forms, tax billings, school district payroll and assessment notices.

Major Long Term Issues and Concerns:

- Maintaining efficiencies and cost effectiveness.
- Maximizing our use of available technology.

- Minimizing down-time: ensuring maintenance and repair services are responsive and timely.
- Increasing capabilities to support new processes.

FY2017 Accomplishments

- Improved technology options for shipping/package tracking.
- Continued workflow evaluation to ensure maximum efficiency outside of calendared events (e.g. check printing, quarterly mailings).
- Added building supply (ordering/warehousing/distribution) responsibilities.

FY2018 New Initiatives:

- Review service contracts on heavy printing equipment for timely adherence to maintenance service intervals.

Performance Measures

Priority/Goal: Print/Mail Room

Goal: Provide timely and accurate response to our departments, school district and service areas on all print and mail job requests. To assist/serve the employees of the borough, service areas and school district in providing high quality service to the residents.

Objective: 1. Meeting deadlines on mail and print requests which will allow our departments, school districts and service areas to better serve the residents.
2. Timely responses to requests are economically beneficial to the departments, school district and service areas.

Measures:

Average Percentage of Deadlines Met	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Print	95%	95%	98%	98%
Mail	95%	95%	98%	98%

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	1.25	1.25	1.25	1.25

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11233 - Human Resources - Print/Mail**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 57,365	\$ 57,933	\$ 58,358	\$ 58,358	\$ 60,192	\$ 1,834	3.14%
40120 Temporary Wages	-	-	1,440	1,440	1,440	-	0.00%
40130 Overtime Wages	59	-	2,704	2,704	2,744	40	1.48%
40210 FICA	4,556	4,674	5,390	5,390	5,559	169	3.14%
40221 PERS	42,401	18,058	13,650	13,650	14,077	427	3.13%
40321 Health Insurance	35,848	35,522	36,240	36,240	35,172	(1,068)	-2.95%
40322 Life Insurance	94	103	151	151	155	4	2.65%
40410 Leave	6,670	6,984	6,967	6,967	7,240	273	3.92%
40511 Other Benefits	234	219	216	216	216	-	0.00%
Total: Personnel	147,227	123,493	125,116	125,116	126,795	1,679	1.34%
Supplies							
42120 Computer Software	-	-	1,095	1,095	-	(1,095)	-100.00%
42210 Operating Supplies	16,517	14,593	20,000	20,000	16,000	(4,000)	-20.00%
42250 Uniforms	325	331	325	325	416	91	28.00%
42410 Small Tools & Equipment	-	743	-	-	1,413	1,413	-
Total: Supplies	16,842	15,667	21,420	21,420	17,829	(3,591)	-16.76%
Services							
43019 Software Licensing	490	-	-	-	1,195	1,195	-
43110 Communications	444	574	600	600	600	-	0.00%
43210 Transportation/Subsistence	1,040	1,032	1,100	1,100	1,100	-	0.00%
43610 Utilities	8,977	9,178	9,800	9,800	9,100	(700)	-7.14%
43720 Equipment Maintenance	28,945	29,582	31,500	31,500	34,110	2,610	8.29%
43812 Equipment Replacement Pymt.	16,070	21,276	18,286	18,286	20,293	2,007	10.98%
Total: Services	55,966	61,642	61,286	61,286	66,398	5,112	8.34%
Capital Outlay							
48710 Minor Office/Communications Equipment	3,219	-	450	450	2,525	2,075	461.11%
Total: Capital Outlay	3,219	-	450	450	2,525	2,075	461.11%
Department Total	\$ 223,254	\$ 200,802	\$ 208,272	\$ 208,272	\$ 213,547	\$ 5,275	2.53%

Line-Item Explanations

40110 Regular wages. Staff includes: 3/4 time lead mail-copy technician and 1/2 time Mail Copy Clerk.

42120 Computer Software. Decrease due to one-time purchase of QTrak package delivery system software in FY2017.

42110 Operating Supplies. Decrease based on 3-trend.

42410 Small Tools & Equipment. Increase due to one-time purchase of oval die for the coil binder (\$491) and (2) electronically adjustable desk frames on which to mount existing work table tops to address ergonomic issues (\$922).

42250 Uniforms. The Collective Bargaining Agreement, effective 7/1/16 through 6/30/19, increased the uniform allowance from \$6.25 per pay period (\$162.50 annually) to \$8.00 per pay period (\$208 annually).

43019 Software Licensing. Increase due to annual QTrak package tracking system software/subscription renewal.

43610 Utilities. Decrease due to less consumption than what was projected.

43720 Equipment Maintenance. Maintenance costs on main printers, color copier, folder, stuffers, mail processor and other miscellaneous equipment. Annual maintenance agreement on the folder, stuffer, mail processor and peripheral components includes a 15% increase based on correspondence with vendor.

43812 Equipment Replacement Payments. Scheduled replacement of equipment.

48710 Minor Office Equipment. Phone replacement in the printshop (\$375); purchase a tabletop booklet maker machine (\$2,150) due to the increased requests to publish pamphlets/booklets, such as the Popular Annual Financial Report, The Employee's Guide to the Family and Medical Leave Act, and the Open Enrollment Guide for 2017 Employee Benefits.

Fund 100**Department 11233 - Human Resources - Print/Mail - Continued****Equipment Replacement Payment Schedule**

<u>Items</u>	<u>Prior Years</u>	<u>FY2017 Estimated</u>	<u>FY2018 Projected</u>	<u>Projected Payments FY2019-2021</u>
Digital copiers (2) - replacements	6,952	6,952	6,952	13,904
Folder/stuffer (replacement)	5,793	5,760	5,760	11,520
Digital mail processor	16,828	-	-	-
Binding machine	1,592	398	425	1,275
Paper cutter	11,284	2,821	2,622	7,866
Paper drill	7,904	1,976	2,176	6,528
Letter opener	6,163	379	2,358	7,074
	<u>\$ 56,516</u>	<u>\$ 18,286</u>	<u>\$ 20,293</u>	<u>\$ 48,167</u>

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Fund: 100	Department Function
Dept: 11235	Human Resources – Custodial Maintenance

Mission

The mission of the Custodial Division is to provide prompt and effective custodial services to the Main Borough building, the Risk Management and Human Resources annexes, the school district portables, the records center, and by contract, the Homer Annex.

Program Description

This division provides janitorial services to the buildings located within the Binkley/Park Street complex and administers the contracts for the Homer Annex.

Major Long Term Issues and Concerns:

Coordination of activities with Maintenance department and Purchasing & Contracting department, as well as the School District, to provide an overall custodial management approach.

FY2017 Accomplishments

- Continued coordination of activities with Maintenance department and Purchasing & Contracting department.
- Used internal shift coverage, school district temporary recruitment pool, flexible schedules and shift trades to cover short-term absences and special events.
- Continued to monitor spill plan checks for main buildings.

FY2018 New Initiatives:

- Support borough building renovation efforts as needed.

Performance Measures

Priority/Goal: Custodial Maintenance

Goal: In addition to regular custodial activities, timely response to all non-routine custodial requests.

- Objective:**
1. Timely response to requests may lower the risk of injury to employees and the public.
 2. Timely response may lower our overall maintenance costs.

Measures:

Percentage of Timely Response	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Custodial	99%	99%	99%	99%

Percentages gauged by number of complaints received by General Services.

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History*	1.25	1.25	1.25	1.25

*Custodial staffing totals 2.5 employees; 50% is paid by Borough and 50% is paid by School District.

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11235 - Human Resources - Custodial Maintenance**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 55,535	\$ 57,169	\$ 55,351	\$ 55,351	\$ 56,396	\$ 1,045	1.89%
40120 Temporary Wages	-	-	2,700	2,700	2,700	-	0.00%
40130 Overtime Wages	685	624	1,145	1,145	1,168	23	2.01%
40210 FICA	4,325	4,552	5,196	5,196	5,277	81	1.56%
40221 PERS	39,546	16,689	12,918	12,918	13,163	245	1.90%
40321 Health Insurance	28,842	27,884	30,200	30,200	29,310	(890)	-2.95%
40322 Life Insurance	85	89	144	144	146	2	1.39%
40410 Leave	6,096	6,137	6,496	6,496	6,445	(51)	-0.79%
40511 Other Benefits	224	205	216	216	216	-	0.00%
Total: Personnel	135,338	113,349	114,366	114,366	114,821	455	0.40%
Supplies							
42210 Operating Supplies	85	88	125	125	125	-	0.00%
42250 Uniforms	244	249	244	244	312	68	27.87%
42310 Repair/Maintenance Supplies	172	121	150	150	100	(50)	-33.33%
42410 Small Tools & Equipment	1,375	185	485	485	485	-	0.00%
Total: Supplies	1,876	643	1,004	1,004	1,022	18	1.79%
Services							
43011 Contractual Services	3,500	3,482	3,680	3,680	3,800	120	3.26%
43110 Communications	26	66	75	75	120	45	60.00%
43210 Transportation/Subsistence	(152)	26	100	100	50	(50)	-50.00%
43610 Utilities	829	848	900	900	900	-	0.00%
43720 Equipment Maintenance	113	50	100	100	50	(50)	-50.00%
Total: Services	4,316	4,472	4,855	4,855	4,920	65	1.34%
Department Total	\$ 141,530	\$ 118,464	\$ 120,225	\$ 120,225	\$ 120,763	\$ 538	0.45%

Line-Item Explanations

40110 Regular wages. Staff includes: 1/2 time Lead Custodian and 2 full-time custodians.

Note: 50% of the staffing expenditures are charged to the School District and 50% to the Borough Human Resources Department.

42250 Uniforms. The Collective Bargaining Agreement, effective 7/1/16 through 6/30/19, increased the uniform allowance from \$6.25 per pay period (\$162.50 annually) to \$8.00 per pay period (\$208 annually).

42310 Repair/Maintenance Supplies. Decrease due to purchase of new vacuum and shampooer (previous fiscal year) and replacing equipment accessories on a regular basis before they become a maintenance issue.

43011 Contractual Services. Janitorial services for the Homer Annex (\$2,700), window washing at the main Borough building, Human Resources, Risk Management, and Records offices (\$1,000), and laundering custodial cleaning cloths (\$100), increase due to \$10/month increase in janitorial services at the Homer Annex.

43110 Communications. Increase is due to higher monthly plan costs as a result of changing cellular service provider.

43210 Transportation/Subsistence. Decrease based on 3-year trend.

43720. Equipment Maintenance. Decrease due to the purchase of new vacuums/shampooers on alternating fiscal years, or sooner as required.

Kenai Peninsula Borough

Budget Detail

Fund 100

Human Resource Department Totals

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 424,586	\$ 434,522	\$ 459,614	\$ 459,614	\$ 464,433	\$ 4,819	1.05%
40120 Temporary Wages	1,328	2,520	6,780	6,780	6,780	-	0.00%
40130 Overtime Wages	2,159	1,776	8,295	8,295	8,392	97	1.17%
40210 FICA	35,539	35,913	42,077	42,077	42,732	655	1.56%
40221 PERS	310,482	130,937	105,954	105,954	107,098	1,144	1.08%
40321 Health Insurance	175,226	172,617	187,240	187,240	181,722	(5,518)	-2.95%
40322 Life Insurance	700	725	1,155	1,155	1,164	9	0.78%
40410 Leave	55,728	61,220	60,500	60,500	61,394	894	1.48%
40511 Other Benefits	1,009	840	792	792	792	-	0.00%
Total: Personnel	1,006,757	841,070	872,407	872,407	874,507	2,100	0.24%
Supplies							
42120 Computer Software	-	630	1,220	1,220	-	(1,220)	-100.00%
42210 Operating Supplies	18,677	16,815	24,052	24,052	19,525	(4,527)	-18.82%
42250 Uniforms	569	580	569	569	728	159	27.94%
42310 Repair/Maintenance Supplies	172	121	150	150	100	(50)	-33.33%
42410 Small Tools & Equipment	2,650	1,578	485	485	1,898	1,413	291.34%
Total: Supplies	22,068	19,724	26,476	26,476	22,251	(4,225)	-15.96%
Services							
43011 Contractual Services	7,692	8,396	12,055	12,055	6,800	(5,255)	-43.59%
43019 Software Licensing	490	1,795	1,633	1,633	5,326	3,693	226.15%
43110 Communications	10,149	7,660	8,675	8,675	8,046	(629)	-7.25%
43140 Postage and Freight	510	408	525	525	525	-	0.00%
43210 Transportation/Subsistence	7,042	5,465	7,251	7,251	7,095	(156)	-2.15%
43220 Car Allowance	3,600	3,517	3,600	3,600	3,600	-	0.00%
43260 Training	908	668	938	938	758	(180)	-19.19%
43270 Employee Development	7,500	7,500	10,000	10,000	10,000	-	0.00%
43310 Advertising	4,051	3,603	6,000	6,000	4,000	(2,000)	-33.33%
43610 Utilities	20,645	21,489	22,700	22,700	21,500	(1,200)	-5.29%
43720 Equipment Maintenance	30,421	31,076	33,100	33,100	36,085	2,985	9.02%
43810 Rents and Operating Leases	21,913	25,884	28,442	28,442	26,272	(2,170)	-7.63%
43812 Equipment Replacement Pymt.	16,070	21,276	18,286	18,286	20,293	2,007	10.98%
43920 Dues and Subscriptions	2,107	2,254	906	906	906	-	0.00%
Total: Services	133,098	140,991	154,111	154,111	151,206	(2,905)	-1.89%
Capital Outlay							
48710 Minor Office/Communications Equipment	7,359	1,862	1,275	1,275	2,525	1,250	98.04%
Total: Capital Outlay	7,359	2,608	1,275	1,275	2,525	1,250	98.04%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	(709)	-	(432)	(750)	(750)	-
Total: Interdepartmental Charges	-	(709)	-	(432)	(750)	(750)	-
Department Total	\$ 1,169,282	\$ 1,003,684	\$ 1,054,269	\$ 1,053,837	\$ 1,049,739	\$ (4,530)	-0.43%

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Fund: 100	Department Function
Dept: 11231	Information Technology

Mission

Provide effective, courteous, and responsive end user support for the Kenai Peninsula Borough's computing systems. Implement and maintain a reliable, robust network, which serves as the delivery mechanism for computing services. Provide direction, consultation, and guidance regarding future planning as it relates to the Kenai Peninsula Borough's computing and information management needs.

Program Description

The IT Department implements and supports all computing and networking, and the majority of telephony infrastructure for the Kenai Peninsula Borough. Additionally, the IT Department provides support for mission critical business applications, and provides application and integration development for all KPB business units.

Major Long Term Issues and Concerns:

- Changing technology and required cost to maintain systems.
- Ongoing training required by constantly changing IT landscape.
- Streamlining IT support to handle increasing IT scope without staffing increases.

Performance Measures

- Electronic document management/classification/retention being brought up to the standards applied to permanent records such as microfilm/microfiche and paper.
- Increasing cost of software licensing.

FY2017 Accomplishments

- Developed budget revision request system; eliminating current paper based approval-routing system.
- Developed automated approval and routing of PO printing process, eliminating paper distribution of PO documents.
- Established borough-wide PC equipment budget based on standardized equipment lifecycle. This will help minimize the expense of PC equipment.
- Migrated SQL reporting services to SharePoint.

FY2018 New Initiatives:

- Develop centralized repository for all department purchasing documents.
- Streamline AP payment request process, eliminating majority of paper submissions.

Priority/Goal: Customer Service

Goal: Timely resolution of desktop computing issues.

Objective: Reduce average time to close on medium and high priority issues.

Measures:

Average Incident Closed Time by Priority	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
<u>High</u> priority incident response time	4 hours	1.20 Hours	.75 Hours	1.25 Hours	<4 Hours
<u>Medium</u> priority incident response time	8-12 hours	20.75 Hours	20.25 Hours	6.5 Hours	12 Hours
<u>Low</u> priority incident response time	48 hours	33.17 Hours	23.75 Hours	22 Hours	24 Hours

Priority/Goal: Customer Service

Goal: Timely resolution of desktop computing issues.

Objective: Increase percentage of incidents closed within 1 business week.

Measures:

Percentage of Incidents Closed	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
% of incidents closed within 120 Hours	94%	95.8%	98%	98%

Fund: 100
Dept: 11231

Department Function
Information Technology - Continued

Priority/Goal: Device Support

Goal: Provide support for Borough devices.

Objective: Provide support for Borough devices through IT staff.

Devices Supported:	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Desktop PC's	455	458	460	465
Phones	381	381	384	385
Printers	114	114	114	114
Servers	98	105	115	110
Total Number of Networked Devices	1,990	1,990	2,033	2,050
Annual Support Incidents	1,955	1,671	1,456	1,500
Ratio of Support Incidents to IT Dept FTE	170:1	145:1	127:1	130:1

Measures:

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	11.5	11.5	11.5	11.5

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11231 - Information Technology**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 830,362	\$ 793,316	\$ 912,168	\$ 912,168	\$ 899,264	\$ (12,904)	-1.41%
40120 Temporary Wages	-	-	3,080	3,080	3,080	-	0.00%
40130 Overtime Wages	450	282	5,638	5,638	5,382	(256)	-4.54%
40210 FICA	68,529	67,368	79,966	79,966	79,673	(293)	-0.37%
40221 PERS	604,847	230,703	204,241	204,241	202,649	(1,592)	-0.78%
40321 Health Insurance	257,762	225,485	277,840	277,840	246,204	(31,636)	-11.39%
40322 Life Insurance	1,378	1,294	2,214	2,214	2,202	(12)	-0.54%
40410 Leave	116,756	85,906	113,854	113,854	117,267	3,413	3.00%
40511 Other Benefits	1,661	1,342	1,584	1,584	1,584	-	0.00%
Total: Personnel	1,881,745	1,405,696	1,600,585	1,600,585	1,557,305	(43,280)	-2.70%
Supplies							
42120 Computer Software	7,013	4,815	4,125	4,125	6,125	2,000	48.48%
42210 Operating Supplies	7,950	11,269	16,000	16,000	13,680	(2,320)	-14.50%
42230 Fuels, Oils & Lubricants	621	468	850	850	950	100	11.76%
42310 Repair/Maintenance Supplies	15,596	14,652	15,500	15,500	15,500	-	0.00%
42410 Small Tools & Equipment	727	3,985	4,180	4,180	3,600	(580)	-13.88%
Total: Supplies	31,907	35,189	40,655	40,655	39,855	(800)	-1.97%
Services							
43011 Contractual Services	95	3,389	5,498	5,498	7,804	2,306	41.94%
43019 Software Licensing	188,482	196,671	217,907	217,907	237,466	19,559	8.98%
43110 Communications	31,299	29,266	28,980	28,980	28,980	-	0.00%
43140 Postage and Freight	-	12	500	500	500	-	0.00%
43210 Transportation/Subsistence	6,028	4,690	5,850	5,850	5,850	-	0.00%
43260 Training	3,295	4,975	13,850	13,850	13,850	-	0.00%
43610 Utilities	21,176	21,653	19,260	19,260	19,260	-	0.00%
43720 Equipment Maintenance	478	470	2,500	2,500	2,000	(500)	-20.00%
43810 Rents & Operating Leases	-	-	350	350	350	-	0.00%
43812 Equipment Replacement Pymt.	44,072	40,441	31,849	35,973	30,999	(850)	-2.36%
43920 Dues and Subscriptions	2,379	2,364	2,375	2,375	2,400	25	1.05%
Total: Services	297,304	303,931	328,919	333,043	349,459	20,540	6.17%
Capital Outlay							
48120 Major Office/Communications Equipment	7,823	-	-	-	-	-	-
48311 Machinery & Equipment	-	4,892	-	-	-	-	-
48710 Minor Office/Communications Equipment	18,207	23,334	22,025	22,025	22,025	-	0.00%
48720 Minor Office Furniture	2,864	3,157	750	750	-	(750)	-100.00%
48740 Minor Machines & Equipment	-	1,422	-	-	-	-	-
Total: Capital Outlay	28,894	32,805	22,775	22,775	22,025	(750)	-3.29%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	(566)	-	(974)	(800)	(800)	-
Total: Interdepartmental Charges	-	(566)	-	(974)	(800)	(800)	-
Department Total	\$ 2,239,850	\$ 1,777,055	\$ 1,992,934	\$ 1,996,084	\$ 1,967,844	\$ (25,090)	-1.26%

Fund 100
Department 11231 - Information Technology - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Director, 4 Enterprise Applications Developers, 2 Network/IT Administrator, 1 Senior Information Helpdesk Technicians, 2 Information Helpdesk Technician, 1 Information Helpdesk Supervisor and 1/2 IT Clerk.

40120 Temporary Wages. Temporary wages to explore engaging in an internship/work study partnership with local high schools and/or Kenai Peninsula College.

42120 Computer Software. Developer software development kits, mobile apps, minor software updates, additional backup licensing.

42310 Repair/Maintenance Supplies. Parts for repairing and maintaining desktop computers, server equipment and network infrastructure.

42410 Small Tools & Equipment. Hand tools, computer accessories, additional UPS.

43011 Contractual Services. TLS circuit installation, software modifications, SSL certificates, helpdesk calls, server room A/C preventative maintenance.

43019 Software Licensing. Increase due to normal anticipated required contract increases. CommVault support (\$31,518), WebHelpdesk (\$1,543) GEMS (\$34,151), end user remote access (\$3,459), Unisys (\$28,206), McAfee (\$3,277), Microfocus Cobol (\$2,811), Microsoft Office (\$54,060), Cisco, ESW, UCSS (\$29,000), Planet Press (\$2,805), VMWare support (\$12,000), Equallogic SAN support (\$12,000), Quantum LTO rapid renewal (\$2,500), misc. (\$6,136), data loss prevention and SPAM filtering (\$14,000).

43110 Communications. Internet connection, Borough Administration building TLS circuit.

43260 Training. Decrease due to completing more online and local training. Ongoing internet based technical training/courses for developers, system administrators and helpdesk staff.

43210 Transportation and Subsistence. Decrease in training related transportation and subsistence due to completing more training online.

43812 Equipment Replacement Payments. See schedule below.

43920 Dues & Subscriptions. Safari books online subscriptions (\$2,400).

48710 Minor Office/Communications Equipment. (3) standard workstations (\$1,025 each), 1 development workstation (\$4,000), 1 laptop (\$1,350), Scheduled replacement of 4 distribution switches (\$2,500 each), mid range and unmanaged switches (\$3,600).

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2017 Estimated</u>	<u>FY2018 Projected</u>	<u>Projected Payments FY2019-2021</u>
Virtual Server Software	\$ 23,373	\$ 7,791	\$ 7,791	\$ -
Enhance data protection	59,715	7,655	-	-
Vehicle/ transferred from CP	-	4,124	2,089	-
UPS battery/cell monitoring	8,211	2,737	2,737	8,211
Core router replacement	7,444	5,127	5,127	5,128
Virtualization cluster tier I replacement	5,933	5,933	5,933	17,796
SAN Replication/ data protection **	-	2,606	2,606	7,818
10G Switch Fabric Replacement	-	-	4,716	14,148
Total	<u>\$ 104,676</u>	<u>\$ 35,973</u>	<u>\$ 30,999</u>	<u>\$ 53,101</u>

** An 85/15 split is being billed to the IT Department and 911 fund respectively for this hardware.

Fund: 100	Department Function
Dept: 11310	Legal Department

Mission

To provide legal services for the Borough and School District in an ethical, timely, professional, and cost-effective manner. As this promotes legal, fiscally responsible, and respectful municipal government, it furthers the general government mission statement.

Program Description

The legal department serves the assembly, the borough administration including all borough boards, commissions, and departments, and the school district. Services provided include routine legal advice, issuing legal opinions, document drafting and review, preparation and/or review of ordinances and resolutions, and representing our clients in litigation.

Major Long Term Issues and Concerns:

- Updating the borough code for clarification, to eliminate inconsistencies, and to improve processes.
- Conduct regular training of public officials.
- Hospital governance and health care cost issues.
- Continue moving towards paperless work environment.
- Continue improving tracking of services performed.

FY2017 Accomplishments

- Worked with other departments to rewrite borough code chapters 5.12 (Property Tax), 5.18 (Sales tax), and 21.50 (Enforcement).
- In coordination with outside counsel won one personal injury lawsuit, settled two personal injury lawsuits and a significant worker's comp claim.
- Won lawsuit against KPB through trial on delinquent property tax case.
- Advised Health Care Task Force and EMS Workgroup.
- Continued converting many research files to digital format.
- Advised BOE in 16 hearings and drafted decisions.
- Advised staff in two BOA hearings.
- Worked with staff to enter two stipulated enforcement orders and to resolve numerous violations without hearing.
- Standardized Community Revenue Sharing agreements.

FY2018 New Initiatives:

- Update Legal Department web page.

Performance Measures

Priority/Goal: In a timely manner review and prepare high quality documents for the borough and school district, and skillfully research and respond to requests for legal advice and assistance.

Measures:

Requests for Legal Assistance	CY2015 Actual	CY2016 Actual	CY2017 Projected	CY2018 Estimated
Contracts, permits & other document drafting &/or review	301	277	290	290
Ordinances	66	78	75	75
Resolutions	54	79	70	70
Legal Opinions/Research	215	254	250	250
Public record requests reviewed.	163	210	210	210
Grants reviewed	23	7	6	6
Code enforcement actions	5	9	5	5
	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
FTE staffing	5	5	5	5

Priority/Goal: Collect delinquent sales and property taxes, and other debts

Measures:

	CY2015 Actual	CY2016 Actual	CY2017 Projected	CY2018 Estimated
Delinquent Sales and Property Taxes collected (including receipts from bankruptcy case management). Average active tax collection cases for CY 16 was 60 per month.	\$135,444	\$100,682	\$70,000	\$70,000
Non-tax judgment, delinquent solid waste fees & other miscellaneous collections.	\$61,595	\$3,075	n/a	n/a

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11310 - Legal Administration**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget	%
Personnel							
40110 Regular Wages	\$ 403,916	\$ 434,784	\$ 470,820	\$ 435,820	\$ 457,093	\$ (13,727)	-2.92%
40120 Temporary Wages	-	770	10,080	3,288	10,080	-	0.00%
40130 Overtime Wages	976	2,055	4,983	4,983	4,345	(638)	-12.80%
40210 FICA	34,834	35,580	42,269	42,269	41,351	(918)	-2.17%
40221 PERS	298,817	128,926	105,847	105,847	102,536	(3,311)	-3.13%
40321 Health Insurance	113,160	108,796	120,800	120,800	117,240	(3,560)	-2.95%
40322 Life Insurance	696	714	1,134	1,134	1,102	(32)	-2.82%
40410 Leave	59,833	60,309	61,388	61,388	57,722	(3,666)	-5.97%
40511 Other Benefits	72	30	-	-	-	-	-
Total: Personnel	912,304	771,964	817,321	775,529	791,469	(25,852)	-3.16%
Supplies							
42120 Computer Software	284	-	500	500	500	-	0.00%
42210 Operating Supplies	982	1,496	2,500	2,500	2,500	-	0.00%
42410 Small Tools & Minor Equipment	1,669	193	300	300	300	-	0.00%
Total: Supplies	2,935	1,689	3,300	3,300	3,300	-	0.00%
Services							
43011 Contractual Services	13,079	11,141	45,000	244,400	45,000	-	0.00%
43019 Software Licensing	1,623	3,821	3,958	3,958	3,981	23	0.58%
43031 Litigation	4,847	6,056	7,000	7,613	7,250	250	3.57%
43034 Attorney Fees-Special Cases	12,657	11,024	14,000	25,792	14,000	-	0.00%
43110 Communications	4,013	3,916	4,000	4,000	4,164	164	4.10%
43140 Postage and Freight	472	468	500	500	500	-	0.00%
43210 Transportation/Subsistence	3,653	4,728	10,008	5,008	4,440	(5,568)	-55.64%
43220 Car Allowance	10,246	10,274	10,800	10,800	10,800	-	0.00%
43260 Training	2,214	2,026	3,570	3,170	2,330	(1,240)	-34.73%
43310 Advertising	-	485	-	600	-	-	-
43410 Printing	-	-	200	200	100	(100)	-50.00%
43610 Utilities	7,028	7,189	7,460	7,460	7,053	(407)	-5.46%
43720 Equipment Maintenance	240	336	350	350	350	-	0.00%
43920 Dues and Subscriptions	26,327	26,592	28,796	28,796	30,331	1,535	5.33%
Total: Services	86,399	88,056	135,642	342,647	130,299	(5,343)	-3.94%
Capital Outlay							
48710 Minor Office/Communications Equipment	1,765	971	1,500	1,500	800	(700)	-46.67%
48720 Minor Office Furniture	-	955	800	800	-	(800)	-100.00%
Total: Capital Outlay	1,765	1,926	2,300	2,300	800	(1,500)	-65.22%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	-	-	(535)	-	-	-
Total: Interdepartmental Charges	-	-	-	(535)	-	-	-
Department Total	\$ 1,003,403	\$ 863,635	\$ 958,563	\$ 1,123,241	\$ 925,868	\$ (32,695)	-3.41%

Line-Item Explanations

40110 Regular Wages. Staff includes: Borough Attorney, 1 Deputy Borough Attorney, 1 Assistant Borough Attorney, and 2 Legal Assistants.

43011 Contractual Services. Hiring outside counsel as needed for cases not covered by insurance and litigation fund, to serve as a hearing officer for code compliance cases if any, or where in-house staff lacks time or expertise.

43019 Software Licensing. Law office software, data scrubbing program and surveillance licensing.

43031 Litigation. Court fees and collection costs. Increased because Legal is paying more judgment recording fees and bankruptcy court fees.

43034 Attorney's Fees Special Cases. For hiring outside counsel when a conflict of interest exists.

43110 Communications. Increased due to department-wide internet upgrade.

43210 Transportation/Subsistence. For attendance at court and seminars including 2017 Alaska Municipal Attorney's Association meeting, other training conferences, and meetings. Reduced to eliminate attendance at International Municipal Lawyers Association annual conference.

43920 Dues and Subscriptions. Increased for biennial printing of Alaska statute sets, and escalation of fees for memberships, publications, and national computerized legal research program.

48710 Minor Office/Communications Equipment. Purchase of one new desktop computer.

Fund: 100	Department Function
Dept: 11410	Finance - Administration

Mission

Provide overall administration and accountability of the financial activities of the Borough by ensuring that Borough financial practices are in compliance with Borough, state and federal laws and reflect best practices within public sector for financial management.

Program Description

- Administration of the Borough's finance department.
- Management of the Borough's investment pool.
- Serve as advisor to the Mayor and the Assembly.

Major Long Term Issues and Concerns:

- Changes in financial reporting due to Government Accounting Standards Board (GASB) proposed changes to accounting practices and reporting.

FY2017 Accomplishments

- Received GFOA Certificate of Achievement for Excellence in Financial Reporting for the FY2016 CAFR, 37th consecutive year.
- Received GFOA Certificate of Achievement for Popular Annual Financial Reporting for the FY2017 CAFR, 3rd consecutive year
- Received GFOA Distinguished Budget Presentation Award for the FY2017 budget document, 25th year.
- Implementation of new sales tax software.

FY2018 New Initiatives:

- Earn GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Earn GFOA Certificate of Achievement for Excellence in Popular Annual Financial Reporting.
- Earn GFOA Distinguished Budget Presentation Award.

Performance Measures

Priority/Goal: Effective Governance

Goal: Maintain external validation of the Budget and Comprehensive Annual Financial Report (CAFR)

Objective: Obtain GFOA Certification of Excellence in Financial Reporting and GFOA Distinguished Budget Presentation Award

Measures:

Award Programs	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
GFOA Certificate of Achievement-CAFR	Yes	Yes	Yes	Yes
GFOA Certificate of Achievement-Popular Report	Yes	Yes	Yes	Yes
GFOA Budget Award	Yes	Yes	Yes	Yes

Priority/Goal: Effective Governance

Goal: Prepare and review Borough Ordinances and Resolutions that have a fiscal impact to the Borough

Objective: Ensure compliance with Borough code

Measures:

Ordinances and Resolutions	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Number of Ordinances reviewed/prepared	67	70	75	75
Number of Resolutions reviewed/prepared	51	34	50	50

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	3	3	3	3

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11410 - Finance - Administration**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 258,246	\$ 266,908	\$ 277,233	\$ 277,233	\$ 278,980	\$ 1,747	0.63%
40120 Temporary Wages	-	-	1,121	1,121	1,121	-	0.00%
40130 Overtime Wages	-	-	1,575	1,575	1,598	23	1.46%
40210 FICA	22,345	21,056	24,305	24,305	25,049	744	3.06%
40221 PERS	180,678	76,504	61,805	61,805	62,196	391	0.63%
40321 Health Insurance	67,896	66,920	72,480	72,480	70,344	(2,136)	-2.95%
40322 Life Insurance	413	424	668	668	668	-	0.00%
40410 Leave	36,730	38,026	37,713	37,713	38,948	1,235	3.27%
40511 Other Benefits	416	367	144	144	144	-	0.00%
Total: Personnel	566,724	470,205	477,044	477,044	479,048	2,004	0.42%
Supplies							
42120 Computer Software	25	-	-	-	-	-	-
42210 Operating Supplies	2,275	2,138	2,700	2,700	2,700	-	0.00%
42410 Small Tools & Equipment	721	250	500	500	500	-	0.00%
Total: Supplies	3,021	2,388	3,200	3,200	3,200	-	0.00%
Services							
43011 Contractual Services	1,861	1,889	5,000	5,000	4,850	(150)	-3.00%
43017 Investment Portfolio Fees	27,111	19,278	35,000	35,000	35,000	-	0.00%
43019 Software Licensing	-	10	-	-	150	150	-
43110 Communication	1,306	1,457	1,700	1,700	1,700	-	0.00%
43140 Postage and Freight	-	10	500	500	500	-	0.00%
43210 Transportation/Subsistence	12,327	11,731	17,150	17,150	17,150	-	0.00%
43220 Car Allowance	7,200	7,034	7,200	7,200	7,200	-	0.00%
43260 Training	3,233	4,517	4,145	4,145	4,145	-	0.00%
43310 Advertising	-	-	300	300	300	-	0.00%
43410 Printing	160	-	250	250	250	-	0.00%
43610 Utilities	3,697	3,778	3,900	3,900	3,900	-	0.00%
43720 Equipment Maintenance	494	265	560	560	-	(560)	-100.00%
43920 Dues and Subscriptions	2,467	3,757	2,750	2,750	3,720	970	35.27%
Total: Services	59,856	53,726	78,455	78,455	78,865	410	0.52%
Capital Outlay							
48120 Major Office/Communications Equipment	-	8,120	-	-	-	-	-
48710 Minor Office/Communications Equipment	2,587	1,191	800	800	-	(800)	-100.00%
Total: Capital Outlay	2,587	9,311	800	800	-	(800)	-100.00%
Interdepartmental Charges							
60004 Mileage Ticket Credits	(747)	(1,559)	-	(2,444)	(2,200)	(2,200)	-
Total: Interdepartmental Charges	(747)	(1,559)	-	(2,444)	(2,200)	(2,200)	-
Department Total	\$ 631,441	\$ 534,071	\$ 559,499	\$ 557,055	\$ 558,913	\$ (586)	-0.10%

Line-Item Explanations

40110 Regular Wages. Staff includes: Finance Director, Controller, and Administrative Assistant (Finance).

43011 Contractual Services. Miscellaneous financial services.

43017 Investment Portfolio Fees. Fees paid for managing a portion of the Borough's investment pool. Total costs are estimated at \$100,000, the general fund portion is approximately \$35,000; the balance is charged out to other funds and is shown as a reduction of interest earnings.

Fund: 100

Department Function

Dept: 11430

Finance – Financial Services

Mission

Provide accounting services for all departments and service areas of the Borough. Maintain the Borough’s chart of accounts; conduct sales tax audits of businesses selling goods and services in the Borough to ensure compliance with sales and personal property tax ordinances; monitor, prepare, and submit financial reports for all Borough grants; and assist in the preparation of the Borough’s Comprehensive Annual Financial Report and annual budget document.

Program Description

The Financial Services Division provides a variety of financial services to the Assembly, Borough Employees and the general public. Services include accounts payable, payroll, financial analysis, budget reporting, grant management, sales tax audits, and tax compliance reporting.

FY2017 Accomplishments:

- Successfully completed fact finding and refined borough needs for paperless payroll options and timekeeping modules in order to introduce capital budget request in FY2018 for project completion.
- Developed and implemented, with the assistance of I.T., electronic travel authorization approval and electronic budget revisions processes creating efficiencies.

FY2018 New Initiatives:

- Begin refinement process on payroll paystubs. Allowing for a more informative paystub that will provide employees a better understanding of the information presented.
- Complete RFP for paperless payroll options and implement prior to June 30, 2018.

Performance Measures

Priority/Goal: Operations

Goal: To provide timely and accurate payment to vendors and employees.

- Objective:**
1. Produce direct deposits and W-2’s for all employees.
 2. Process invoices and provide timely payment to vendors.

Measures:

Process	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Payroll checks and direct deposits issued	10,394	11,146	11,250	11,250
W-2’s issued	779	763	775	800
Ratio of PR checks issued to voided/reissued checks	1,039:1	954:1	1,125:1	1,125:1
Number of accounts payable invoices paid	21,910	22,183	25,000	25,000
1099’s processed	342	295	350	350
Ratio of invoices paid per accounts payable staff	10,955:1	11,092:1	12,500:1	12,500:1

Priority/Goal: Grant compliance

Goal: Maintain compliance and eligibility for future grant funding by producing timely and accurate required grants reports.

- Objective:**
1. Remain in compliance by providing monthly, quarterly, and annual grant reports.
 2. Request and receive grants funds for grant objectives met or achieved.

Measures:

Grant/Process	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Grant reports filed	160	127	98	60
Grants administered	71	60	55	34
Revenue received	\$29,643,550	\$20,057,215	\$13,921,227	\$17,713,212
Ratio of revenue received for each grant report filed	\$185,272:1	\$157,930:1	\$142,053:1	\$295,220:1

Fund: 100	Department Function
Dept: 11430	Finance – Financial Services - Continued

Priority/Goal: Sales tax compliance

Goal: To have all businesses that have retail sales, rents or services within the borough, registered to collect sales tax, filing and remitting properly.

- Objective:**
1. Through the audit process, verify that business are accurately filing and remitting sales tax.
 2. Educate those doing business within the Borough on the sales tax code requirements.
 3. Identify and contact unregistered businesses operating within the Borough, to bring them into compliance.

Measures:

Process	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Sales tax audits completed	83	194	220	220
Registration of previously unregistered businesses	167	161	200	200
Sales tax estimates completed	371	282	285	285
Ratio of registered businesses to completed audits and estimates	15:1	23:1	22:1	22:1

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	8	8	8	8

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11430 - Finance - Financial Services**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 444,852	\$ 451,814	\$ 498,919	\$ 498,919	\$ 494,497	\$ (4,422)	-0.89%
40120 Temporary Wages	8,822	24,245	5,510	5,510	5,510	-	0.00%
40130 Overtime Wages	8,067	4,774	18,319	18,319	18,033	(286)	-1.56%
40210 FICA	40,788	40,343	46,847	46,847	46,119	(728)	-1.55%
40221 PERS	334,035	136,488	117,490	117,490	116,393	(1,097)	-0.93%
40321 Health Insurance	175,124	174,805	193,280	193,280	187,584	(5,696)	-2.95%
40322 Life Insurance	749	788	1,259	1,259	1,246	(13)	-1.03%
40410 Leave	62,222	58,954	65,619	65,619	61,096	(4,523)	-6.89%
40511 Other Benefits	1,073	964	1,008	1,008	1,008	-	0.00%
Total: Personnel	1,075,732	893,175	948,251	948,251	931,486	(16,765)	-1.77%
Supplies							
42120 Computer Software	284	129	-	-	-	-	-
42210 Operating Supplies	5,965	4,840	7,000	7,000	5,000	(2,000)	-28.57%
42410 Small Tools & Equipment	317	1,223	500	500	500	-	0.00%
Total: Supplies	6,566	6,192	7,500	7,500	5,500	(2,000)	-26.67%
Services							
43011 Contractual Services	456	168	-	-	-	-	-
43019 Software Licensing	-	-	100	100	15,000	14,900	14900.00%
43110 Communication	2,151	2,096	2,600	2,600	2,600	-	0.00%
43140 Postage and Freight	5,523	5,558	6,500	6,500	6,500	-	0.00%
43210 Transportation/Subsistence	13,959	11,174	14,700	14,700	14,700	-	0.00%
43220 Car Allowance	7,200	7,034	7,200	7,200	7,200	-	0.00%
43260 Training	3,223	3,189	3,165	3,165	3,165	-	0.00%
43310 Advertising	379	-	300	300	300	-	0.00%
43410 Printing	-	-	300	300	300	-	0.00%
43610 Utilities	4,993	5,080	5,250	5,250	5,250	-	0.00%
43720 Equipment Maintenance	494	265	600	600	500	(100)	-16.67%
43812 Equipment Replacement Pymt.	-	-	-	-	67,336	67,336	-
43920 Dues and Subscriptions	328	328	590	590	590	-	0.00%
Total: Services	38,706	34,892	41,305	41,305	123,441	82,136	198.85%
Capital Outlay							
48710 Minor Office/Communications Equipment	3,790	2,560	2,250	2,250	2,250	-	0.00%
48720 Minor Office Furniture	685	611	600	600	600	-	0.00%
Total: Capital outlay	4,475	3,171	2,850	2,850	2,850	-	0.00%
Interdepartmental Charges							
60004 Mileage Ticket Credits	(408)	(623)	-	(1,254)	(1,000)	(1,000)	-
Total: Interdepartmental Charges	(408)	(623)	-	(1,254)	(1,000)	(1,000)	-
Department Total	\$ 1,125,071	\$ 936,807	\$ 999,906	\$ 998,652	\$ 1,062,277	\$ 62,371	6.24%

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Financial Planning Manager, 2 General Account Specialists (Payroll and Accounts Payable), 1 Data Input Clerk, 1 Auditor, 1 Audit Specialist, 1 Auditor/Accountant, and 1 Treasury/Budget Analyst.

43019 Software Licensing. New timekeeping software maintenance.

43210 Transportation/Subsistence. Travel for essential meeting including the Alaska Government Finance Officers Association's (AGFOA) and GEMS conference. Additional travel for audits and Service Area board meetings.

43812 Equipment Replacement Payment. Upgrade current GEMS software which is 19 years old and purchase electronic timekeeping software. See project detail on page 345 and 347.

48710 Minor Office/Communications Equipment. Scheduled replacement of two workstations (\$850 each) and monitors (\$275 each).

48720 Minor Office Furniture. Sit to stand stations.

Equipment Replacement Payment Schedule

Items	Prior Years	FY2017 Estimated	FY2018 Projected	Projected Payments FY2019-2021
Electronic timekeeping software	\$ -	\$ -	\$ 23,270	\$ 69,810
GEMS FMS/HRMS software upgrade	-	-	44,066	132,198
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 67,336</u>	<u>\$ 202,008</u>

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Fund: 100

Department Function

Dept: 11440

Finance – Property Tax and Collections

Mission

Property Tax and Collections Division is committed to serving the public, businesses and government customers by collecting and distributing taxes and information properly and accurately in the most courteous, professional, innovative and cost effective manner, in addition to meeting all Borough and State legal requirements and supporting a positive work environment for employees and constituents.

Program Description

It is the responsibility of the Property Tax and Collections Division to calculate the annual mill levies, bill, mail, collect and disburse annual property tax and related penalty and interest for all Borough taxing authorities, services areas and 6 cities located within the Borough in accordance with the KPB Code of Ordinance ensuring accurate recording of property taxes and other revenue. The department is responsible for the collection of delinquencies from sales tax, leasehold property, mobile homes, personal and real property tax which includes the foreclosure proceedings mandated by Alaska State Statutes. This division collects and posts all revenue that comes into the borough as well as research and reviews all liquor license applications for compliance.

Major Long Term Issues and Concerns

- Per a settlement the State of Alaska has entered into with the three consumer reporting agencies we are no longer able to report certain debts making collection efforts even tougher and more complicated than in the past.

FY2017 Accomplishments

- Updated the Borough Code which pertains to property and sales tax in an effort to be more cost effective in the collection efforts.
- Due to the change in Code reducing the amount to foreclose, the cost of publication and mailing of foreclosure notices decreased.
- Temporary personnel were not needed to help in the foreclosure process.
- On line payments of property taxes totaled \$4.4 million in calendar year 2016, which indicates an increase of 25-30% per calendar year.

FY2018 New Initiatives:

- File more small claims actions against debtors for unpaid personal property and sales tax.

Performance Measures

Priority: Effective Governance

Goal: Collect at least 99.9% of real property tax prior to taking clerks deed.

Objective: To contact as many owners for payment of delinquent taxes prior to obtaining clerk's deed avoiding taxpayers having to repurchase property.

Measures:

Documents processed	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Real Property Tax Bills Produced	65,072	65,394	65,560	66,000
Foreclosure Notices Sent	2,691	2,537	2,000	2,400
Number of Properties with Foreclosure Judgment	1,428	1,542	1,200	1,440
Clerk's Deed filed (foreclosure process completed)	36	38	38	36
% of property tax collected	99.9%	99.9%	99.9%	99.9%

Priority: Effective Governance

Goal: Increase collections of delinquent sales tax and personal property tax.

Objective: Continue to file sales tax liens, process small claims and transferring personal property debt to the collection agency in an effort to collect delinquent taxes.

Measures:

Claims filed or Processed	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Sales Tax Liens Filed	77	64	68	72
Small Claims Filed	14	15	25	30
Percentage of personal property accounts transferred	.09%	.07%	.05%	.04%
Sales Tax/Personal Property Tax Collected in House(000's)	\$934	\$1,002	\$1,100	\$1,100

Fund: 100	Department Function
Dept: 11440	Finance – Property Tax and Collections

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	7	7	7	7

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11440 - Finance - Property Tax and Collections**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 364,872	\$ 382,023	\$ 433,180	\$ 433,180	\$ 426,636	\$ (6,544)	-1.51%
40120 Temporary Wages	-	-	6,000	6,000	6,000	-	0.00%
40130 Overtime Wages	1,932	999	5,317	5,317	5,374	57	1.07%
40210 FICA	32,105	32,280	39,856	39,856	39,188	(668)	-1.68%
40221 PERS	289,252	121,952	99,497	99,497	98,013	(1,484)	-1.49%
40321 Health Insurance	158,383	156,147	169,120	169,120	164,136	(4,984)	-2.95%
40322 Life Insurance	656	682	1,090	1,090	1,070	(20)	-1.83%
40410 Leave	58,768	64,881	62,741	62,741	60,756	(1,985)	-3.16%
40511 Other Benefits	935	851	864	864	864	-	0.00%
Total: Personnel	906,903	759,815	817,665	817,665	802,037	(15,628)	-1.91%
Supplies							
42120 Computer Software	315	-	-	-	-	-	-
42210 Operating Supplies	3,803	2,645	4,000	4,000	3,500	(500)	-12.50%
42310 Repair/Maintenance Supplies	33	271	500	500	500	-	0.00%
Total: Supplies	4,151	2,916	4,500	4,500	4,000	(500)	-11.11%
Services							
43011 Contractual Services	15,390	16,783	20,000	20,000	17,000	(3,000)	-15.00%
43019 Software Licensing	96,604	101,647	105,130	105,130	110,487	5,357	5.10%
43110 Communications	1,799	1,772	2,000	2,000	2,000	-	0.00%
43140 Postage and Freight	29,105	30,505	34,000	34,000	34,000	-	0.00%
43210 Transportation/Subsistence	1,466	2,784	2,860	2,860	3,232	372	13.01%
43260 Training	1,100	1,100	895	895	895	-	0.00%
43310 Advertising	9,170	8,206	9,000	9,000	9,000	-	0.00%
43410 Printing	639	-	250	250	250	-	0.00%
43610 Utilities	7,536	7,706	7,500	7,500	7,500	-	0.00%
43720 Equipment Maintenance	894	624	1,100	1,100	1,000	(100)	-9.09%
43810 Rents & Operating Leases	342	348	400	400	400	-	0.00%
43920 Dues and Subscriptions	1,342	823	1,100	1,100	600	(500)	-45.45%
43931 Recording Fees	16,165	13,021	13,000	13,000	13,000	-	0.00%
43932 Litigation Reports	41,004	66,657	40,000	40,000	75,000	35,000	87.50%
Total: Services	222,556	251,976	237,235	237,235	274,364	37,129	15.65%
Capital Outlay							
48710 Minor Office/Communications Equipment	2,953	2,967	2,600	2,600	3,660	1,060	40.77%
48720 Minor Office Furniture	520	611	1,000	1,000	1,000	-	0.00%
Total: Capital Outlay	3,473	3,578	3,600	3,600	4,660	1,060	29.44%
Interdepartmental Charges							
60004 Mileage Ticket Credits	(745)	-	-	-	(700)	(700)	-
Total: Interdepartmental Charges	(745)	-	-	-	(700)	(700)	-
Department Total	\$ 1,136,338	\$ 1,018,285	\$ 1,063,000	\$ 1,063,000	\$ 1,084,361	\$ 21,361	2.01%

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Property Tax and Collections Supervisor, 3 Delinquent Accounts Specialists II, 2 Senior Account Clerk (Revenue), 1 Account Clerk (Finance).

43011 Contractual Services. Collection agency (\$1,000), armored car service (\$3,760), web reports and electronic payments (\$1,000), process server (\$3,000), and tax bill printing and mailing of annual reminder and delinquent bills (\$8,240).

43019 Software Licensing. Yearly licensing fee for the payment processing remittance system (\$2,900), and property tax billing and collection software & tax website-Manatron (\$107,587, a 5% increase).

43210 Transportation/Subsistence. Travel for Manager to attend the User's Group Conference in Fort Worth, TX and other training seminars and workshops.

43920 Dues and Subscriptions. Decrease due to no longer receiving a newspaper and reduced credit reporting cost related to new regulations.

43932 Litigation Reports. Increase due to additional reports being required for debt collection.

48710 Minor Office/Communications Equipment. Scheduled upgrade for 2 computers and monitors (\$2,910) and one desk top printer (\$750).

48720 Minor Office Furniture. Replace office chairs.

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Fund: 100	Department Function
Dept: 11441	Finance – Sales Tax

Mission

Collection and distribution of Borough and Cities' sales tax as defined within the Borough Sales Tax Code section 5.18.100, while remaining in compliance with Borough policies and Alaska State Statutes.

changes to local tax structure are routinely considered. These potential changes to local tax structures, including sales tax, put a burden on Borough resources as we are charged with the administration of sales taxes within the Borough, including the five cities that have sales tax. The state also is considering a statewide sales tax as a part of their future revenue sources.

Program Description

Sales Tax Division is responsible for processing sales tax returns, registering new businesses, and issuing tax exempt cards, resale cards and owner/builder cards. Division compiles and provides accurate and timely sales tax information to the general public and various government officials. Make recommendations regarding policies and ordinances related to sales tax. Maintain special assessment program and administer annual billing cycle. Monitor and maintain land sale escrows and land leases.

FY2017 Accomplishments

- Implemented changes to the Borough sales tax code
- Billed out one new special assessment project.

FY2018 New Initiatives:

- Review existing sales tax policies and update as needed.
- Implement on-line sales tax reporting system to allow businesses to file and remit taxes on-line.
- Implement efficiencies to reduce expense and continue to provide acceptable level of service to business owners.

Major Long Term Issues and Concerns:

As municipalities and organizations within the Borough look to boost revenues to cover increased operating expenses,

Performance Measures

Priority/Goal: Effective Governance

Goal: Process incoming sales tax returns in timely manner. Provide accurate sales tax information to interested parties.

Objective: Comply with Borough sales tax code, policies and Alaska State Statutes.

Measures:

Forms processed/revenue collected	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Sales Tax Revenue Collected (000's) FY data	\$30,139	\$30,117	\$30,286	\$30,740
Sales Tax Returns Processed	36,075	34,644	36,100	37,600
Registered Businesses	11,472	11,256	11,900	11,800
Sales Tax Certificates issued	1,361	998	1,150	1,350
Resale Cards issued	2,751	2,497	2,700	2,900
Exempt Cards issued	1,815	1,704	1,800	1,900
Owner Builder Cards issued	261	229	275	300
Special Assessment accounts billed and maintained	628	864	1,000	1,150
Land sales escrows maintained	44	33	37	41
Land leases monitored	33	36	38	40

Priority/Goal: Effective Governance

Goal: Provide professional and efficient customer service to business owners and members of the public.

Objective: Forms submitted by business owners are completed correctly and are ready for processing by staff.

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History	4	4	4	4

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11441 - Finance - Sales Tax**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 204,336	\$ 203,540	\$ 225,827	\$ 225,827	\$ 228,038	\$ 2,211	0.98%
40120 Temporary Wages	28,648	8,400	6,300	6,300	6,300	-	0.00%
40130 Overtime Wages	16,543	2,198	1,096	1,096	1,109	13	1.19%
40210 FICA	19,594	17,192	20,330	20,330	20,547	217	1.07%
40221 PERS	158,133	63,118	51,210	51,210	51,730	520	1.02%
40321 Health Insurance	89,739	89,590	96,640	96,640	93,792	(2,848)	-2.95%
40322 Life Insurance	335	356	569	569	574	5	0.88%
40410 Leave	21,138	24,667	26,679	26,679	27,162	483	1.81%
40511 Other Benefits	624	577	432	432	432	-	0.00%
Total: Personnel	539,090	409,638	429,083	429,083	429,684	601	0.14%
Supplies							
42210 Operating Supplies	3,855	1,339	2,500	2,500	2,500	-	0.00%
42410 Small Tools & Equipment	-	156	400	400	400	-	0.00%
Total: Supplies	3,855	1,495	2,900	2,900	2,900	-	0.00%
Services							
43011 Contractual Services	7,866	130	13,000	13,000	13,000	-	0.00%
43019 Software Licensing	50,875	50,608	56,000	56,000	73,000	17,000	30.36%
43110 Communications	845	804	1,200	1,200	1,000	(200)	-16.67%
43140 Postage and Freight	28,280	23,733	30,000	30,000	30,000	-	0.00%
43210 Transportation/Subsistence	2,914	2,698	9,325	9,325	7,200	(2,125)	-22.79%
43260 Training	1,461	3,014	3,300	3,300	3,500	200	6.06%
43310 Advertising	2,585	-	8,000	8,000	8,000	-	0.00%
43410 Printing	5,448	3,673	4,800	4,800	5,200	400	8.33%
43610 Utilities	2,818	2,881	3,300	3,300	3,000	(300)	-9.09%
43720 Equipment Maintenance	2,484	2,254	3,000	3,000	3,000	-	0.00%
43812 Equipment Replacement Pymt.	140,712	140,712	140,712	140,712	103,214	(37,498)	-26.65%
43920 Dues and Subscriptions	510	860	608	608	970	362	59.54%
Total: Services	246,798	231,367	273,245	273,245	251,084	(22,161)	-8.11%
Capital Outlay							
48710 Minor Office/Communications Equipment	490	1,792	850	850	1,676	826	97.18%
48720 Minor Office Furniture	200	391	1,500	1,500	1,000	(500)	-33.33%
Total: Capital Outlay	690	2,183	2,350	2,350	2,676	326	13.87%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	(588)	-	-	(1,000)	(1,000)	-
Total: Interdepartmental Charges	-	(588)	-	-	(1,000)	(1,000)	-
Department Total	\$ 790,433	\$ 644,095	\$ 707,578	\$ 707,578	\$ 685,344	\$ (22,234)	-3.14%

Line-Item Explanations

40110 Regular Wages. Staff includes: Accounting Supervisor (Sales Tax), Sales Tax Specialist, Senior Account Clerk, and an Account Clerk.

43011 Contractual Services. To pay the division's share (50%) of web reports and electronic payment system (\$3,000), creation of scannable forms and revisions of other forms(\$17,000).

43019 Software Licensing. Sales tax software annual maintenance (\$51,500), Melissa Data (\$3,000), Binary Office (\$17,500), and imaging software annual maintenance (\$1,000).

43210 Transportation/Subsistence. Travel and attendance to AGFOA conference and continuing education conference for Sales Tax Manager. Travel for training for sales tax division staff.

43310 Advertising. Quarterly publication of businesses that are delinquent with sales tax filings and /or remittance due.

43720 Equipment Maintenance. Annual maintenance on two scanners and allocation of maintenance costs on finance department copier.

43812 Equipment Replacement Payment. Sales tax software system and required platform upgrade. See project detail on page 347.

48710 Minor Office/Communications Equipment. Scheduled computer upgrades, two desktops (\$1,676).

48710 Minor Office Furniture. Chair replacement (\$400), other (\$600).

Fund 100
Department 11441 - Finance - Sales Tax - Continued

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2017 Estimated</u>	<u>FY2018 Projected</u>	<u>Projected Payments FY2019-2021</u>
SRT Sales Tax System	\$ 503,463	\$ 140,712	\$ 59,385	\$ -
SRT Version 6 Upgrade	-	-	43,829	131,487
	<u>\$ 503,463</u>	<u>\$ 140,712</u>	<u>\$ 103,214</u>	<u>\$ 131,487</u>

Kenai Peninsula Borough

Budget Detail

Fund 100
Finance Department Totals

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 1,272,306	\$ 1,304,285	\$ 1,435,159	\$ 1,435,159	\$ 1,428,151	\$ (7,008)	-0.49%
40120 Temporary Wages	37,470	32,645	18,931	18,931	18,931	-	0.00%
40130 Overtime Wages	26,542	7,971	26,307	26,307	26,114	(193)	-0.73%
40210 FICA	114,832	110,871	131,338	131,338	130,903	(435)	-0.33%
40221 PERS	962,098	398,062	330,002	330,002	328,332	(1,670)	-0.51%
40321 Health Insurance	491,142	487,462	531,520	531,520	515,856	(15,664)	-2.95%
40322 Life Insurance	2,153	2,250	3,586	3,586	3,558	(28)	-0.78%
40410 Leave	178,858	186,528	192,752	192,752	187,962	(4,790)	-2.49%
40511 Other Benefits	3,048	2,759	2,448	2,448	2,448	-	0.00%
Total: Personnel	3,088,449	2,532,833	2,672,043	2,672,043	2,642,255	(29,788)	-1.11%
Supplies							
42120 Computer Software	624	129	-	-	-	-	-
42210 Operating Supplies	15,898	10,962	16,200	16,200	13,700	(2,500)	-15.43%
42310 Repair/Maintenance Supplies	33	271	500	500	500	-	0.00%
42410 Small Tools & Equipment	1,038	1,629	1,400	1,400	1,400	-	0.00%
Total: Supplies	17,593	12,991	18,100	18,100	15,600	(2,500)	-13.81%
Services							
43011 Contractual Services	25,573	18,970	38,000	38,000	34,850	(3,150)	-8.29%
43017 Investment Portfolio Fees	27,111	19,278	35,000	35,000	35,000	-	0.00%
43019 Software Licensing	147,479	152,265	161,230	161,230	198,637	37,407	23.20%
43110 Communication	6,101	6,129	7,500	7,500	7,300	(200)	-2.67%
43140 Postage and Freight	62,908	59,806	71,000	71,000	71,000	-	0.00%
43210 Transportation/Subsistence	30,666	28,387	44,035	44,035	42,282	(1,753)	-3.98%
43220 Car Allowance	14,400	14,068	14,400	14,400	14,400	-	0.00%
43260 Training	9,017	11,820	11,505	11,505	11,705	200	1.74%
43310 Advertising	12,134	8,206	17,600	17,600	17,600	-	0.00%
43410 Printing	6,247	3,673	5,600	5,600	6,000	400	7.14%
43610 Utilities	19,044	19,445	19,950	19,950	19,650	(300)	-1.50%
43720 Equipment Maintenance	4,366	3,408	5,260	5,260	4,500	(760)	-14.45%
43810 Rents & Operating Leases	342	348	400	400	400	-	0.00%
43812 Equipment Replacement Pymt.	140,712	140,712	140,712	140,712	170,550	29,838	21.21%
43920 Dues and Subscriptions	4,647	5,768	5,048	5,048	5,880	832	16.48%
43931 Recording Fees	16,165	13,021	13,000	13,000	13,000	-	0.00%
43932 Litigation Reports	41,004	66,657	40,000	40,000	75,000	35,000	87.50%
Total: Services	567,916	571,961	630,240	630,240	727,754	97,514	15.47%
Capital Outlay							
48120 Major Office/Communications Equipment	-	8,120	-	-	-	-	-
48710 Minor Office/Communications Equipment	9,820	8,510	6,500	6,500	7,586	1,086	16.71%
48720 Minor Office Furniture	1,405	1,613	3,100	3,100	2,600	(500)	-16.13%
Total: Capital Outlay	11,225	18,243	9,600	9,600	10,186	586	6.10%
Interdepartmental Charges							
60004 Mileage Ticket Credits	(1,900)	(2,770)	-	(3,698)	(4,900)	(4,900)	-
Total: Interdepartmental Charges	(1,900)	(2,770)	-	(3,698)	(4,900)	(4,900)	-
Department Total	\$ 3,683,283	\$ 3,133,258	\$ 3,329,983	\$ 3,326,285	\$ 3,390,895	\$ 65,812	1.98%

Fund: 100	Department Function
Dept: 11510	Assessing Administration

Mission

To maintain accurate ownership, legal and physical description of all real and personal property borough-wide, enabling accurate assessment of all taxable property within the borough in compliance with State and Borough requirements.

Program Description

Handle transfers of ownership, administer exemption programs, enter inspection data, and respond to all public inquiries. Provide accurate and timely information to the public, user departments, and other government agencies. Prepare the annual assessment rolls.

Major Long Term Issues and Concerns:

Lack of support from CAMA software vendor to upgrade system to current release.

FY2017 Accomplishments:

Staff training completed. Significant decrease in staff time spent on data entry review/training.

FY2018 New Initiatives:

Upgrade to ProVal 9.0 (current release) fall 2017 and attempt to negotiate upgrade of personal property appraisal system.

Performance Measures

Priority/Goal: Public Service

Goal: Administer Exemption Programs

- Objective:**
1. Notify new property owners of exemption programs and eligibility requirements.
 2. Audit ownership information to ensure that exemptions are removed when residents move or sell property.

Measures:

Exemption Program Counts	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Assessment year	2014	2015	2016	2017
50K Residential Applications approved (new)	691	1,114	826	950
Senior Citizen Applications approved (new)	642	734	492	650
Disabled Veteran Applications approved (new)	34	27	71	45
Disabled Resident Tax Credit Applications approved (all)	369	366	332	365
Other exemption applications approved (all)	1,331	1,033	623	1,000
Parcels with exemption of any type	33,084	37,511	36,601	40,425

Priority/Goal: Public Service

Goal: Maintain accurate records of parcels including ownership and legal descriptions

- Objective:**
1. Create and retire parcels to identify newly platted parcels.
 2. Review recorded documents to determine ownership interest of parties.
 3. Maintain address information for all taxable real and personal property accounts.

Measures:

Parcel and Change Counts	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Assessment year	2014	2015	2016	2017
Parcel count – real property	64,717	65,474	65,550	65,600
Parcel count – oil & gas accounts	247	239	240	265
Personal Property count	6,851	6,764	6,850	6,900
Ownership changes	5,628	6,046	5,500	6,000
Address Changes	4,453	5,263	5,200	5,200

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	10	10	10	10

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 11510 - Assessing Administration**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 540,528	\$ 555,162	\$ 624,441	\$ 624,441	\$ 635,626	\$ 11,185	1.79%
40120 Temporary Wages	9,373	1,477	12,000	12,000	12,000	-	0.00%
40130 Overtime Wages	1,747	9,568	11,921	11,921	12,292	371	3.11%
40210 FICA	47,962	48,652	58,960	58,960	58,762	(198)	-0.34%
40221 PERS	423,164	177,770	143,796	143,796	146,411	2,615	1.82%
40321 Health Insurance	224,326	222,981	241,600	241,600	234,480	(7,120)	-2.95%
40322 Life Insurance	972	985	1,563	1,563	1,588	25	1.60%
40410 Leave	79,477	77,518	78,705	78,705	83,419	4,714	5.99%
40511 Other Benefits	1,209	1,143	1,152	1,152	1,152	-	0.00%
Total: Personnel	1,328,758	1,095,256	1,174,138	1,174,138	1,185,730	11,592	0.99%
Supplies							
42120 Computer Software	315	416	400	400	400	-	0.00%
42210 Operating Supplies	3,247	4,142	4,500	4,500	4,500	-	0.00%
42410 Small Tools & Equipment	434	69	500	500	500	-	0.00%
Total: Supplies	3,996	4,627	5,400	5,400	5,400	-	0.00%
Services							
43011 Contractual Services	37,051	42,045	44,000	44,000	44,000	-	0.00%
43019 Software Licensing	88,550	94,750	100,200	100,200	105,210	5,010	5.00%
43110 Communications	3,531	3,583	3,800	3,800	4,040	240	6.32%
43140 Postage and Freight	9,138	9,364	12,500	12,500	12,500	-	0.00%
43210 Transportation/Subsistence	16,355	3,708	15,158	15,158	11,248	(3,910)	-25.79%
43220 Car Allowance	7,200	7,034	7,200	7,200	7,200	-	0.00%
43260 Training	3,342	199	4,200	4,200	3,000	(1,200)	-28.57%
43310 Advertising	1,834	1,178	2,100	2,100	1,200	(900)	-42.86%
43410 Printing	2,918	1,905	2,100	2,100	2,100	-	0.00%
43610 Utilities	7,846	8,023	8,315	8,315	8,315	-	0.00%
43720 Equipment Maintenance	535	281	900	900	900	-	0.00%
43920 Dues and Subscriptions	1,645	633	1,815	1,815	1,609	(206)	-11.35%
Total: Services	179,945	172,703	202,288	202,288	201,322	(966)	-0.48%
Capital Outlay							
48120 Major Office/Communications Equipment	-	1,873	-	-	-	-	-
48710 Minor Office/Communications Equipment	3,602	4,483	1,700	1,700	2,440	740	43.53%
48720 Minor Office Furniture	880	295	1,000	1,000	1,000	-	0.00%
48740 Minor Machines & Equipment	2,956	-	-	-	-	-	-
Total: Capital Outlay	7,438	6,651	2,700	2,700	3,440	740	27.41%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	-	-	(395)	(1,200)	(1,200)	-
Total: Interdepartmental Charges	-	-	-	(395)	(1,200)	(1,200)	-
Department Total	\$ 1,520,137	\$ 1,279,237	\$ 1,384,526	\$ 1,384,131	\$ 1,394,692	\$ 10,166	0.73%

Line-Item Explanations

40110 Regular Wages. Current staff includes: Director of Assessing, Assessment Administration Manager, Title Examiner, Exemption Examiner, Assessment Reporting Analyst, Administrative Assistant, 2 Senior Assessing Clerks, 2 Assessing Clerks.

43011 Contractual Services. Electronic copies of recorded documents from all districts (\$6,000), all assessment notices and informational brochure annual printing and mailing (\$38,000).

43019 Software Licensing. Existing support contractual rate increase 5%.

43110 Communications. Increase due to cost of internet added to department budget, formerly part of IT budget.

43210 Transportation/Subsistence. Funding for mileage, needed staff training, Proval users conference, IAAO conference, assessor travel to Homer, Seward, Anchorage, and new employee training (3 clerks) Anchorage.

43260 Training. Three new clerks to AAAO course 1A Assessment in Alaska.

43310 Advertising. Projected cost of planned newspaper advertising.

48710 Minor Office/Communications Equipment. Scheduled replacement of two computers (one standard \$800; one high-end \$1,080); 2 monitors @ \$280 each.

Fund: 100	Department Function
Dept: 11520	Assessing Appraisal

Mission

Perform equitable, fair, and uniform real and personal property assessments borough-wide in a timely and courteous manner, while adhering to all applicable state and local laws.

Major Long Term Issues and Concerns:

The department continues to fall short of the number of annual inspections needed to achieve a 5 year re-inspection cycle. Explore the availability of additional resources and technology to enable greater efficiency and more field work capability.

Program Description

Appraisal division staff conduct field inspection of property within the borough to ensure all records are accurate and properties are uniformly described in accordance with department guidelines. Collect and verify sales and calibrate market models annually. Review property records and values with property owners, review appeals and represent the borough before Board of Equalization.

FY2017 Accomplishments:

- Field canvassed Homer and part of Funny River, as well as all of the islands in the Kenai River.
- Conducted 915 informal reviews.
- Processed and reviewed 182 appeals and represented the borough at 14 BOE hearings (12 upheld).

Performance Measures

Measures:

Staff and Mileage	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History	12	12	12	12

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Staff Miles Traveled	58,359	64,125	66,000	65,000

Priority/Goal: Market Value of All Taxable Property

Goal: Accurately and equitably value all real and personal property within the borough for ad valorem property tax purposes.

- Objective:**
1. Specify market models to enable mass appraisal
 2. Calibrate models annually to market value

Measures:

Real Property Assessment Roll	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Value (000's)	\$5,498,431 *	\$5,742,736	\$5,857,591	\$5,974,743
% Change From Prior Year	-3.59% *	4.44%	2.00%	2.00%

*Change in exemption from \$20,000 to \$50,000 resulted in a decrease of revenue in the amount of \$1,300,342 to the General Fund and \$1,049,289 to the Service Areas

Priority/Goal: Maintain Equity of Assessment

Goal: Maintain an accurate description of all property within the Borough

- Objective:**
1. Conduct area-wide re-inspections with the goal of re-inspecting all property within the Borough on a 5-year cycle in accordance with Assembly Resolution 2003-008
 2. Calculate the number of properties to be inspected each year to achieve a 5-year cycle
 3. Identify & request in budget the resources necessary to complete the required number of re-inspections annually

Measures:

Inspections	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Improved Parcels	8,579	7,584	8,135	8,100
Vacant Parcels	4,717	4,436	4,740	4,740
Total Inspections	12,324	12,020	12,875	12,840

Fund: 100
Dept: 11520

Department Function
Assessing Appraisal - Continued

Priority/Goal: Respond to Property Owners' Requests for Review
Goal: Respond to owner's requests through informal review and BOE appeals

- Objective:**
1. Work to resolve disputes first informally
 2. Inspect appealed properties and review with owners in advance of hearing
 3. Defend assessed values at Board of Equalization

Measures:

Appeals	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Informal Review	677	683	915	1,098
Appeals Filed	71	177	182	779
Heard by Board of Equalization	4	40	14	31
Assessor Value Upheld	4	40	12	24

Inspection Areas	Improved Parcels	Vacant Parcels	Total Parcels	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017 Projection	FY2018 Estimate
Anchor Point	1,760	3,009	4,769		3,572	1,194				950
Clam Gulch	162	334	496	495						495
Cooper Landing	395	268	663		662					
Funny River	863	1,254	2,117	2,121				1,591	530	
Homer	4,601	3,380	7,981	7,942				383	7,598	
Hope/Sunrise	287	258	545			540				
K-Beach	3,628	2,174	5,802				3,376	2,387		
Kasilof	1,956	2,439	4,395	3,657						3,657
Kenai	2,866	2,082	4,948		4,443	493				
Lowell Point	124	411	535				535			
Mobile Home Parks	387	-	387	424	424			106	106	
Moose Pass	678	467	1,145			1,151				
Nikiski/North Kenai	2,755	3,997	6,752		68	3,850	2,648			
Ninilchik/Deep Creek	1,988	3,441	5,429		4,583	832		331		4,583
Point Possession	253	841	1,094					84		
Port Graham/Nanwalek	487	1,053	1,540				1,537			
Ridgeway	1,867	1,352	3,219			3,218				
Seldovia	271	209	480				481			
Seward	1,520	934	2,454				2,976*			
Soldotna	1,779	916	2,695			2,688				
South Kachemak Bay	247	681	928			928				
Sterling	2,939	2,366	5,305				1,000	4,305		
West Side of Inlet	272	1,258	1,530					12		
Total	32,085	33,124	65,209	13,355	14,639	13,752	12,553	9,199	8,234	9,685

These numbers represent the total number of properties in each area scheduled for canvass re-inspection each year. These numbers don't match exactly with the numbers shown in performance measures, which come from a database query of actual inspections (to date). The number of inspections from query includes inspections for all reasons, not just canvass areas, and it only counts each inspected property once. It is not uncommon for a property to be inspected more than once during a given fiscal year. For example, a building permit could trigger one inspection, another at year end to determine percent complete as of Jan 1, and a third due to appeal.

*Includes 537 remote Resurrection Bay parcels.

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 11520 - Assessing Appraisal

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 747,262	\$ 764,236	\$ 840,462	\$ 840,462	\$ 836,039	\$ (4,423)	-0.53%
40120 Temporary Wages	83,942	86,196	97,720	97,720	101,008	3,288	3.36%
40130 Overtime Wages	8,078	4,831	15,308	15,308	15,180	(128)	-0.84%
40210 FICA	73,037	75,287	88,778	88,778	88,335	(443)	-0.50%
40221 PERS	565,396	234,458	217,318	217,318	216,139	(1,179)	-0.54%
40321 Health Insurance	299,176	312,986	338,240	338,240	328,272	(9,968)	-2.95%
40322 Life Insurance	1,283	1,315	2,359	2,359	2,341	(18)	-0.76%
40410 Leave	120,986	125,723	125,895	125,895	125,454	(441)	-0.35%
40511 Other Benefits	1,548	1,361	1,872	1,872	1,872	-	0.00%
Total: Personnel	1,900,708	1,606,393	1,727,952	1,727,952	1,714,640	(13,312)	-0.77%
Supplies							
42210 Operating Supplies	1,391	2,221	3,000	3,000	3,000	-	0.00%
42230 Fuel, Oil & Lubricants	871	130	300	300	300	-	0.00%
42250 Uniforms	-	319	-	-	-	-	-
42310 Repair/Maintenance Supplies	4	-	-	-	-	-	-
42360 Motor Vehicle Supplies	1,263	-	500	500	500	-	0.00%
42410 Small Tools & Equipment	1,781	984	500	500	500	-	0.00%
Total: Supplies	5,310	3,654	4,300	4,300	4,300	-	0.00%
Services							
43011 Contractual Services	4,165	1,462	2,400	2,400	52,400	50,000	2083.33%
43110 Communications	1,457	2,513	3,700	3,700	4,200	500	13.51%
43210 Transportation/Subsistence	72,232	96,050	160,315	160,315	94,800	(65,515)	-40.87%
43220 Car Allowance	44,529	44,419	43,200	43,200	43,200	-	0.00%
43260 Training	4,255	850	5,400	5,400	5,400	-	0.00%
43410 Printing	21	-	-	-	-	-	-
43610 Utilities	10,063	10,290	10,664	10,664	10,664	-	0.00%
43750 Vehicle Maintenance	2,130	952	1,000	1,000	1,000	-	0.00%
43812 Equipment Replacement Pymt.	7,734	-	-	-	-	-	-
43920 Dues & Subscriptions	2,209	1,990	1,883	1,883	1,920	37	1.96%
Total: Services	148,795	158,526	228,562	228,562	213,584	(14,978)	-6.55%
Capital Outlay							
48710 Minor Office/Communications Equipment	4,272	3,745	1,700	1,700	-	(1,700)	-100.00%
48720 Minor Office Furniture	-	295	1,000	1,000	1,000	-	0.00%
Total: Capital Outlay	4,272	4,040	2,700	2,700	1,000	(1,700)	-62.96%
Department Total	\$ 2,059,085	\$ 1,772,613	\$ 1,963,514	\$ 1,963,514	\$ 1,933,524	\$ (29,990)	-1.53%

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Appraisal Manager, 1 Appraisal Analyst, 1 Principal Appraiser, 1 Lead Appraiser, 1 Senior Appraiser/Auditor, 3 Senior Appraisers, 1 Appraiser, 1 Senior Personal/Real Property Appraiser, 1 Personal Property Appraiser/Auditor, 2 Permanent Appraisal Technicians.

40120 Temporary Wages. 2 full-time temporary Appraisal Technicians.

43011 Contractual Services. Increased \$50,000 for contract appraisal of Nikiski Tesoro Refinery. Five-year settlement agreement on assessed value expires 2017.

43110 Communications. Increased iPad data usage.

43210 Transportation/Subsistence. Travel related cost for appraisers working in the field and for training; decrease from the cost of last year's Homer canvass lodging and per diem expense.

43750 Vehicle Maintenance. Maintenance on 4-wheelers.

43720 Minor Office Furniture. Replace 3 office chairs.

Kenai Peninsula Borough

Budget Detail

Fund 100

Assessing Department Totals

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 1,287,790	\$ 1,319,398	\$ 1,464,903	\$ 1,464,903	\$ 1,471,665	\$ 6,762	0.46%
40120 Temporary Wages	93,315	87,673	109,720	109,720	113,008	3,288	3.00%
40130 Overtime Wages	9,825	14,399	27,229	27,229	27,472	243	0.89%
40210 FICA	120,999	123,939	147,738	147,738	147,097	(641)	-0.43%
40221 PERS	988,560	412,228	361,114	361,114	362,550	1,436	0.40%
40321 Health Insurance	523,502	535,967	579,840	579,840	562,752	(17,088)	-2.95%
40322 Life Insurance	2,255	2,300	3,922	3,922	3,929	7	0.18%
40410 Leave	200,463	203,241	204,600	204,600	208,873	4,273	2.09%
40511 Other Benefits	2,757	2,504	3,024	3,024	3,024	-	0.00%
Total: Personnel	3,229,466	2,701,649	2,902,090	2,902,090	2,900,370	(1,720)	-0.06%
Supplies							
42120 Computer Software	315	416	400	400	400	-	0.00%
42210 Operating Supplies	4,638	6,363	7,500	7,500	7,500	-	0.00%
42230 Fuel, Oil & Lubricants	871	130	300	300	300	-	0.00%
42250 Uniforms	-	319	-	-	-	-	-
42310 Repair/Maintenance Supplies	4	-	-	-	-	-	-
42360 Motor Vehicle Supplies	1,263	-	500	500	500	-	0.00%
42410 Small Tools	2,215	1,053	1,000	1,000	1,000	-	0.00%
Total: Supplies	9,306	8,281	9,700	9,700	9,700	-	0.00%
Services							
43011 Contractual Services	41,216	43,507	46,400	46,400	96,400	50,000	107.76%
43019 Software Licensing	88,550	94,750	100,200	100,200	105,210	5,010	5.00%
43110 Communications	4,988	6,096	7,500	7,500	8,240	740	9.87%
43140 Postage and Freight	9,138	9,364	12,500	12,500	12,500	-	0.00%
43210 Transportation/Subsistence	88,587	99,758	175,473	175,473	106,048	(69,425)	-39.56%
43220 Car Allowance	51,729	51,453	50,400	50,400	50,400	-	0.00%
43260 Training	7,597	1,049	9,600	9,600	8,400	(1,200)	-12.50%
43310 Advertising	1,834	1,178	2,100	2,100	1,200	(900)	-42.86%
43410 Printing	2,939	1,905	2,100	2,100	2,100	-	0.00%
43610 Utilities	17,909	18,313	18,979	18,979	18,979	-	0.00%
43720 Equipment Maintenance	535	281	900	900	900	-	0.00%
43750 Vehicle Maintenance	2,130	952	1,000	1,000	1,000	-	0.00%
43812 Equipment Replacement Pymt.	7,734	-	-	-	-	-	-
43920 Dues and Subscriptions	3,854	2,623	3,698	3,698	3,529	(169)	-4.57%
Total: Services	328,740	331,229	430,850	430,850	414,906	(15,944)	-3.70%
Capital Outlay							
48120 Major Office/Communications Equipment	-	1,873	-	-	-	-	-
48710 Minor Office/Communications Equipment	7,874	8,228	3,400	3,400	2,440	(960)	-28.24%
48720 Minor Office Furniture	880	590	2,000	2,000	2,000	-	0.00%
48740 Minor Machines & Equipment	2,956	-	-	-	-	-	-
Total: Capital Outlay	11,710	10,691	5,400	5,400	4,440	(960)	-17.78%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	-	-	(395)	(1,200)	(1,200)	-
Total: Interdepartmental Charges	-	-	-	(395)	(1,200)	(1,200)	-
Department Total	\$ 3,579,222	\$ 3,051,850	\$ 3,348,040	\$ 3,347,645	\$ 3,328,216	\$ (19,824)	-0.59%

Fund: 100	Department Function
Dept: 21110	Resource Planning Administration

Mission

Make sound use of the Borough's natural and human resources to establish a balanced and dynamic economy in a manner consistent with the public interest.

Program Description

Planning provides professional advice and information to the Planning Commission, Borough Assembly, and other departments for the purpose of assisting in the ongoing socioeconomic development of the Borough.

Major Long Term Issues and Concerns:

- Establish greater interdepartmental communication to help facilitated public inquires.
- Collect, analyze, and distribute, current and accurate information concerning population, land use, natural resources, and regulatory functions within the Borough.
- Provide information and assistance to other municipalities, local community groups, and the general public regarding subdivision regulations, local option zoning, land use regulations, and land use planning.
- Identify procedures to improve information sharing and problem solving between borough departments.

FY2017 Accomplishments

- Formed a Local Option Zoning District in the Cohoe area.
- Completed a major rewrite of 21.44 and 21.46 regarding Local Option Zoning.

- Field verification and uniform address sign posting of Anchor Point, Happy Valley, and Nikolevsk E 911 communities.
- Assisted with regulations and procedure for marijuana establishments within the borough.
- Incorporated the Soldotna Streets Inventory and Management plan, Utility Master Plan, Downtown Improvement Plan, Safe Routes to Schools Plan, and the Recreation & trails Master Plan as elements of the Comprehensive Plan.
- Continuing to refine the comprehensive data base for Platting.
- Assisted in preparation of a plan to reduce the number of Planning Commissioners to be compliant with state statutes.
- Completed the City of Kenai Comprehensive Plan.

FY2018 New Initiatives:

- Review and modify KPB chapter 21.20 Hearings and Appeals.
- Develop a Sharepoint database for Planning.
- Work with the City of Seward to complete their Comprehensive Plan.
- Coordinate with the cities to establish an appeal process for their platting regulations.
- Review and recommend changes to the Assembly in 21.29 Material Site Permitting.
- Work with our contractor to complete the Kenai Peninsula Borough Comprehensive Plan (two years).

Performance Measures

- Priority/Goal:** Provide improved levels of service while finding ways to cut costs.
Goal: Obtain 100% address verification to all residents of the borough by 2020.
Objective: Place an address sign at each business and residence in the borough.
Objective: Ensure that all street names are not duplicated and properly posted.

Measures:

Description	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Street Name Changes (58% complete)	22	30	30	30
Target Completion	38%	50%	58%	65%
Address Signs Posted (58% complete)	948	522	250	600
Target Completion	38%	50%	58%	65%
Street Signs Posted (58% complete)	-	45	32	32
Target Completion	-	50%	58%	65%

Fund: 100	Department Function
Dept: 21110	Resource Planning Administration - Continued

Goal: Meet all public requests in a timely manner.
Objective: Provide staff with updated equipment, technology and adequate training to provide timely response to public requests.

Measures:

Description	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Front Counter Walk Ins	2,772	2,441	2,500	2,500
Calls for Information	4,980	4,650	4,500	4,500
Special Order Maps	667	541	550	600

Goal: Make every interaction between borough personnel and the public a positive experience.
Objective: Ensure borough policies and programs meet the needs of borough residents.
Objective: All reports prepared within code requirements 100% of the time with current staff.

Measures:

Description	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Platting Reports	201	200	210	220
Administrative Reviews	118	123	130	135
Public Hearing Notices	4,179	4,528	4,600	5,000
Recorded Plats	125	109	130	140
Provided within time required by the code.	100%	100%	100%	100%

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	9	9	9	9

Commentary
All employees work toward providing the public with information that is accurate, complete, and current in a timely manner. This requires interdepartmental communication and cooperation.

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 21110 - Resource Planning Administration**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 522,619	\$ 547,315	\$ 612,499	\$ 612,499	\$ 619,053	\$ 6,554	1.07%
40120 Temporary Wages	17,900	7,860	16,120	16,120	16,120	-	0.00%
40120 Meeting Allowance PC	27,041	27,900	39,468	39,468	39,600	132	0.33%
40130 Overtime Wages	7,241	8,099	22,813	22,813	23,012	199	0.87%
40210 FICA	51,805	51,304	62,578	62,578	63,445	867	1.39%
40221 PERS	396,432	168,549	144,213	144,213	145,764	1,551	1.08%
40321 Health Insurance	167,726	190,721	217,440	217,440	211,032	(6,408)	-2.95%
40322 Life Insurance	915	939	1,533	1,533	1,547	14	0.91%
40410 Leave	80,643	83,863	79,918	79,918	84,218	4,300	5.38%
40511 Other Benefits	1,253	1,106	1,152	1,152	1,152	-	0.00%
Total: Personnel	1,273,575	1,087,656	1,197,734	1,197,734	1,204,943	7,209	0.60%
Supplies							
42020 Signage Supplies	42,912	21,984	20,000	20,000	20,000	-	0.00%
42120 Computer Software	-	149	1,000	1,000	1,000	-	0.00%
42210 Operating Supplies	7,364	6,700	8,300	8,300	8,300	-	0.00%
42230 Fuel, Oil & Lubricants	9,154	5,166	12,000	12,000	12,000	-	0.00%
42250 Uniforms	-	200	-	-	-	-	-
42310 Repair/Maintenance Supplies	191	-	-	-	-	-	-
42360 Motor Vehicle Repair Supplies	1,491	1,353	2,000	2,000	4,000	2,000	100.00%
Total: Supplies	61,112	35,552	43,300	43,300	45,300	2,000	4.62%
Services							
43011 Contractual Services	10,523	51,800	25,000	25,000	25,000	-	0.00%
43015 Water/Air Sample Testing	5,000	5,000	5,000	5,000	5,000	-	0.00%
43019 Software Licensing	121	295	-	-	200	200	-
43110 Communications	5,008	4,342	5,000	5,000	5,000	-	0.00%
43140 Postage and Freight	10,996	10,999	15,000	15,000	15,000	-	0.00%
43210 Transportation/Subsistence	7,299	8,805	19,700	19,700	19,700	-	0.00%
43210 Transportation/Subsistence PC	19,393	19,983	20,000	20,000	20,000	-	0.00%
43220 Car Allowance	3,600	3,517	3,600	3,600	3,600	-	0.00%
43221 Car Allowance PC	21,300	21,000	23,400	23,400	23,400	-	0.00%
43260 Training	5,159	3,169	5,000	5,000	5,000	-	0.00%
43260 Training PC	425	-	3,000	3,000	3,000	-	0.00%
43310 Advertising	18,123	19,522	22,000	22,000	20,000	(2,000)	-9.09%
43410 Printing	253	409	500	500	500	-	0.00%
43610 Utilities	11,849	12,115	12,000	12,000	12,500	500	4.17%
43720 Equipment Maintenance	1,070	975	2,000	2,000	2,000	-	0.00%
43750 Vehicle Maintenance	375	798	1,000	1,000	1,500	500	50.00%
43810 Rents & Operating Leases	484	538	500	500	550	50	10.00%
43812 Equipment Replacement Pymt.	4,880	8,550	6,210	6,210	2,302	(3,908)	-62.93%
43920 Dues and Subscriptions	3,402	2,942	3,420	3,420	3,350	(70)	-2.05%
43931 Recording Fees	113	197	200	200	500	300	150.00%
Total: Services	129,373	174,956	172,530	172,530	168,102	(4,428)	-2.57%
Capital Outlay							
48120 Major Office/Communications Equipment	-	1,873	2,850	2,850	2,850	-	0.00%
48710 Minor Office/Communications Equipment	15,453	2,690	3,500	3,500	3,500	-	0.00%
48720 Minor Office Furniture	580	522	800	800	800	-	0.00%
48740 Minor Machinery & Equipment	-	-	-	-	-	-	-
Total: Capital Outlay	16,033	5,085	7,150	7,150	7,150	-	0.00%
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	(105,391)	(102,806)	(122,115)	(122,115)	(122,215)	(100)	-
60004 Mileage Ticket Credits	-	(226)	-	-	(1,000)	(1,000)	-
Total: Interdepartmental Charges	(105,391)	(103,032)	(122,115)	(122,115)	(123,215)	(1,100)	-
Department Total	\$ 1,374,702	\$ 1,200,217	\$ 1,298,599	\$ 1,298,599	\$ 1,302,280	\$ 3,681	0.28%

Fund 100
Department 21110 - Resource Planning Administration - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Planning Director, 1 Planner, 1 Code Compliance Officer, 1 Administrative Assistant (Planning), 1 Platting Officer, 1 Platting Specialist, 1 Platting Technician, 1 Addressing Officer and 1 Senior Clerk Typist.

40120 Temporary Wages - PC. Planning commissioners compensation (chairman: 1 x \$150/mgt. x 24 meetings = \$3,600 plus 12 commissioners x \$125/mtg. x 24 meetings = \$36,000).

40120 Temporary Wages. Addressing project, and temporary coverage for staff absences.

43011 Contractual Services. Advisory planning commission budgets (\$5,000), code compliance and right of way surveys (\$20,000).

43210 Transportation/Subsistence. Travel to IRWA education classes, ACSM national conference, surveyor's conference, agency meetings, site visits and various miscellaneous meetings.

43210 Transportation / Subsistence PC. Transportation and subsistence for the planning commissioners. (13 commissioners x \$150 month x 12 months = \$23,400).

43812 Equipment Replacement Payments. Payment on various vehicles, see schedule below.

43931 Recording Fee. Planning & Land Management going to E-Recording for documents to be recorded in the Recording District.

48120 Major Office/Communications Equipment. Replace department scanner (cost split with Land Management).

48710 Minor Office/Communications Equipment. Purchase 2 computers (\$1,150 each) and battery backups (\$600).

48720 Minor Office Furniture. Replace staff chairs, and sit/stand stations.

60000 Charges (To) From Other Depts. Charges to the 911 Communications department for 95% of the wages and benefits of the Addressing Officer.

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2017 Estimated</u>	<u>FY2018 Projected</u>	<u>Projected Payments FY2019-2021</u>
2016 Truck **	2,500	2,500	2,302	6,909
1/2 Ton Pickup	15,130	3,710	-	-
	<u>\$ 17,630</u>	<u>\$ 6,210</u>	<u>\$ 2,302</u>	<u>\$ 6,909</u>

** An equal amount is being billed to Land Management Administration for this vehicle.

Fund: 100	Department Function
Dept: 11232	Resource Planning – Geographic Information Systems

Mission

The Geographic Information Systems (GIS) department provides map services, geographic data and support for the Kenai Peninsula Borough, its cities, state, federal agencies and the public.

Program Description

GIS is responsible for producing emergency services map books, developing and maintaining internet based mapping, disseminating data, providing ad hoc mapping services, developing and maintaining spatial database applications, and providing spatial analysis to assist various borough departments, other agencies and the public toward making informed decisions.

Major Long Term Issues and Concerns:

- Funding to maintain expected level of GIS services to the public and other Borough Departments.
- Budgeting for acquisition of new satellite imagery.
- Budgeting for acquisition of new LiDAR data.
- Update and synchronization of E-911 databases.
- Proper training to continue to meet the mapping needs of the public and borough departments.

FY2017 Accomplishments

- Developed a new suite of focused web applications for interactive map viewing (ongoing project).
- Processed and disseminated new fixed-wing imagery.
- Migrated and upgraded E-911 databases to a supported OS and SQL Server release on the existing SQL Server.
- Continuing update support of geospatial data at Road Service Area, Assessing, OEM and River Center.
- Completed parcel fabric pilot area (Seward Bear Creek) - ongoing project.
- Participated in Alaska Shield 2016 exercise.
- CES Fire Station 1 Replacement Committee – GIS Support.
- Developed and implemented Geomentor programs with local schools.

FY2018 New Initiatives:

- Prepare data for 2020 Census (LUCA).
- Update Emergency Services Map books.
- Develop geospatial – SharePoint integration.
- Produce land cover data creating derivatives such as building footprints and impervious surfaces.
- Support Land Management Inventory initiative.
- Geocortex Mobile Application Development.

Performance Measures

Priority/Goal: Mapping service to the Kenai Peninsula Borough community for public safety.
Goal: Provide accurate and cost effective mapping products to all KPB departments and service areas as well as the public.
Objective: 1. Improve data and materials available for notifying and transmitting information to emergency service providers.

Measures:

Key Measures	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Emergency service map books distributed	200	45	61	150

Priority/Goal: Mapping service to the Kenai Peninsula Borough community.
Goal: To provide mapping services essential to the Kenai Peninsula Borough.
Objective: 1. Continue to support KPB departments for provision of public services.

Measures:

Key Measures	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
181 tax page updates resulting from new subdivision plats (137 subdivisions recorded, 598 parcels created or changed)	226	181	150	200

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	4	4	4	4

Commentary

The GIS web page continues to remain the most visited page on the Borough’s website. For fiscal year 2016 there were 50,000 unique page views. The internet map server averages 964 visitors a day (351,860 per year). GIS continues to help facilitate use of borough data to evaluate historical and projected future trends in planning for land use, economic development, and services and facility needs for many private and public agencies in the borough.

Kenai Peninsula Borough

Budget Detail

Fund 100

Department 11232 - Resource Planning - Geographic Information Systems

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 227,047	\$ 246,236	\$ 270,580	\$ 270,580	\$ 268,353	\$ (2,227)	-0.82%
40130 Overtime Wages	-	-	2,186	2,186	3,520	1,334	61.02%
40210 FICA	19,601	20,372	24,332	24,332	24,154	(178)	-0.73%
40221 PERS	167,944	72,498	61,700	61,700	61,464	(236)	-0.38%
40321 Health Insurance	90,528	88,380	96,640	96,640	93,792	(2,848)	-2.95%
40322 Life Insurance	394	419	671	671	671	-	0.00%
40410 Leave	33,534	36,666	37,606	37,606	36,355	(1,251)	-3.33%
40511 Other Benefits	432	405	432	432	288	(144)	-33.33%
Total: Personnel	539,480	464,976	494,147	494,147	488,597	(5,550)	-1.12%
Supplies							
42120 Computer Software	-	18,815	13,057	13,057	-	(13,057)	-100.00%
42210 Operating Supplies	7,005	7,014	7,500	7,500	7,500	-	0.00%
Total: Supplies	7,005	25,829	20,557	20,557	7,500	(13,057)	-63.52%
Services							
43011 Contractual Services	-	3,840	4,840	4,840	1,840	(3,000)	-61.98%
43019 Software Licensing	64,849	63,849	65,790	65,790	65,790	-	0.00%
43110 Communications	782	1,366	1,550	1,550	1,550	-	0.00%
43140 Postage and Freight	37	46	250	250	250	-	0.00%
43210 Transportation/Subsistence	2,436	5,354	4,007	4,007	2,720	(1,287)	-32.12%
43260 Training	1,000	4,590	930	930	650	(280)	-30.11%
43410 Printing	(1,458)	(3,144)	5,000	5,000	5,000	-	0.00%
43610 Utilities	7,593	7,764	7,200	7,200	7,200	-	0.00%
43720 Equipment Maintenance	190	1,327	2,000	2,000	2,000	-	0.00%
43812 Equipment Replacement Pymt.	-	-	-	-	-	-	-
Total: Services	75,429	84,992	91,567	91,567	87,000	(4,567)	-4.99%
Capital Outlay							
48120 Major Office/Communications Equipment	5,129	-	-	-	7,000	7,000	-
48710 Minor Office/Communications Equipment	487	-	-	-	-	-	-
48720 Minor Office Furniture	-	870	-	-	-	-	-
Total: Capital Outlay	5,616	870	-	-	7,000	7,000	-
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	(1,084)	-	-	(500)	(500)	-
Total: Interdepartmental Charges	-	(1,084)	-	-	(500)	(500)	-
Department Total	\$ 627,530	\$ 575,583	\$ 606,271	\$ 606,271	\$ 589,597	\$ (16,674)	-2.75%

Line-Item Explanations

40110 Regular wages. Staff includes GIS Manager, 1 GIS Specialist, and 2 GIS Technicians.

42210 Operating Supplies. Toner, plotter paper, office supplies.

43011 Contractual Services: Latitude Geographics technical support (16 hours for \$1,840).

43019 Software Licensing. ESRI (\$50,000), GEODESY (\$10,000), Latitude Geographics (\$3,700), eCognition (\$2,090).

43210 Transportation / Subsistence: ESRI user conference, Alaska surveying and mapping conference.

43260 Training. ESRI related training/conference registration, and map service training to include the surveying and mapping conference, and ESRI virtual training for staff.

43410 Printing. Emergency services map books to be provided to the public, emergency responders and Borough departments, ink replacement cost.

48120 Major Office Equipment. Replacement Dell Precision workstation.

Fund: 100

Department Function

Dept: 21135

Resource Planning - River Center

Mission

Provide staff and support facilities for the operation of the River Center to accomplish multi-agency permitting and education programs to conserve valuable fish and wildlife habitats and manage development in riparian and flood zones.

Program Description

Administer KPB 21.18, Anadromous Habitat Protection Ordinance, which establishes a 50 ft. Habitat Protection District along specified water bodies; administer KPB 21.06, Flood Plain Management, promoting sound use and development in flood hazard areas; administer the Coastal Impact Assistance Program (CIAP) addressing coastal habitat issues.

Major Long Term Issues and Concerns

- Work to update the DFIRM Floodplain maps on the Kenai River to increase mapping accuracy and to provide a current computer model for accurate No Rise Certifications.
- Effective outreach efforts and educational programs of the RC to pro-actively conserve floodplains, wetlands, and anadromous habitats. Outreach will be directed at property owners, contractors, relators and other parties involved in development along anadromous waterways.
- Existing and new developments along highly erodible riverbanks and coastal bluff areas where there is potential of mass failure.
- Addressing additions or deletions to the ADF&G Anadromous Streams Catalog listing.
- Increased maintenance costs for the River Center, since it is now 16 years old.
- Costs associated with the loss of borough Hydrologist/Water Resource Manager position. Floodplain Administrator will need to contract professional services to the private sector for floodplain issues requiring the expertise of an engineer or hydrologist.
- Sale of River Center boat to allow for a new purchase of a smaller river boat that would be more appropriate for current need in river monitoring and site visits. Many issues can only be viewed from the river.

FY2017 Accomplishments

Personnel Management & Facility Management

- Painted building, repaired gutter, ran roof deicing system
- Implemented a new control on public fishing to reduce traffic congestion and river bank damage.
- Reviewed and issued approximately 470 permits
- Constructed an outdoor restroom facility at the River Center for fisherman.
- Edited 21.06 code to correct language of the program and added a non-conversion agreement on residential buildings.
- Hosted a contractor education day for businesses wanting to be on the River Center contractor list given to the public.

- Hosted an Agency day, where all local permitting agencies could gather to coordinate and learn from each other.
- Hosted an annual 2 day bank restoration session for the public and other interested individuals.

Permit Management

- SharePoint was implemented for improved efficiencies in permitting. Ongoing weekly multi-agency staff meetings to discuss permit applications. Also working on an operating procedure manual for SharePoint users.

Coastal Zone Administration/Coastal Impact Assistance Program (CIAP)

- Successful administration and close-out of all 15 original grant projects and submitted all final reports/financials to the granting source.
- Worked closely with the Planning Department on permitting materials sites and the Platting Department on new plats.

Floodplain Administration

- Achieved annual recertification from FEMA through the National Flood Insurance Program. Achieved continued certification in the Community Rating System program.
- Conducted multiple public floodplain outreach programs in Seward through the Bear Creek Flood Service Area.
- Presented new panel maps to the Assembly for their acceptance.
- Education and Outreach have led to an increase in permit applications in Seward, Seldovia, Lowell Point and Anchor Point.
- Two staff are certified in FY2017 for floodplain determinations. Worked to produce uniform flood determination maps.

Habitat Protection District Administration

- Addressed and concluded HPD violations from past fiscal years.
- Worked with Code Compliance to resolve 17 violation investigations. 5 stipulated agreements, 2 enforcement notices served, and the remaining issues were resolved by working with the landowners.

FY2018 New Initiatives

- Improve SharePoint for additional efficiencies, including reporting functions.
- Develop a strategic outreach plan for more effective public educational efforts on anadromous habitats, floodplains, and highly erodible riverbank and coastal bluff areas.
- Manage and install 500 feet of habitat restoration along the bank at the River Center. This will coincide with the annual restoration field day for the public and contractors.
- Monitor separate types of permits to follow trends within the Borough.
- Work with the City of Soldotna to possibly adopt the Floodplain program.

Fund: 100

Department Function

Dept: 21135

Resource Planning - River Center - Continued

Performance Measures

Priority/Goal: Timely and effective processing of permit applications.

Goal: Maintain customer service levels during permit processing.

Objective: Provide for appropriate staff time to issue permits according to projected metrics, not to exceed 30 days.

Measures:

Permits Issued	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
50 ft. Habitat Protection District (HPD)	188	219	225	230
Floodplain	220	245	275	300
HPD Tax Credits	30	31	45	45
Plat Reviews	139	136	150	175
Floodplain Determinations	445	380	300	300
Elevation Certificates	21	16	10	10
Public Outreach Projects	9	8	6	10

Processing Time (days)	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
50 ft. Habitat Protection District (HPD)	30	3.0	16	10	12
Floodplain Management	30	18	20	15	15
Plat Reviews	12	2	2	2	5

		FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history		5	5	5	5

Commentary

River Center staff will be monitoring trends in floodplain development tracking elevation certificates and floodplain determinations as shown in Performance Measures. Staff will also be tracking public outreach to monitor new increases in permitting awareness.

Revenues

The River Center will no longer receive reimbursement for wages and project management from the CIAP grants as they were closed in 2016 and no new grants will be available.

Reimbursement for shared operations and maintenance of the Donald E. Gilman facility are received annually from state agencies, estimated at \$50,000 for FY 2018.

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 21135 - Resource Planning - River Center**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 266,227	\$ 298,810	\$ 334,825	\$ 334,825	\$ 337,586	\$ 2,761	0.82%
40120 Temporary Wages	2,936	9,077	7,203	7,203	7,200	(3)	-0.04%
40130 Overtime Wages	2,301	1,925	3,990	3,990	4,050	60	1.50%
40210 FICA	24,213	25,135	31,125	31,125	30,743	(382)	-1.23%
40221 PERS	198,656	90,835	76,735	76,735	77,387	652	0.85%
40321 Health Insurance	102,363	107,442	120,800	120,800	117,240	(3,560)	-2.95%
40322 Life Insurance	448	506	836	836	842	6	0.72%
40410 Leave	32,014	31,329	40,063	40,063	39,297	(766)	-1.91%
40511 Other Benefits	696	688	576	576	576	-	0.00%
Total: Personnel	629,854	565,747	616,153	616,153	614,921	(1,232)	-0.20%
Supplies							
42120 Computer Software	-	25	500	500	500	-	0.00%
42210 Operating Supplies	4,614	2,616	5,750	5,750	5,500	(250)	-4.35%
42230 Fuel, Oils & Lubricants	1,736	1,007	2,500	2,500	2,500	-	0.00%
42250 Uniforms	202	227	350	350	350	-	0.00%
42310 Repair/Maintenance Supplies	543	1,672	1,500	1,500	3,000	1,500	100.00%
42360 Motor Vehicle Supplies	1,071	61	590	590	500	(90)	-15.25%
42410 Small Tools & Equipment	289	96	400	400	300	(100)	-25.00%
Total: Supplies	8,455	5,704	11,590	11,590	12,650	1,060	9.15%
Services							
43011 Contractual Services	13,807	16,015	56,305	56,305	24,972	(31,333)	-55.65%
43015 Water/Air Sample Testing	-	-	925	925	925	-	0.00%
43019 Software Licensing	-	-	600	600	650	50	8.33%
43110 Communications	11,776	12,883	15,700	15,700	15,700	-	0.00%
43140 Postage and Freight	6,197	4,797	6,500	6,500	6,500	-	0.00%
43210 Transportation/Subsistence	10,966	5,307	12,000	12,000	10,854	(1,146)	-9.55%
43220 Car Allowance	2,977	3,517	3,600	3,600	3,600	-	0.00%
43260 Training	1,230	1,398	2,475	2,475	4,000	1,525	61.62%
43310 Advertising	1,331	1,190	4,000	4,000	3,750	(250)	-6.25%
43410 Printing	1,098	-	2,500	2,500	2,500	-	0.00%
43510 Insurance Premium	14,126	15,459	18,727	18,727	18,537	(190)	-1.01%
43600 Project Management	-	-	2,000	2,000	-	(2,000)	-100.00%
43610 Utilities	28,644	32,004	34,520	34,520	35,500	980	2.84%
43720 Equipment Maintenance	2,182	1,513	1,950	1,950	1,950	-	0.00%
43750 Vehicle Maintenance	-	240	600	600	500	(100)	-16.67%
43780 Buildings/Grounds Maintenance	14,849	14,873	20,745	20,745	22,400	1,655	7.98%
43810 Rents and Operating Leases	-	-	100	100	100	-	0.00%
43812 Equipment Replacement Payment	6,498	11,686	6,000	6,000	4,441	(1,559)	-25.98%
43920 Dues and Subscriptions	1,129	1,310	1,431	1,431	1,605	174	12.16%
Total: Services	116,810	122,192	190,678	190,678	158,484	(32,194)	-16.88%
Capital Outlay							
48710 Minor Office/Communications Equipment	10,542	255	2,950	2,950	1,400	(1,550)	-52.54%
48720 Minor Office Furniture	8,645	-	700	700	700	-	0.00%
48740 Minor Machinery & Equipment	2,674	-	-	-	-	-	-
Total: Capital Outlay	21,861	255	3,650	3,650	2,100	(1,550)	-42.47%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	(542)	-	(420)	-	-	-
Total: Interdepartmental Charges	-	(542)	-	(420)	-	-	-
Department Total	\$ 776,980	\$ 693,356	\$ 822,071	\$ 821,651	\$ 788,155	\$ (33,916)	-4.13%

Fund 100
Department 21135 - Resource Planning - River Center - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Manager, 3 Planners, 1 Planning Assistant.

42310 Repair/Maintenance Supplies. Increased to convert existing exterior can lights to LED to reduce heat buildup in soffits (\$1,500).

43011 Contractual Services. Janitorial services (\$15,639), security alarm (\$788), window washing (\$1,545), toilet pumping (\$1,800), shrink wrap boat (\$300), spreading of gravel in compound and road leading down to fishing area (\$900) and professional services for floodplain issues requiring the expertise of an engineer or hydrologist (\$4,000). Decrease is due to a one time bank restoration project completed in spring 2017 (-\$37,500).

43210 Transportation/Subsistence. Staff travel for training in-state (to include local workshops and internet training), HPD and floodplain site visits, estimated 280 visits borough-wide. No outside training sessions are being request for this fiscal year.

43260 Training. Only in-state local workshops and web-based training is requested to increase resource planning knowledge. This would replace out-of-state training costs. Increase due to quarterly web-based training in floodplain and habitat restoration (\$380/session per quarter).

43310 Advertising. Public notices, CUP, variance, etc. (\$2,000), RISK map notices Anchor Point, Cooper Landing, Niniichik (\$500), public service announcements with KTUU on proper boating and fishing on Anadromous streams (\$1,500).

43600 Project Management. Elimination of (\$2,000) due to the loss of Borough Hydrologist/Water Resource Manager position which previously provided consultation with Floodplain Administrator.

43610 Utilities. Standard estimated 3% increase in utility costs.

43780 Buildings/Grounds Maintenance. Increase reflecting the bill backs from the maintenance on an aging building.

48710 Minor Office/Communications Equipment. Range pole for determining 50' HPD (\$200), and two handheld GPS units (\$600 each).

48720 Minor Office Furniture. Two office chairs (\$350 each).

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2017 Estimated</u>	<u>FY2018 Projected</u>	<u>Projected Payments FY2019-2021</u>
River Boat	\$ 25,951	\$ -	\$ -	\$ -
Pickup	25,885	-	-	-
Vehicle	-	6,000	4,441	13,323
	<u>\$ 51,836</u>	<u>\$ 6,000</u>	<u>\$ 4,441</u>	<u>\$ 13,323</u>

Kenai Peninsula Borough

Budget Detail

Fund 100

Resource Planning Department Totals

	FY2015	FY2016	FY2017	FY2017	FY2018	Difference Between	
	Actual	Actual	Original	Forecast	Assembly	Assembly Adopted &	Original Budget %
			Budget	Budget	Adopted	Original	
Personnel							
40110 Regular Wages	\$ 1,015,893	\$ 1,092,361	\$ 1,217,904	\$ 1,217,904	\$ 1,224,992	\$ 7,088	0.58%
40120 Temporary Wages	47,877	44,837	62,791	62,791	62,920	129	0.21%
40130 Overtime Wages	9,542	10,024	28,989	28,989	30,582	1,593	5.50%
40210 FICA	95,619	96,811	118,035	118,035	118,342	307	0.26%
40221 PERS	763,032	331,882	282,648	282,648	284,615	1,967	0.70%
40321 Health Insurance	360,617	386,543	434,880	434,880	422,064	(12,816)	-2.95%
40322 Life Insurance	1,757	1,864	3,040	3,040	3,060	20	0.66%
40410 Leave	146,191	151,858	157,587	157,587	159,870	2,283	1.45%
40511 Other Benefits	2,381	2,199	2,160	2,160	2,016	(144)	-6.67%
Total: Personnel	2,442,909	2,118,379	2,308,034	2,308,034	2,308,461	427	0.02%
Supplies							
42020 Signage Supplies	42,912	21,984	20,000	20,000	20,000	-	0.00%
42120 Computer Software	-	18,989	14,557	14,557	1,500	(13,057)	-89.70%
42210 Operating Supplies	18,983	16,330	21,550	21,550	21,300	(250)	-1.16%
42230 Fuel, Oil & Lubricants	10,890	6,173	14,500	14,500	14,500	-	0.00%
42250 Uniforms	202	427	350	350	350	-	0.00%
42310 Repair/Maintenance Supplies	734	1,672	1,500	1,500	3,000	1,500	100.00%
42360 Motor Vehicle Supplies	2,562	1,414	2,590	2,590	4,500	1,910	73.75%
42410 Small Tools & Equipment	289	96	400	400	300	(100)	-25.00%
Total: Supplies	76,572	67,085	75,447	75,447	65,450	(9,897)	-13.12%
Services							
43011 Contractual Services	24,330	71,655	86,145	86,145	51,812	(34,333)	-39.85%
43015 Water/Air Sample Testing	5,000	5,000	5,925	5,925	5,925	-	0.00%
43019 Software Licensing	64,970	64,144	66,390	66,390	66,640	250	0.38%
43110 Communications	17,566	18,591	22,250	22,250	22,250	-	0.00%
43140 Postage and Freight	17,230	15,842	21,750	21,750	21,750	-	0.00%
43210 Transportation/Subsistence	40,094	39,449	55,707	55,707	53,274	(2,433)	-4.37%
43220 Car Allowance	6,577	7,034	7,200	7,200	7,200	-	0.00%
43221 Car Allowance PC	21,300	21,000	23,400	23,400	23,400	-	0.00%
43260 Training	7,814	9,157	11,405	11,405	12,650	1,245	10.92%
43310 Advertising	19,454	20,712	26,000	26,000	23,750	(2,250)	-8.65%
43440 Printing	(107)	(2,735)	8,000	8,000	8,000	-	0.00%
43510 Insurance Premium	14,126	15,459	18,727	18,727	18,537	-	0.00%
43600 Project Management	-	-	2,000	2,000	-	-	0.00%
43610 Utilities	48,086	51,883	53,720	53,720	55,200	1,480	2.76%
43720 Equipment Maintenance	3,442	3,815	5,950	5,950	5,950	-	0.00%
43750 Vehicle Maintenance	375	1,038	1,600	1,600	2,000	400	25.00%
43780 Buildings/Grounds Maintenance	14,849	14,873	20,745	20,745	22,400	1,655	7.98%
43810 Rents & Operating Leases	484	538	600	600	650	50	8.33%
43812 Equipment Replacement Pymt.	11,378	20,236	12,210	12,210	6,743	(5,467)	-44.77%
43920 Dues and Subscriptions	4,531	4,252	4,851	4,851	4,955	104	2.14%
43931 Recording Fees	113	197	200	200	500	300	150.00%
Total: Services	321,612	382,140	454,775	454,775	413,586	(38,999)	-8.58%
Capital Outlay							
48120 Major Office/Communications Equipment	5,129	1,873	2,850	2,850	9,850	7,000	245.61%
48710 Minor Office/Communications Equipment	26,482	2,945	6,450	6,450	4,900	(1,550)	-24.03%
48720 Minor Office Furniture	9,225	1,392	1,500	1,500	1,500	-	0.00%
48740 Minor Machinery & Equipment	2,674	-	-	-	-	-	-
Total: Capital Outlay	43,510	6,210	10,800	10,800	16,250	5,450	50.46%
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	(105,391)	(102,806)	(122,115)	(122,115)	(122,215)	(100)	-
60004 Mileage Ticket Credits	-	(1,852)	-	(420)	(1,500)	(1,500)	-
Total: Interdepartmental Charges	(105,391)	(104,658)	(122,115)	(122,535)	(123,715)	(100)	-
Department Total	\$ 2,779,212	\$ 2,469,156	\$ 2,726,941	\$ 2,726,521	\$ 2,680,032	\$ (43,119)	-1.58%

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Fund: 100 General Fund
Dept: 6XXXX Senior Citizens Grant Program

Department Function

Mission: The Kenai Peninsula Borough Code of Ordinances, Chapter 5.22, established the Senior Citizens Grant Program funding. To be eligible for the senior citizen program grant, a senior citizens center or adult day care center must be nonprofit, tax exempt, as well as operating and located within the Kenai Peninsula Borough. The eligible center may be sponsored by a city or recognized by the Kenai Peninsula Borough assembly or the Alaska Commission on Aging.

Organizations that receive funding shall administer those funds in accordance with the following regulations:

- Services are to be provided only to persons who are 60 years of age or older and their spouse.
- Services must be targeted to persons in greatest economic and social need.
- Transportation shall be provided to access services in the following order of priority:
 - Access to medical appointments, prescriptions, hospital, and essential (non-emergency) health services.
 - Access to nutrition and other essential support services;
 - Essential shopping and volunteers in services to older persons, disabled and children;
 - Job training and career education;
 - Attendance at senior organization meetings; and
 - Non-essential shopping, business; beauticians, cultural and educational purposes.

Each year the assembly shall determine the amount to be appropriated for the senior citizen centers and adult day care centers. Distribution of the program funds is based upon the latest census figures of election precincts and whether or not the organization previously participated in the program.

Population data from the 2010 Federal census is used in determining the allocation of the program funds. The FY2018 allocation is as follows:

	<u>No. of Seniors</u>	<u>% of Population</u>	<u>FY2018 Funding</u>
Anchor Point Seniors	625	7.34	\$ 44,869
Cooper Landing Seniors	260	3.05	18,665
Homer Seniors	1,848	21.71	132,668
Kenai Seniors	1,758	20.65	126,207
Nikiski Seniors*	738	8.67	52,981
Ninilchik Seniors	369	4.33	26,491
Seldovia Seniors	150	1.76	10,770
Seward Seniors	658	7.73	47,238
Soldotna Seniors	1,266	14.87	90,886
Sterling Seniors	<u>841</u>	<u>9.88</u>	<u>60,376</u>
Total Senior Centers	8,513	100.00	\$611,151
Friendship Center –Homer			17,754
Forget-Me-Not Day Care			<u>33,045</u>
Total Senior Program			<u>\$661,950</u>
Transfer to Nikiski Seniors Service Area			-52,981
Total Funding not handled as a transfer			<u>\$608,969</u>

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Senior Citizens Grant Program**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %
Senior Citizens Grant Program						
62110 Anchor Point Seniors	\$ 44,869	\$ 44,869	\$ 44,869	\$ 44,869	\$ 44,869	\$ - 0.00%
62115 Cooper Landing Seniors	21,149	18,665	18,665	18,665	18,665	- 0.00%
62120 Homer Seniors	132,668	132,668	132,668	132,668	132,668	- 0.00%
62130 Kenai Seniors	126,207	126,207	126,207	126,207	126,207	- 0.00%
62140 Ninilchik Seniors	26,491	26,491	26,491	26,491	26,491	- 0.00%
62150 Seward Seniors	47,238	47,238	47,238	47,238	47,238	- 0.00%
62160 Seldovia Seniors	10,770	10,770	10,770	10,770	10,770	- 0.00%
62170 Soldotna Seniors	90,886	90,886	90,886	90,886	90,886	- 0.00%
62180 Sterling Seniors	58,938	60,376	60,376	60,376	60,376	- 0.00%
63190 Nikiski Seniors	52,981	52,981	52,981	52,981	52,981	- 0.00%
Total Senior Citizens	612,197	611,151	611,151	611,151	611,151	- 0.00%
Adult Day Care Centers						
62125 Friendship Center - Homer	17,754	17,754	17,754	17,754	17,754	- 0.00%
62195 Forget-Me-Not Care Center	33,045	33,045	33,045	33,045	33,045	- 0.00%
Total Adult Day Care Centers	50,799	50,799	50,799	50,799	50,799	- 0.00%
Total Senior Citizens Program	\$ 662,996	\$ 661,950	\$ 661,950	\$ 661,950	\$ 661,950	\$ - 0.00%

Line-Item Explanations

62110 Anchor Point Senior Citizens: Payroll, utilities and contract services to provide essential services.

62115 Cooper Landing Senior Citizens: Contract services, utilities and supply costs for general operations and the transportation program.

62120 Homer Senior Citizens: Payroll and supply costs to provide congregate meals, home delivered meals, and supportive services.

62130 Kenai Senior Citizens: Payroll, contract services and supply costs to provide essential or supportive services.

62140 Ninilchik Senior Citizens: Payroll and supply costs to provide congregate meals, home delivered meals and supportive services.

62150 Seward Senior Citizens: Payroll costs to support essential and supportive services and the transportation program.

62160 Seldovia Senior Citizens: Supplies for congregate meals and home delivered meal service.

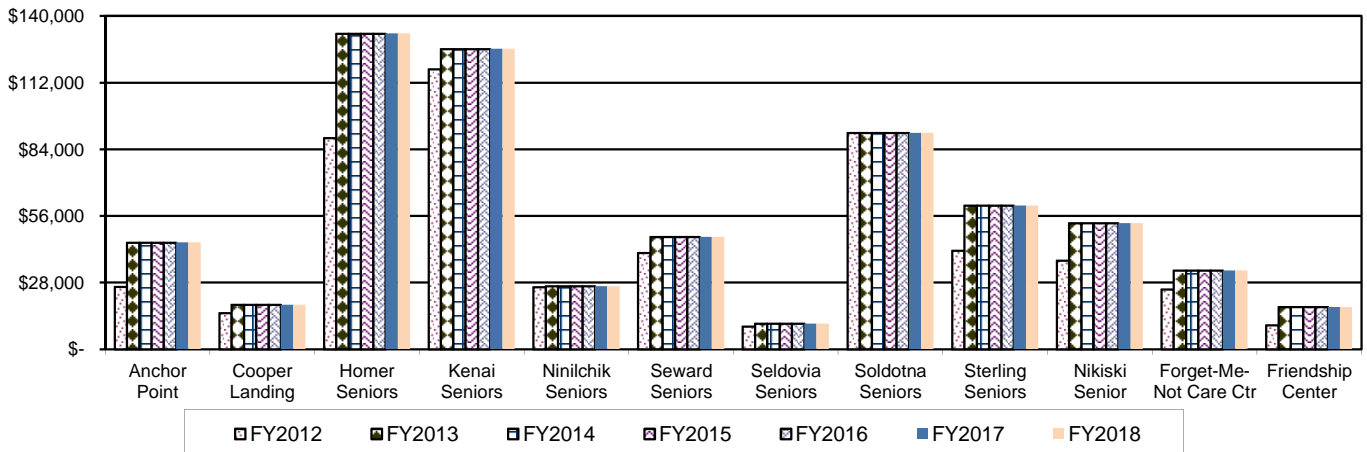
62170 Soldotna Senior Citizens: Payroll and utilities cost to support the nutrition, transportation and support service programs.

62180 Sterling Senior Citizens: Payroll, contract services and small equipment replacement costs for general operational operations to provide essential or supportive services.

62125 Friendship Center – Homer: Payroll costs to support essential and supportive services.

62195 Forget-Me-Not Care Center: Payroll, supplies and transportation costs to provide essential and supportive services.

63190 Nikiski Senior Citizens: Nikiski seniors funding is handled as a non-departmental transfer to their service area. See pages 136 and 267-272.



Fund: 100	Department Function
Dept: 94900	Business and Economic Development

Borough code sections 19.10 to 19.30 allow the assembly to provide programs and funding for the promotion of tourism and for direct and indirect support of economic development projects on a non areawide basis. Economic development means private sector expansion that creates permanent jobs, adds to the borough's long-term tax base, and results in enhanced economic activity and quality of life for Borough residents.

Account Descriptions

Contractual Services, EDD. The Kenai Peninsula Economic Development District (KPEDD) requests funding to support outreach, training and small business assistance; outcomes include:

- The annual Comprehensive Economic Development Strategy document provides an overview of demographics, community development, infrastructure business development, etc.
- Host the Kenai Peninsula Industry Outlook Forum January 10, 2018. The education forum is designed to keep citizens, businesses and policy makers informed of the upcoming projects and economic development opportunities for the Kenai Peninsula.
- Manage the Business Innovation Center providing business plan development, bookkeeping, office management, market research, tenancy space, shared office services, and workforce development for new and expanding businesses resulting in lowered failure rate of small businesses.
- The Situations and Prospect of the Kenai Peninsula Borough report provides economic data, demographics, population growth, industry spotlights, municipality profiles, etc.

Funding for FY2018 is proposed at \$75,000 to supplement KPEDD personnel costs.

Contractual Services, SBDC. The Alaska Small Business Development Center (SBDC), South West Region, requests funding to provide free support services to pre-venture, start-up or existing businesses; outcomes include:

- Support 70 long term clients, those receiving five or more hours of counseling and preparation.
- Provide 34 new business start-ups with comprehensive tools to succeed, including training through seminars, workshops or conferences, technical assistance of government assistance programs, loan programs or business plans, bookkeeping, licensing and permitting.

- Create 100 new jobs
- Provide 1,500 advising hours to businesses or individuals.

Funding for FY2018 is proposed at \$84,000 to supplement personnel, travel, contractual, supplies, facilities and administrative costs.

Contractual Services, Peninsula Promotion, KPTMC. Borough code 19.10 provides for the promotion of tourism for areas of the borough outside of the cities. The authority to provide for tourism promotion may be carried out by the borough administrative staff or by contract, by grants to nonprofit organizations established for tourism and economic development or by grants to municipalities having programs that can meet the needs of the Borough for its non areawide program. The Kenai Peninsula Tourism Marketing Council (KPTMC) requests funding to be used for marketing the Borough as a prime destination for tourist on a non-area wide basis as follows:

- Preparation of the Discovery guide which includes everything you will need to plan your next trip to the Kenai including hundreds of listings for lodging opportunities, river guides, open-water charters, and bear viewing tours, but also a fold-out map of the entire Kenai Peninsula.
- "Passport to the Kenai" encourages visitors to visit communities through promotional and discount rates from participating businesses.
- Attendance at various conventions and meetings promoting the Kenai Peninsula.
- Shoulder season (spring/fall) marketing.
- Digital marketing including website, blog, search engines, banner ads, social media, etc.
- Advertising in various magazines and travel guides.
- Administrative cost.

Funding for FY2018 is proposed at \$306,000. Funding will supplement personnel, travel and contractual costs.

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 94900 - Economic Development**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Services							
43009 Contractual Services - EDD	\$ 50,000	\$ 67,500	\$ 67,500	\$ 67,500	\$ 75,000	\$ 7,500	11.11%
43010 Contractual Services - CARTS	50,000	50,000	-	-	-	-	-
43011 Contractual Services - SBDC	90,934	80,440	105,000	105,000	84,000	(21,000)	-20.00%
43021 Peninsula Promotion - KPTMC	298,093	339,954	340,000	340,000	306,000	(34,000)	-10.00%
Total: Services	489,027	537,894	512,500	512,500	465,000	(47,500)	-9.27%
Department Total	\$ 489,027	\$ 537,894	\$ 512,500	\$ 512,500	\$ 465,000	\$ (47,500)	-9.27%

Line-Item Explanations

43009 Contractual Services - EDD. Funding for the Economic Development District (EDD) who works closely with the Mayor's office and the Assembly on economic planning forums and preparation of the Borough's situation and prospect information.

43011 Contractual Services - SBDC. Small Business Development Center contract (\$84,000). Program provides counseling and workshops for small businesses.

43021 Peninsula Promotion. Funding for Kenai Peninsula Tourism and Marketing Council (KPTMC) for marketing the Kenai Peninsula Borough as a prime destination for tourists on a non-area wide basis.

**Kenai Peninsula Borough
Budget Detail**

**Fund 100
Department 94910 - Non Departmental**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40511 Other Benefits	\$ 13,903	\$ 9,876	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
Total: Personnel	13,903	9,876	50,000	50,000	50,000	-	0.00%
Services							
43011 Contract Services-ELODEA	18,247	-	-	-	-	-	-
43011 Contract Services-LNG Pipeline	-	2,894	-	-	-	-	-
43011 Contract Services-Healthcare Consultant	-	115,943	-	-	-	-	-
43510 Insurance Premium	100,204	105,498	143,548	118,898	92,744	(50,804)	-35.39%
Total: Services	118,451	224,335	143,548	118,898	92,744	(50,804)	-35.39%
Transfers							
50241 S/D Operations	44,000,000	48,238,432	48,238,432	48,238,432	49,738,432	1,500,000	3.11%
50242 Postsecondary Education	692,184	726,003	779,958	779,958	823,804	43,846	5.62%
50250 Land Trust Fund	24,509	23,002	-	-	-	-	-
50264 911 Communications Fund	276,351	265,826	456,368	456,368	650,000	193,632	42.43%
50280 Nikiski Senior Svc. Area	52,981	52,981	52,981	52,981	52,981	-	0.00%
50290 Solid Waste	6,513,448	6,074,403	6,299,280	6,299,280	7,548,932	1,249,652	19.84%
50308 School Debt	4,145,527	4,134,179	4,124,410	4,124,410	3,801,948	(322,462)	-7.82%
50349 Bond Issue Expense Fund	5,000	2,500	10,000	10,000	10,000	-	0.00%
50400 School Capital Projects	1,250,000	1,375,000	1,250,000	1,425,000	1,075,000	(175,000)	-14.00%
50407 General Govt. Capital Projects	250,000	299,000	250,000	250,000	-	(250,000)	-100.00%
Total: Transfers	57,210,000	61,191,326	61,461,429	61,636,429	63,701,097	2,239,668	3.64%
Interdepartmental Charges							
60000 Charges (To)/From Other Depts.	(257,652)	(186,090)	(57,900)	(57,900)	(107,900)	(50,000)	-
60004 Mileage Ticket Credits	-	(450)	-	-	-	-	-
Total: Interdepartmental Charges	(257,652)	(186,540)	(57,900)	(57,900)	(107,900)	(50,000)	-
Department Total	\$ 57,084,702	\$ 61,238,997	\$ 61,597,077	\$ 61,747,427	\$ 63,735,941	\$ 2,138,864	3.47%

Line-Item Explanations

Expenditures and transfers in the General Fund Non-Departmental budget are those which are not attributable to a specific activity or department.

40511 Other Benefits. Unemployment compensation payments for Borough General Fund Employees.

43510 Insurance Premiums. Property, liability, and other insurance coverage for the Borough's general fund.

50241 Transfer to School District Operations. The local effort required for the School District operating budget and in-kind services, which are maintenance, custodial, audit, insurance, and utilities.

50242 Transfer to Post-Secondary Education. Provide post-secondary education funding on an area wide basis to institutions that are a part of the University of Alaska system. Funding is restricted to operations and may only be used for instruction and the operations of facilities used to provide curriculum or programs offered within the Borough.

50264 Transfer to 911 Communications. Providing funding for 95% of the cost of the Addressing Officer and other cost not eligible to covered by the e911 surcharge.

50290 Transfer to Solid Waste. For the operations and management of the Solid Waste Department (\$7,548,932).

50308 Transfer to Debt Service. To cover the current portion of principal and interest on outstanding general obligation bonds for schools (\$3,801,948).

50400 Transfer to School Revenue Capital Projects. Funding for improvements at various schools (\$1,075,000).

60000 Charges (to) From other Departments. (\$107,900). Amount included in the operating budget of the Maintenance & capital projects departments expected to be charged to the general fund \$172,500 and indirect cost recovery from Borough capital projects and grants (\$280,400).

For capital projects information on this department - See the Capital Projects section pages 318-320, 324, 325, & 336-344.

**Kenai Peninsula Borough
Budget Detail**

Fund 100 Total - General Fund

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
40XXX Total: Personnel	\$ 17,079,507	\$ 13,902,613	\$ 14,864,139	\$ 14,772,347	\$ 14,529,597	\$ (334,542)	-2.25%
42XXX Total: Supplies	229,810	176,712	253,960	253,960	222,697	(31,263)	-12.31%
43XXX Total: Services	3,733,599	3,953,093	4,304,048	4,491,227	4,304,726	678	0.02%
48XXX Total: Capital Outlay	146,058	99,418	69,565	69,565	75,565	6,000	8.63%
50XXX Total: Transfers	57,210,000	61,191,326	61,461,429	61,636,429	63,701,097	2,239,668	3.64%
6XXXX Total: Interdepartmental Charges	(1,402,538)	(1,211,515)	(1,102,372)	(1,109,300)	(984,631)	117,741	-
Fund Totals	\$ 76,996,436	\$ 78,111,647	\$ 79,850,769	\$ 80,114,228	\$ 81,849,051	\$ 1,998,282	2.50%

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Special Revenue Funds

Special revenue funds are established when there are legal requirements restricting specific resources to expenditure for specified purposes, which are not appropriately budgeted elsewhere. They are commonly used for voter-authorized services, grants, entitlements, and shared revenues. Kenai Peninsula Borough Special Revenue Funds are as follows:

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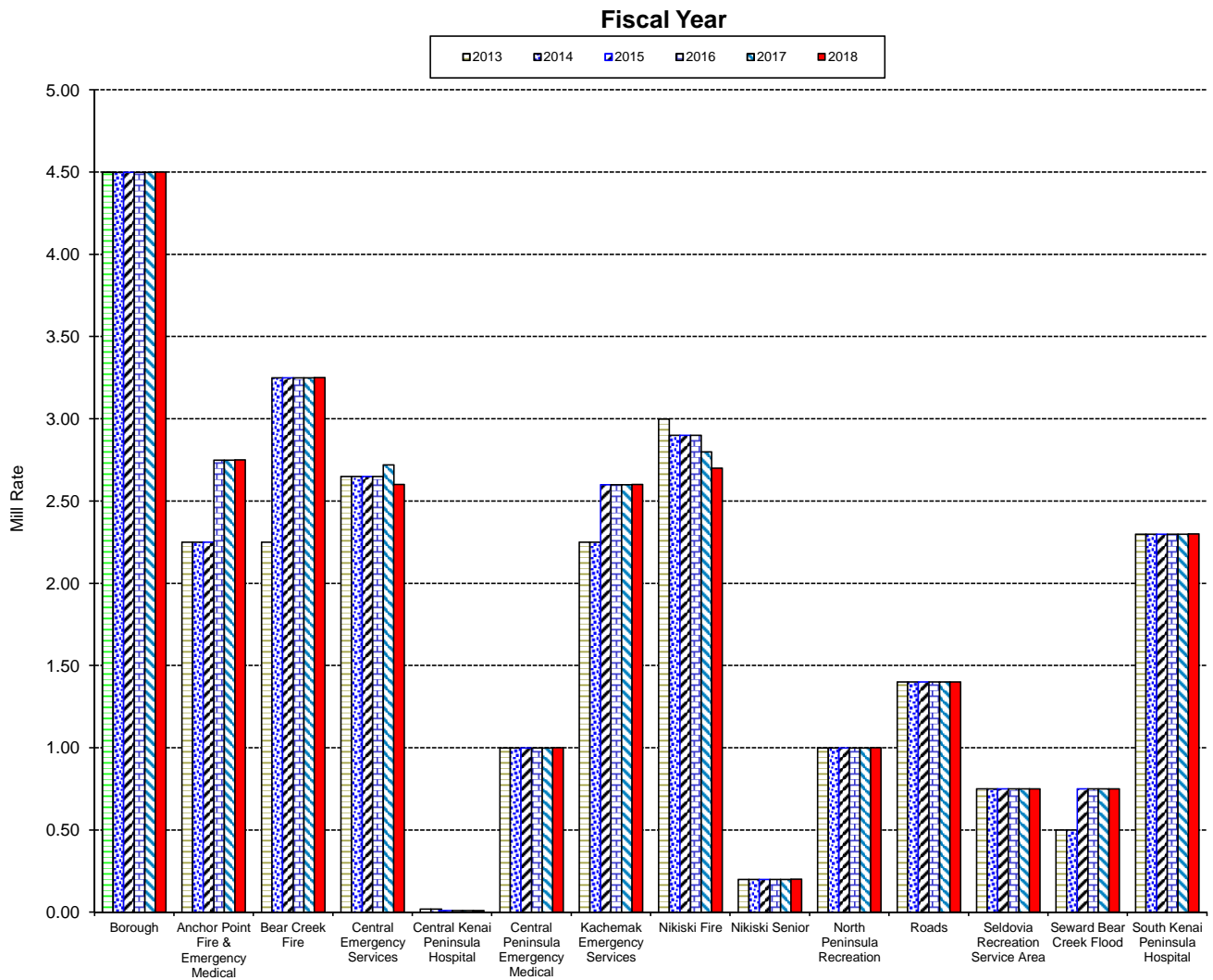
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Total Special Revenue Funds - Budget Projection

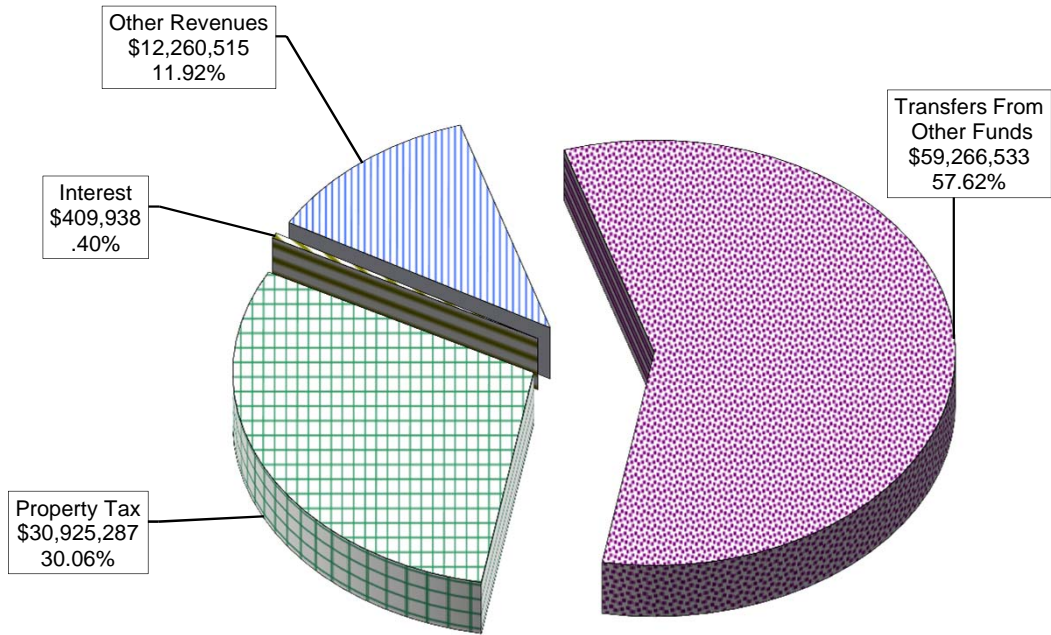
Fund Budget:	FY2015	FY2016	FY2017	FY2017	FY2018	FY2019	FY2020	FY2021
	Actual	Actual	Original Budget	Forecast Budget	Assembly Adopted	Projection	Projection	Projection
Revenues:								
Property Taxes								
Real	\$ 18,567,104	\$ 19,679,500	\$ 20,766,102	\$ 20,791,889	\$ 21,667,627	\$ 21,715,773	\$ 21,932,789	\$ 22,508,270
Personal	1,027,875	1,082,165	1,100,581	1,119,404	1,049,956	1,059,635	1,070,214	1,085,981
Oil & Gas (AS 43.56)	5,392,800	6,048,299	7,412,174	7,412,174	7,402,028	7,159,910	6,945,113	6,951,117
Interest	63,871	66,686	69,456	69,445	66,531	66,918	67,572	68,797
Flat Tax	233,711	221,104	227,443	228,376	227,443	231,941	236,528	241,207
Motor Vehicle Tax	516,453	506,943	507,275	504,730	511,702	520,651	531,065	541,685
Total Property Taxes	25,801,814	27,604,697	30,083,031	30,126,018	30,925,287	30,754,828	30,783,281	31,397,057
Federal Revenue	72,034	41,572	-	19,366	-	-	-	-
State Revenue	5,984,543	784,449	105,000	105,000	105,000	107,100	-	-
Interest Earnings	342,079	738,655	372,313	367,857	409,938	475,800	565,545	621,019
Other Revenue	12,267,402	11,912,495	12,105,558	12,194,188	12,155,515	12,175,407	12,336,081	11,202,849
Total Revenues	44,467,872	41,081,868	42,665,902	42,812,429	43,595,740	43,513,135	43,684,907	43,220,925
Other Financing Sources:								
Transfer From Other Funds	52,005,963	55,730,892	56,186,084	56,186,084	59,266,533	58,429,392	58,712,910	59,238,708
Total Other Financing Sources	52,005,963	55,730,892	56,186,084	56,186,084	59,266,533	58,429,392	58,712,910	59,238,708
Total Revenues and Other Financing Sources	96,473,835	96,812,760	98,851,986	98,998,513	102,862,273	101,942,527	102,397,817	102,459,633
Expenditures:								
Personnel	27,662,112	22,974,272	23,863,791	23,639,591	24,308,618	24,871,363	25,457,897	26,143,967
Supplies	2,250,991	2,019,825	2,390,771	2,505,496	2,348,539	2,390,959	2,438,811	2,487,618
Services	16,513,329	17,986,199	19,685,082	20,715,605	19,594,860	20,253,550	20,528,759	20,876,073
Capital Outlay	730,992	870,103	581,712	714,936	732,861	647,707	654,178	703,725
Interdepartmental Charges	(491,761)	(551,145)	(352,229)	(356,045)	(440,134)	(445,612)	(455,381)	(465,259)
Total Expenditures	46,665,663	43,299,254	46,169,127	47,219,583	46,544,744	47,717,967	48,624,264	49,746,124
Operating Transfers To:								
Special Revenue Funds	34,762,769	38,258,806	37,942,482	38,942,482	39,336,181	38,398,962	38,241,259	38,437,189
Capital Projects Fund	3,065,800	4,125,000	4,915,000	4,915,000	8,065,000	6,225,000	6,475,000	6,575,000
Debt Service Fund	9,745,904	9,187,270	9,758,293	9,713,482	11,313,640	11,320,815	11,840,762	12,029,556
Total Operating Transfers	47,574,473	51,571,076	52,615,775	53,570,964	58,714,821	55,944,777	56,557,021	57,041,745
Total Expenditures and Operating Transfers	94,240,136	94,870,330	98,784,902	100,790,547	105,259,565	103,662,744	105,181,285	106,787,869
Net Results From Operations	2,233,699	1,942,430	67,084	(1,792,034)	(2,397,292)	(1,720,217)	(2,783,468)	(4,328,236)
Projected Lapse	-	-	1,432,287	1,536,629	1,487,001	1,557,780	1,592,774	1,632,632
Change in Fund Balance	2,233,699	1,942,430	1,499,371	(255,405)	(910,291)	(162,437)	(1,190,694)	(2,695,604)
Beginning Fund Balance	25,055,075	27,288,774	29,231,204	29,231,204	28,975,799	28,065,508	27,903,071	26,712,377
Ending Fund Balance	\$ 27,288,774	\$ 29,231,204	\$ 30,730,575	\$ 28,975,799	\$ 28,065,508	\$ 27,903,071	\$ 26,712,377	\$ 24,016,773

Mill Rate History

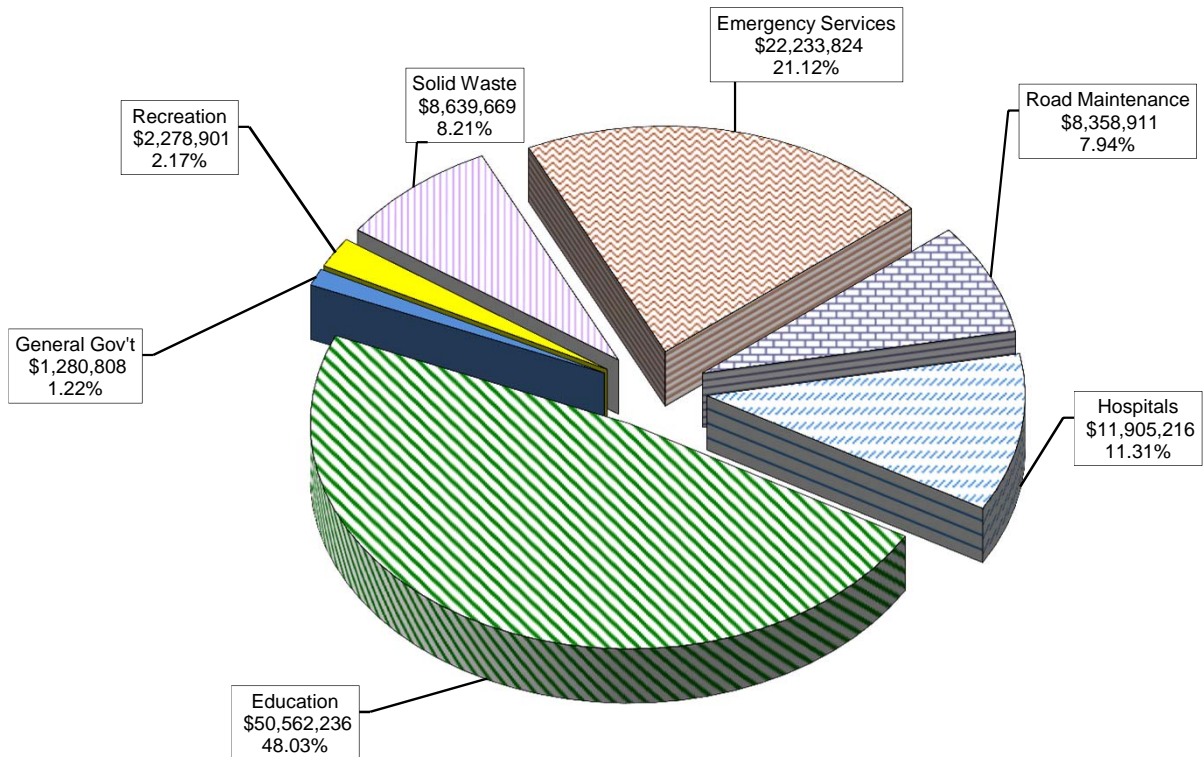
	Fiscal Year					
	2013	2014	2015	2016	2017	2018
Borough	4.50	4.50	4.50	4.50	4.50	4.50
Service Areas:						
Anchor Point Fire & Emergency Medical	2.25	2.25	2.25	2.75	2.75	2.75
Bear Creek Fire	2.25	3.25	3.25	3.25	3.25	3.25
Central Emergency Services	2.65	2.65	2.65	2.65	2.72	2.60
Central Kenai Peninsula Hospital	0.02	0.02	0.01	0.01	0.01	0.01
Central Peninsula Emergency Medical	1.00	1.00	1.00	1.00	1.00	1.00
Kachemak Emergency Services	2.25	2.25	2.60	2.60	2.60	2.60
Nikiski Fire	3.00	2.90	2.90	2.90	2.80	2.70
Nikiski Senior	0.20	0.20	0.20	0.20	0.20	0.20
North Peninsula Recreation	1.00	1.00	1.00	1.00	1.00	1.00
Roads	1.40	1.40	1.40	1.40	1.40	1.40
Seldovia Recreation Service Area	0.75	0.75	0.75	0.75	0.75	0.75
Seward Bear Creek Flood	0.50	0.50	0.75	0.75	0.75	0.75
South Kenai Peninsula Hospital	2.30	2.30	2.30	2.30	2.30	2.30



**Special Revenue Funds
Where the Money Comes From FY2018
\$102,862,273**



**Special Revenue Funds
Appropriations By Function - FY2018
\$105,259,565**



**Combined Revenues and Appropriations
Special Revenue Funds
Fiscal Year 2018**

	Emergency Services							Recreation		
	Nikiski Fire	Bear Creek Fire	Anchor Point Fire & Emergency Medical	Central Emergency Services	Central Peninsula Emergency Medical	Kachemak Emergency	Seward Bear Creek Flood	911 Communications	North Peninsula Recreation	Seldovia Recreation
Taxable Value (000'S):										
Real	747,499	160,738	216,595	2,630,027	4,859	406,912	418,487	-	747,499	66,346
Personal	42,314	1,034	26,814	115,144	928	6,280	20,352	-	43,031	793
Oil & Gas (AS 43.56)	1,043,609	2,823	152,547	127,624	-	-	16,173	-	1,084,447	-
Total Taxable Value	1,833,422	164,595	395,956	2,872,795	5,787	413,192	455,012	-	1,874,977	67,139
Mill Rate	2.70	3.25	2.75	2.60	1.00	2.60	0.75		1.00	0.75
Property Taxes										
Real	\$ 2,018,247	\$ 522,399	\$ 595,636	6,838,070	\$ 4,859	\$ 1,057,971	\$ 313,865	\$ -	\$ 747,499	\$ 49,760
Personal	111,963	3,293	72,264	293,387	909	16,001	14,959	-	42,170	583
Oil & Gas (AS 43.56)	2,817,744	9,175	419,504	331,822	-	-	12,130	-	1,084,447	-
Interest	9,896	894	3,691	18,000	-	1,800	682	-	6,509	-
Flat Tax	10,980	1,757	3,401	53,728	850	3,375	12,712	-	3,665	3,036
Motor Vehicle Tax	55,338	16,130	11,748	147,476	-	28,617	9,508	-	19,082	448
Total Property Taxes	5,024,168	553,648	1,106,244	7,682,483	6,618	1,107,764	363,856	-	1,903,372	53,827
Interest Revenue	80,014	3,798	4,959	49,885	-	5,672	4,685	-	29,238	879
Federal Revenue	-	-	-	-	-	-	-	-	-	-
State Revenue	-	-	-	-	-	-	-	-	-	-
Other Revenue	300,000	-	65,000	710,000	-	30,000	-	1,744,368	211,589	1,050
PAYMENTS FROM COMPON	-	-	-	-	-	-	-	-	-	-
Transfer From Other Funds	-	-	-	6,704	-	-	-	895,680	-	-
Total Revenues and Other Financing Sources	5,404,182	557,446	1,176,203	8,449,072	6,618	1,143,436	368,541	2,640,048	2,144,199	55,756
Expenditures										
Personnel	3,571,829	202,010	535,480	6,141,601	-	538,550	165,966	1,565,789	1,226,243	-
Supplies	253,960	27,575	79,900	376,360	-	89,000	4,300	9,950	126,700	8,135
Services	664,551	187,827	202,361	1,038,939	-	187,044	147,640	668,808	518,511	46,832
Capital Outlay	154,500	24,269	97,029	196,063	-	92,000	2,400	88,102	21,280	6,800
Payment to School District	-	-	-	-	-	-	-	-	-	-
Interdepartmental Charges	(1,200)	(500)	-	-	-	-	25,000	121,415	(600)	-
Total Expenditures	4,643,640	441,181	914,770	7,752,963	-	906,594	345,306	2,454,064	1,892,134	61,767
Transfers to Other Funds	3,066,953	133,820	264,940	1,141,700	6,704	161,189	-	-	325,000	-
Total Expenditures and Operating Transfers	7,710,593	575,001	1,179,710	8,894,663	6,704	1,067,783	345,306	2,454,064	2,217,134	61,767
Net Results From Operations	(2,306,411)	(17,555)	(3,507)	(445,591)	(86)	75,653	23,235	185,984	(72,935)	(6,011)
Projected Lapse	255,400	26,471	59,460	232,589	-	31,731	7,717	73,622	66,225	1,853
Change in Fund Balance	(2,051,011)	8,916	55,953	(213,002)	(86)	107,384	30,952	259,606	(6,710)	(4,158)
Beginning Fund Balance	5,334,286	253,222	330,573	3,325,688	86	378,108	312,346	240,252	1,949,171	58,631
Ending Fund Balance	\$ 3,283,275	\$ 262,138	\$ 386,526	\$ 3,112,686	\$ -	\$ 485,492	\$ 343,298	\$ 499,858	\$ 1,942,461	\$ 54,473

Road Improvement			Education		General Government		Solid Waste	Hospitals		Total
Roads	Engineer's Estimate Fund	RIAD Match Fund	School Fund	Post-Secondary Education	Land Trust	Nikiski Senior	Solid Waste	Central Kenai Peninsula Hospital	South Kenai Peninsula Hospital	
4,125,298	-	-	-	-	-	670,343	-	4,082,146	1,551,745	
192,549	-	-	-	-	-	35,874	-	190,316	98,403	
1,404,997	-	-	-	-	-	1,033,947	-	1,217,101	235,326	
5,722,844	-	-	-	-	-	1,740,164	-	5,489,563	1,885,474	
1.40						0.20		0.01	2.30	
\$ 5,775,417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,069	\$ -	\$ 40,821	\$ 3,569,014	\$ 21,667,627
264,177	-	-	-	-	-	6,585	-	1,865	221,800	1,049,956
1,966,996	-	-	-	-	-	206,789	-	12,171	541,250	7,402,028
16,013	-	-	-	-	-	272	-	110	8,664	66,531
44,817	-	-	-	-	-	590	-	1,068	87,464	227,443
146,116	-	-	-	-	-	3,080	-	1,064	73,095	511,702
8,213,536	-	-	-	-	-	351,385	-	57,099	4,501,287	30,925,287
35,267	500	1,315	-	-	112,743	3,868	-	52,325	24,790	409,938
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	805,000	-	800,000	7,593,508	-	12,260,515
-	-	-	-	-	-	-	-	-	-	-
-	-	200,000	49,738,432	823,804	-	52,981	7,548,932	-	-	59,266,533
8,248,803	500	201,315	49,738,432	823,804	917,743	408,234	8,348,932	7,702,932	4,526,077	102,862,273
1,173,302	2,000	-	6,480,969	-	644,170	-	2,060,709	-	-	24,308,618
74,150	-	-	922,522	-	9,500	-	366,487	-	-	2,348,539
5,224,809	10,000	-	3,933,293	823,804	231,628	387,145	4,871,299	245,926	204,443	19,594,860
1,850	-	-	23,400	-	8,365	-	16,803	-	-	732,861
-	-	-	38,883,797	-	-	-	-	-	-	38,883,797
(77,200)	-	-	(505,549)	-	-	-	(1,500)	-	-	(440,134)
6,396,911	12,000	-	49,738,432	823,804	893,663	387,145	7,313,798	245,926	204,443	85,428,541
1,950,000	-	-	-	-	-	-	1,325,871	7,411,582	4,043,265	19,831,024
8,346,911	12,000	-	49,738,432	823,804	893,663	387,145	8,639,669	7,657,508	4,247,708	105,259,565
(98,108)	(11,500)	201,315	-	-	24,080	21,089	(290,737)	45,424	278,369	(2,397,292)
351,830	-	-	-	-	89,366	-	290,737	-	-	1,487,001
253,722	(11,500)	201,315	-	-	113,446	21,089	-	45,424	278,369	(910,291)
3,526,730	43,354	87,682	1,184,620	-	7,479,480	257,893	-	2,273,500	1,940,177	28,975,799
\$ 3,780,452	\$ 31,854	\$ 288,997	\$ 1,184,620	\$ -	\$ 7,592,926	\$ 278,982	\$ -	\$ 2,318,924	\$ 2,218,546	\$ 28,065,508

**Kenai Peninsula Borough
Budget Detail**

**Special Revenue Fund Total
Expenditure Summary By Line Item**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 10,157,466	\$ 10,509,754	\$ 11,768,548	\$ 11,419,586	\$ 12,053,796	\$ 285,248	2.42%
40111 Special Pay	36,503	36,688	48,750	48,750	56,355	7,605	15.60%
40120 Temporary Wages	959,074	1,042,364	1,016,630	1,065,590	1,060,233	43,603	4.29%
40130 Overtime Wages	1,180,904	1,078,439	879,792	955,294	900,264	20,472	2.33%
40131 FLSA Overtime Wages	157,439	156,352	159,368	159,368	170,337	10,969	6.88%
40210 FICA	1,028,848	1,068,178	1,197,727	1,197,727	1,230,074	32,347	2.70%
40221 PERS	8,557,897	3,559,184	2,893,086	2,893,086	2,961,795	68,709	2.37%
40321 Health Insurance	3,765,847	3,673,991	4,123,538	4,110,338	4,031,092	(92,446)	-2.24%
40322 Life Insurance	17,544	17,968	29,474	29,474	30,174	700	2.37%
40410 Leave	1,753,321	1,787,343	1,694,773	1,694,773	1,762,294	67,521	3.98%
40511 Other Benefits	47,269	44,011	52,105	65,605	52,204	99	0.19%
Total: Personnel	27,662,112	22,974,272	23,863,791	23,639,591	24,308,618	444,827	1.86%
Supplies							
42020 Signage Supplies	20,704	35,038	37,300	36,800	36,550	(750)	-2.01%
42120 Computer Software	44,810	7,271	18,350	21,423	13,115	(5,235)	-28.53%
42210 Operating Supplies	261,121	228,403	310,246	315,982	308,531	(1,715)	-0.55%
42220 Fire/Medical/Rescue Supplies	158,837	180,042	205,374	186,924	195,374	(10,000)	-4.87%
42230 Fuel, Oils and Lubricants	438,644	318,450	486,287	479,418	464,287	(22,000)	-4.52%
42250 Uniforms	78,218	76,372	82,404	83,449	81,472	(932)	-1.13%
42263 Training Supplies	20,202	19,982	33,120	32,581	35,690	2,570	7.76%
42310 Repair/Maint Supplies	978,466	907,289	940,800	1,047,811	935,750	(5,050)	-0.54%
42360 Motor Vehicle Repair	152,523	149,992	180,850	194,773	178,750	(2,100)	-1.16%
42410 Small Tools	85,204	87,340	83,105	93,875	85,585	2,480	2.98%
42960 Recreational Program Supplies	12,262	9,646	12,935	12,460	13,435	500	3.87%
Total: Supplies	2,250,991	2,019,825	2,390,771	2,505,496	2,348,539	(42,232)	-1.77%
Services							
43011 Contractual Services	4,236,988	4,007,383	4,289,825	5,136,879	4,479,805	189,980	4.43%
43012 Audit Services	154,464	124,211	168,700	253,661	172,000	3,300	1.96%
43014 Physical Examinations	72,308	56,357	107,385	89,916	121,065	13,680	12.74%
43015 Water/Air Sample Test	186,438	90,404	194,560	195,560	157,196	(37,364)	-19.20%
43019 Software Licensing	65,719	234,570	259,023	262,910	282,505	23,482	9.07%
43023 Kenai Peninsula College	692,184	726,003	779,958	779,958	823,804	43,846	5.62%
43050 Solid Waste Fees	3,149	1,423	1,250	1,250	2,000	750	60.00%
43095 SW Closure/Post Closure	341,306	888,230	888,230	888,230	929,660	41,430	4.66%
43110 Communications	270,559	283,947	336,999	336,399	345,639	8,640	2.56%
43140 Postage and Freight	25,333	32,840	31,250	35,675	30,755	(495)	-1.58%
43210 Transport/Subsistence	264,356	329,269	349,376	372,958	357,080	7,704	2.21%
43220 Car Allowance	3,600	3,711	3,600	7,400	7,200	3,600	100.00%
43260 Training	68,382	62,753	95,760	95,319	109,635	13,875	14.49%
43310 Advertising	32,834	35,915	39,250	38,395	35,200	(4,050)	-10.32%
43410 Printing	2,545	1,498	7,945	5,060	8,095	150	1.89%
43510 Insurance Premium	2,969,140	3,540,740	3,947,063	3,947,063	3,703,802	(243,261)	-6.16%
43600 Project Management	2,755	1,520	-	-	-	-	-
43610 Utilities	1,441,922	1,212,963	1,491,685	1,498,681	1,483,768	(7,917)	-0.53%
43720 Office Equipment Maintenance	53,163	54,900	89,233	88,403	76,871	(12,362)	-13.85%
43750 Vehicles Maintenance	59,255	122,584	94,700	74,300	106,700	12,000	12.67%
43764 Snow Removal	154,762	284,804	350,000	409,197	350,000	-	0.00%
43765 Policing Sites	7,800	3,300	8,000	6,000	8,000	-	0.00%
43780 Maint Buildings & Grounds	338,592	395,293	473,986	572,249	485,387	11,401	2.41%
43810 Rents and Operating Leases	155,465	123,901	57,461	51,780	53,687	(3,774)	-6.57%
43812 Equipment Replacement Pymt.	352,293	430,382	482,257	436,821	330,536	(151,721)	-31.46%
43920 Dues and Subscriptions	25,222	22,800	36,612	37,874	33,496	(3,116)	-8.51%
43931 Recording Fees	471	1,318	1,300	1,300	1,300	-	0.00%
43933 Collection Fees	28	10	500	500	500	-	0.00%
43936 USAD Assessment	22,840	3,671	-	6,738	-	-	-

**Special Revenue Fund Total
Expenditure Summary By Line Item - Continued**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Services - Continued							
43951 Road Maintenance - Dust Control	418,118	391,324	405,000	392,955	405,000	-	0.00%
43952 Road Maintenance	4,077,894	4,508,234	4,674,574	4,672,574	4,674,574	-	0.00%
43960 Recreational Program Expenses	7,414	7,827	9,600	9,600	9,600	-	0.00%
45110 Land Sale Property Tax	6,030	2,114	10,000	10,000	10,000	-	0.00%
Total: Services	16,513,329	17,986,199	19,685,082	20,715,605	19,594,860	(90,222)	-0.46%
Capital Outlay							
48110 Furniture & Furnishings	-	8,011	-	-	-	-	-
48120 Major Office/Communications Equipment	21,130	19,502	79,493	89,149	90,563	11,070	13.93%
48310 Vehicles	127,776	36,319	-	11,500	-	-	-
48311 Machinery and Heavy Equipment	48,917	61,162	28,500	71,604	21,000	(7,500)	-26.32%
48513 Recreation Equipment	5,800	-	3,500	7,484	-	(3,500)	-100.00%
48514 Firefighting/Rescue Equipment	9,200	71,526	10,000	19,702	37,000	27,000	270.00%
48515 Medical Equipment	-	17,295	29,500	15,063	24,000	(5,500)	-18.64%
48520 Storage/Buildings/Containers	4,099	7,600	5,000	4,040	10,200	5,200	104.00%
48610 Land Purchase	500	52,730	-	-	-	-	-
48630 Improvements other than Buildings	-	30,116	-	-	-	-	-
48710 Minor Office/Communications Equipment	104,540	108,938	90,590	77,351	72,619	(17,971)	-19.84%
48720 Minor Office Furniture	40,293	45,483	23,600	36,117	19,120	(4,480)	-18.98%
48740 Minor Machines & Equipment	43,069	52,561	20,900	56,054	24,100	3,200	15.31%
48750 Minor Medical Equipment	31,450	28,135	34,191	38,135	28,000	(6,191)	-18.11%
48755 Minor Recreational Equipment	4,891	12,209	5,000	9,171	10,300	5,300	106.00%
48760 Minor Fire Fighting Equipment	277,008	307,512	234,388	261,818	378,966	144,578	61.68%
49101 General Construction	-	-	-	-	-	-	-
49433 Plan Reviews	12,319	11,004	17,050	17,748	16,993	(57)	-0.33%
Total: Capital Outlay	730,992	870,103	581,712	714,936	732,861	151,149	25.98%
Transfers To							
50211 Central Emergency Services	6,043	5,981	6,329	6,329	6,704	375	5.93%
50238 RIAD Match Fund	200,000	112,000	112,000	112,000	200,000	88,000	78.57%
50241 KPBSD Operations	34,330,654	37,908,561	37,583,417	38,583,417	38,883,797	1,300,380	3.46%
50264 911 Communications	226,072	232,264	240,736	240,736	245,680	4,944	2.05%
50340 SW Debt Service Fund	1,055,600	-	-	-	1,075,871	1,075,871	-
50342 Debt Service- Bear Creek Fire	94,020	97,420	95,620	95,620	93,820	(1,800)	-1.88%
50358 Debt Service- CES	147,937	189,288	369,158	369,158	445,088	75,930	20.57%
50360 Debt Service- CPGH	6,481,993	6,920,292	7,384,163	7,379,163	7,411,582	27,419	0.37%
50361 Debt Service- SPH	1,966,354	1,935,559	1,865,338	1,825,527	2,243,265	377,927	20.26%
50411 SWD Capital Projects	50,800	-	-	-	250,000	250,000	-
50434 Road Service Area Capital Projects	400,000	1,000,000	1,500,000	1,500,000	1,750,000	250,000	16.67%
50441 NFSA Capital Projects	750,000	500,000	1,000,000	1,000,000	3,000,000	2,000,000	200.00%
50442 BCFSA Capital Projects	40,000	40,000	40,000	40,000	40,000	-	0.00%
50443 CES Capital Project	100,000	250,000	250,000	250,000	550,000	300,000	120.00%
50444 APFEMSA Capital Project	75,000	75,000	250,000	250,000	250,000	-	0.00%
50446 KES Capital Project/Debt Service	100,000	94,711	94,014	94,014	144,014	50,000	53.18%
50459 NPRSA Capital Project	100,000	175,000	225,000	225,000	325,000	100,000	44.44%
50491 SPH Capital Project	1,450,000	2,035,000	1,600,000	1,600,000	1,800,000	200,000	12.50%
Total: Transfers	47,574,473	51,571,076	52,615,775	53,570,964	58,714,821	6,099,046	11.59%
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	113,424	127,270	155,431	155,431	70,015	(85,416)	-54.95%
60001 Charges (To) From Maint/Purchasing	264,492	207,935	217,340	217,340	219,451	2,111	0.97%
60002 Charges (To) From Maint/Other Depts.	(221,219)	(231,563)	(225,000)	(225,000)	(225,000)	-	-
60003 Charges (To) From Maint/Cap Proj	(646,373)	(650,275)	(500,000)	(500,000)	(500,000)	-	-
60004 Mileage Ticket Credits	(3,507)	(5,054)	-	(4,029)	(4,600)	(4,600)	-
61990 Administrative Service Fee	1,422	542	-	213	-	-	-
Total: Interdepartmental Charges	(491,761)	(551,145)	(352,229)	(356,045)	(440,134)	(87,905)	-
Department Total	\$ 94,240,136	\$ 94,870,330	\$ 98,784,902	\$ 100,790,547	\$ 105,259,565	\$ 6,474,663	6.55%

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Kenai Peninsula Borough

Emergency Services

The Borough has eight (8) service areas that were created by the voters to prepare and respond to emergency situations within their respective service area boundaries. These services include fire protection, ambulance, search and rescue, and flood mitigation. Each service area has a separate board of directors and its own taxing jurisdiction although the Borough sets the mill rate and approves their budget.

The major source of revenues for each of these Service Areas is property taxes. Additional funding is provided through state grants, interest earnings and ambulance fees. A listing and summary of these service areas is shown below.

In addition to the Service Areas, the Borough's 911 department is included in this section.

Nikiski Fire Service – this service area provides fire protection, emergency medical and ambulance, and search and rescue for the Nikiski area and Cook Inlet. There are currently 21.75 permanent employees, and 30 volunteers.

Bear Creek Fire Service Area – this service area provides fire protection and first responder medical service for the area outside the City of Seward's city limits. This service area has two 3/4-time permanent employee and 28 volunteers.

Anchor Point Service Area – this service area provides fire protection, emergency medical and ambulance, and search and rescue for the Anchor Point, Nikolaevsk, and surrounding areas. This service area has 4 permanent employee and 38 volunteers.

Central Emergency Services (CES) – this service area provides fire protection, emergency medical and ambulance, and search and rescue for the Soldotna, Kasilof, Kalifornsky Beach, and Sterling areas. There are currently 41 permanent employees and 50 volunteers.

Central Peninsula Emergency Medical Service Area - this service area contracts with CES to provide ambulance and emergency medical for the residents residing in the area from Skilak Lake to Tustamena Lake and surrounding areas not covered by CES.

Kachemak Emergency Service Area – this service area provides fire protection, emergency medical and ambulance, and search and rescue for the areas surrounding the City of Homer and Kachemak City. This service area has 4 permanent full-time and 45 volunteers.

Seward Bear Creek Flood Service Area – this service area was formed to provide flood planning, protection and mitigation services to the residents of the service area, which covers the river drainage area of the City of Seward, Bear Creek, and Lowell Point. There are currently 1.5 permanent employees.

911 Communication Fund – this fund is set up to account for revenues and expenditures associated with operating the Borough's 911 service. The area of service served by this department includes the Kenai Peninsula Borough and the areas in the Municipality of Anchorage along the Seward highway up to McHugh Creek which includes Portage, Girdwood, and Bird Creek.

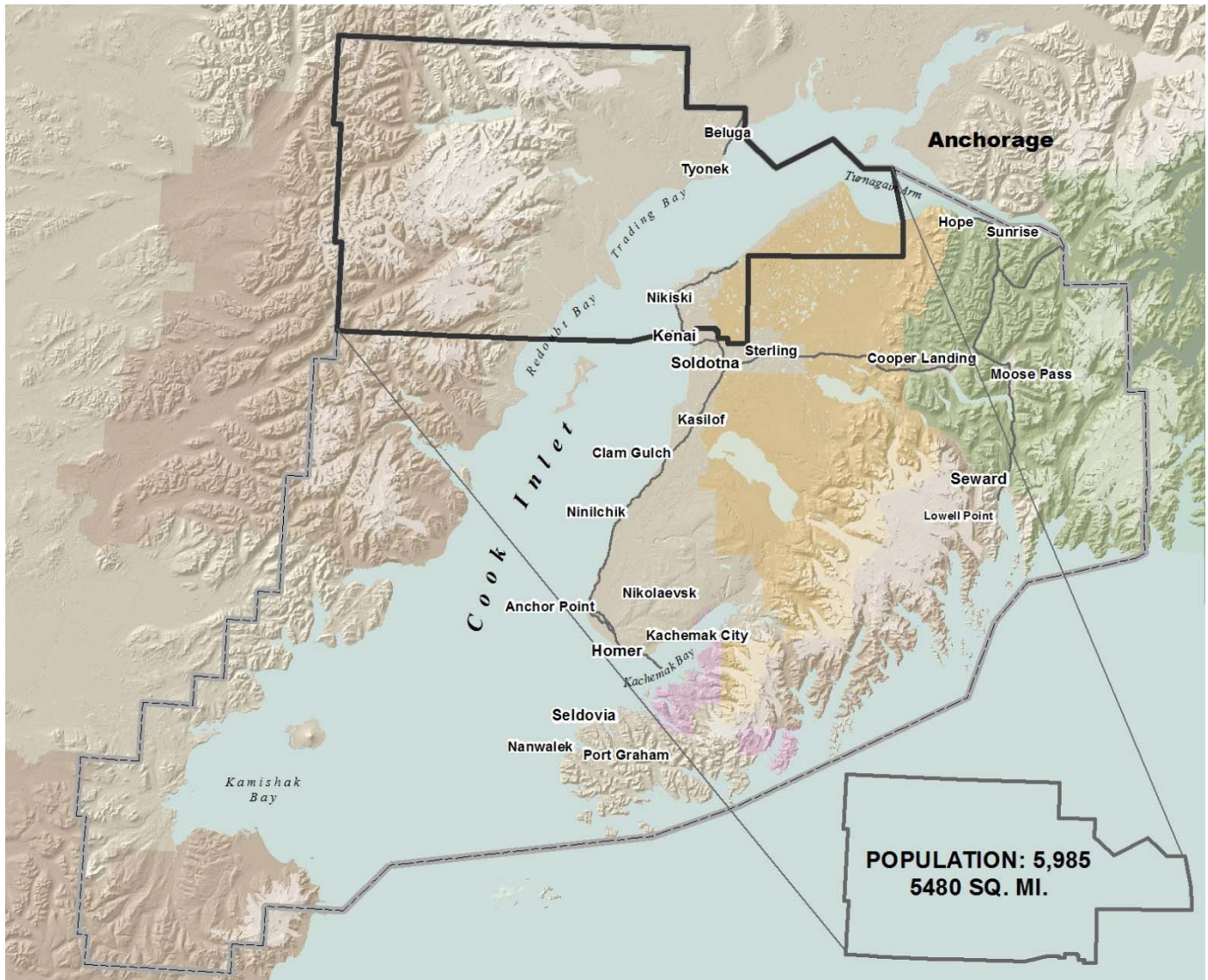
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Nikiski Fire Service Area

This Nikiski Fire Service Area was established on August 19, 1969 and was the first fire service area in the Borough. The seven-member board is elected for three-year terms. The service area provides fire protection, emergency medical services, and search and rescue capabilities to a population of 5,985 within a 5,480 square mile area that includes the Cook Inlet and major industrial complexes critical to the Borough.

Many of the 21.75 permanent employees, and 30 volunteer members are cross-trained to respond not only to fire and medical emergencies but also specialize in high angle, confined space, industrial firefighting, and cold water surface and dive rescue. Four fire stations are located within the service area. Two stations are located on the Kenai Spur Highway, at Milepost 17.9 and 26.5. The other two stations are located in Beluga and Tyonek. Members respond on average to 950 emergency calls a year.

The major source of revenue is property tax. Additional funding is provided through ambulance billing fees charged to users of the ambulances and interest income. The mill rate is 2.70 mills for fiscal year 2018.



Board Members

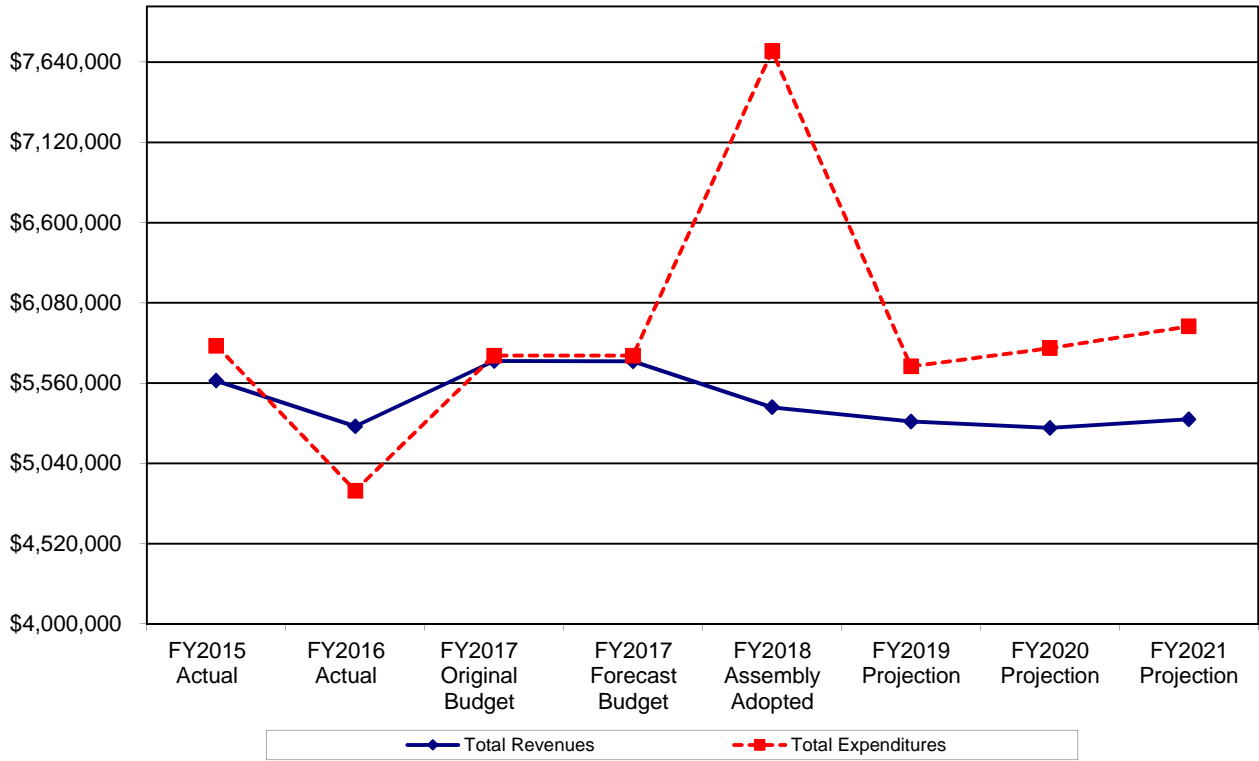
Stan Gerhauser
Mark Cialek
Louis Oliva
Sharon Brower
Janet Hilleary
Chrystal Leighton
Joe Arness

Fire Chief: James Baisden

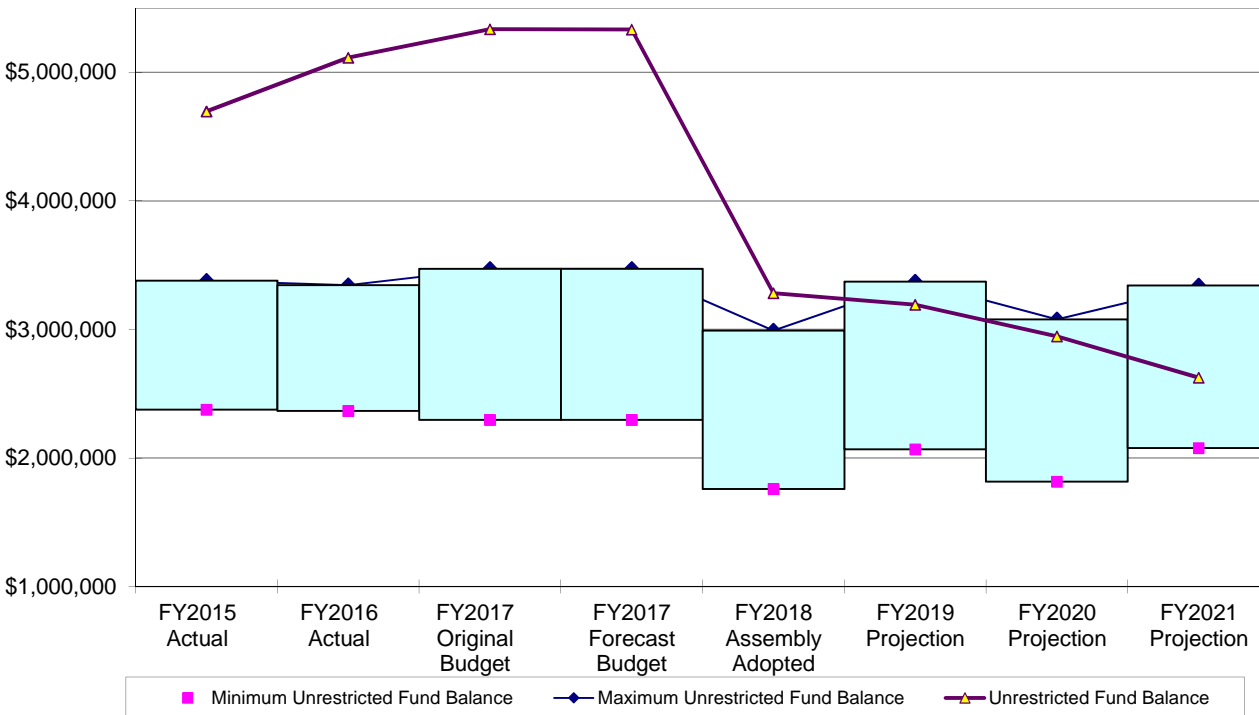
Fund: 206 Nikiski Fire Service Area - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Taxable Values (000's)								
Real	628,378	678,459	732,927	732,975	747,499	747,499	754,974	770,073
Personal	44,493	45,988	45,199	46,444	42,314	42,737	43,164	43,596
Oil & Gas (AS 43.56)	766,776	878,259	1,108,088	1,108,088	1,043,609	1,012,301	981,932	981,932
	<u>1,439,647</u>	<u>1,602,706</u>	<u>1,886,214</u>	<u>1,887,507</u>	<u>1,833,422</u>	<u>1,802,537</u>	<u>1,780,070</u>	<u>1,795,601</u>
Mill Rate	2.90	2.90	2.80	2.80	2.70	2.70	2.70	2.70
Revenues:								
Property Taxes								
Real	\$ 1,804,201	\$ 1,964,630	\$ 2,052,196	\$ 2,052,330	\$ 2,018,247	\$ 2,018,247	\$ 2,038,430	\$ 2,079,197
Personal	141,305	134,908	124,026	127,442	111,963	113,082	114,212	115,355
Oil & Gas (AS 43.56)	2,197,689	2,546,952	3,102,646	3,102,646	2,817,744	2,733,213	2,651,216	2,651,216
Interest	5,717	4,163	10,558	10,565	9,896	9,729	9,608	9,692
Flat Tax	10,700	8,624	10,980	10,980	10,980	11,200	11,424	11,652
Motor Vehicle Tax	55,900	54,775	55,042	54,549	55,338	56,445	57,574	58,725
Total Property Taxes	<u>4,215,512</u>	<u>4,714,052</u>	<u>5,355,448</u>	<u>5,358,512</u>	<u>5,024,168</u>	<u>4,941,916</u>	<u>4,882,464</u>	<u>4,925,837</u>
Federal Revenue	9,925	9,305	-	-	-	-	-	-
State Revenue	986,453	115,497	-	-	-	-	-	-
Interest Earnings	62,934	138,124	72,983	68,527	80,014	61,561	71,818	77,356
Other Revenue	300,977	304,031	275,000	275,000	300,000	307,500	315,188	323,068
Total Revenues	<u>5,575,801</u>	<u>5,281,009</u>	<u>5,703,431</u>	<u>5,702,039</u>	<u>5,404,182</u>	<u>5,310,977</u>	<u>5,269,470</u>	<u>5,326,261</u>
Expenditures:								
Personnel	4,074,891	3,365,342	3,551,888	3,551,888	3,571,829	3,743,266	3,836,848	3,951,953
Supplies	171,375	159,123	257,460	257,460	253,960	259,039	264,220	269,504
Services	540,238	574,195	709,688	709,688	664,551	689,551	703,342	717,409
Capital Outlay	197,424	197,771	157,791	157,791	154,500	157,590	160,742	163,957
InterDepartmental Charges	(427)	102	-	(1,106)	(1,200)	-	-	-
Total Expenditures	<u>4,983,501</u>	<u>4,296,533</u>	<u>4,676,827</u>	<u>4,675,721</u>	<u>4,643,640</u>	<u>4,849,446</u>	<u>4,965,152</u>	<u>5,102,823</u>
Operating Transfers To:								
Special Revenue Fund	69,632	67,669	62,504	62,504	66,953	69,631	72,416	75,313
Capital Projects Fund	750,000	500,000	1,000,000	1,000,000	3,000,000	750,000	750,000	750,000
Total Operating Transfers	<u>819,632</u>	<u>567,669</u>	<u>1,062,504</u>	<u>1,062,504</u>	<u>3,066,953</u>	<u>819,631</u>	<u>822,416</u>	<u>825,313</u>
Total Expenditures and Operating Transfers	<u>5,803,133</u>	<u>4,864,202</u>	<u>5,739,331</u>	<u>5,738,225</u>	<u>7,710,593</u>	<u>5,669,077</u>	<u>5,787,568</u>	<u>5,928,136</u>
Net Results From Operations	(227,332)	416,807	(35,900)	(36,186)	(2,306,411)	(358,100)	(518,098)	(601,875)
Projected Lapse	-	-	257,225	257,165	255,400	266,720	273,083	280,655
Change in Fund Balance	(227,332)	416,807	221,325	220,979	(2,051,011)	(91,380)	(245,015)	(321,220)
Beginning Fund Balance	4,923,832	4,696,500	5,113,307	5,113,307	5,334,286	3,283,275	3,191,895	2,946,880
Ending Fund Balance	<u>\$ 4,696,500</u>	<u>\$ 5,113,307</u>	<u>\$ 5,334,632</u>	<u>\$ 5,334,286</u>	<u>\$ 3,283,275</u>	<u>\$ 3,191,895</u>	<u>\$ 2,946,880</u>	<u>\$ 2,625,660</u>

Nikiski Fire Service Area Revenues and Expenditures



Nikiski Fire Service Area Unreserved Fund Balance



Fund	206	Department Function
Dept:	51110	Nikiski Fire Service Area

Mission

The mission of the Nikiski Fire Department is to maintain the best trained, physically fit emergency response team in Alaska.
Always Ready – Proud to Serve

Program Description

- The Nikiski Fire Department provides fire protection, emergency medical service, and rescue capabilities to a population of 6,000 citizens within a 5,480 square mile area that includes the Cook Inlet.
- Four fire stations are located in the service area; two stations in Nikiski on the Kenai Spur Highway, one station in Tyonek, and one located in Beluga.
- The Department has 21.75 permanent employees, 30 volunteers, 7 elected fire board members.

Major Long Term Issues and Concerns:

- Maintain current staffing levels with the increased cost of providing emergency services, and increased call volume.
- Provide adequate levels of training to all members.
- Develop new programs to help incentivizes volunteerism.
- Address non-emergency patient care for elderly population.

FY 2017 Accomplishments:

- Implemented new public safety dive rescue standards.
- Installed mobile data terminals in all response vehicles.
- Placed in service two new ALS ambulances, and one fire engine which will provide upgraded apparatus located in Beluga and Tyonek.
- No firefighter work related days off for injuries reported.

FY2018 New Initiatives:

- Funding and construction for Station #3 located on Holt Lamplight to provide quicker emergency response, and to help reduce home owners annual insurance costs.
- Continue needed repairs at Fire Station #1 that include emergency generator upgrades, and exterior maintenance.
- Work on 2 to 3 year succession plan with the Fire Board members, department officers, and administrative staff in preparation and training for upcoming retirements for 3 to 4 members.

Performance Measures

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Full time staff	20.75	20.75	21.75	21.75
On-calls (FY2016 Transition to All Volunteers)	20.00	20.00	0	0
Volunteers (Nikiski, Beluga, and Tyonek)	7.00	7.00	31	35

Priority/Goal – Emergency Medical / Fire Rescue Training

Goal: Provide the highest level of emergency medical and fire certification training for all department members.

Objective: Continue to provide quality training that meets or exceeds NFPA and State of Alaska fire training standards.

Measures: Qualifications of the 19 Uniformed employees (FTE's), 30 Volunteer members.

Certification levels	Chiefs (2 FTE's)	Captains (5 FTE's)	Engineers (7 FTE's)	Firefighters (5 FTE's)	Volunteers (30)	FY2016 Totals	FY2017 Totals
Paramedic 2	0	3	3	2	3	14	11
Paramedic 1	0	0	0	1	4	8	5
Emergency Medical Technician 3	1	2	4	2	3	11	12
Emergency Medical Technician 2	N/A	N/A	N/A	N/A	2	4	2
Emergency Medical Technician 1	N/A	N/A	N/A	N/A	0	8	0
Emergency Trauma Technician	N/A	N/A	N/A	N/A	12	3	12
Alaska Fire Service Instructor 2	0	1	1	0	0	2	2
Alaska Fire Service Instructor 1	0	3	2	3	1	12	9
Alaska Fire Officer 1	2	4	4	N/A	1	9	10
Alaska Firefighter 2	N/A	1	3	3	5	15	12

Fund 206
Dept: 51110

Department Function
Nikiski Fire Service Area - Continued

Certification levels (continued)	Chiefs (2 FTE's)	Captains (5 FTE's)	Engineers (7 FTE's)	Firefighters (5 FTE's)	Volunteers (30)	FY2016 Totals	FY2017 Totals
Alaska Firefighter 1	N/A	N/A	N/A	2	5	10	7
Alaska Basic Firefighter	N/A	N/A	N/A	N/A	11	19	11
Dive Rescue Technician	N/A	2	3	1	1	3	7
Confined Space Rescue Technician	1	5	7	5	0	16	18
Forestry Red Card	1	3	4	5	7	19	20
Alaska Fire Investigator Technician	1	4	2	0	0	6	7
Alaska Certified Fire Investigator	0	1	0	0	0	1	1
Executive Fire Officer Certification	1	0	0	0	0	1	1

Priority/Goal - Emergency Medical / Fire Rescue Response

Goal: Respond to all emergency calls in a timely and safe manner, while providing the highest level of emergency services.

Objective: Reduce injuries, protect life, and property from emergency events such as fires, vehicle accidents, and natural disasters.

Measures: The fire department shall have the capability to deploy an initial full alarm assignment within an 8 minute travel time to 90 percent of the incidents (NFPA 1710).

Nikiski Fire Station #1 Incident Type (CY2017)	Benchmark (Minutes)	Response Count	Response Time Average
Fire (Buildings, Automobiles, Forest)	8	16	5
Emergency Medical Services and Rescue	8	267	5
Explosions & Ruptures	8	0	N/A
Hazardous Conditions (Gas, CO, Electrical)	8	8	2
Service Calls (Public, Smoke Odor, Standby)	8	75	5
Good Intent Call (cancelled Call, Nothing Found)	8	49	4
False Alarm (Fire Alarm Malfunctions)	8	10	6
Other	8	0	N/A

Nikiski Fire Station #2 Incident Type (CY2017)	Benchmark (Minutes)	Response Count	Response Time Average
Fire (Buildings, Automobiles, Forest)	8	14	7
Emergency Medical Services & Rescue	8	331	5
Explosions and Ruptures	8	1	5
Hazardous Conditions (Gas, CO, Electrical)	8	17	6
Service Calls (Public, Smoke Odor, Standby)	8	111	3
Good Intent Call (cancelled Call, Nothing Found)	8	80	5
False Alarm (Fire Alarm Malfunctions)	8	7	5
Other	8	1	6

Fund 206
Dept: 51110

Department Function
Nikiski Fire Service Area - Continued

Department Response Statistics

Call Volume Per Calendar Year	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Fire (Buildings, Automobiles, Forest)	40	26	31	32
Emergency Medical Services and Rescue	550	575	598	610
Explosions and Ruptures	2	1	1	2
Hazardous Conditions (Gas, CO, Electrical)	25	13	25	25
Service Calls (Public, Smoke Odor, Standby)	175	190	185	190
Good Intent Call (cancelled Call, Nothing Found)	100	128	129	139
False Alarm (Fire Alarm Malfunctions)	25	25	17	20
Other	2	1	1	3
Total Call Volume	919	959	987	1,022
Annual Fire Lose (Property and Contents)	\$500,000	\$584,150	\$340,450	\$450,000

Commentary

The Nikiski Fire Department is committed to providing the highest level of professional emergency services for our community. Members continue to receive some of the highest levels of training in fire protection and emergency medical services available at the state and national levels.

Always Ready * Proud to Serve

**Kenai Peninsula Borough
Budget Detail**

**Fund 206
Department 51110 - Nikiski Fire Service Area**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 1,373,352	\$ 1,447,934	1,617,276	1,617,276	1,660,939	\$ 43,663	2.70%
40111 Special Pay	12,075	13,037	17,550	17,550	19,890	2,340	13.33%
40120 Temporary Wages	48,100	43,482	80,000	80,000	80,000	-	0.00%
40130 Overtime Wages	311,273	299,020	290,000	290,000	260,260	(29,740)	-10.26%
40130 Overtime Stand-by Wages	61,460	58,834	60,000	60,000	60,000	-	0.00%
40131 FLSA Overtime Wages	52,712	54,773	57,788	57,788	59,675	1,887	3.27%
40210 FICA	146,775	158,554	187,321	187,321	189,650	2,329	1.24%
40221 PERS	1,342,142	562,724	457,885	457,885	461,785	3,900	0.85%
40321 Health Insurance	446,778	456,899	507,360	507,360	492,408	(14,952)	-2.95%
40322 Life Insurance	2,383	2,490	4,035	4,035	4,135	100	2.48%
40410 Leave	274,506	265,044	269,793	269,793	280,207	10,414	3.86%
40511 Other Benefits	3,335	2,551	2,880	2,880	2,880	-	0.00%
Total: Personnel	4,074,891	3,365,342	3,551,888	3,551,888	3,571,829	19,941	0.56%
Supplies							
42120 Computer Software	1,249	-	9,000	8,000	5,000	(4,000)	-44.44%
42210 Operating Supplies	30,913	31,170	44,996	44,996	44,996	-	0.00%
42220 Fire/Medical/Rescue Supplies	50,416	51,531	66,154	66,154	66,154	-	0.00%
42230 Fuel, Oils and Lubricants	30,669	27,065	60,300	60,300	60,300	-	0.00%
42250 Uniforms	19,346	18,000	23,810	23,810	23,810	-	0.00%
42263 Training Supplies	810	2,678	6,000	6,000	6,000	-	0.00%
42310 Repair/Maintenance Supplies	9,193	4,125	9,500	9,500	9,500	-	0.00%
42360 Motor Vehicle Repair Supplies	24,518	14,497	30,200	30,200	30,200	-	0.00%
42410 Small Tools & Equipment	4,261	10,057	7,500	8,500	8,000	500	6.67%
Total: Supplies	171,375	159,123	257,460	257,460	253,960	(3,500)	-1.36%
Services							
43011 Contractual Services	140,592	166,881	199,565	195,065	224,788	25,223	12.64%
43014 Physical Examinations	15,254	10,944	27,125	27,125	27,125	-	0.00%
43015 Water/Air Sample Test	165	410	1,510	1,510	1,510	-	0.00%
43019 Software Licensing	-	-	4,000	4,900	3,000	(1,000)	-25.00%
43110 Communications	13,628	15,145	21,120	21,120	26,245	5,125	24.27%
43140 Postage and Freight	2,397	3,608	4,500	4,500	4,000	(500)	-11.11%
43210 Transportation/Subsistence	31,834	34,462	35,650	35,650	28,450	(7,200)	-20.20%
43260 Training	16,854	12,416	17,800	17,800	30,300	12,500	70.22%
43310 Advertising	153	538	1,000	1,000	750	(250)	-25.00%
43410 Printing	-	-	1,150	1,150	900	(250)	-21.74%
43510 Insurance Premium	181,526	189,191	223,424	223,424	145,102	(78,322)	-35.06%
43610 Utilities	108,258	108,077	122,560	122,560	122,560	-	0.00%
43720 Equipment Maintenance	6,114	13,749	9,000	10,500	11,350	2,350	26.11%
43750 Vehicle Maintenance	1,166	3,679	10,000	12,100	9,000	(1,000)	-10.00%
43780 Buildings/Grounds Maintenance	9,205	5,385	12,799	12,799	12,100	(699)	-5.46%
43810 Rents and Operating Leases	8,268	6,679	11,486	11,486	11,872	386	3.36%
43920 Dues and Subscriptions	4,824	3,031	6,999	6,999	5,499	(1,500)	-21.43%
Total: Services	540,238	574,195	709,688	709,688	664,551	(45,137)	-6.36%
Capital Outlay							
48120 Major Office/Communications Equipment	5,467	-	5,000	-	-	(5,000)	-100.00%
48310 Vehicles	-	-	-	11,500	-	-	-
48311 Machinery & Equipment	8,449	9,342	12,000	8,898	9,000	(3,000)	-25.00%
48514 Fire Fighting/Rescue Equipment	9,200	35,800	10,000	19,702	20,000	10,000	100.00%
48515 Medical Equipment	-	4,567	7,000	500	9,500	2,500	35.71%
48710 Minor Office/Communications Equipment	48,916	21,029	17,500	7,200	11,500	(6,000)	-34.29%
48720 Minor Office Furniture	13,684	20,993	10,000	10,100	4,000	(6,000)	-60.00%
48740 Minor Machines & Equipment	8,858	12,545	9,000	3,900	9,000	-	0.00%
48750 Minor Medical Equipment	1,627	6,066	20,291	28,315	19,000	(1,291)	-6.36%
48755 Minor Recreation Equipment	4,891	4,446	5,000	4,976	7,500	2,500	50.00%
48760 Minor Fire Fighting Equipment	96,332	82,983	62,000	62,700	65,000	3,000	4.84%
Total: Capital Outlay	197,424	197,771	157,791	157,791	154,500	(3,291)	-2.09%

Fund 206
Department 51110 - Nikiski Fire Service Area - Continued

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Transfers							
50264 Tfr 911 Communications	69,632	67,669	62,504	62,504	66,953	4,449	7.12%
50441 Tfr Nikiski Fire Capital Project Fund	750,000	500,000	1,000,000	1,000,000	3,000,000	2,000,000	200.00%
Total: Transfers	819,632	567,669	1,062,504	1,062,504	3,066,953	2,004,449	188.65%
Interdepartmental Charges							
60004 Mileage Ticket Credits	(541)	-	-	(1,106)	(1,200)	(1,200)	-
61990 Admin Service Fee	114	102	-	-	-	-	-
Total: Interdepartmental Charges	(427)	102	-	(1,106)	(1,200)	(1,200)	-
Department Total	\$ 5,803,133	\$ 4,864,202	\$ 5,739,331	\$ 5,738,225	\$ 7,710,593	\$ 1,971,262	34.35%

Line-Item Explanations

40110 Regular Wages. Staff includes: 21.75 FTE's; 1 Chief, 1 Deputy Chief, 2 Senior Captains, 3 Captains, 7 Engineers, 5 Firefighters, 1 Mechanic, and 1 Administrative Assistant, and (1) 3/4 Administrative Assistant.	48514 Firefighter / Rescue Equipment. L-1 Hurst tool and E-1 hydraulic air bags. (\$20,000).
40130 Overtime Wages/Stand-by Wages. Decrease with firefighters working a 28 day work cycle, using less OT for non required training, and with the use of comp time for managing OT within the new Collective Bargaining Agreement.	48515 Medical Equipment. Code Blue grant match (\$500), MediVaults (\$2,000), and i-Stats (\$7,000).
42120 Computer Software. Decreases in all software purchases; office related, Siemens HVAC, training, and fleet maintenance software.	48710 Minor Office Equipment. Desktop and laptop computers (\$1,750 ea.), phones (\$1,000), radios(\$5,000), and pagers (\$2,000).
43011 Contractual Services. Physician sponsor contract (\$112,000), ambulance billing (\$15,000), Zoll and Autopulse preventative maintenance (\$7,400), Siemens heating (\$5,500), instructor fees (\$10,000), helicopter/medivac services (\$10,000), other miscellaneous small contracts (\$64,888).	48720 Minor Office Furniture. Station replacement furniture (\$4,000).
43110 Communications. Internet, wireless communication, and mobile data plans.	48740 Minor Machines. Vehicle scan tool (\$5,000), oil evac pump (\$2,000), and miscellaneous small tools (\$2,000).
43210 Transportation. Beluga and Tyonek air travel, travel for training, and meals.	48750 Minor Medical Equipment. SPO2 sensors (\$1,800), auto pulse bands (\$2,440), AED attachments (\$2,400), EMS child simulator (\$3,500), vein illuminator (\$3,000), and other miscellaneous small equipment (\$5,860).
43260 Training. Increase in training due to addition of dive/surface rescue swimmer /helo and rescue training (\$15,000).	48755 Minor Recreational Equipment. Elliptical equipment for firefighter fitness (\$7,500).
43510 Insurance Premiums. Coverage for workman's comp., property, liability, and other insurance.	48760 Minor Fire Fighting Equipment. Turnouts gear (\$20,000), turnouts and fire gear for Beluga (\$5,000) and Tyonek (\$5,000), surface water equipment (\$4,000), forestry gear and boots (\$2,000), ballistic gear (\$3,000), and other miscellaneous minor firefighting equipment (\$26,000).
43720 Equipment Maintenance. Road sign maintenance (\$2,600), repeater sites (\$4,000), and miscellaneous small maintenance contracts (\$4,750).	50264 Transfer to 911 Communications. Transfer to the Special Revenue Fund - 911 Communications.
48311 Machinery and Equipment. Commercial dryer for Station #1 (\$9,000).	50441 Transfer to Capital Projects. Annual transfer to the long-term Capital Projects fund. See Capital Projects section of this document.

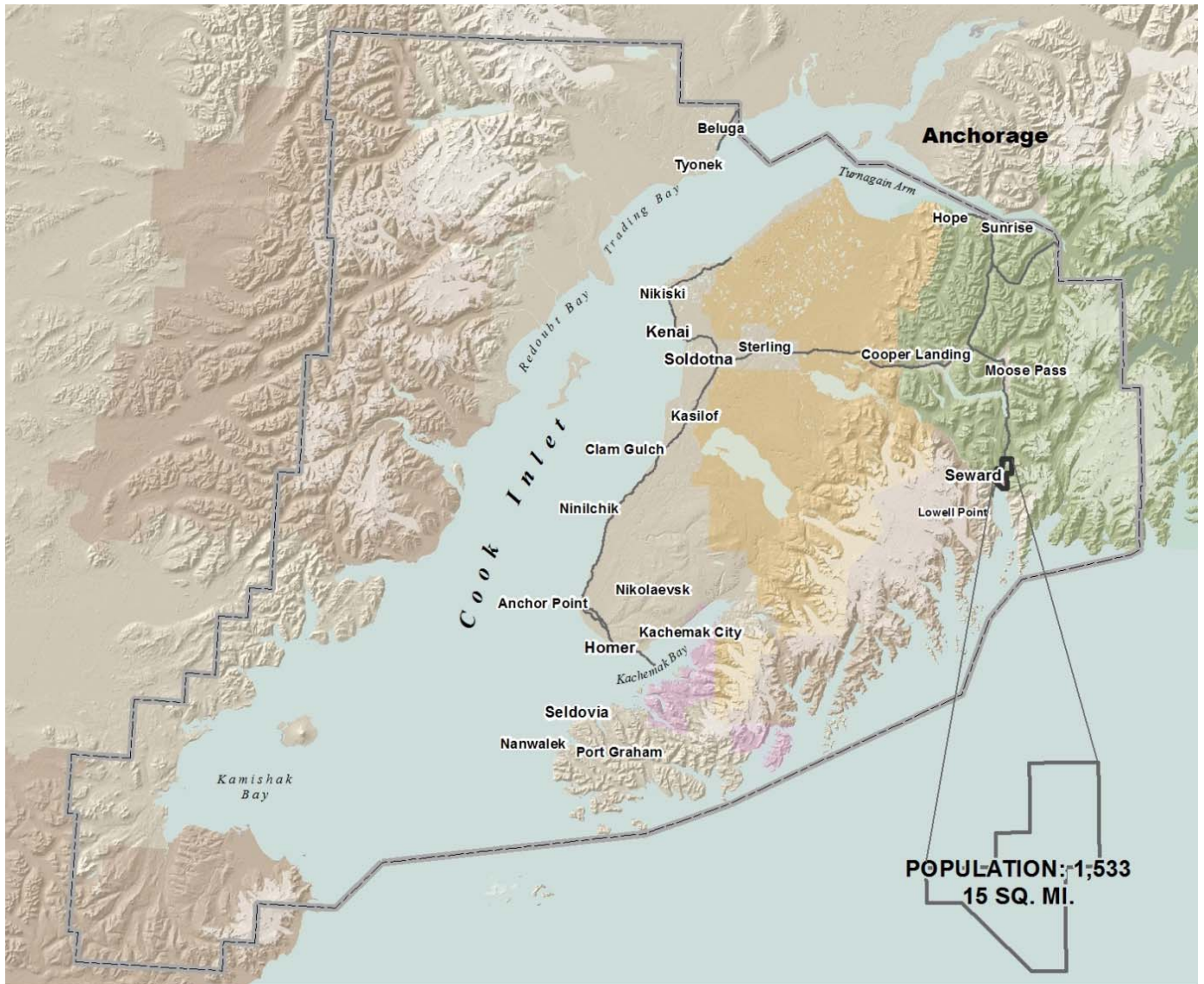
For capital projects information on this department - See the Capital Projects Section - Pages 318, 320, 326 & 349-352.

Bear Creek Fire Service Area

This service area was created on January 25, 1977, to provide fire protection and limited ambulance service for the area outside the City of Seward's city limits. The department is staffed by two 3/4 time permanent employees and 28 volunteers. Five elected citizens serve on its board.

The fire station is located at 13105 Seward Highway just outside the City of Seward. Equipment consists of one rescue pumper, four tankers, one water supply unit, one brush truck, one ambulance, and two support trucks.

Revenue is raised through property taxes. The mill rate is 3.25 mills for fiscal year 2018.



Board Members

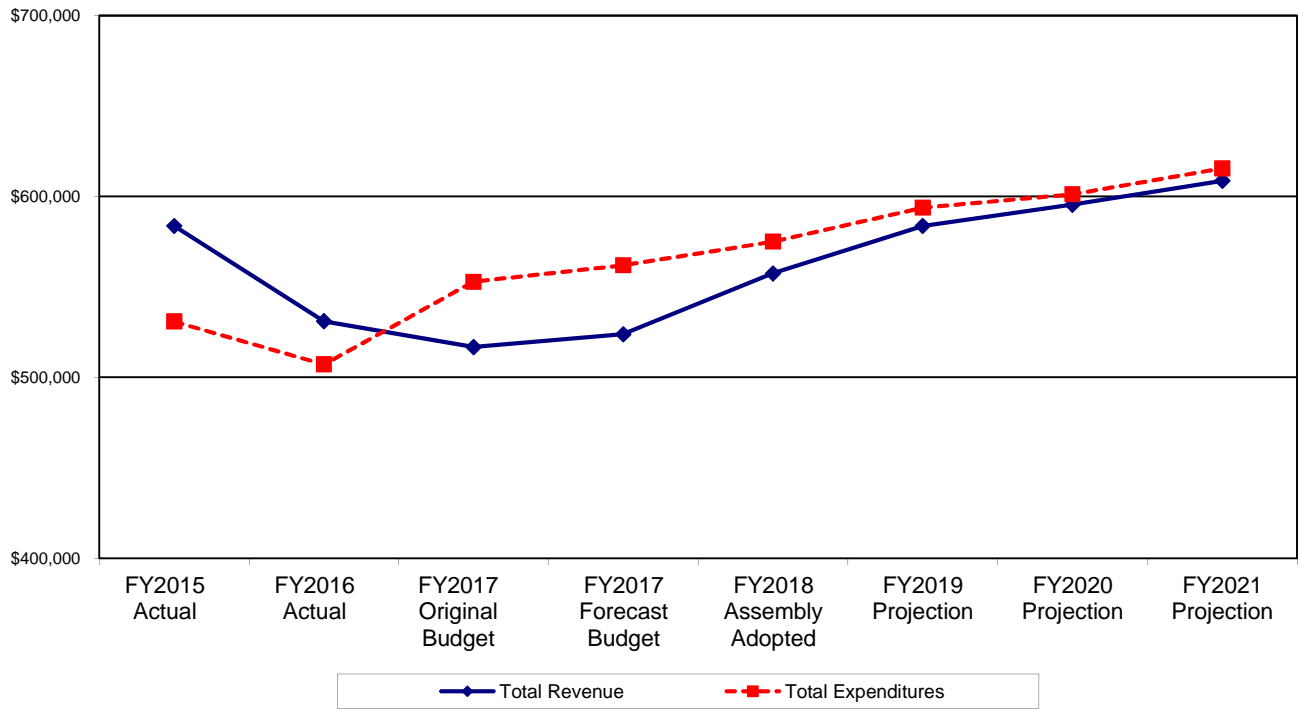
Earl Kloster
Ron Hewitt
Sean Carrington
Dan Logan
Jena Petersen

Fire Chief: Connie Bacon

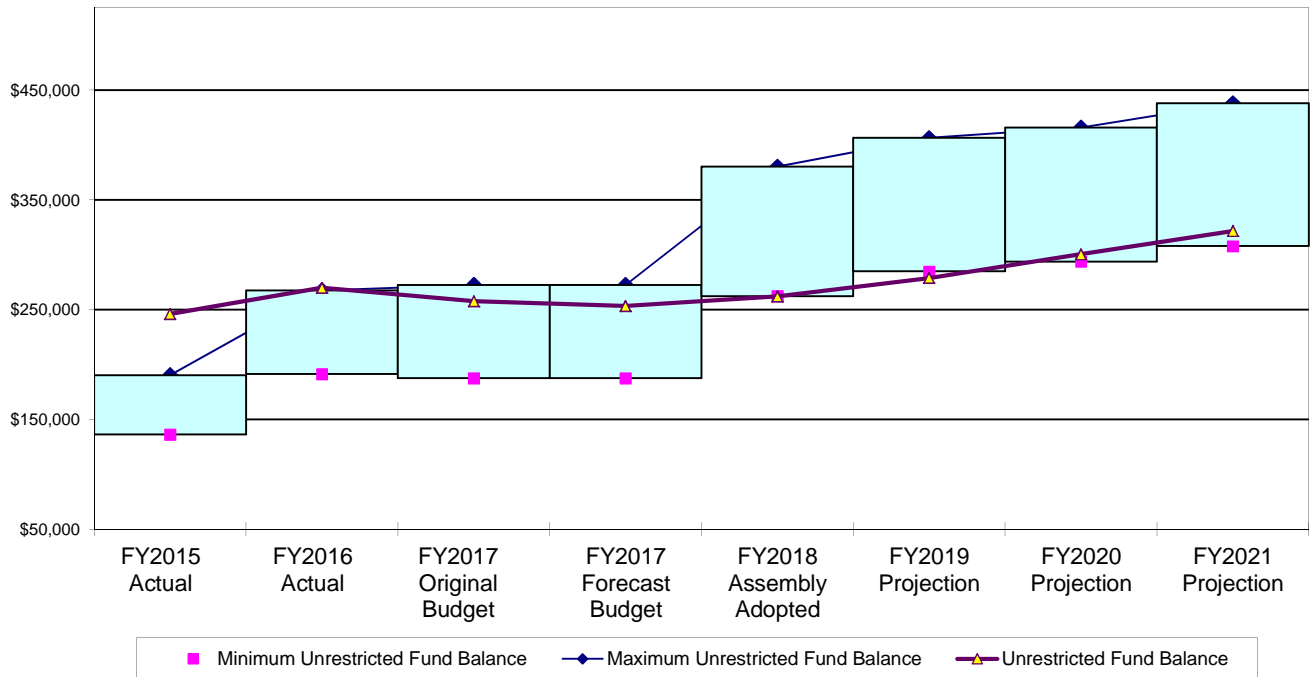
Fund: 207 Bear Creek Fire Service Area - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Taxable Value (000's)								
Real	136,685	142,119	147,744	147,744	160,738	160,738	162,345	165,592
Personal	834	1,132	1,189	1,203	1,034	1,044	1,054	1,065
Oil & Gas (AS 43.56)	5,901	5,548	3,144	3,144	2,823	2,738	2,656	2,656
	<u>143,420</u>	<u>148,799</u>	<u>152,077</u>	<u>152,091</u>	<u>164,595</u>	<u>164,520</u>	<u>166,055</u>	<u>169,313</u>
Mill Rate	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25
Revenues:								
Property Taxes								
Real	\$ 441,277	\$ 463,608	\$ 480,168	\$ 480,168	\$ 522,399	\$ 522,399	\$ 527,621	\$ 538,174
Personal	5,116	3,057	3,787	2,650	3,293	3,325	3,357	3,392
Oil & Gas (AS 43.56)	19,179	18,031	10,218	10,218	9,175	8,899	8,632	8,632
Interest	1,957	1,571	894	876	894	912	930	949
Flat Tax	1,757	2,755	1,757	2,690	1,757	1,792	1,828	1,865
Motor Vehicle Tax	16,441	15,818	16,409	14,357	16,130	16,453	16,782	17,118
Total Property Taxes	<u>485,727</u>	<u>504,840</u>	<u>513,233</u>	<u>510,959</u>	<u>553,648</u>	<u>553,780</u>	<u>559,150</u>	<u>570,130</u>
Federal Revenue	52,322	13,501	-	9,366	-	-	-	-
State Revenue	41,944	5,468	-	-	-	-	-	-
Interest Earnings	3,475	7,196	3,508	3,508	3,798	4,915	6,274	7,887
Other Revenue	200	-	-	-	-	25,000	30,000	30,600
Total Revenues	<u>583,668</u>	<u>531,005</u>	<u>516,741</u>	<u>523,833</u>	<u>557,446</u>	<u>583,695</u>	<u>595,424</u>	<u>608,617</u>
Expenditures:								
Personnel	217,605	193,656	201,260	201,260	202,010	206,050	211,201	217,537
Supplies	19,727	18,973	22,840	22,861	27,575	28,127	28,690	29,264
Services	124,431	148,501	191,224	191,224	187,827	187,827	191,584	195,416
Capital Outlay	34,978	8,507	1,900	11,357	24,269	24,754	25,249	25,754
Interdepartmental Charges	80	69	-	(395)	(500)	-	-	-
Total Expenditures	<u>396,821</u>	<u>369,706</u>	<u>417,224</u>	<u>426,307</u>	<u>441,181</u>	<u>446,758</u>	<u>456,724</u>	<u>467,971</u>
Operating Transfers To:								
Debt Service Fund	94,020	97,420	95,620	95,620	93,820	97,020	94,520	97,520
Capital Projects Fund	40,000	40,000	40,000	40,000	40,000	50,000	50,000	50,000
Total Operating Transfers	<u>134,020</u>	<u>137,420</u>	<u>135,620</u>	<u>135,620</u>	<u>133,820</u>	<u>147,020</u>	<u>144,520</u>	<u>147,520</u>
Total Expenditures and Operating Transfers	<u>530,841</u>	<u>507,126</u>	<u>552,844</u>	<u>561,927</u>	<u>575,001</u>	<u>593,778</u>	<u>601,244</u>	<u>615,491</u>
Net Results From Operations	52,827	23,879	(36,103)	(38,094)	(17,555)	(10,083)	(5,820)	(6,874)
Projected Lapse	-	-	23,894	21,315	26,471	26,805	27,403	28,078
Change in Fund Balance	52,827	23,879	(12,209)	(16,779)	8,916	16,722	21,583	21,204
Beginning Fund Balance	193,295	246,122	270,001	270,001	253,222	262,138	278,860	300,443
Ending Fund Balance	<u>\$ 246,122</u>	<u>\$ 270,001</u>	<u>\$ 257,792</u>	<u>\$ 253,222</u>	<u>\$ 262,138</u>	<u>\$ 278,860</u>	<u>\$ 300,443</u>	<u>\$ 321,647</u>

Bear Creek Fire Service Area Revenue and Expenditures



Bear Creek Fire Service Area Unreserved Fund Balance



Fund: 207	Department Function
Dept: 51210	Bear Creek Fire Service Area

Mission

Provide rapid emergency fire EMS and rescue response services to the residents and visitors of the Bear Creek Fire Service Area.

Program Description

The Bear Creek Fire service area provides support staff consisting of one part-time administrative assistant and one part-time fire chief to assist the Bear Creek Volunteer Fire & EMS, Inc. consisting of 28 volunteers in providing emergency response to the residents of BCFSA and the State of Alaska. The Service Area and volunteer group work cooperatively in providing firefighter training, community fire suppression, prevention education, rescue and emergency medical services.

Major Long Term Issues and Concerns:

- Increase training requirements for certification of volunteers in firefighting and EMS.
- Increasing cost of equipment and apparatus replacement. Increased cost of building and ground maintenance and annual inspections for the multi –use facility

FY2017 Accomplishments

- Lowered ISO rating to 05/10
- Installed an electronic information board/sign outside the station, notifies the public regarding:
 - Avalanche hazard reduction on highway
 - Volunteer recruitment
 - Voting polls
 - Burn bans
 - Temperature & date

Operations

- 8 members are Emergency Trauma Technicians (ETT).
- 7 members are Emergency Medical Technicians (EMT).
- 11 members are Basic Firefighter or fire ground support.
- 8 members are State Certified Firefighter I.
- 4 members are State Certified Firefighter II.
- 2 members are State Certified Fire Ground Officers.
- 4 members are Fire Service Instructors.
- 1 member Fire Investigator Technician (AKFIT).
- 24 CPR trained.
- 12 members are HAZ-MAT awareness/operations.

FY2018 New Initiatives/Goals:

Enhance our public safety education programs to include: ASHI Child and Babysitting Safety (CABS).

Performance Measures

Priority/Goal: Public Safety

Goal: Volunteer recruitment and retention

- Objective:**
1. Continue with paid weekly training meetings for our volunteers.
 2. Post on website and Facebook page notifying the public of up and coming activities, photos, training and events.
 3. Post on electronic road sign

Measures:

Membership Numbers	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	1.5	1.5	1.5	1.5
Volunteer firefighters	25	22	28	28
Total number of new volunteer recruits	10	5	7	7

Fund: 207

Department Function

Dept: 51210

Bear Creek Fire Service Area - Continued

Priority/Goal: Public Safety

Goal: Fire Prevention Education

Objective: 1. Increased contact with the general public, through community activities, open house, and smoke detector installations.
2. Continued efforts to educate children in fire prevention through increased involvement with schools and enhancing the educational program.

Measures:

Fire Prevention & Education Functions	CY2015 Actual	CY2016 Actual	CY2017 Projected	CY2018 Estimated
Open houses/activities exposing general public to fire prevention education	2	2	4	4
In-school visits for fire prevention education	0	1	1	1
Smoke detector installation/evaluation	6	6	8	8
Community CPR courses	7	8	10	10

Priority/Goal: Public Safety

Goal: Improved Response Times/Types

Objective: 1. To provide the appropriate training to the volunteers
2. Increasing the number of available responders.

Measures:

Average Times	CY2015 Actual	CY2016 Actual	CY2017 Projected	CY2018 Estimated
First responding unit from time of call to enroute	5:20	7:00	6:00	6:00
Response time: from time of call to scene of incident – inside the Service Area	10:00	9:00	9:00	9:00
Response time: from time of call to scene of incident – outside the Service Area (Mutual Aid)	12:10	12:10	12:00	12:00
Total number of calls	139	156	165	165
Total number of EMS/Rescue calls	83	96	100	100
Total number of fire calls	10	8	15	15
Total number of other calls	44	46	45	45
Total number of cancelled in-route	2	6	5	5

Call Volume Vs. Responder Average	CY2015 Actual		CY2016 Actual		CY2017 Projected	
	Calls	Responders	Calls	Responders	Calls	Responders
Response/Aid provided by Bear Creek Fire SA						
Bear Creek Fire SA – Fire calls + other calls	56	8	60	8	65	12
Bear Creek Fire SA – EMS calls	83	5	96	5	100	5
Seward Fire - Automatic Aid given – fire calls	4	9	3	8	5	8
Lowell Point - Mutual Aid given - fire calls	1	7	3	6	5	5
Moose Pass Fire – Mutual Aid given– fire calls	5	7	6	6	10	5
Seward Vol Ambulance –Automatic Aid given – EMS calls	83	5	96	5	100	5
Aid provided to Bear Creek						
Seward Fire - Automatic Aid received– fire calls	7	9	3	8	5	9
Seward Vol Ambulance –Automatic Aid received – EMS calls	56	2	60	2	65	2

Fund: 207
Dept: 51210

Department Function
Bear Creek Fire Service Area - Continued

Priority/Goal: Public Safety

Goal: Standardized Level of Certification for Responders

- Objective:**
1. Establish Emergency Trauma Technician as a basic level of training for all volunteers.
 2. Expand Emergency Medical Services to an EMT-II level.
 3. Establish four levels of qualifications for all volunteers.
 4. Offer Emergency Vehicle Operations Course and Driver Operator Course.

Measures:

Certified First Responders	CY2015 Actual	CY2016 Actual	CY2017 Projected	CY2018 Estimated
Volunteer first responders	25	22	28	28
ETT – Certifications	13	8	9	9
EMT-1 Certifications	9	7	10	10
Exterior Firefighter/ FFI / FFII & Fire Officer	22	17	25	25
Fire ground Support Personnel (Rehab, etc.)	3	5	3	3
Weekly Operational/Administrative & Non-Certified Training sessions days / hours	62 sessions 140 hrs.	62 sessions 140 hrs.	62 sessions 140 hrs.	70 sessions 180 hrs.
Additional Certified Firefighter & EMS Training sessions / hours	34 sessions 190 hrs.	82 sessions 446 hrs.	82 sessions 446 hrs.	82 sessions 446 hrs.

Call Type:

Incident Call Type	CY2015 Actual	CY2016 Actual	CY2017 Projected	CY2018 Estimated
Fire	10	8	15	15
Overpressure rupture, explosion, overheating	0	0	2	2
Rescue & emergency medical request	83	96	100	100
Hazardous condition (no fire)	1	3	4	4
Service call	18	13	12	12
Good intent call	23	29	20	20
False alarm/false call	2	6	8	8
Special incident type	2	1	4	4
Total calls	139	156	165	165

Commentary

The department administration, with the support of volunteers, will continue to build upon and foster the relationship with the service area board and assembly to move the service area ahead financially & as a vital community service.

**Kenai Peninsula Borough
Budget Detail**

Fund 207

Department 51210 - Bear Creek Administration

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 81,402	\$ 92,496	95,199	95,199	96,216	\$ 1,017	1.07%
40120 Temporary Wages	12,000	13,844	17,200	17,200	17,200	-	0.00%
40210 FICA	7,621	8,063	9,440	9,440	9,580	140	1.48%
40221 PERS	62,090	26,639	21,287	21,287	21,519	232	1.09%
40321 Health Insurance	45,264	44,614	48,320	48,320	46,896	(1,424)	-2.95%
40322 Life Insurance	143	147	236	236	238	2	0.85%
40410 Leave	8,857	7,686	9,434	9,434	10,217	783	8.30%
40511 Other Benefits	228	167	144	144	144	-	0.00%
Total: Personnel	217,605	193,656	201,260	201,260	202,010	750	0.37%
Supplies							
42120 Computer Software	-	315	-	-	1,815	1,815	-
42210 Operating Supplies	3,815	2,476	3,500	4,300	4,750	1,250	35.71%
42220 Fire/Medical/Rescue Supplies	2,934	4,917	4,670	3,885	4,670	-	0.00%
42230 Fuel, Oils and Lubricants	3,642	2,475	8,000	7,000	8,000	-	0.00%
42250 Uniforms	1,433	1,094	1,000	1,045	1,000	-	0.00%
42263 Training Supplies	3,652	130	2,170	2,131	2,840	670	30.88%
42310 Repair/Maintenance Supplies	816	1,229	1,500	1,000	2,500	1,000	66.67%
42360 Motor Vehicle Repair Supplies	2,627	1,469	1,500	3,000	1,500	-	0.00%
42410 Small Tools & Equipment	808	4,868	500	500	500	-	0.00%
Total: Supplies	19,727	18,973	22,840	22,861	27,575	4,735	20.73%
Services							
43011 Contractual Services	15,979	13,014	22,105	23,498	28,750	6,645	30.06%
43014 Physical Examinations	568	3,546	12,100	9,142	12,100	-	0.00%
43019 Software Licensing	400	400	900	900	1,385	485	53.89%
43110 Communications	4,358	8,374	8,424	8,424	8,424	-	0.00%
43140 Postage and Freight	198	172	300	300	300	-	0.00%
43210 Transportation/Subsistence	4,132	5,797	8,506	7,113	10,250	1,744	20.50%
43260 Training	1,600	3,775	1,000	1,000	1,000	-	0.00%
43310 Advertising	5,808	10,137	-	-	-	-	-
43410 Printing	-	500	-	-	-	-	-
43510 Insurance Premium	36,015	41,284	52,699	52,699	34,864	(17,835)	-33.84%
43610 Utilities	39,413	43,896	52,500	52,500	52,500	-	0.00%
43720 Equipment Maintenance	3,199	4,332	5,500	5,500	5,500	-	0.00%
43750 Vehicle Maintenance	6,306	4,219	15,000	11,000	15,000	-	0.00%
43780 Buildings/Ground Maintenance	4,823	7,564	8,000	16,838	12,800	4,800	60.00%
43810 Rents & Operating Leases	84	88	1,880	-	1,880	-	0.00%
43920 Dues and Subscriptions	1,548	1,403	2,310	2,310	3,074	764	33.07%
Total: Services	124,431	148,501	191,224	191,224	187,827	(3,397)	-1.78%
Capital Outlay							
48311 Machinery & Equipment	4,091	-	-	-	-	-	-
48710 Minor Office/Communications Equipment	1,391	4,034	-	-	-	-	-
48740 Minor Machines & Equipment	-	3,866	-	-	-	-	-
48750 Minor Medical Equipment	-	607	900	839	1,000	100	11.11%
48760 Minor Fire Fighting Equipment	29,496	-	1,000	10,518	23,269	22,269	2226.90%
Total: Capital Outlay	34,978	8,507	1,900	11,357	24,269	22,369	1177.32%
Transfers							
50342 Bear Creek Debt Service	94,020	97,420	95,620	95,620	93,820	(1,800)	-1.88%
50442 Bear Creek Capital Projects	40,000	40,000	40,000	40,000	40,000	-	0.00%
Total: Transfers	134,020	137,420	135,620	135,620	133,820	(1,800)	-1.33%

Fund 207

Department 51210 - Bear Creek Administration - Continued

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget	%
Interdepartmental Charges							
60004 Mileage Ticket Credits	(663)	(165)	-	(498)	(500)	(500)	-
61990 Admin Service Fee	743	234	-	103	-	-	-
Total: Interdepartmental Charges	80	69	-	(395)	(500)	(500)	-
Department Total	\$ 530,841	\$ 507,126	\$ 552,844	\$ 561,927	\$ 575,001	\$ 22,157	4.01%

Line-Item Explanations

40110 Regular Wages. Staff includes a 3/4-time Fire Chief and a 3/4-time Administrative Assistant.

42120 Computer Software. Apparatus maintenance accountability software program (\$1,500), and other computer software (\$315).

42210 Operating Supplies. Increased for safety supplies including ice cleets (\$625), safety glasses (\$125), AA/AAA/C size batteries, and pager batteries (\$500).

42263 Training Supplies. Basic firefighter, Firefighter I, and Hazmat Awareness training supplies (\$1,510), misc. training materials and manuals for firefighting and EMS response (\$1,330).

42310 Repair/Maintenance Supplies. Increase due to additional building supplies needed including glycol (\$372), outside building light bulbs (\$346), battery back up for fire alarm system (\$124), and floor tape/stripping (\$160).

43011 Contractual Services. Medical directors program (\$14,000), Instructors for other training including 1/2 cost of driver operator training course split with Seward Fire Department (\$3,500), low/high rescue & swift water course (\$3,300), voice notification program/EDispatch (\$1,150), on-call maintenance increased to add vehicle/small engine maintenance (\$5,000), monitor pager maintenance (\$1,300), and out-of-state background checks and DMV checks on perspective employees increased due to recruitment (\$500).

43014 Physical Examinations. Immunizations (\$2,500), and program for physical examinations - 8 per year (\$9,600).

43019 Software Licensing. Renewal of various software licenses including the Aurora Reporting System. Increase due to security camera software renewal costs (\$485).

43110 Communications. TLS network connectivity cost (\$5,184), cell phone stipend (\$900), land phone/fax (\$1,680), and apparatus phones (\$660).

43210 Transportation/Subsistence. Travel to Alaska Fire Chief's conference (\$3,125), Alaska firefighters conference (\$3,857), quarterly medical director run review & leadership meetings (\$500), fire chief meetings in Soldotna & Anchorage, Emergency Medical Council & training meetings (\$768), and wildland urban interface firefighting training for structural company officers (\$2,000).

43260 Training. Course registration and related training fees for attendance in firefighter conference in Sitka (\$1,000).

43780 Building/Ground Maintenance. Increase due to additional hauling and removal of snow (\$2,000), annual boiler maintenance/inspections, annual fuel tank inspection (\$850), and evaluation of building controls/electronics by KPB maintenance (\$1,950).

43810 Rents & Operating Lease. AVTEC for Class B simulator training (\$1,880).

43920 Dues & Subscriptions. Certifications for Firefighter I, hazmat awareness training, and basic firefighter (\$1,250), Alaska Fire Chiefs Association membership (\$650), State of Alaska Firefighters Association Phoenix Chapter (\$300), State of AK SAR (\$250), apparatus registrations for SOA/DMV (\$100), certifications for EMTI and ETT (\$350), and various other membership dues & publications (\$174).

48750 Minor Medical Equipment. 10% match for Code Blue grant funds.

48760 Minor Firefighting Equipment. 10% match for VFA grant funds (\$1,713). Replace 7 sets of turnout gear, 10 helmets, 17 pairs of boots per NFPA 1851 standards (\$21,556).

50342 Transfer to Debt Service. To cover the current portion of principal and interest for bonds issued in FY2013 to finance the construction of the multi-use facility.

50442 Transfer to Capital Projects. Annual transfer to fund long-term capital projects/replacement requirements. See capital projects section.

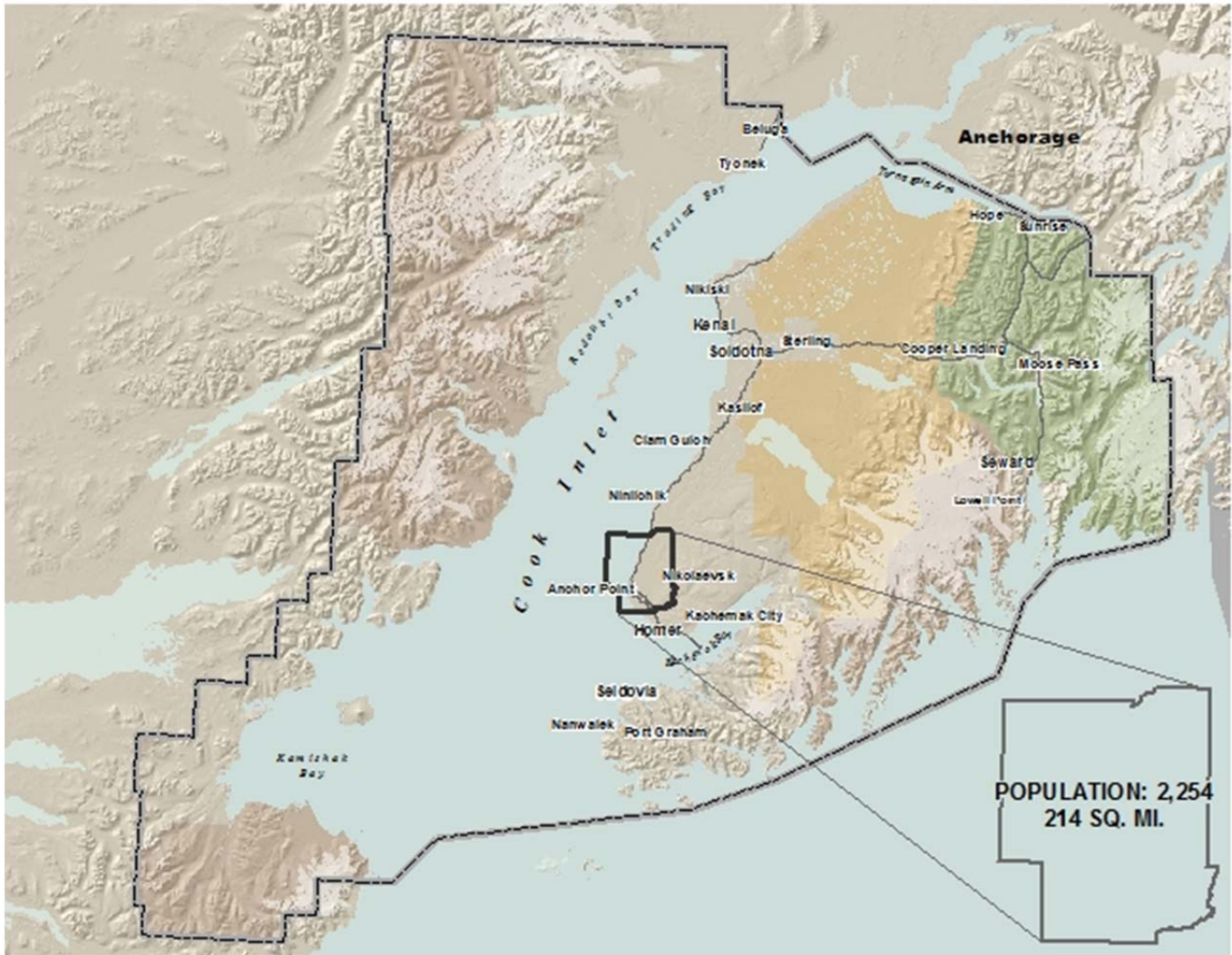
For capital projects information of this department - See the Capital Projects section - Pages 318 & 327.

Anchor Point Fire and Emergency Medical Service Area

Established in October 1983, this service area provides fire protection and emergency services in the Anchor Point area between Sterling Highway mileposts 144.5 and 165. The department is staffed by 4 permanent employees and 38 volunteers. The service area is overseen by an elected five-member board, each serving three-year terms.

The service area operates three engine/pumpers (two of which are housed in the satellite station in Nikolaevsk Village), two rescue trucks, two pumper/tenders, three ALS ambulances (one of which is housed in the satellite station in Nikolaevsk Village), three utility vehicles (one of which is housed in the Nikolaevsk station), a wild land Brush pick-up and a six-wheel ATV for wild land and beach access.

The major source of revenue is property tax. The mill rate is 2.75 mills for fiscal year 2018.



Board Members

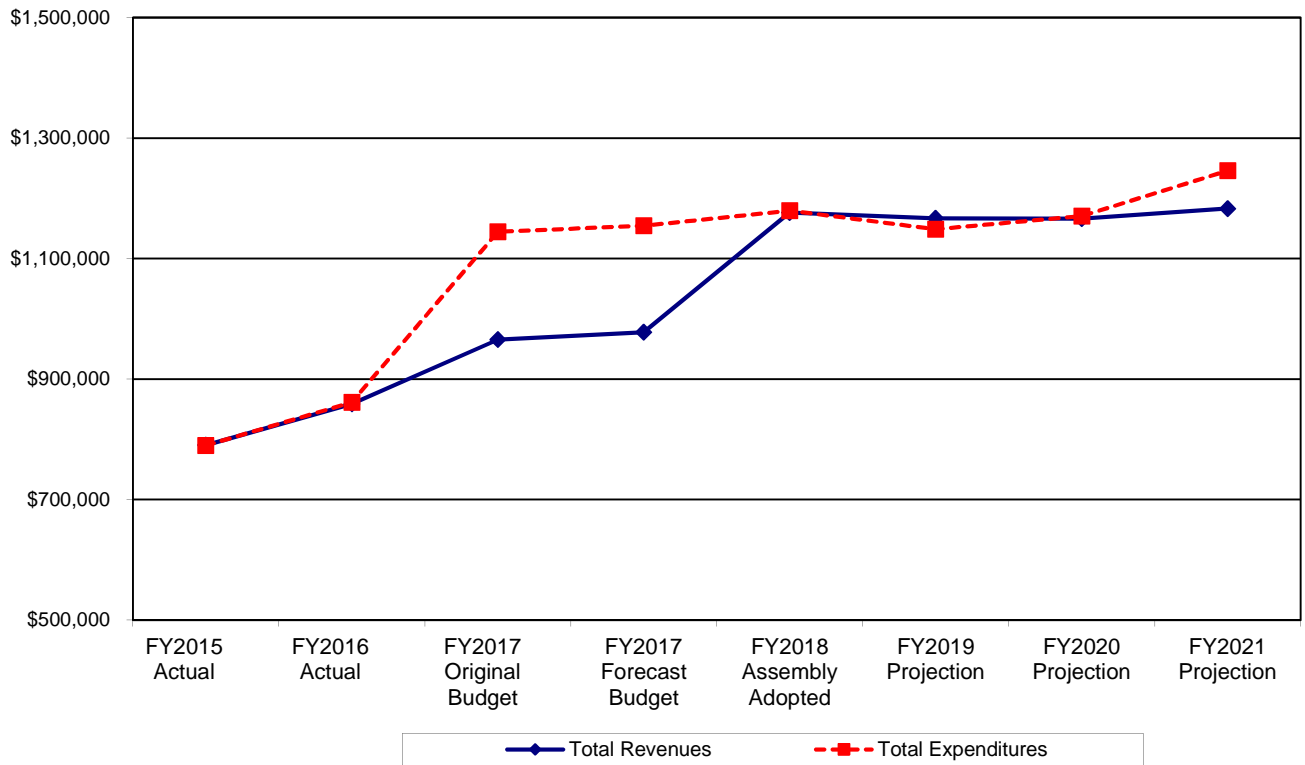
Roberta Proctor
Robert Craig
Thomas Latimer
Dawson Slaughter
Conrad Woodhead

Fire Chief: Al Terry

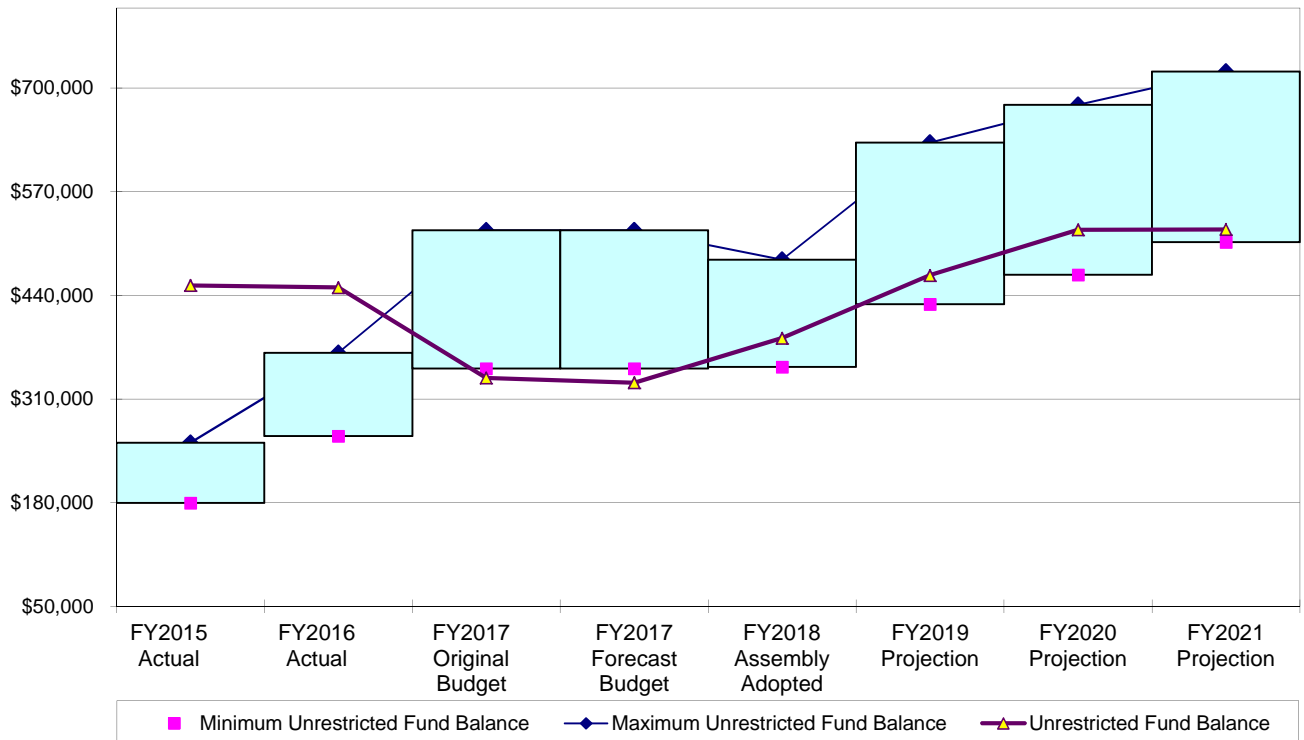
Fund: 209 Anchor Point Fire and Emergency Medical Service Area - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Taxable Value (000's)								
Real	205,131	212,687	212,352	212,576	216,595	216,595	218,761	223,136
Personal	26,442	27,398	26,547	27,136	26,814	27,082	27,353	27,353
Oil & Gas (AS 43.56)	45,834	33,440	80,368	80,368	152,547	147,971	143,532	143,532
	277,407	273,525	319,267	320,080	395,956	391,648	389,646	394,021
Mill Rate	2.25	2.75	2.75	2.75	2.75	2.75	2.75	2.75
Revenues:								
Property Taxes								
Real	\$ 460,682	\$ 580,635	\$ 583,968	\$ 584,584	\$ 595,636	\$ 595,636	\$ 601,593	\$ 613,624
Personal	60,054	72,880	71,544	73,132	72,264	72,986	73,716	73,716
Oil & Gas (AS 43.56)	68,370	91,959	221,012	221,012	419,504	406,920	394,713	394,713
Interest	3,316	3,619	3,382	3,382	3,691	3,709	3,728	3,747
Flat Tax	3,300	4,023	3,401	3,401	3,401	3,418	3,435	3,452
Motor Vehicle Tax	10,944	12,552	10,733	10,733	11,748	11,983	12,223	12,467
Total Property Taxes	606,666	765,668	894,040	896,244	1,106,244	1,094,652	1,089,408	1,101,719
Federal Revenues	10,000	10,000	-	10,000	-	-	-	-
State Revenues	95,426	15,194	-	-	-	-	-	-
Interest Earnings	6,579	13,172	6,709	6,709	4,959	7,247	10,466	13,711
Other Revenue	71,665	54,611	65,000	65,000	65,000	65,000	66,300	67,626
Total Revenues	790,336	858,645	965,749	977,953	1,176,203	1,166,899	1,166,174	1,183,056
Expenditures:								
Personnel	480,291	473,008	517,515	517,515	535,480	546,190	559,845	576,640
Supplies	52,934	51,193	73,400	73,400	79,900	81,498	83,128	84,791
Services	128,767	121,033	202,609	202,609	202,361	202,361	206,408	210,536
Capital Outlay	44,132	121,200	78,125	88,015	97,029	98,970	100,949	102,968
Interdepartmental Charges	565	110	-	110	-	-	-	-
Total Expenditures	706,689	766,544	871,649	881,649	914,770	929,019	950,330	974,935
Operating Transfers To:								
Special Revenue Fund	8,227	19,655	22,938	22,938	14,940	19,655	20,441	21,259
Capital Projects Fund	75,000	75,000	250,000	250,000	250,000	200,000	200,000	250,000
Total Operating Transfers	83,227	94,655	272,938	272,938	264,940	219,655	220,441	271,259
Total Expenditures and Operating Transfers	789,916	861,199	1,144,587	1,154,587	1,179,710	1,148,674	1,170,771	1,246,194
Net Results From Operations	420	(2,554)	(178,838)	(176,634)	(3,507)	18,225	(4,597)	(63,138)
Projected Lapse	-	-	65,374	57,307	59,460	60,386	61,771	63,371
Change in Fund Balance	420	(2,554)	(113,464)	(119,327)	55,953	78,611	57,174	233
Beginning Fund Balance	452,034	452,454	449,900	449,900	330,573	386,526	465,137	522,311
Ending Fund Balance	\$ 452,454	\$ 449,900	\$ 336,436	\$ 330,573	\$ 386,526	\$ 465,137	\$ 522,311	\$ 522,544

Anchor Point Fire and Emergency Medical Service Area Revenues and Expenditures



Anchor Point Fire and Emergency Medical Service Area Unreserved Fund Balance



Fund: 209	Department Function
Dept: 51410	Anchor Point Fire & Emergency Medical Service Area

Mission

Anchor Point Fire/EMS is committed to meet the needs and exceed the expectations of the citizens of our community with effective emergency and non-emergency services by protecting life and property through firefighter/EMS training, public fire education and fire prevention.

Program Description

Anchor Point Fire and Emergency Medical Service Area is responsible for providing fire suppression and rescue for protection of life and property and emergency medical services to a 214 square mile area which includes twenty miles of the Sterling Highway beginning in Happy Valley, all of the Old Sterling Highway and the majority of the North Fork Loop to include the village of Nikolaevsk, and a portion of the Cook Inlet.

Major Long Term Issues and Concerns:

- Replacement plan for aging apparatus.
- Prepare for growth in Service Area due to anticipated increased oil and gas activity.
- Construction of firefighter training facility in Anchor Point Service Area for South Peninsula departments.
- Construction of Station 3 in Happy Valley.
- Continued volunteer recruitment and retention.
- Obtain cold water rescue capabilities.

FY2017 Accomplishments

Administration:

- Improved department ISO rating from 7/9 to 5/5Y.
- Hired a new Deputy Fire Chief.
- Obtained General Rescue Technician accreditation and Technical Rope Rescuer accreditation from the State.
- Added 3 ETT instructors, 1 EMT1 instructor, 2 Fire instructors, 1 Live Fire Instructor, 3 Fire Investigator Technicians and 1 Fire Investigator.

Operations:

- Additional certification of five Firefighter 1's.
- Continue to respond via automatic aid to assist Kachemak Emergency Services.
- Initiated Automatic Aid agreement with Ninilchik Emergency Services.
- Instituted building familiarization and pre-plan program for all commercial properties in Anchor Point.

FY2018 New Initiatives:

- Complete in-ground water tank capital project at north end of the service area.
- Place into service new rescue engine.

Performance Measures

Priority/Goal: Public Safety

Goal: Increase/maintain adequately trained volunteer personnel to respond to Emergency calls

- Objective:** 1. Recruit/Retain volunteers
2. Provide Necessary Training (Fire/EMS)

Measures:

Department Volunteer Personnel	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
EMS trained	25	26	28	30
Fire trained	24	25	30	32
Total Volunteer Responders	33	34	38	40

Training	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
EMS Training meetings/ classes	91	90	90	90
Fire Training meetings/ classes	75	86	80	80
Total Training Hours	749	682	725	750

Fund: 209

Department Function

Dept: 51410

Anchor Point Fire & Emergency Medical Service Area - Continued

Measures:

Certified First Responders	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Emergency Trauma Technician	4	4	3	8
Emergency Medical Technician 1	8	8	12	10
Emergency Medical Technician 2	6	6	4	10
Emergency Medical Technician 3	9	9	6	10
Mobile Intensive Care Paramedic	2	3	2	2
Exterior Firefighter/ FFI / FFII	24	25	30	30
Fire Investigator / Technician	0	0	5	5
Fire Instructor	1	1	3	3
Live Fire Instructor	0	0	1	1
ETT Instructor	0	0	3	3
EMT Instructor	4	4	6	6

Call Volume By Calendar Year	CY2014 Actual	CY2015 Actual	CY2016 Actual	CY2017 Projected
Fires (Buildings, Vehicles, Wildland)	24	26	19	23
Overpressure Rupture, Explosion, Overheat (no fire)	0	0	0	0
Emergency Medical Services & Rescue	189	153	162	168
Hazardous Conditions	2	1	2	2
Service Calls (Public, Smoke Odor, Standby)	4	3	6	5
Good Intent Calls (Cancelled, Nothing Found)	23	20	28	23
False Alarms	7	11	1	7
Total Call Volume	249	214	218	228
Total Ambulance Transports	174	117	119	137
Fire Responder Average	10	10	11	12
EMS Responder Average	5	4	5	5
Annual Fire Loss	\$237,850	\$213,500	\$425,500	\$290,000
Mutual Aid to Kachemak Emergency Services	4	3	1	5
Mutual Aid to Ninilchik Emergency Services	2	3	3	5
Mutual Aid to Homer Volunteer Fire Department	1	3	1	3
Total Mutual Aid Responses	7	9	5	13

Measures:

Anchor Point Fire Service Area Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history (FTE)	3.5	4.0	4.0	4.0

**Kenai Peninsula Borough
Budget Detail**

**Fund 209
Department 51410 - Anchor Point Fire & Emergency Medical**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 187,911	\$ 239,583	\$ 266,011	\$ 248,811	\$ 280,707	\$ 14,696	5.52%
40120 Temporary Wages	48,158	12,938	30,000	39,100	30,000	-	0.00%
40130 Overtime Wages	7,619	21,786	8,691	29,991	8,967	276	3.18%
40210 FICA	19,856	22,187	25,798	25,798	27,045	1,247	4.83%
40221 PERS	134,198	74,030	61,468	61,468	64,780	3,312	5.39%
40321 Health Insurance	64,154	78,328	96,640	83,440	93,792	(2,848)	-2.95%
40322 Life Insurance	286	370	657	657	691	34	5.18%
40410 Leave	17,892	23,388	27,818	27,818	29,066	1,248	4.49%
40511 Other Benefits	217	398	432	432	432	-	0.00%
Total: Personnel	480,291	473,008	517,515	517,515	535,480	17,965	3.47%
Supplies							
42120 Computer Software	315	200	600	600	600	-	0.00%
42210 Operating Supplies	7,741	10,648	9,000	12,865	14,000	5,000	55.56%
42220 Fire/Medical/Rescue Supplies	11,819	10,517	17,700	13,835	17,700	-	0.00%
42230 Fuel, Oils and Lubricants	13,671	10,425	14,350	14,350	14,350	-	0.00%
42250 Uniforms	5,918	3,885	6,000	6,000	6,000	-	0.00%
42263 Training Supplies	1,780	1,595	6,000	4,600	6,000	-	0.00%
42310 Repair/Maintenance Supplies	797	2,882	1,500	2,900	3,000	1,500	100.00%
42360 Motor Vehicle Repair	9,230	8,074	14,250	14,250	14,250	-	0.00%
42410 Small Tools & Equipment	1,663	2,967	4,000	4,000	4,000	-	0.00%
Total: Supplies	52,934	51,193	73,400	73,400	79,900	6,500	8.86%
Services							
43011 Contractual Services	15,873	14,792	39,100	25,936	40,467	1,367	3.50%
43014 Physical Examinations	14,886	5,624	10,000	10,000	20,000	10,000	100.00%
43019 Software Licensing	-	-	-	864	3,500	3,500	-
43110 Communications	10,404	9,536	10,660	10,660	10,660	-	0.00%
43140 Postage and Freight	76	380	500	500	500	-	0.00%
43210 Transport/Subsistence	8,862	11,101	24,250	24,250	24,250	-	0.00%
43260 Training	3,765	5,738	4,650	8,450	7,700	3,050	65.59%
43310 Advertising	67	-	200	200	200	-	0.00%
43410 Printing	-	-	100	100	100	-	0.00%
43510 Insurance Premium	34,507	49,661	63,559	63,559	55,344	(8,215)	-12.92%
43610 Utilities	19,390	20,636	20,000	20,000	20,000	-	0.00%
43720 Equipment Maintenance	1,288	1,978	5,000	5,400	5,000	-	0.00%
43750 Vehicle Maintenance	3,230	250	5,500	5,500	5,500	-	0.00%
43780 Buildings/Grounds Maintenance	15,459	57	17,000	25,100	7,500	(9,500)	-55.88%
43810 Rents and Operating Leases	660	1,145	1,200	1,200	750	(450)	-37.50%
43920 Dues and Subscriptions	300	135	890	890	890	-	0.00%
Total: Services	128,767	121,033	202,609	202,609	202,361	(248)	-0.12%
Capital Outlay							
48110 Furniture & Furnishings	-	8,011	-	-	-	-	-
48514 Fire Fighting/Rescue Equipment	-	7,891	-	-	-	-	-
48515 Medical Equipment	-	2,582	22,500	14,563	14,500	(8,000)	-35.56%
48520 Storage/Buildings/Containers	-	-	-	-	5,000	5,000	-
48710 Minor Office/Communications Equipment	7,575	15,047	9,275	1,152	8,550	(725)	-7.82%
48720 Minor Office Furniture	377	2,402	500	3,446	3,820	3,320	664.00%
48740 Minor Machines & Equipment	3,524	5,636	1,150	9,087	1,150	-	0.00%
48750 Minor Medical Equipment	8,958	4,582	3,000	2,855	3,000	-	0.00%
48755 Minor Recreation Equipment	-	2,977	-	-	-	-	-
48760 Minor Firefighting/Rescue Equipment	23,698	72,072	41,700	56,912	61,009	19,309	46.30%
Total: Capital Outlay	44,132	121,200	78,125	88,015	97,029	18,904	24.20%
Transfers							
50264 911 Communications	8,227	19,655	22,938	22,938	14,940	(7,998)	-34.87%
50444 Anchor Point Capital Projects	75,000	75,000	250,000	250,000	250,000	-	0.00%
Total: Transfers	83,227	94,655	272,938	272,938	264,940	(7,998)	-2.93%
Interdepartmental Charges							
61990 Admin Service Fee	565	110	-	110	-	-	-
Total: Interdepartmental Charges	565	110	-	110	-	-	-
Department Total	\$ 789,916	\$ 861,199	\$ 1,144,587	\$ 1,154,587	\$ 1,179,710	\$ 35,123	3.07%

Fund 209
Department 51410 - Anchor Point Fire & Emergency Medical Service Area - Continued

Line-Item Explanations

- 40110 Regular Wages.** Staff includes: 1 Chief, 1 Assistant Chief , 1/2 time Mechanic, and 1.5 Firefighter Technicians.
- 40120 Temporary Wages.** Stipends for volunteer emergency responders.
- 40130 Overtime Wages.** Overtime due to emergency responses by permanent employees.
- 42210 Operating Supplies.** Increase for additional foam being used on fires.
- 42310 Repair/Maintenance Supplies.** Additional supplies for training house and training props.
- 43011 Contractual Services.** Medical director contract (\$15,667), EMS instructor fees (\$2,550), CPR instructor fees (\$300), ladder testing (\$1,000), O2 cylinder maintenance (\$500), Image trend (\$800), iamresponding call notification service (\$700), ambulance billing service (\$4,500), drug disposal services (\$250), and Service Area Board annual appreciation, training & retention banquet (\$3,000), cold water rescue training and instructor fees (\$10,000), Phillips Monitor service contract (\$1,100).
- 43019 Software Licensing.** Security cameras software renewal (\$200), licensing for Ford diagnostic equipment (\$800), and one time license for Simpad for use with training manikin (\$2,500).
- 43014 Physical Examinations.** Increased to reflect increased cost of physical examinations to adhere to new KPB policy.
- 43210 Transportation/Subsistence.** Attendance at the Alaska EMS Symposium in Anchorage (\$3,950), Alaska State Firefighter Conference (\$10,315) Fire Chief Summit in Juneau (\$3,150), and other Fire and EMS training not locally available (\$6,825).
- 43260 Training:** Fire Conference (\$3,000), EMS Symposium (\$1,500), Annual training for EMT, Firefighter and Haz-Mat Ops classes (\$1,500), Fire Chief's Conference (\$700), Fire Officer Class (\$500), EVT Class (\$500).
- 43780 Buildings/Grounds Maintenance.** Sanding (\$500), and completion of LED lighting replacement at Station 1 (\$7,000).
- 48515 Medical Equipment.** Physio Control Lucas chest compression system (\$14,500).
- 48520 Storage Equipment.** 2 connex containers for storage of equipment and supplies at Stations 1 and 2 (\$5,000).
- 48710 Minor Office/Communications Equipment.** Computer per 5 year replacement plan (\$1,050), and radio or communication equipment replacement for items that become damaged beyond repair (\$7,500).
- 48720 Minor Office Furniture.** Training tables (\$3,820).
- 48740 Minor Machines & Equipment.** Flashlight and other misc. equipment that may be needed (\$1,150).
- 48750 Minor Medical Equipment.** Various medical equipment (\$3,000).
- 48760 Minor Fire Fighting Equipment.** 4 sets of new turnout gear, helmets, boots, gloves and other related PPE per 10 year replacement plan (\$16,500), replacement of aging SCBA bottles 3 year replacement plan (\$7,500), VFA grant matching funds (\$1,709), hose, adapters and nozzles, tools, extinguishers for new rescue truck (\$31,400).
- 50444 Transfer to Capital Projects.** Annual transfer to fund long-term capital projects/replacement requirements. See capital projects section of this document

For capital projects information of this department - See the Capital Projects section - Pages 318, 321, 328 & 353-354.

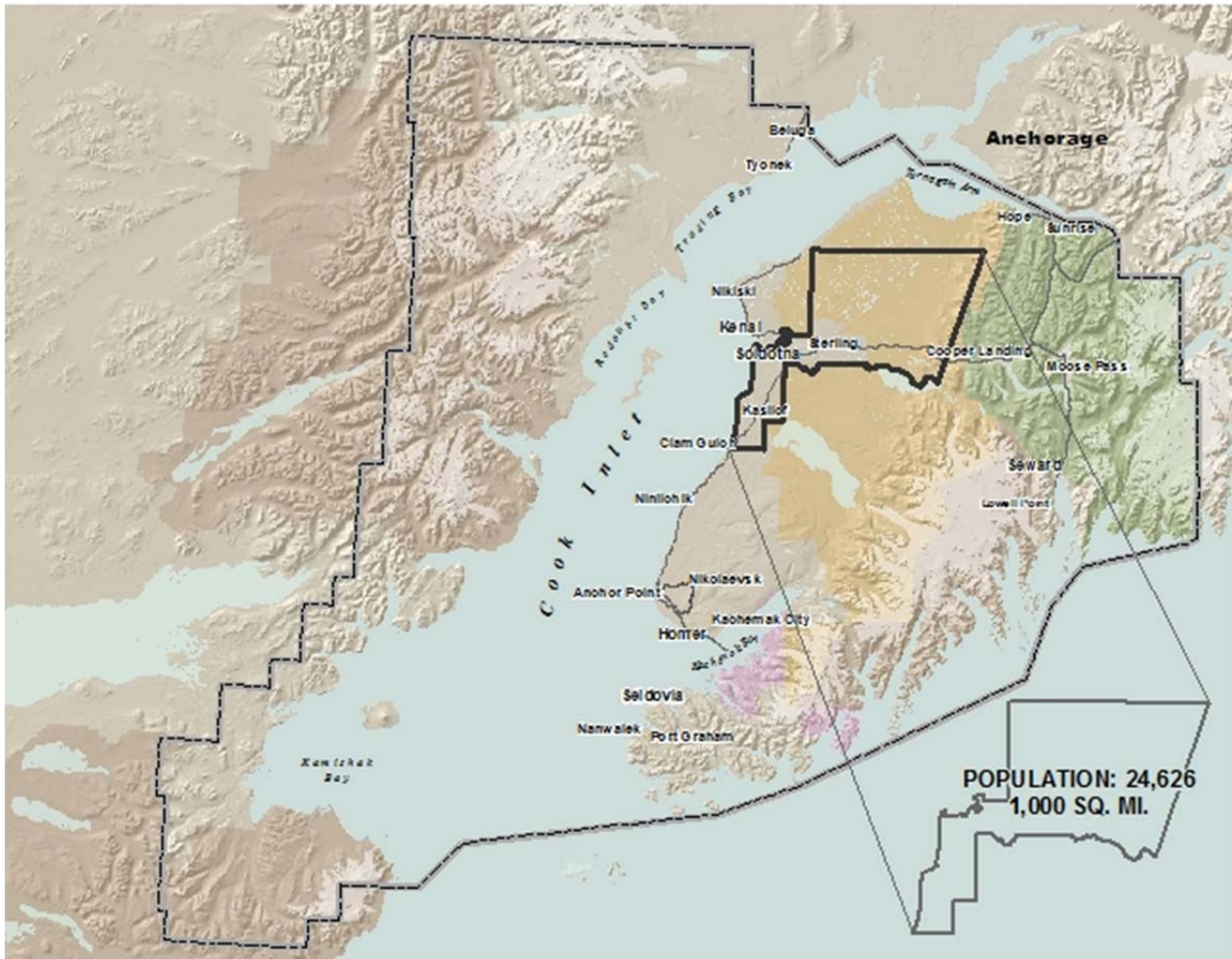
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Central Emergency Service Area

In October 1991, voters approved the unification of the Ridgeway/Sterling Fire Service Area, the Kalifornsky Fire Service Area, a portion of the Central Peninsula Emergency Medical Service Area, and fire powers from the City of Soldotna. Previously, these areas had been operating as Central Emergency Services under an intergovernmental agreement to provide fire and emergency medical services. At the October 2004 election voters elected to admit the more populated areas of the Central Peninsula Emergency Medical Service Area to this service area. A five-member joint operations board is elected by voters within the Central Emergency Service Area and the Central Peninsula Emergency Medical Service Area.

The staff includes 41 permanent employees and 50 volunteers. There are 8 fire stations, 5 staffed stations and 3 un-staffed sub-stations.

The mill levy for the service area is 2.60 for fiscal year 2018. Additional funding is provided by ambulance billing fees charged to users of the ambulances, and interest income.



Board Members

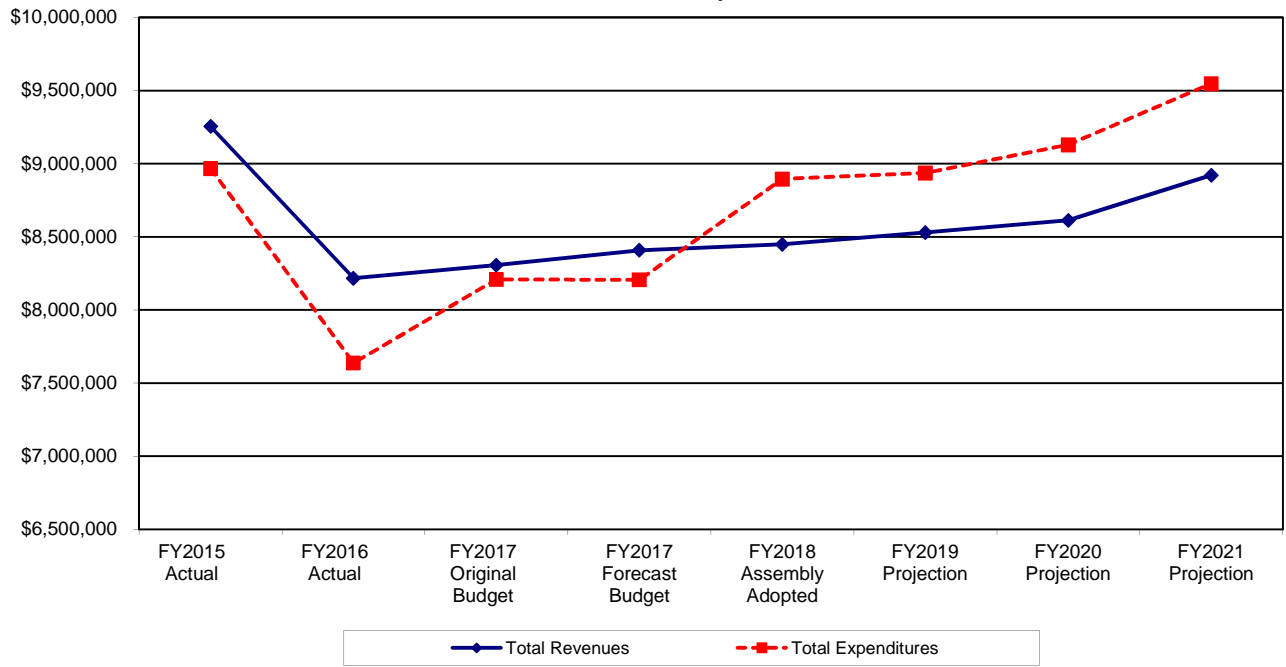
Steve Tachick
Ralph Linn
Ryan Kapp
Jim Chambers
Gary Hale

Chief: Roy Browning

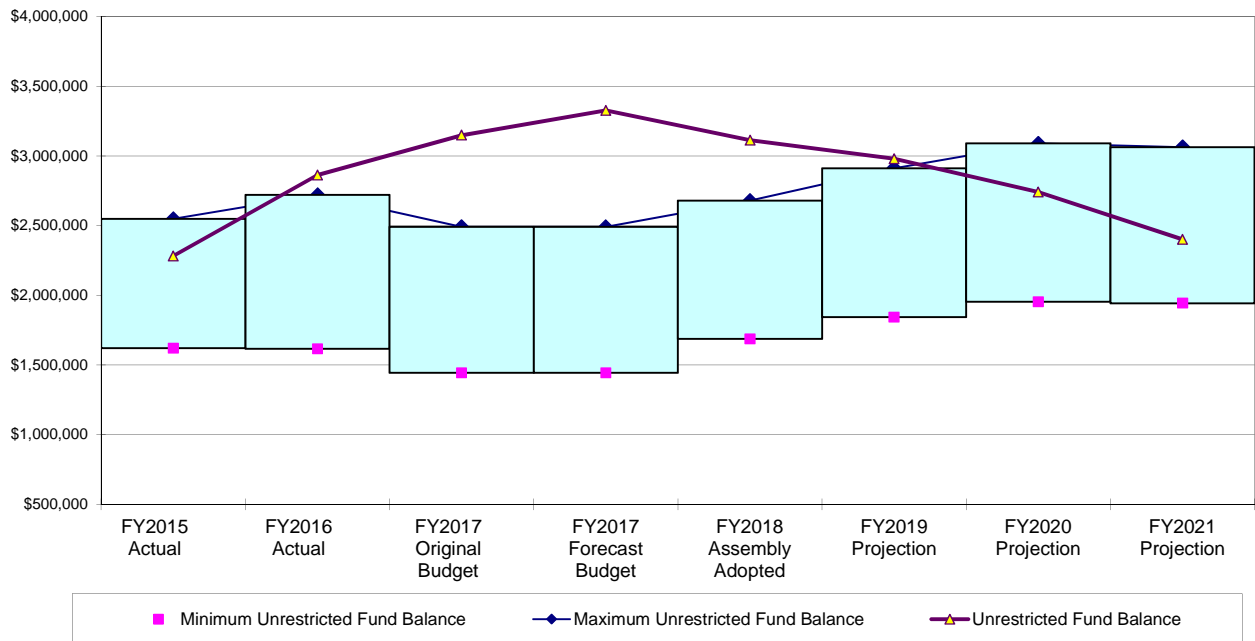
Fund: 211 Central Emergency Services - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Taxable Value (000's)								
Real	2,236,033	2,346,382	2,486,384	2,486,954	2,630,027	2,656,327	2,682,890	2,736,548
Personal	100,266	104,193	117,539	119,633	115,144	116,295	117,458	118,633
Oil & Gas (AS 43.56)	166,307	159,833	130,482	130,482	127,624	123,795	120,081	120,081
	<u>2,502,606</u>	<u>2,610,408</u>	<u>2,734,405</u>	<u>2,737,069</u>	<u>2,872,795</u>	<u>2,896,417</u>	<u>2,920,429</u>	<u>2,975,262</u>
Mill Rate	2.65	2.65	2.72	2.72	2.60	2.60	2.60	2.65
Revenues:								
Property Taxes								
Real	\$ 5,853,892	\$ 6,207,858	\$ 6,762,964	\$ 6,764,515	\$ 6,838,070	\$ 6,906,450	\$ 6,975,514	\$ 7,251,852
Personal	270,824	292,221	313,312	318,894	293,387	296,320	299,283	308,090
Oil & Gas (AS 43.56)	440,712	423,558	354,911	354,911	331,822	321,867	312,211	318,215
Interest	17,087	19,764	18,000	18,000	18,000	18,360	18,727	19,102
Flat Tax	49,430	43,730	53,728	53,728	53,728	54,803	55,899	57,017
Motor Vehicle Tax	148,953	145,998	146,854	146,854	147,476	150,426	153,435	156,504
Total Property Taxes	<u>6,780,898</u>	<u>7,133,129</u>	<u>7,649,769</u>	<u>7,656,902</u>	<u>7,682,483</u>	<u>7,748,226</u>	<u>7,815,069</u>	<u>8,110,780</u>
State Revenues	1,692,497	188,508	-	-	-	-	-	-
Interest Earnings	47,881	92,316	35,041	35,041	49,885	58,363	67,027	71,951
Other Revenue	727,810	797,705	616,370	710,000	710,000	717,100	724,271	731,514
Total Revenues	<u>9,249,086</u>	<u>8,211,658</u>	<u>8,301,180</u>	<u>8,401,943</u>	<u>8,442,368</u>	<u>8,523,689</u>	<u>8,606,367</u>	<u>8,914,245</u>
Operating Transfers From:								
Special Revenue Fund	6,043	5,981	6,329	6,329	6,704	6,443	6,367	6,476
Total Operating Transfers	<u>6,043</u>	<u>5,981</u>	<u>6,329</u>	<u>6,329</u>	<u>6,704</u>	<u>6,443</u>	<u>6,367</u>	<u>6,476</u>
Total Revenues and Operating Transfers	<u>9,255,129</u>	<u>8,217,639</u>	<u>8,307,509</u>	<u>8,408,272</u>	<u>8,449,072</u>	<u>8,530,132</u>	<u>8,612,734</u>	<u>8,920,721</u>
Expenditures:								
Personnel	7,235,399	5,657,221	5,902,874	5,902,874	6,141,601	6,264,433	6,421,044	6,613,675
Supplies	355,839	322,400	378,430	361,591	376,360	383,887	391,565	399,396
Services	894,885	900,923	1,071,095	1,050,232	1,038,939	1,038,939	1,059,718	1,080,912
Capital Outlay	96,025	184,073	96,063	133,765	196,063	99,984	101,984	104,024
Interdepartmental Charges	(919)	(619)	-	(1,520)	-	-	-	-
Total Expenditures	<u>8,581,229</u>	<u>7,063,998</u>	<u>7,448,462</u>	<u>7,446,942</u>	<u>7,752,963</u>	<u>7,787,243</u>	<u>7,974,311</u>	<u>8,198,007</u>
Operating Transfers To:								
Special Revenue Fund	138,362	134,212	139,557	139,557	146,612	152,476	158,575	164,918
Capital Projects Fund	100,000	250,000	250,000	250,000	550,000	550,000	550,000	550,000
Debt Service Fund	147,937	189,288	369,158	369,158	445,088	446,688	446,938	634,552
Total Operating Transfers	<u>386,299</u>	<u>573,500</u>	<u>758,715</u>	<u>758,715</u>	<u>1,141,700</u>	<u>1,149,164</u>	<u>1,155,513</u>	<u>1,349,470</u>
Total Expenditures and Operating Transfers	<u>8,967,528</u>	<u>7,637,498</u>	<u>8,207,177</u>	<u>8,205,657</u>	<u>8,894,663</u>	<u>8,936,407</u>	<u>9,129,824</u>	<u>9,547,477</u>
Net Results From Operations	287,601	580,141	100,332	202,615	(445,591)	(406,275)	(517,090)	(626,756)
Projected Lapse	-	-	185,275	260,643	232,589	272,554	279,101	286,930
Change in fund balance	287,601	580,141	285,607	463,258	(213,002)	(133,721)	(237,989)	(339,826)
Beginning Fund Balance	1,994,688	2,282,289	2,862,430	2,862,430	3,325,688	3,112,686	2,978,965	2,740,976
Ending Fund Balance	<u>\$ 2,282,289</u>	<u>\$ 2,862,430</u>	<u>\$ 3,148,037</u>	<u>\$ 3,325,688</u>	<u>\$ 3,112,686</u>	<u>\$ 2,978,965</u>	<u>\$ 2,740,976</u>	<u>\$ 2,401,150</u>

Central Emergency Services Revenues and Expenditures



Central Emergency Services Unreserved Fund Balance



Fund	211	Department Function
Dept:	51610	Central Emergency Service Area

Mission

Central Emergency Services (CES) will ensure that an effective and efficient organizational structure is maintained for the purpose of providing quality fire protection service delivery that includes fire suppression, EMS, rescue, public education and investigation.

Program Description

- CES serves a population of 24,626 citizens within a 1,000 square mile service area.
- CES operates five staffed stations and three unstaffed sub-stations.
- Staffing consists of 39 career, 2 support, and 50 volunteer personnel.

Major Long Term Issues and Concerns:

- Construction of a new Soldotna fire station to meet the operational needs of the growing community.
- Address long term funding and alternative funding in order to maintain and enhance current levels of fire protection and services.
- Monitor trends throughout the fire service to improve efficiency and effectiveness.

FY 2017 Accomplishments:

Administration

- Implementation of Fire Technicians to assist with staffing and coordination of the volunteer program and training.
- Computer mobile data response mapping added to responding fire apparatus and ambulances.

Operations

- Conducted the first CES Officer Development Program for on-going leadership development and for succession planning.
- Conducted an in-house State of Alaska Fire Instructor certification course.
- Department-wide Rapid Intervention Company (RIC) training.
- Continued recruitment and training of 50 volunteers for response and fire station staffing.
- New changes for the volunteer firefighter program were instituted by the Training Officer and Fire Technicians in training, staffing, and operations.

FY2018 New Initiatives:

- Place into service five new apparatus: 2 engines, 2 ambulances and a ladder truck.
- Develop “Standards of Coverage” documents with the assistance of GIS to assess current and future service level needs.
- Design and install new fire station alerting system to the 5 staffed fire stations.
- Complete the implementation of the fleet maintenance program to insure reliability and operational readiness of the emergency response vehicles.

Performance Measures

Priority/Goal: Fire Suppression

Goal: Maintain the lowest level of property loss due to fire.

Objective: Limit the property fire loss to less than 10% of the property effected.

Measures:

Dollar Value Saved & Loss Analysis	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Total Number of Fires	36	30	46	50
Property Value Loss from Fire	\$657,100	\$440,950	\$700,000	\$900,000
Property Value Saved from Fire	\$2,073,400	\$4,500,000	\$6,000,000	\$6,600,000
Percentage Saved from Fire	93.5%	90%	88%	86%

Fund: 211

Department Function

Dept: 51610

Central Emergency Service Area - Continued

Priority/Goal: Emergency Medical Services (EMS)

Goal: Ensure timely response and highest level of service per emergency medical response.

Objective: Provide advanced level EMS care on scene within 8 minutes of 911 call 90% of the time.

Measures:

EMS Response Time Analysis	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Number of EMS Calls Responded to	2,039	2,051	2,194	2,347
Average Response Time	8:00	6:20	6:22	7:00
% of Calls Under 8 Minute Response Time	80%	80%	83%	80%

Priority/Goal: Public Education

Goal: Increase the number of elementary school age children receiving fire and life safety education.

Objective: Provide fire and life safety education to K-6th grade children to maintain a record of 0% juvenile fire starts.

Measures:

Public Education Measures	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Number of School Age Children Taught (K-6 th grade)	2,200	1,300	2,200	2,200
Fire Station Tours	190	140	200	200
% of Juvenile Started Fires	0%	0%	2%	0%

Priority/Goal: Fire Investigation

Goal: Identify and reduce the cause of unintentional fires through public information and education.

Objective: Reduce the cause of unintentional fires by 25%.

Measures:

Causes of Ignition	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Intentional	1	0	1	1
Unintentional	28	37	30	34
Failure of Equipment or Heat Source	7	9	11	10
Under Investigation	3	3	2	5
Cause Undetermined	5	5	7	8
Public Presentations	12	16	12	12
% of unintentional Fires	78%	78%	86%	86%

Measures:

FTE Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History	41	39	41	41

Fund: 211
Dept: 51610

Department Function
Central Emergency Service Area - Continued

Commentary

CES priorities for FY2018 will continue to focus on identifying efficiencies in service delivery while maintaining the current level of service in fire suppression, rescue, EMS and fire prevention. CES continues to see an annual average increase of 7% in calls for service. Most alarming is the number of simultaneous calls that occur more frequently. There are several periods in which CES will have 4-5 calls at once, stretching the resources available. This will be a challenge for the organization moving forward. CES is also faced with increased maintenance for both response vehicles and aging facilities due to increasing calls for emergencies. The increased demand for services in the City of Soldotna, and surrounding area have long outpaced the operational capacity of the current Soldotna Fire Station, which is 62 years old. Plans for a new station continues to be a priority in order to meet the demands of the Service Area. The Central Peninsula's aging population and growing medical facility infrastructure, will ensure a steady increase in the need and reliance on emergency medical treatment and transport. The department has seen a steady increase in non-emergency related transports and lift assists that will continue to trend as the community ages.

**Kenai Peninsula Borough
Budget Detail**

**Fund 211 - Central Emergency Services
Department 51610**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 2,449,738	\$ 2,426,396	\$ 2,853,908	\$ 2,780,646	\$ 2,957,039	\$ 103,131	3.61%
40111 Special Pay	24,428	23,651	31,200	31,200	36,465	5,265	16.88%
40120 Temporary Wages	87,437	153,981	160,000	174,360	185,000	25,000	15.63%
40130 Overtime Wages	587,952	513,708	295,729	354,631	339,923	44,194	14.94%
40131 FLSA Overtime Wages	104,727	101,579	101,580	101,580	110,662	9,082	8.94%
40210 FICA	257,495	273,971	304,905	304,905	314,485	9,580	3.14%
40221 PERS	2,394,213	918,678	739,294	739,294	759,824	20,530	2.78%
40321 Health Insurance	844,990	787,337	942,240	942,240	937,920	(4,320)	-0.46%
40322 Life Insurance	4,393	4,184	7,328	7,328	7,397	69	0.94%
40410 Leave	472,893	448,646	461,218	461,218	487,268	26,050	5.65%
40511 Other Benefits	7,133	5,090	5,472	5,472	5,618	146	2.67%
Total: Personnel	7,235,399	5,657,221	5,902,874	5,902,874	6,141,601	238,727	4.04%
Supplies							
42120 Computer Software	33,806	4,960	-	5,430	-	-	-
42210 Operating Supplies	32,243	31,573	37,380	37,380	36,810	(570)	-1.52%
42220 Fire/Medical/Rescue Supplies	75,220	85,763	91,850	78,950	86,850	(5,000)	-5.44%
42230 Fuel, Oils and Lubricants	73,644	53,781	90,000	86,631	90,000	-	0.00%
42250 Uniforms	25,800	29,084	27,500	27,500	27,500	-	0.00%
42263 Training Supplies	10,893	13,141	14,750	14,750	16,250	1,500	10.17%
42310 Repair/Maintenance Supplies	24,468	15,914	25,950	25,950	25,950	-	0.00%
42360 Motor Vehicle Repair	51,144	68,205	61,000	56,500	61,000	-	0.00%
42410 Small Tools & Equipment	28,621	19,979	30,000	28,500	32,000	2,000	6.67%
Total: Supplies	355,839	322,400	378,430	361,591	376,360	(2,070)	-0.55%
Services							
43011 Contractual Services	176,410	200,125	205,715	205,715	195,172	(10,543)	-5.13%
43014 Physical Examinations	31,543	26,967	45,940	29,679	46,340	400	0.87%
43019 Software Licensing	17,786	22,172	36,000	35,370	40,000	4,000	11.11%
43110 Communications	50,251	51,647	61,478	61,478	61,488	10	0.02%
43140 Postage and Freight	1,246	654	2,000	2,000	2,000	-	0.00%
43210 Transportation/Subsistence	29,459	38,956	59,945	59,945	56,617	(3,328)	-5.55%
43260 Training	14,804	15,490	25,165	25,165	22,940	(2,225)	-8.84%
43310 Advertising	367	949	2,250	2,250	2,250	-	0.00%
43410 Printing	-	-	515	515	515	-	0.00%
43510 Insurance Premium	332,832	319,165	366,282	366,282	322,229	(44,053)	-12.03%
43610 Utilities	130,620	131,994	140,647	140,647	148,530	7,883	5.60%
43720 Equipment Maintenance	28,099	21,314	37,110	31,530	37,110	-	0.00%
43750 Vehicles Maintenance	25,941	18,026	28,700	10,200	28,700	-	0.00%
43780 Buildings/Grounds Maintenance	47,655	43,959	44,147	60,886	59,847	15,700	35.56%
43810 Rents and Operating Leases	2,645	3,676	4,630	4,630	4,630	-	0.00%
43920 Dues and Subscriptions	5,227	5,829	10,571	10,571	10,571	-	0.00%
43936 USAD Assessment	-	-	-	3,369	-	-	-
Total: Services	894,885	900,923	1,071,095	1,050,232	1,038,939	(32,156)	-3.00%
Capital Outlay							
48311 Machinery & Equipment	-	11,965	-	23,000	-	-	-
48514 Fire Fighting/Rescue Equipment	-	20,600	-	-	-	-	-
48515 Medical Equipment	-	9,650	-	-	-	-	-
48710 Minor Office/Communications Equipment	4,123	10,376	2,925	10,528	2,925	-	0.00%
48720 Minor Office Furniture	12,393	14,090	5,000	5,180	5,000	-	0.00%
48740 Minor Machines & Equipment	3,157	14,144	3,450	6,174	3,450	-	0.00%
48750 Minor Medical Equipment	4,132	3,990	-	-	-	-	-
48755 Minor Recreation Equipment	-	-	-	4,195	-	-	-
48760 Minor Fire Ftg/Rescue Equipment	72,220	99,258	84,688	84,688	184,688	100,000	118.08%
Total: Capital Outlay	96,025	184,073	96,063	133,765	196,063	100,000	104.10%

Fund 211
Department 51610 - Central Emergency Services - Continued

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Transfers							
50264 911 Communications	138,362	134,212	139,557	139,557	146,612	7,055	5.06%
50358 CES Debt Service	147,937	189,288	369,158	369,158	445,088	75,930	20.57%
50443 CES Capital Projects	100,000	250,000	250,000	250,000	550,000	300,000	120.00%
Total: Transfers	386,299	573,500	758,715	758,715	1,141,700	382,985	50.48%
Interdepartmental Charges							
60004 Mileage Ticket Credits	(919)	(619)	-	(1,520)	-	-	-
Total: Interdepartmental Charges	(919)	(619)	-	(1,520)	-	-	-
Department Total	\$ 8,967,528	\$ 7,637,498	\$ 8,207,177	\$ 8,205,657	\$ 8,894,663	\$ 687,486	8.38%

Line-Item Explanations

40110 Regular Wages. Staff includes: Chief, Deputy Chief, Training Officer, Safety Officer, Fire Marshal, Captains, Engineers, Fire Technicians, Mechanic, 1 Administrative Assistant.

Change - Reclassify 3 Engineers to Lieutenants.

40120 Temporary Wages. Increase due to volunteer firefighter station staffing volunteer training per month, and a temporary mechanic's helper.

42220 Fire/Medical/Rescue Supplies. Decrease in misc. medical supplies due to fleet reduction requiring less inventory (\$5,000).

42263 Training Supplies and Materials. Increase in live fire training supplies for volunteer fire training (\$1,500).

42410 Small Tools & Equipment. Increase for hose washers for two stations (\$2,000).

43011 Contractual Services. Medical director contract (\$108,000), ambulance billing (\$37,000), UL aerial, ladder, pumper test (\$10,000), boat operations class instructor fees (\$7,380), technical rope rescue class instructor fees(\$7,740), swiftwater rescue instructor fees(\$5,140), paramedic refresher instructor fees (\$5,500), custodial services-OEM (\$3,500), bunker gear repair (\$2,225), medical director training and lab fees (\$3,667), vehicle towing (\$500), and other miscellaneous small contracts (\$4,520).

43019 Software Licensing. Image Trend (\$19,000), personnel staffing software (\$7,000), MDT-StreetwiseCAD (\$5,000), mechanic diagnostic software (\$3,900), security cameras (\$1,700), Adobe (\$900), and Microsoft (\$2,500). Increase due to increased cost for personnel staffing software.

43210 Transportation and Subsistence. Volunteer station resident meal stipend (\$18,000), meals per CBA (\$16,003), chief's leadership conference (\$3,976), State fire conference (\$1,500), building fire code class (\$2,800), State EMS symposium (\$3,300), National Fire Academy (\$5,800), and leadership training (\$5,238).

43260 Training. Decrease in training conferences (\$2,225).

43510 Insurance Premiums. Coverage for workers compensation, property, liability, and other insurance.

43610 Utilities. Increase due to cost of heating oil, electric and natural gas.

43780 Buildings and Grounds Maint. Increase due to maintenance associated with aging fire stations (\$15,700).

48710 Minor Office/Communications Equipment. Computer replacements, monitors, and printers for Funny River Station 5 and Kasilof Station 6 (\$2,925).

48720 Minor Office Furniture. Kitchen chairs (\$3,500), and station bed replacements (\$1,500).

48740 Minor Machines & Equipment. Gas detection and monitoring equipment (\$3,450).

48760 Minor Firefighting/Rescue Equipment. Bunker gear replacement-third year phase-in (\$45,520), additional one-time bunker gear replacements (\$100,000), SCBA bottles (\$2,000), ice rescue suits (\$2,000), water rescue equipment (\$18,668) wildland fire equipment (\$11,500), and miscellaneous items (\$5,000).

50264 Transfer to 911 Fund. Charges from the 911 fund for the cost of operating the 911 call center.

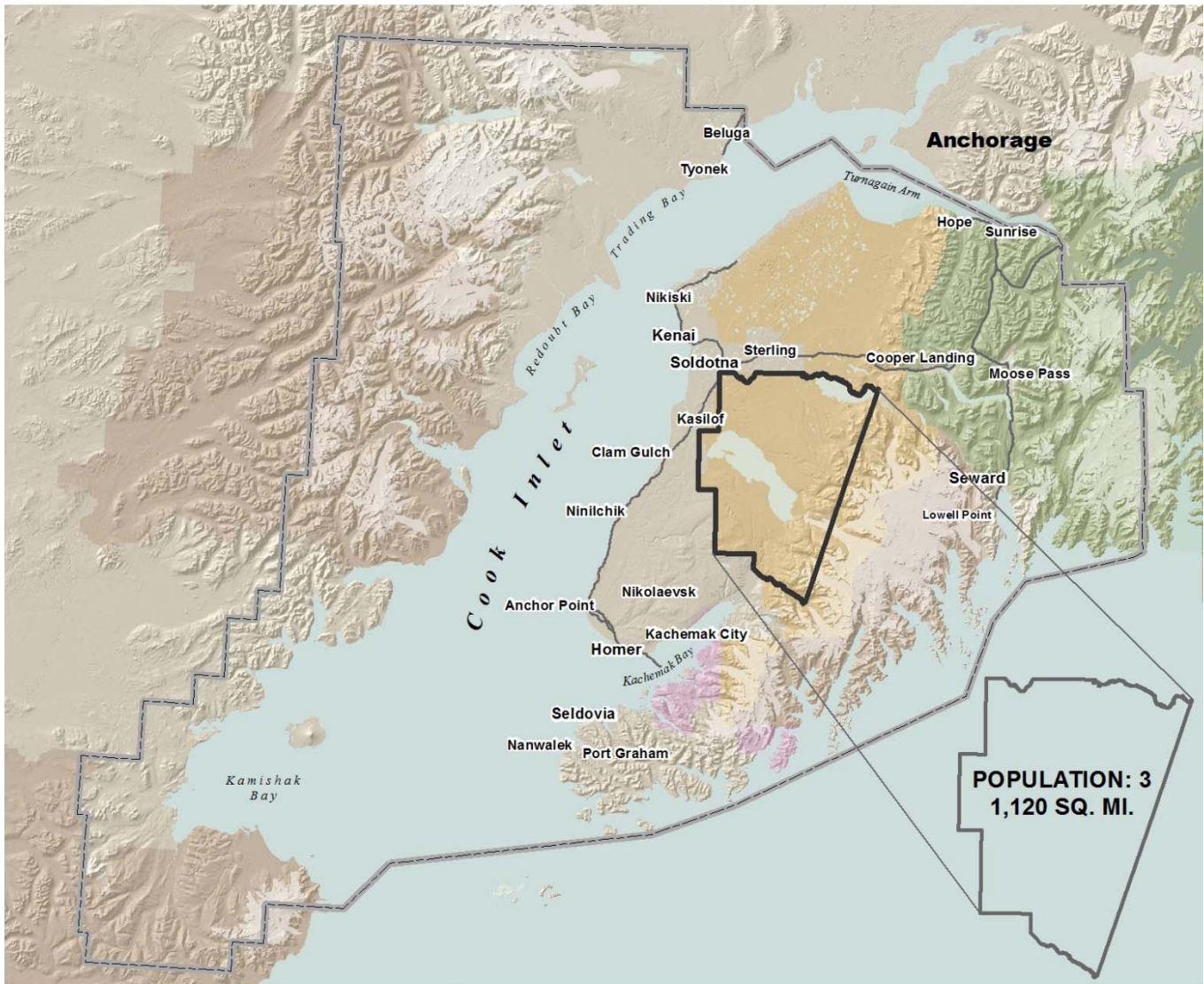
50358 Transfer to Debt Service. Current portion of principal and interest for bonds issued in FY2007 to finance the construction of a new fire station in Kasilof and upgrades to the existing facility at the Funny River Station. In FY2016 bonds issued for new emergency response apparatus.

For capital projects information on this department - See the capital projects section - Pages 318, 321, 329, & 355-358.

Central Peninsula Emergency Medical Service Area

Established in October 1981, this service area was formed to provide ambulance and emergency medical services for the residents of the Central Peninsula area of the Borough. At the October 1991 and 2004 elections, the most populated areas of this service area were consolidated into the Central Emergency Service Area. Ambulance service to the remaining portion is provided by Central Emergency Services, and the taxes collected in this area are transferred to the Central Emergency Service Area for payment of this service.

A five-member joint operations board is elected by voters within this service area and the Central Emergency Services Area to provide oversight of the joint operations of the two service areas. The mill levy for fiscal year 2018 is 1.00, which is the maximum allowed.



Board Members

Steve Tachick
Ralph Linn
Ryan Kapp
Jim Chambers
Gary Hale

Chief: Roy Browning

Fund: 220 Central Peninsula Emergency Medical Service Area - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Taxable Value (000's)								
Real	4,275	4,293	4,570	4,593	4,859	4,762	4,667	4,760
Personal	953	928	928	900	928	928	928	928
	<u>5,228</u>	<u>5,221</u>	<u>5,498</u>	<u>5,493</u>	<u>5,787</u>	<u>5,690</u>	<u>5,595</u>	<u>5,688</u>
Mill Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Revenues:								
Property Taxes								
Real	\$ 4,227	\$ 4,309	\$ 4,570	\$ 4,570	\$ 4,859	\$ 4,667	\$ 4,574	\$ 4,665
Personal	1,003	983	909	909	909	909	909	909
Interest	26	24	-	-	-	-	-	-
Flat Tax	787	751	850	850	850	867	884	902
Total Property Taxes	<u>6,043</u>	<u>6,067</u>	<u>6,329</u>	<u>6,329</u>	<u>6,618</u>	<u>6,443</u>	<u>6,367</u>	<u>6,476</u>
Total Revenues	<u>6,043</u>	<u>6,067</u>	<u>6,329</u>	<u>6,329</u>	<u>6,618</u>	<u>6,443</u>	<u>6,367</u>	<u>6,476</u>
Operating Transfers To:								
Central Emergency Services	6,043	5,981	6,329	6,329	6,704	6,443	6,367	6,476
Total Operating Transfers	<u>6,043</u>	<u>5,981</u>	<u>6,329</u>	<u>6,329</u>	<u>6,704</u>	<u>6,443</u>	<u>6,367</u>	<u>6,476</u>
Total Expenditures and Operating Transfers	<u>6,043</u>	<u>5,981</u>	<u>6,329</u>	<u>6,329</u>	<u>6,704</u>	<u>6,443</u>	<u>6,367</u>	<u>6,476</u>
Net Results From Operations	-	86	-	-	(86)	-	-	-
Beginning Fund Balance	-	-	86	86	86	-	-	-
Ending Fund Balance	<u>\$ -</u>	<u>\$ 86</u>	<u>\$ 86</u>	<u>\$ 86</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Kenai Peninsula Borough
Budget Detail**

**Fund 220
Department 52110 - Central Peninsula EMSA Administration**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Transfers							
50211 Tfr Central Emergency Services	\$ 6,043	\$ 5,981	\$ 6,329	\$ 6,329	\$ 6,704	375	5.93%
Total: Transfers	6,043	5,981	6,329	6,329	6,704	375	5.93%
Department Total	\$ 6,043	\$ 5,981	\$ 6,329	\$ 6,329	\$ 6,704	\$ 375	5.93%

Line-Item Explanation

50211 Transfer to Central Emergency Services. Emergency medical services for the service area residents are provided by Central Emergency Services (CES), with compensation provided by the transfer of funds collected on the service areas one mill rate to CES (See CES for description of activity, pages 175-182).

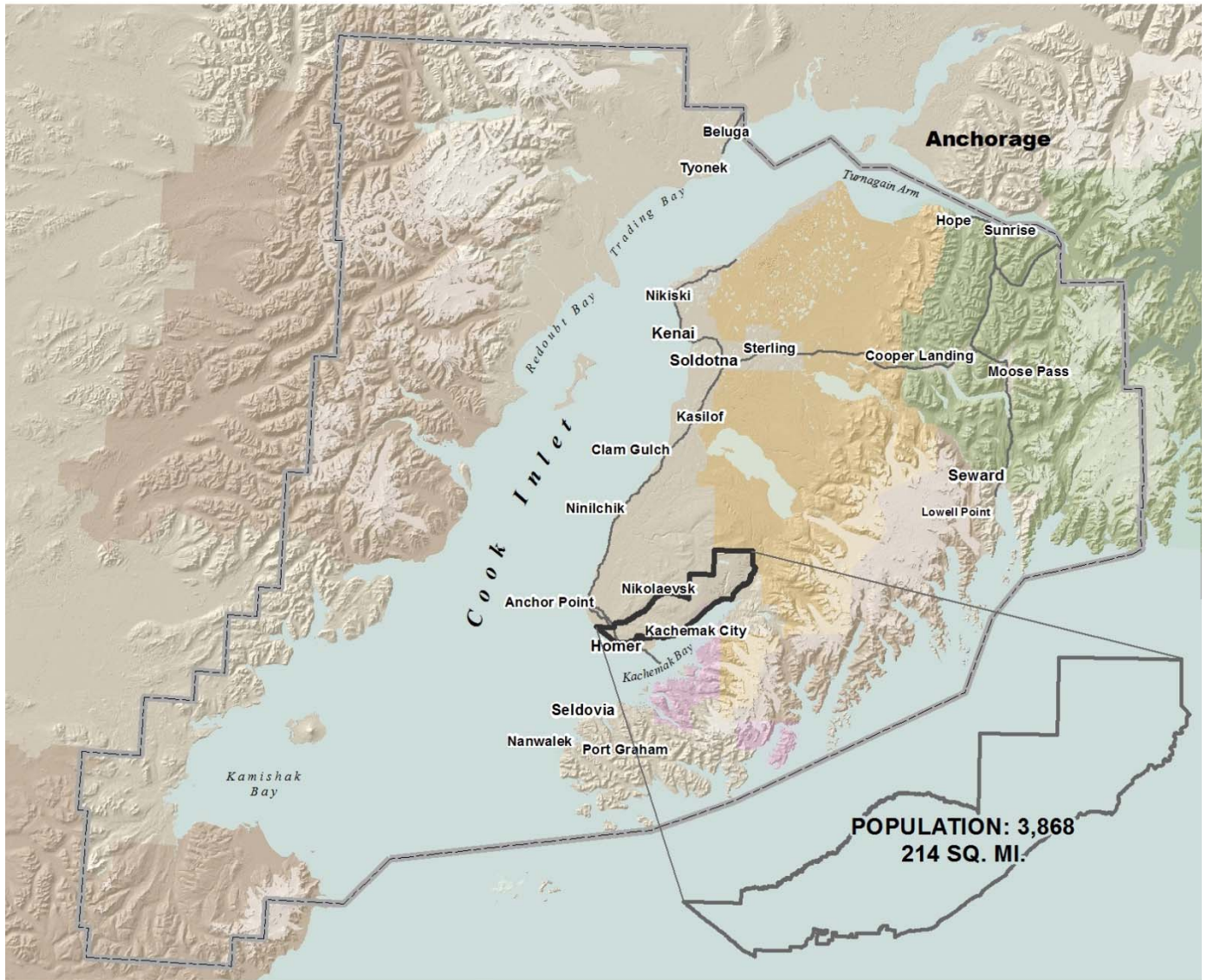
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Kachemak Emergency Service Area

This service area was created on October 10, 2000, to provide fire protection and emergency medical service for the area surrounding the City of Homer and Kachemak City. The fire department is staffed by 4 permanent full-time employees and 45 volunteers. Five elected citizens serve on its board for three-year terms.

Revenue is raised through property tax. The mill rate is 2.60 mills for fiscal year 2018.

Additional funding is provided through ambulance billing fees and interest income.



Board Members

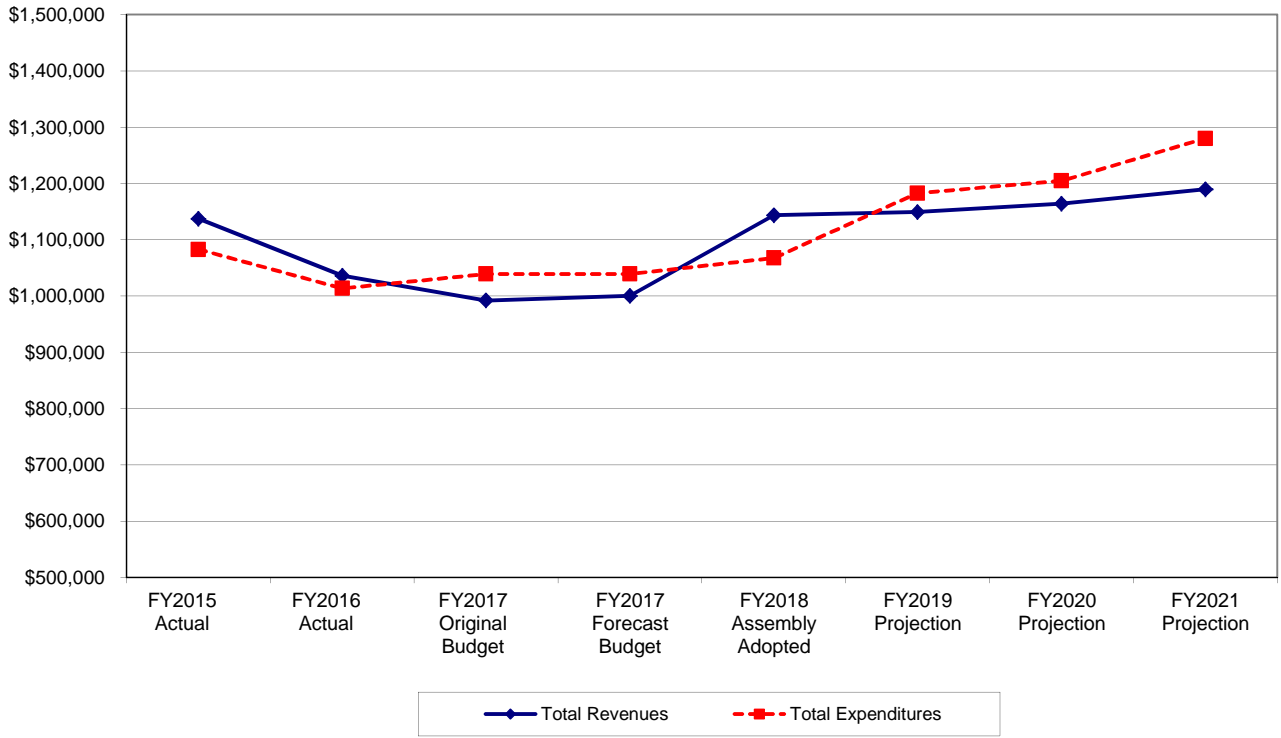
Milli Martin
Dave Bachrach
Vacant
Vacant
Matthew Schneyer

Fire Chief: Bob Ciccirella

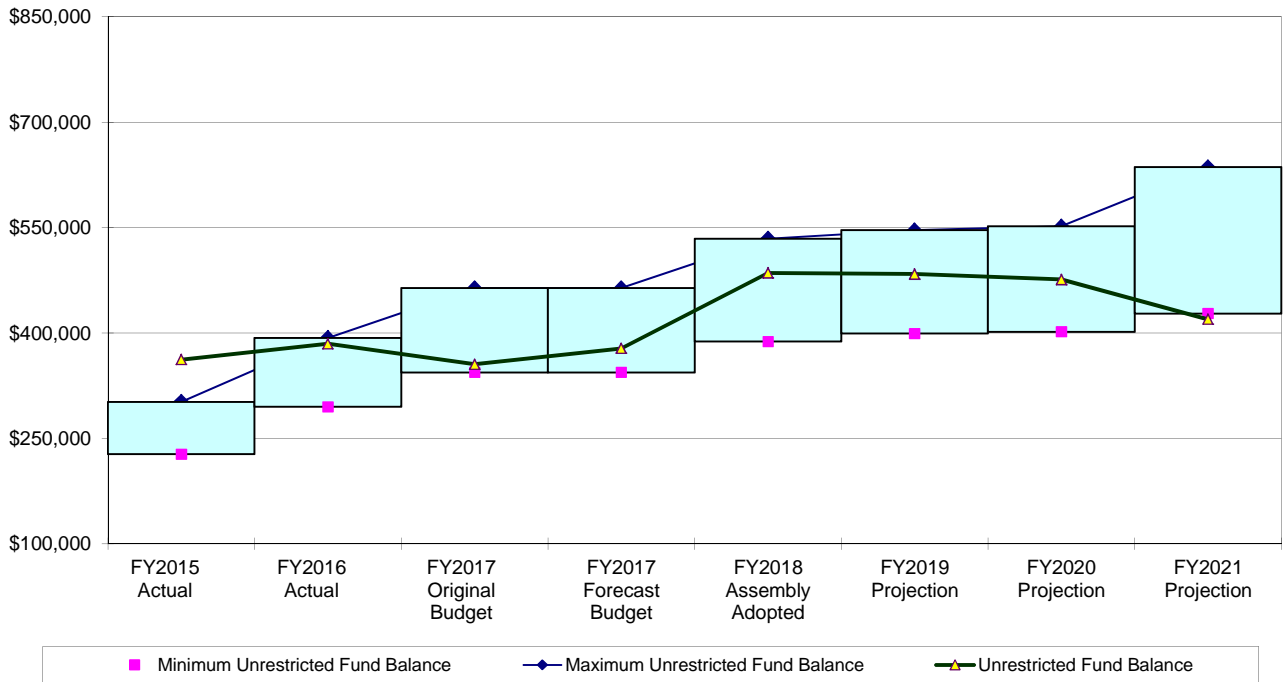
Fund: 212 Kachemak Emergency Service Area - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Taxable Value (000's)								
Real	335,531	345,077	348,886	351,988	406,912	406,912	410,981	419,201
Personal	5,828	6,358	6,842	6,854	6,280	6,343	6,406	6,470
Oil & Gas (AS 43.56)	279	-	-	-	-	-	-	-
	<u>341,638</u>	<u>351,435</u>	<u>355,728</u>	<u>358,842</u>	<u>413,192</u>	<u>413,255</u>	<u>417,387</u>	<u>425,671</u>
Mill Rate	2.25	2.60	2.60	2.60	2.60	2.60	2.60	2.60
Revenues:								
Property Taxes								
Real	\$ 871,460	\$ 897,648	\$ 907,104	\$ 915,169	\$ 1,057,971	\$ 1,057,971	\$ 1,068,551	\$ 1,089,923
Personal	16,227	14,098	17,433	17,464	16,001	16,162	16,322	16,486
Oil & Gas (AS 43.56)	725	-	-	-	-	-	-	-
Interest	2,804	3,095	1,800	1,800	1,800	1,836	1,873	1,910
Flat Tax	3,678	4,716	3,375	3,375	3,375	3,443	3,512	3,582
Motor Vehicle Tax	28,909	28,324	26,998	26,998	28,617	29,189	29,773	30,368
Total Property Taxes	<u>923,803</u>	<u>947,881</u>	<u>956,710</u>	<u>964,806</u>	<u>1,107,764</u>	<u>1,108,601</u>	<u>1,120,031</u>	<u>1,142,269</u>
Federal Revenue	(635)	8,766	-	-	-	-	-	-
State Revenue	171,151	16,684	-	-	-	-	-	-
Interest Earnings	5,823	10,065	5,365	5,365	5,672	9,103	10,892	12,503
Other Revenue	37,259	52,990	30,000	30,000	30,000	31,500	33,075	34,729
Total Revenues	<u>1,137,401</u>	<u>1,036,386</u>	<u>992,075</u>	<u>1,000,171</u>	<u>1,143,436</u>	<u>1,149,204</u>	<u>1,163,998</u>	<u>1,189,501</u>
Expenditures:								
Personnel	610,022	532,596	540,107	537,107	538,550	549,321	563,054	579,946
Supplies	96,916	82,744	98,000	91,000	89,000	90,780	92,596	94,448
Services	178,990	201,415	194,980	205,940	187,044	187,044	190,785	194,601
Capital Outlay	87,423	91,466	96,500	95,540	92,000	93,840	95,717	97,631
Interdepartmental Charges	(491)	96	-	-	-	-	-	-
Total Expenditures	<u>972,860</u>	<u>908,317</u>	<u>929,587</u>	<u>929,587</u>	<u>906,594</u>	<u>920,985</u>	<u>942,152</u>	<u>966,626</u>
Operating Transfers To:								
Special Revenue Fund	9,851	10,728	15,737	15,737	17,175	17,862	18,576	19,319
Capital Projects Fund	100,000	50,000	50,000	50,000	100,000	200,000	200,000	250,000
Debt Service Fund	-	44,711	44,014	44,014	44,014	44,014	44,014	44,014
Total Operating Transfers	<u>109,851</u>	<u>105,439</u>	<u>109,751</u>	<u>109,751</u>	<u>161,189</u>	<u>261,876</u>	<u>262,590</u>	<u>313,333</u>
Total Expenditures and Operating Transfers	<u>1,082,711</u>	<u>1,013,756</u>	<u>1,039,338</u>	<u>1,039,338</u>	<u>1,067,783</u>	<u>1,182,861</u>	<u>1,204,742</u>	<u>1,279,959</u>
Net Results From Operations	54,690	22,630	(47,263)	(39,167)	75,653	(33,657)	(40,744)	(90,458)
Projected Lapse	-	-	18,154	32,536	31,731	32,234	32,975	33,832
Change in Fund Balance	54,690	22,630	(29,109)	(6,631)	107,384	(1,423)	(7,769)	(56,626)
Beginning Fund Balance	307,419	362,109	384,739	384,739	378,108	485,492	484,069	476,300
Ending Fund Balance	<u>\$ 362,109</u>	<u>\$ 384,739</u>	<u>\$ 355,630</u>	<u>\$ 378,108</u>	<u>\$ 485,492</u>	<u>\$ 484,069</u>	<u>\$ 476,300</u>	<u>\$ 419,674</u>

Kachemak Emergency Service Area Revenues and Expenditures



Kachemak Emergency Service Area Unreserved Fund Balance



Fund	212	Department Function
Dept:	51810	Kachemak Emergency Service Area

Mission

To provide safe, effective, high quality and affordable fire suppression and emergency medical service to reduce the loss of life and property accomplished through the mandating and execution of proactive programs while promoting a positive and dependable environment for volunteers.

Program Description

KESA provides fire suppression, emergency medical and rescue services to a 214 square mile area surrounding the City of Homer on the South Kenai Peninsula.

Major Long Term Issues and Concerns:

- An additional full-time position is needed to maintain a high level of professional service and increased call volume, a full-time training schedule, administrative workload, and requests for public education and stand-by events.
- Replacement for the 4,000 gallon tanker that is leaking.

FY2017 Accomplishments:

Administration

- Reduced ISO Rating from an 8b Class to a 5 which is customary only to fire districts with hydrants, there are no hydrants in KESA.
- Installed 32,000 water tank at Station 2 at Diamond Ridge.

Operations

- Maintaining strong volunteer base.
- Established auto-aid agreement with the City of Homer.
- Provide responders to the City of Homer on structure fires via mutual aid.

FY2018 New Initiatives:

- Joint live fire training with Homer and Anchor Point.
- Rewrite and distribute standard operating procedures and standard operating guidelines.

Performance Measures

Priority/Goal: Fire and Emergency Medical Services

Goal: Timely response, professionalism, courtesy, knowledge displayed to emergency incidents in all areas

- Objective:**
1. Provide fire and emergency medical response on scene within 8 minutes of page for all areas.
 2. Continue to deliver professional services while leaving a positive impression and outcome to the customer
 3. Build on Strengths and ratify areas of deficiency.

Measures:

Average Response Times by Station	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Diamond Ridge	8	9	10	10	10
Fritz Creek/McNeil Canyon	8	6	8	7	8
Voznesenka / Razdolna	8	12	15	10	12

Call Volume Vs. Responder Average	CY2015 Actual		CY2016 Actual		CY2017 Projected	
	Calls	Responders	Calls	Responders	Calls	Responders
Diamond Ridge – fire calls	29	15	26	17	35	10
Diamond Ridge – EMS calls	68	9	77	8	75	5
Fritz Creek/McNeil Canyon - fire calls	41	18	38	20	45	10
Fritz Creek/McNeil Canyon – EMS calls	61	9	74	7	70	5
Anchor Point -Automatic Aid– fire calls	12	10	8	6	8	6
Anchor Point -Mutual Aid– fire calls	3	8	5	7	6	8
Anchor Point -Mutual Aid– EMS calls	1	5	0	0	1	4
City of Homer -Automatic Aid - Fire calls	0	0	0	0	5	10
City of Homer -Mutual Aid - Fire calls	3	15	7	17	8	18
City of Homer – Mutual aid – EMS calls	1	5	1	6	2	5

Fund	212	Department Function
Dept:	51810	Kachemak Emergency Service Area - Continued

Measures:

Kachemak Emergency Service Area Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history (FTE)	4.0	4.0	4.0	4.0

Priority/Goal: Increase service level for emergency medical response.

Goal: Establish program service area-wide for advance life support care in line with other advanced service areas within the Borough.

- Objective:**
1. Train responders to master new standing orders and increased medical procedures.
 2. Upgrade medical equipment and supplies to support standing orders.
 3. Complete expanded scope training enabling EMT's to perform new medical procedures and use new medications.
 4. Implement physician based trainings and training for each advanced EMT Level in order to maintain advanced level responders.

Measures:

	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Physician Based Training	15	8	8	6	10
EMT II Training	10	8	8	9	10
EMT III Training	10	9	9	9	10
ACLS Training	10	3	3	4	5
PALS Class	2	2	2	1	1

Priority/Goal: Increase service level for fire and rescue response

Goal: Establish program service area-wide for improved firefighting and rescue capabilities in line with other advanced service areas in the Borough.

- Objective:**
1. Improve fire officer staff and capabilities.
 2. Increase engineer staffing through training.
 3. Establish and train specialized crews.
 4. Acquire equipment to support fire, EMS, and search & rescue operations.

Measures:

	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Firefighter II/Officer Training	12	11	11	10	12
Engineer Training	10	5	5	10	10
Truck Company Operations Training	10	8	8	7	12
Specialized Training including Rapid Intervention Team, Confined Space Rescue, High Angle Rescue, Fire Investigation	8	4	4	12	12
Wildland Fire Training	6	4	4	5	6

Commentary

KESA continues to provide leading edge service through implementing the latest in EMS and Firefighting technology and best practices. The training and execution for Tele-medicine, on-scene blood analysis and respiratory therapy continues to save lives and reverse deteriorating conditions in numerous patients. Best Practice and innovative systems have also paid off in firefighting practices. Houses that otherwise would have been a total loss in past years are being saved to the point where home owners can salvage valued possessions. Property owners are getting a significant savings on their insurance premiums with the drop in ISO Ratings. The issue going forward is the ability to continue to provide this high level of service with the resources available, both human and financial.

**Kenai Peninsula Borough
Budget Detail**

Fund 212

Department 51810 - Kachemak Emergency Service Area

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 267,076	\$ 279,814	\$ 292,358	\$ 262,358	\$ 293,761	\$ 1,403	0.48%
40120 Temporary Wages	16,026	19,470	19,950	46,950	19,950	-	0.00%
40130 Overtime Wages	-	-	1,087	1,087	1,098	11	1.01%
40210 FICA	23,729	25,055	26,767	26,767	27,193	426	1.59%
40221 PERS	190,407	81,288	65,616	65,616	65,933	317	0.48%
40321 Health Insurance	79,215	89,683	96,640	96,640	93,792	(2,848)	-2.95%
40322 Life Insurance	438	452	716	716	721	5	0.70%
40410 Leave	32,542	36,525	36,685	36,685	35,814	(871)	-2.37%
40511 Other Benefits	589	309	288	288	288	-	0.00%
Total: Personnel	610,022	532,596	540,107	537,107	538,550	(1,557)	-0.29%
Supplies							
42120 Computer Software	6,875	-	-	-	-	-	-
42210 Operating Supplies	9,295	13,082	13,000	13,000	14,000	1,000	7.69%
42220 Fire/Medical/Rescue Supplies	18,448	27,314	25,000	24,100	20,000	(5,000)	-20.00%
42230 Fuel, Oils and Lubricants	20,828	11,559	20,000	19,000	18,000	(2,000)	-10.00%
42250 Uniforms	5,058	4,762	5,000	6,000	5,000	-	0.00%
42263 Training Supplies	3,067	2,423	2,000	2,900	3,000	1,000	50.00%
42310 Repair & Maintenance Supplies	2,005	844	3,000	3,000	3,000	-	0.00%
42360 Motor Vehicle Repair Supplies	26,198	18,608	25,000	18,000	21,000	(4,000)	-16.00%
42410 Small Tools & Equipment	5,142	4,152	5,000	5,000	5,000	-	0.00%
Total: Supplies	96,916	82,744	98,000	91,000	89,000	(9,000)	-9.18%
Services							
43011 Contractual Services	24,675	41,903	31,000	30,815	43,320	12,320	39.74%
43014 Physical Examinations	3,652	608	4,000	4,000	7,000	3,000	75.00%
43019 Software Licensing	540	768	840	840	840	-	0.00%
43110 Communications	9,177	12,739	15,000	12,000	15,000	-	0.00%
43140 Postage and Freight	1,163	871	1,500	1,500	1,500	-	0.00%
43210 Transportation & Subsistence	5,357	8,862	11,000	14,000	11,000	-	0.00%
43260 Training	1,914	2,315	3,000	2,704	3,000	-	0.00%
43310 Advertising	1,620	-	-	-	-	-	-
43410 Printing	-	-	500	270	500	-	0.00%
43510 Insurance Premium	56,469	83,201	76,731	76,731	54,755	(21,976)	-28.64%
43610 Utilities	46,357	34,200	35,000	45,996	35,000	-	0.00%
43720 Equipment Maintenance	4,883	4,721	4,000	5,875	4,000	-	0.00%
43750 Vehicle Maintenance	285	1,984	2,000	2,000	2,000	-	0.00%
43780 Building & Grounds Maint	2,000	2,140	3,000	1,756	3,000	-	0.00%
43810 Rents and Operating Leases	17,062	2,026	2,068	2,112	2,068	-	0.00%
43920 Dues and Subscriptions	3,836	5,077	5,341	5,341	4,061	(1,280)	-23.97%
Total: Services	178,990	201,415	194,980	205,940	187,044	(7,936)	-4.07%
Capital Outlay							
48514 Firefighting/Rescue Equipment	-	7,235	-	-	17,000	17,000	-
48515 Medical Equipment	-	496	-	-	-	-	-
48520 Storage/Buildings/Containers	-	-	5,000	4,040	-	(5,000)	-100.00%
48710 Minor Office/Communications Equipment	15,078	17,646	36,500	38,374	25,000	(11,500)	-31.51%
48720 Minor Office Furniture	350	-	-	-	-	-	-
48750 Minor Medical Equipment	16,733	12,890	10,000	6,126	5,000	(5,000)	-50.00%
48760 Minor Fire Ftg/Rescue Equipment	55,262	53,199	45,000	47,000	45,000	-	0.00%
Total: Capital Outlay	87,423	91,466	96,500	95,540	92,000	(4,500)	-4.66%

Fund 212
Department 51810 - Kachemak Emergency Service Area - Continued

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget	%
Transfers							
50264 911 Communications	9,851	10,728	15,737	15,737	17,175	1,438	9.14%
50446 KES Debt - Fire Apparatus	-	44,711	44,014	44,014	44,014	-	0.00%
50446 KES Capital Projects	100,000	50,000	50,000	50,000	100,000	50,000	100.00%
Total: Transfers	109,851	105,439	109,751	109,751	161,189	51,438	46.87%
Interdepartmental Charges							
60004 Mileage Ticket Credits	(491)	-	-	-	-	-	-
61990 Administrative Service Fee	-	96	-	-	-	-	-
Total: Interdepartmental Charges	(491)	96	-	-	-	-	-
Department Total	\$ 1,082,711	\$ 1,013,756	\$ 1,039,338	\$ 1,039,338	\$ 1,067,783	\$ 28,445	2.74%

Line-Item Explanations

40110 Regular Wages. Staff includes: Chief, Deputy Chief, administrative assistant, and Mechanic.

40120 Temporary Wages. For volunteer call-out. Wages used for project work by volunteers and in-house snow plowing. Increase due to change in stipend rate.

42210 Operating Supplies. Slight increase in total cost of supplies.

42220 Fire/Medical/Rescue Supplies. Medical supplies, firefighting supplies such as water from water haulers, fire ground tape, foam and other miscellaneous supplies. Decreased by streamlining, lowering quantities and eliminating higher cost items.

42230 Fuel, Oils and Lubricants. Cost of fuel for apparatus.

42360 Motor Vehicle Repair Supplies. Maintenance and repairs to fleet. Decreased for tire replacement not needed in FY2018.

43011 Contractual Services. Medical director contract (\$15,760), laboratory director with CLIA (clinical laboratory improvement amendment) license (\$2,000), inventory and maintenance tracking system (\$6,000), Image Trend support (\$1,220), ambulance billing service (\$2,000), radio services (\$4,000), Phillips MRX service (\$935), turnout gear repairs (\$1,000), ISTAT maintenance (\$2,000), ladder testing (\$3,120), fire extinguisher service (\$650), EMT I instructor (\$3,500) and misc. small contracts (\$1,135). Increased due to cost of new Medical Director and EMT I instructor.

43014 Physical Examinations. Increase for exams for volunteers which are conducted on a two-year cycle.

43110 Communications: TLS pipe going to both stations, cellular data lines for the heart monitor to transmit tele-medicine to the hospital, and cellular data lines for the MDT's.

43210 Transportation/Subsistence. Attendance at the Alaska EMS Symposium, the Alaska Fire Investigators conference, Alaska Fire Chief conference, FDIC conference, Alaska Fire conference, and volunteer meals.

43260 Training. Fees for various conferences including Alaska Firefighters conference, Fire Chiefs summit, EMS symposium, Fire Investigators conference, FDIC (\$2,500), and misc. recertifications (\$500).

43510 Insurance Premium. Coverage for workman's compensation, property, liability, and other insurance.

43610 Utilities. Continued HEA increases and for the propane for Station 2 since the natural gas line has not yet been installed on Diamond Ridge.

43780 Building/Grounds Maintenance. Sanding and snow removal at both stations.

43810 Rents and Operating Leases. Repeater site rental (\$1,200), propane tank lease (\$123), O2 cylinder rental (\$425), and postage meter rental (\$320).

43920 Dues & Subscriptions. IamResponding responder management system (\$800), NFPA fire code (\$1,256), other organizational dues and publications (\$1,956), StreetWise MDT subscription (\$150). Decreased due to the elimination of ILearn Fire Video training and the paramedic license for Deputy Chief.

48514 Firefighting/Rescue Equipment. Modify aerial apparatus for safer more efficient egress (\$17,000).

48520 Storage Equipment. Decreased due to one-time purchase of connex boxes in FY2017.

48710 Minor Office/Communications Equipment. Base radio for Station 2 (\$5,000), continuing purchase of APX 1000's to phase out obsolete ICOM's (\$20,000). Decreased due to one-time purchase of 10 iPads and 4 computer replacements in FY2017.

48750 Minor Medical Equipment. Misc. splints and straps (\$500), REEVES stretcher (\$2,500), and other misc. equipment (\$2,000). Decreased by eliminating IV pumps.

48760 Minor Fire Fighting Equipment. Continuing turnout gear replacement - 10 sets (\$23,070), nozzles, adapters, tools and misc. equipment (\$8,000), rescue airbag system (\$13,930) not purchased last year due to additional EMS gear needed.

50264 Transfer to 911 Fund. To cover charges from the 911 fund for cost of operating the 911 call center.

50446 Transfer to KES Capital Projects Fund. Annual transfer to fund capital projects. Increased to prepare for Tanker replacement. See the Capital Projects section of this document.

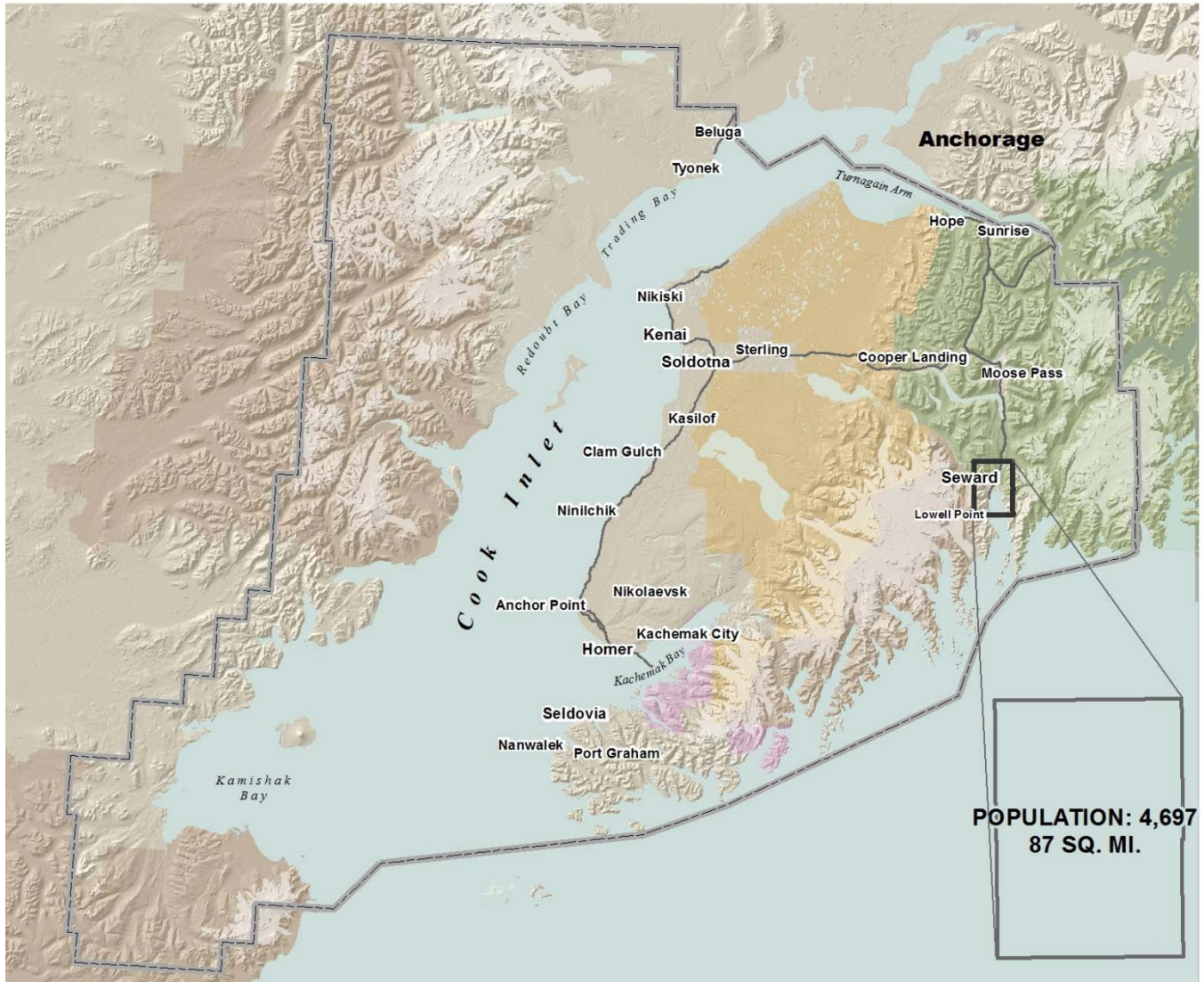
For capital projects information on this department - See the Capital Projects Section - Pages 318 & 330.

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Seward-Bear Creek Flood Service Area

Established in August 2003, this service area was established to provide flood planning, protection and mitigation services to the residents of the service area. The service area is overseen by an elected seven-member board, each serving one to three-year terms. The department is staffed by 1.5 permanent employees.

Revenue is raised through property tax. The mill rate is .75 mills for fiscal year 2018.



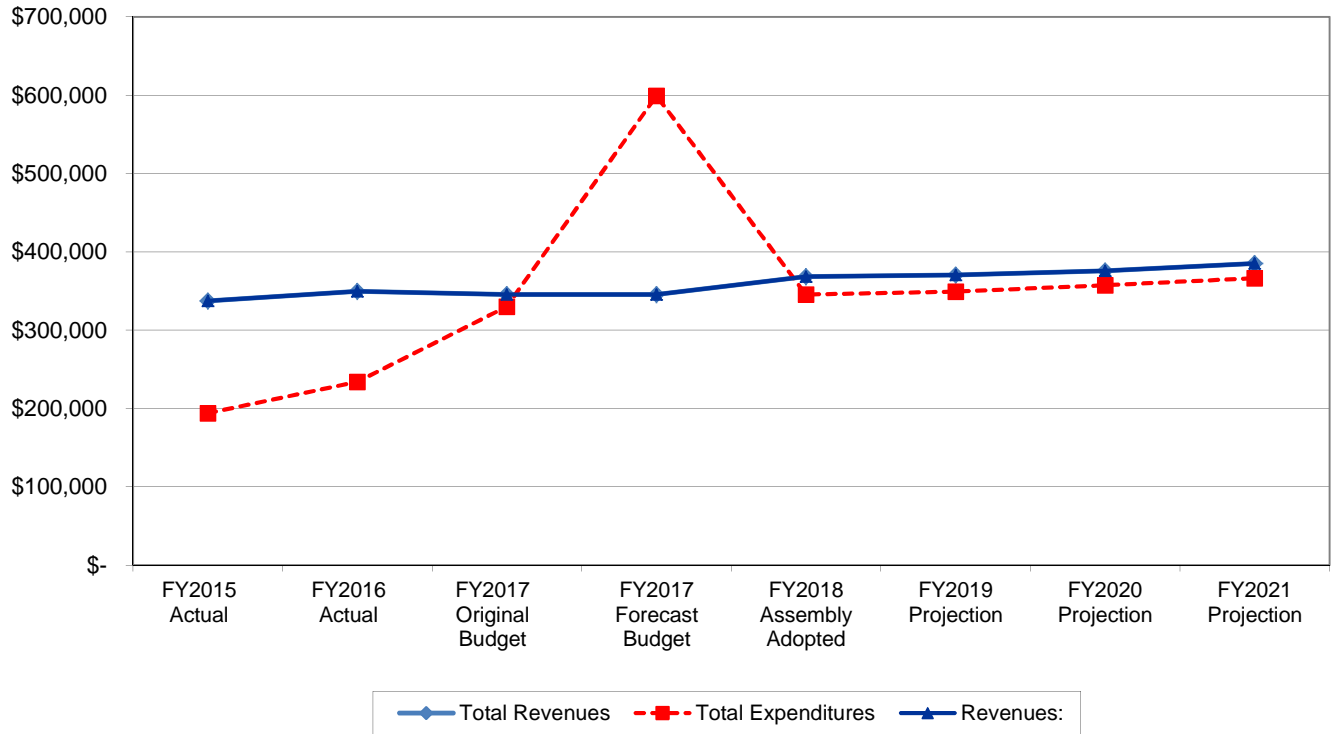
Board Members

Karl Van Buskirk
Robert Reisner
Jessica Gal
Vacant
Randy Stauffer
Vacant
Mark Ganser

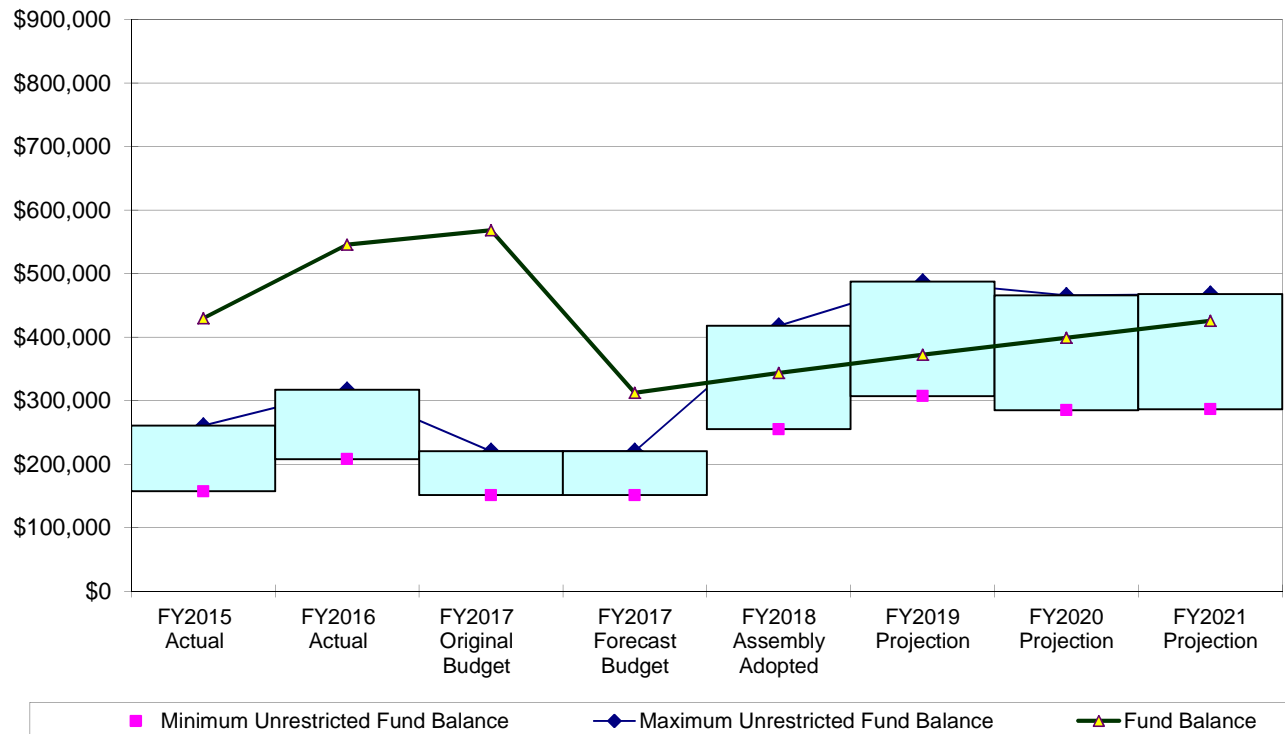
Fund: 259 Seward-Bear Creek Flood Service Area - Budget Projection

Fund Budget:	FY2015	FY2016	FY2017	FY2017	FY2018	FY2019	FY2020	FY2021
	Actual	Actual	Original	Forecast	Assembly	Projection	Projection	Projection
			Budget	Budget	Adopted			
Taxable Value (000's)								
Real	360,138	374,082	387,109	387,109	418,487	418,487	422,672	431,125
Personal	18,587	20,124	23,741	23,821	20,352	20,556	20,762	20,970
Oil & Gas (AS 43.56)	5,901	5,548	9,158	9,158	16,173	15,688	15,217	15,217
	<u>384,626</u>	<u>399,754</u>	<u>420,008</u>	<u>420,088</u>	<u>455,012</u>	<u>454,731</u>	<u>458,651</u>	<u>467,312</u>
Mill Rate	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Revenues:								
Property Taxes								
Real	\$ 268,181	\$ 280,604	\$ 290,332	\$ 290,332	\$ 313,865	\$ 313,865	\$ 317,004	\$ 323,344
Personal	18,385	15,752	17,450	17,508	14,959	15,109	15,260	15,413
Oil & Gas (AS 43.56)	4,426	4,161	6,869	6,869	12,130	11,766	11,413	11,413
Interest	675	726	5,036	5,036	682	681	687	700
Flat Tax	15,093	19,166	12,712	12,712	12,712	12,966	13,225	13,490
Motor Vehicle Tax	9,344	9,671	7,997	7,997	9,508	9,698	9,892	10,090
Total Property Taxes	<u>316,104</u>	<u>330,080</u>	<u>340,396</u>	<u>340,454</u>	<u>363,856</u>	<u>364,085</u>	<u>367,481</u>	<u>374,450</u>
Federal Revenue	422	-	-	-	-	-	-	-
State Revenue	16,206	2,341	-	-	-	-	-	-
Interest Earnings	4,627	12,257	5,036	5,036	4,685	6,437	8,376	10,469
Other Revenue	-	5,000	-	-	-	-	-	-
Total Revenues	<u>337,359</u>	<u>349,678</u>	<u>345,432</u>	<u>345,490</u>	<u>368,541</u>	<u>370,522</u>	<u>375,857</u>	<u>384,919</u>
Total Revenues and Operating Transfers	<u>337,359</u>	<u>349,678</u>	<u>345,432</u>	<u>345,490</u>	<u>368,541</u>	<u>370,522</u>	<u>375,857</u>	<u>384,919</u>
Expenditures:								
Personnel	84,533	80,101	81,902	81,902	165,966	169,285	173,517	178,723
Supplies	769	960	3,700	3,011	4,300	4,386	4,474	4,563
Services	38,107	54,518	132,906	402,175	147,640	147,640	150,593	153,605
Capital Outlay	1,119	867	800	1,389	2,400	2,448	2,497	2,547
Interdepartmental Charges	69,479	97,413	110,516	110,516	25,000	25,500	26,138	26,922
Total Expenditures	<u>194,007</u>	<u>233,859</u>	<u>329,824</u>	<u>598,993</u>	<u>345,306</u>	<u>349,259</u>	<u>357,219</u>	<u>366,360</u>
Total Expenditures and Operating Transfers	<u>194,007</u>	<u>233,859</u>	<u>329,824</u>	<u>598,993</u>	<u>345,306</u>	<u>349,259</u>	<u>357,219</u>	<u>366,360</u>
Net Results From Operations	143,352	115,819	15,608	(253,503)	23,235	21,263	18,638	18,559
Projected Lapse	-	-	6,870	20,329	7,717	7,724	7,878	8,036
Change in Fund Balance	143,352	115,819	22,478	(233,174)	30,952	28,987	26,516	26,595
Beginning Fund Balance (less Restricted)	286,349	429,701	545,520	545,520	312,346	343,298	372,285	398,801
Ending Fund Balance (less Restricted)	<u>\$ 429,701</u>	<u>\$ 545,520</u>	<u>\$ 567,998</u>	<u>\$ 312,346</u>	<u>\$ 343,298</u>	<u>\$ 372,285</u>	<u>\$ 398,801</u>	<u>\$ 425,396</u>

**Seward Bear Creek Flood Service Area
Revenues and Expenditures**



**Seward Bear Creek Flood Service Area
Unreserved Fund Balance**



Fund: 259	Department Function
Dept: 21212	Seward/Bear Creek Flood Service Area

Mission

The mission of the Seward/Bear Creek Flood Service Area is to provide flood planning, protection, and mitigation services in coordination with the appropriate agencies, to reduce the risk of flood damage to private and public property.

Program Description

The Flood Service Area is responsible for providing flood planning and mitigation services to the Seward/ Bear Creek community. The Board is tasked to determine flood planning needs and to advise and facilitate flood hazard reduction measures.

Major Long Term Issues and Concerns:

- The need for funding, partnerships, and plans for annual sediment and debris removal.
- Lack of areas outside the floodplain for gravel deposition or plans for utilization of removed debris.
- The need for developable property outside the floodplain for residential housing and commercial expansion.
- KPB does not have site control at various critical flood mitigation sites within the service area.
- Replacement or relocation of the Forest Road Bridge over Lost Creek in the Old Mill subdivision.

FY2017 Accomplishments

- The US Army Corps of Engineers, in partnership with the Borough, completed design to construct a flood control revetment and recreational area for Salmon Creek (\$4.5 million total project cost).
- Obtained State easements for construction/ maintenance access road and recreational parking area for Salmon Creek flood control revetment.
- Partnered with University of Alaska Fairbanks to complete a mass wasting/ sedimentation study for the purpose of streambed change detection and hazard identification.
- Partnered with KPB Roads Service Area to complete bridge conveyance and channel maintenance in Lost Creek up and downstream from the bridge.
- Partnered with City of Seward to complete a coastal erosion rip rap project.
- Completed channel and embankment restoration at four project sites (Box Canyon, Sawmill and Salmon Creeks).

FY2018 New Initiatives:

- Complete construction of a flood control revetment and recreational area for Salmon Creek by the US Army Corps of Engineers, in partnership with the Borough.
- Obtain funding for a sediment management plan to include streambed debris removal, deposition areas outside the floodplain, and plans for utilization of material.
- Establish benchmarks in high risk subdivisions for property owners to obtain lower cost evaluation certificates for the National Flood Insurance Program.

Performance Measures

Priority/Goal: Public Outreach and Education

Goal: Raise public awareness of floodplain risks, mitigation efforts, and national flood insurance program

- Objective:**
1. Send out educational mailing to all service area property owners
 2. Conduct Community Work Sessions/ Public meetings

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Number of bulk educational mailings	1	1	1	1
Number of community work sessions/ public meetings	2	2	2	2

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Service Area staffing history	.75	.75	.75	1.5
Water Resource Manager/ Project Manager (Interdepartmental Charge)	.48	.68	.40	N/A

Fund: 259	Department Function
Dept: 21212	Seward/Bear Creek Flood Service Area - Continued

Priority/Goal: Flood Mitigation

Goal: Prioritize, plan, and facilitate flood mitigation projects

Objective: 1. Obtain grant funding for risk assessment or mitigation projects
2. Complete in-stream and multi-agency mitigation projects

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Grant /Partnership mitigation funding applications	2	2	2	2
In-stream mitigation projects	2	2	4	3
Multi-agency mitigation projects	1	1	2	2

Commentary:

The following information is the status of mitigation projects approved by the Service Area:

In-stream mitigation projects (% completed during FY17)

- Kwechak Creek (KC4) Embankment/ Channel Restoration (20%).
- Box Canyon Creek Water Diversion Structure Restoration (50%).
- Sawmill Creek Embankment/ Channel Restoration (50%).
- Salmon Creek (SC 15) Embankment/ Channel Restoration (20%).

Multi-agency mitigation projects (% completed during FY17)

- Lost Creek Bridge Conveyance & Channel Maintenance (50%)
- City of Seward Coastal Erosion Project (100%)

**Kenai Peninsula Borough
Budget Detail**

**Fund 259
Department 21212 - Seward-Bear Creek Flood Service Area**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 33,773	\$ 38,794	\$ 39,754	\$ 39,754	\$ 85,957	\$ 46,203	116.22%
40210 FICA	2,559	3,028	3,553	3,553	7,693	4,140	116.52%
40221 PERS	23,978	11,407	9,096	9,096	19,673	10,577	116.28%
40321 Health Insurance	20,563	22,307	24,160	24,160	41,034	16,874	69.84%
40322 Life Insurance	65	64	102	102	219	117	114.71%
40410 Leave	3,387	4,334	5,093	5,093	11,150	6,057	118.93%
40511 Other Benefits	208	167	144	144	240	96	66.67%
Total: Personnel	84,533	80,101	81,902	81,902	165,966	84,064	102.64%
Supplies							
42020 Signage Supplies	-	61	200	200	700	500	250.00%
42120 Computer Software	100	130	-	-	600	600	-
42210 Operating Supplies	669	654	3,500	2,811	3,000	(500)	-14.29%
42250 Uniforms	-	115	-	-	-	-	-
Total: Supplies	769	960	3,700	3,011	4,300	600	16.22%
Services							
43011 Contractual Services	17,319	38,974	110,000	379,169	125,000	15,000	13.64%
43019 Software Licensing	-	-	200	200	200	-	0.00%
43110 Communications	1,022	1,045	2,232	2,232	2,232	-	0.00%
43140 Postage and Freight	583	695	1,000	1,000	1,000	-	0.00%
43210 Transportation/Subsistence	6,372	2,200	6,800	6,160	6,800	-	0.00%
43260 Training	1,950	180	700	1,340	800	100	14.29%
43310 Advertising	442	442	500	600	500	-	0.00%
43510 Insurance Premium	144	183	202	202	181	(21)	-10.40%
43720 Equipment Maintenance	426	515	500	500	500	-	0.00%
43810 Rents and Operating Leases	9,694	9,994	10,472	10,472	10,027	(445)	-4.25%
43920 Dues and Subscriptions	155	290	300	300	400	100	33.33%
Total: Services	38,107	54,518	132,906	402,175	147,640	14,734	11.09%
Capital Outlay							
48610 Land Purchase	500	-	-	-	-	-	-
48710 Minor Office/Communications Equipment	-	140	800	765	1,800	1,000	125.00%
48720 Minor Office Furniture	619	727	-	624	600	600	-
Total: Capital Outlay	1,119	867	800	1,389	2,400	1,600	200.00%
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	69,479	98,236	110,516	110,516	25,000	(85,516)	-77.38%
60004 Mileage Ticket Credits	-	(823)	-	-	-	-	-
Total: Interdepartmental Charges	69,479	97,413	110,516	110,516	25,000	(85,516)	-77.38%
Department Total	\$ 194,007	\$ 233,859	\$ 329,824	\$ 598,993	\$ 345,306	\$ 15,482	4.69%

Line-Item Explanations

40110 Regular Wages. Staff includes Service Area Coordinator and 1/2 time secretary.

Change: Increase current administrative position from 3/4 time to full-time.
Add: 1/2 time secretary.

42020 Signage Supplies. Posting signage at the Salmon Creek Flood Risk Management parking area and access road.

42120 Computer Software. Microsoft Projects software.

43011 Contractual Services. Channel and embankment maintenance (\$15,000), flood restoration/ repair (\$15,000), bank stabilization/ revetment projects (\$15,000), cooperative project with City of Seward (\$50,000), establishing benchmarks (\$10,000), sediment management plan (\$20,000).

43210 Transportation/Subsistence. Board meeting allowance, conferences, meetings, training opportunities for staff. Floodplain management certification requires 16 continuing education credits every 2 years.

43260 Training. Registration fees for conferences or training for staff. Increase for ASFPM conference fee.

43720 Equipment Maintenance. Copier agreement.

43810 Rents & Operating Leases. Office space lease agreement and post box fee.

48710 Minor Office Equipment. High performance laptop (\$1,800).

48720 Minor Office Furniture. Four office chairs (\$600).

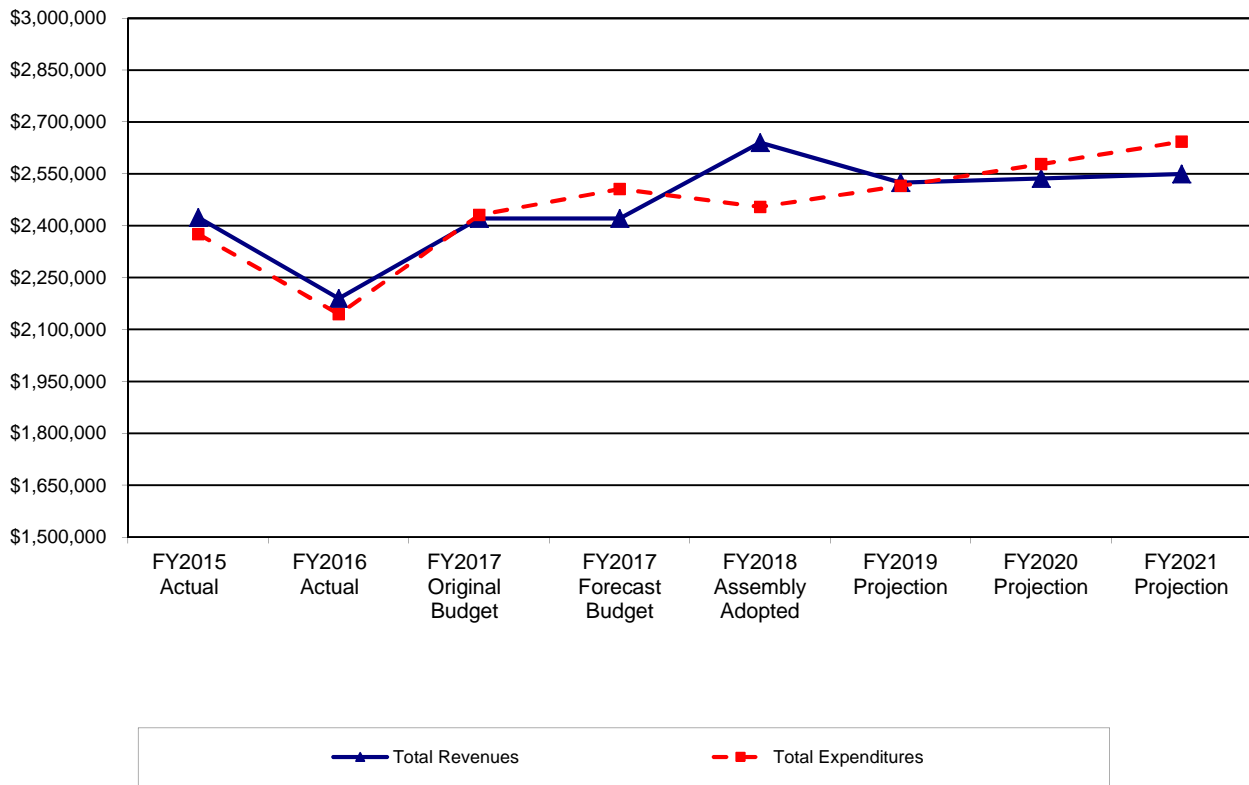
60000 Charges (To) From Other Depts. These are charges paid to the Purchasing & Contracting department for project management on SBCFSA projects. Eliminated Water Resources Manager.

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Fund: 264 911 Communications - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues:								
911 Charges	\$ 1,415,898	\$ 1,438,229	\$ 1,468,867	\$ 1,468,867	\$ 1,489,368	1,489,368	1,489,368	1,489,368
State Revenue	367,961	103,555	105,000	105,000	105,000	107,100	109,242	111,427
Other Revenue	137,185	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Total Revenues	1,921,044	1,691,784	1,723,867	1,723,867	1,744,368	1,746,468	1,748,610	1,750,795
Operating Transfers From:								
General Fund	276,351	265,826	456,368	456,368	650,000	525,000	525,000	525,000
Nikiski Fire Service Area	69,632	67,669	62,504	62,504	66,953	69,631	72,416	75,313
Anchor Point	8,227	19,655	22,938	22,938	14,940	13,205	13,733	14,282
Central Emergency Service Area	138,362	134,212	139,557	139,557	146,612	152,476	158,575	164,918
Kachemak Emergency Service Area	9,851	10,728	15,737	15,737	17,175	17,862	18,576	19,319
Total Operating Transfers	502,423	498,090	697,104	697,104	895,680	778,174	788,300	798,832
Total Revenues and Operating Transfers	2,423,467	2,189,874	2,420,971	2,420,971	2,640,048	2,524,642	2,536,910	2,549,627
Expenditures:								
Personnel	1,708,363	1,483,798	1,524,289	1,524,289	1,565,789	1,604,934	1,645,057	1,686,183
Supplies	1,998	4,247	7,950	7,950	9,950	10,199	10,454	10,715
Services	542,509	544,165	701,913	661,477	668,808	685,528	702,666	720,233
Capital Outlay	18,032	10,280	75,028	75,028	88,102	90,305	92,563	94,877
Interdepartmental Charges	104,868	101,954	122,115	122,115	121,415	124,450	127,561	130,750
Total Expenditures	2,375,770	2,144,444	2,431,295	2,390,859	2,454,064	2,515,416	2,578,301	2,642,758
Total Expenditures and Operating Transfers	2,375,770	2,144,444	2,431,295	2,390,859	2,454,064	2,515,416	2,578,301	2,642,758
Net Results From Operations	47,697	45,430	(10,324)	30,112	185,984	9,226	(41,391)	(93,131)
Projected Lapse	-	-	72,939	71,726	73,622	75,462	77,349	79,283
Change in Fund Balance	47,697	45,430	62,615	101,838	259,606	84,688	35,958	(13,848)
Beginning Fund Balance	45,287	92,984	138,414	138,414	240,252	499,858	584,546	620,504
Ending Fund Balance	\$ 92,984	\$ 138,414	\$ 201,029	\$ 240,252	\$ 499,858	584,546	620,504	606,656
Fund Balance Designation:								
Restricted	\$ 294,428	\$ 344,842	\$ 180,071	\$ 219,294	-	-	-	-
Unrestricted	(201,444)	(206,428)	20,958	20,958	499,858	584,546	620,504	606,656
Ending Fund Balance	\$ 92,984	\$ 138,414	\$ 201,029	\$ 240,252	\$ 499,858	584,546	620,504	606,656

911 Program Revenues & Expenditures



Fund: 264 Dept: 11255	Department Function 911 Communications
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Mission

Our mission is to enhance the quality of life of the Kenai Peninsula Borough citizens by serving as the communications link between the citizen and the public safety services.

Program Description

The Soldotna Public Safety Communications Center (SPSCC) is responsible for providing emergency and routine public safety radio, telephone, 9-1-1 and computer-aided dispatching services to multiple law enforcement, fire, and EMS agencies. We will strive to handle all 9-1-1 and other calls for service in a prompt, courteous, professional manner. We recognize that service is our one and only product and we share a common ongoing goal to provide it at the highest possible level. We recognize that our strength and success are tied directly to the unique contributions of each of us working in the spirit of cooperation and teamwork.

The costs shown are approximately 60% of the total cost of operating the 911 program for the Kenai Peninsula. The State of Alaska Department of Public Safety budgets and pays for the other cost.

Major Long Term Issues and Concerns:

- Adequate staffing levels for 24/7 9-1-1 operation in order to provide sufficient coverage and minimize liability.

- Current governance structure of SPSCC.
- Implement police protocol, standardizing all three disciplines (Police/Fire/EMS).

FY2017 Accomplishments:

- Trained state dispatch new hires throughout entire fiscal year.
- Received funding to purchase and deploy upgrade of six Motorola radio console
- Obtained grant funding for dispatch remodel/console expansion from six to eight consoles.
- Digitized call-out book into CAD. Utilized more CAD functions.

FY2018 New Initiatives:

- Dispatch reconfiguration project: 911 furniture and flooring replacement.
- Institute employee recognition/appreciation program.
- Create dispatch user group including all agencies dispatched by SPSCC.
- Increase protocol compliance by providing continuing education opportunities for personnel related to the EMD/EMD process.
- Work with CES and NFSA to acquire funding to purchase paging alert system to interface with CAD.

Performance Measures

Priority/Goal: Public Safety Communications

Goal: To deliver the highest level of professional service to the public, emergency responders and external agencies.

Objective:

1. Answer 95% of all 9-1-1 calls within 15 seconds or less (NFPA 1221).
2. Answer 90% of all 9-1-1 calls within 10 seconds or less (internal goal).

Measure:

	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Average 9-1-1 time to answer	:10	:06	:08	:08	:08

Priority/Goal: Training

Goal: Educate our staff

Objective: Have all staff complete and pass EMD and EFD classes and receive certification.

Measure:

	Benchmark	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Estimated	FY18 Estimated
Percent of staff passing EMD, EFD classes	100%	100%	100%	100%	100%	100%

Fund: 264	Department Function		
Dept: 11255	911 Communications - Continued		

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	11.5	12.5	12.5	13

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Total 9-1-1 calls received	27,239	28,821	29,865	30,755
Wireless 9-1-1 calls	16,615 (61%)	20,557 (71%)	21,204 (71%)	21,836 (71%)
Wireline 9-1-1 calls	10,624 (39%)	8,264 (29%)	8,660 (29%)	8,919 (29%)
Average 9-1-1 call duration	2:07	2:27	2:27	2:27
Average 9-1-1 time to answer	:06	:08	:08	:08

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
CAD (Computer Aided Dispatch) calls for service law enforcement	65,011	63,134	61,661	61,661
CAD (Computer Aided Dispatch) calls for service EMS/Fire	4,274	4,569	4,843	5,133

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Proposed
E911 Surcharge	\$ 1.80	\$ 2.00	\$ 2.00	\$ 2.00

**Kenai Peninsula Borough
Budget Detail**

Fund 264

Department 11255 - 911 Communications

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 683,181	\$ 720,997	\$ 798,415	\$ 788,415	\$ 842,039	\$ 43,624	5.46%
40120 Temporary Wages	609	1,975	-	-	-	-	-
40130 Overtime Wages	67,094	83,574	53,852	53,852	54,090	238	0.44%
40210 FICA	63,076	67,332	74,657	74,657	78,473	3,816	5.11%
40221 PERS	544,313	241,511	193,000	193,000	203,024	10,024	5.19%
40321 Health Insurance	252,032	264,420	302,000	302,000	281,376	(20,624)	-6.83%
40322 Life Insurance	1,112	1,203	2,005	2,005	2,109	104	5.19%
40410 Leave	95,420	101,245	98,632	98,632	102,950	4,318	4.38%
40511 Other Benefits	1,526	1,541	1,728	11,728	1,728	-	0.00%
Total: Personnel	1,708,363	1,483,798	1,524,289	1,524,289	1,565,789	41,500	2.72%
Supplies							
42120 Computer Software	-	-	300	300	300	-	0.00%
42210 Operating Supplies	419	3,367	2,300	2,300	4,300	2,000	86.96%
42263 Training Supplies	-	15	1,100	1,100	1,100	-	0.00%
42310 Repair/Maintenance Supplies	1,352	865	4,250	4,250	4,250	-	0.00%
42410 Small Tools	227	-	-	-	-	-	-
Total: Supplies	1,998	4,247	7,950	7,950	9,950	2,000	25.16%
Services							
43011 Contractual Services	341,969	173,008	169,279	174,279	179,150	9,871	5.83%
43019 Software Licensing	24,100	184,176	193,357	193,357	204,515	11,158	5.77%
43110 Communications	108,868	111,514	135,270	135,270	135,270	-	0.00%
43210 Transportation/Subsistence	5,790	7,777	7,246	7,246	10,400	3,154	43.53%
43260 Training	3,084	1,689	9,360	9,360	9,360	-	0.00%
43510 Insurance Premium	4,177	5,386	5,923	5,923	5,923	-	0.00%
43610 Utilities	46,193	47,763	49,200	49,200	51,660	2,460	5.00%
43720 Equipment Maintenance	-	-	17,673	17,673	3,361	(14,312)	-80.98%
43780 Building/Ground Maintenance	7,561	12,177	14,600	14,600	14,600	-	0.00%
43812 Equipment Replacement Payment	-	-	98,963	53,527	53,527	(45,436)	-45.91%
43920 Dues and Subscriptions	767	675	1,042	1,042	1,042	-	0.00%
Total: Services	542,509	544,165	701,913	661,477	668,808	(33,105)	-4.72%
Capital Outlay							
48120 Major Office/Communications Equipment	9,888	-	71,643	71,643	81,713	10,070	14.06%
48710 Minor Office/Communications Equipment	5,601	8,556	1,785	1,785	4,789	3,004	168.29%
48720 Minor Office Furniture	2,543	1,724	1,600	1,600	1,600	-	0.00%
Total: Capital Outlay	18,032	10,280	75,028	75,028	88,102	13,074	17.43%
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	105,391	102,806	122,115	122,115	122,215	100	0.08%
60004 Mileage Ticket Credits	(523)	(852)	-	-	(800)	(800)	-
Total: Interdepartmental Charges	104,868	101,954	122,115	122,115	121,415	(700)	-0.57%
Department Total	\$ 2,375,770	\$ 2,144,444	\$ 2,431,295	\$ 2,390,859	\$ 2,454,064	\$ 22,769	0.94%

Fund 264

Department 11255 - 911 Communications - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Communications Center Manager, 3 Shift Supervisors, and 7 Public Safety Dispatchers, 1 Quality Assurance Specialist/Administrative Assistant (proposed), and 1 Emergency Management Technical Specialist (IT).

Added .50 Administrative Assistant

42310 Repair/Maintenance Supplies. 75% of cost for power module for ERC (75% = \$3,750)(the remaining 25% to be covered by OEM) and spare parts not under warranty or support (\$500).

43011 Contractual Services. Payments to cities for E911 services (\$158,400), custodial (\$3,600), EMD sponsoring physician (\$11,000), and Telelanguage services (\$150), KPB hosted EMD and EFD courses (\$6,000).

43019 Software Licensing. MicroData technical support call handling annual maintenance (\$43,328), and MicroData auto location database maintenance (\$48,755), MicroData maintenance for City of Kenai (\$578), CritiCall software maintenance 4yr license (\$2,035), security camera software renewal, (\$160), CAD software maintenance (\$65,000), EMD, EFD, AQUA protocol software and cardset support and updates (\$10,895) for City of Kenai (\$2,870), VMWare (foundation for CAD servers), Cisco network appliances, Windows Server 2008, SQL for Vcenter, SQL for CAD database, Equal Logic SAN support (\$30,544), Solarwinds software maintenance (\$350).

43110 Communications. Dedicated long distance circuits, trunks, and data lines and connectivity (\$129,300), TLS circuit at 20Mbps (\$5,520), cell phone stipend for IT Specialist (\$450).

43210 Transportation/Subsistence. Travel costs and lodging for yearly conferences with subject matter pertaining to 911, public safety, and emerging technologies. Budget increased due to per diem, travel and lodging costs.

43260 Training. Annual NAED Navigator conference for 911 staff (\$540), New World Systems CAD conference (\$2,000), NAED training for EMD/EFD certification/recertification (\$1,320), BLS (\$500), annual NENA conference for 911 Manager (\$600), ASEC (\$400), miscellaneous staff training (\$4,000).

43720 Equipment Maintenance. Maintenance agreement for fax and printers (\$1,250), IBM hardware maintenance contract (\$1,023), and other miscellaneous maintenance (\$1,088).

43780 Building/Grounds Maintenance. Grounds maintenance (\$1,000), and elevator maintenance (\$2,100), generator/building maintenance (\$9,000), snow removal (\$2,500).

48120 Office Equipment. Cisco router and switch replacement (\$9,330), MicroDATA ALI Selective Router replacement (\$26,225), purchase of 2 emergency back-up 9-1-1 workstations to ensure continuity of operations (\$39,519), purchase of two Dell Optiplex workstations (\$6,639).

48710 Minor Office Equipment. Equallogic SAN (\$385), purchase of two M1KB voice gateways (\$3,354), APC workstation UPS replacements (\$1,050).

48720 Minor Office Furniture. Replace 24/7 dispatch chairs (\$1,600).

60000 Charges (To) From Other Departments. These are charges from Resource Planning for 95% of the wages and benefits of the Addressing Officer responsible for all 911 addressing and database management.

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2017 Estimated</u>	<u>FY2018 Projected</u>	<u>Projected Payments FY2019-2021</u>
SAN Replication/ data protection **	\$ -	\$ 460	\$ 460	\$ 1,380
911 dispatch radio consoles (partial funding)	-	53,067	53,067	159,201
	<u>\$ -</u>	<u>\$ 53,527</u>	<u>\$ 53,527</u>	<u>\$ 160,581</u>

** An 85/15 split is being billed to the IT Department and 911 fund respectively for this hardware.

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Kenai Peninsula Borough

Recreation Service Areas

Fund Description

The Borough has two (2) recreation service areas, the North Peninsula Recreation Service Area and the Seldovia Recreation Service Area. Each service area has a separate board of directors and its own taxing jurisdiction although the Borough sets the mill rate and approves their budget

The major source of revenue for each of these service areas is property tax. Additional funding is provided through user fees, state grants and interest earnings.

North Peninsula Recreation Service Area - this service area provides recreation services for the residents of Nikiski and Tyonek.

Seldovia Recreational Service Area - this service area provides recreational services for the residents of Seldovia.

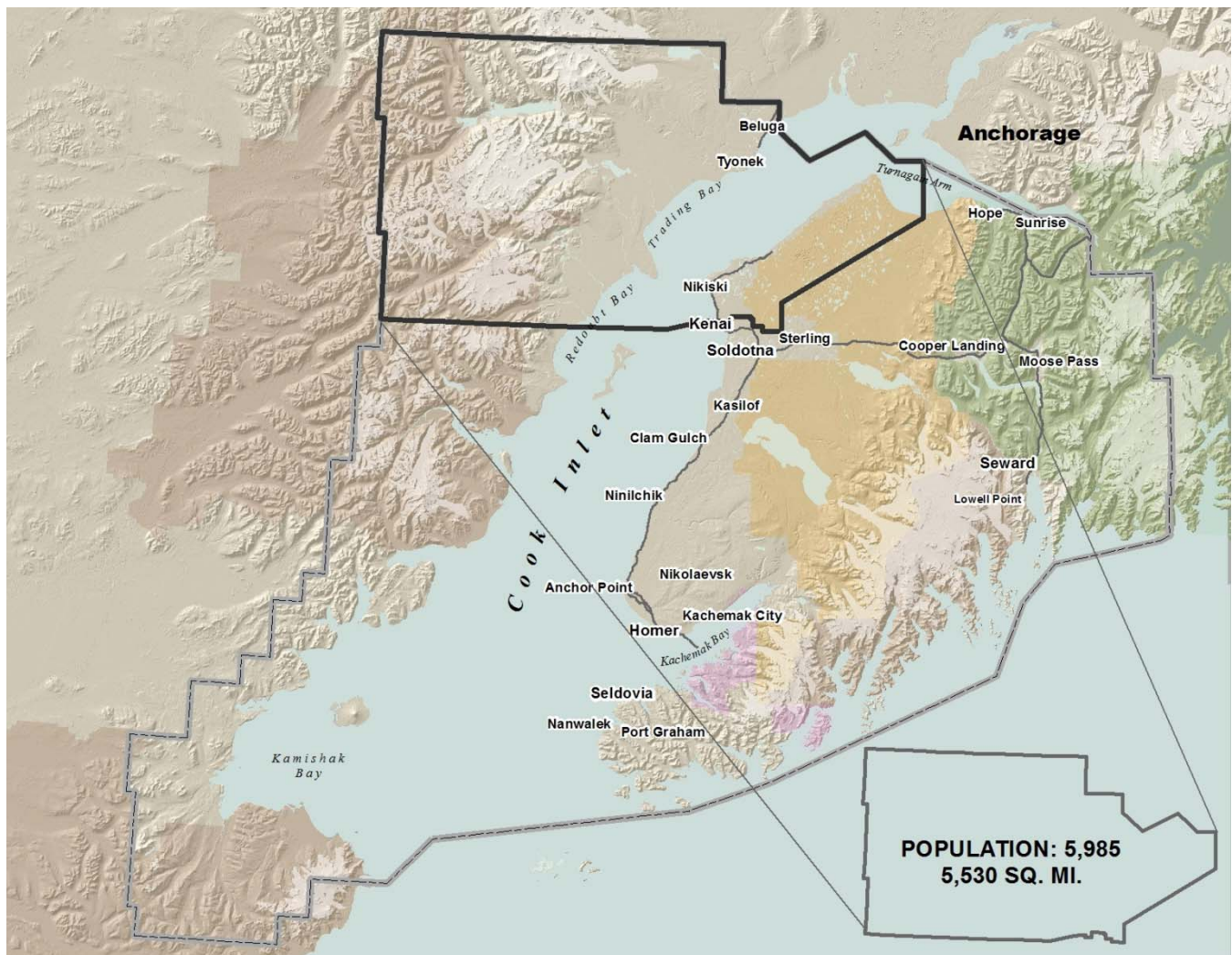
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North Peninsula Recreation Service Area

The recreation service area was formed to provide recreation services for the Nikiski and Tyonek area residents. Established in 1974, five elected members serve on its board. The service area has 9.25 permanent employees. Programs include basketball, volleyball, flag football, pickle ball, kickball, hockey, teen night, open gym activities, community classes and aquatic programs. The service area sponsors "Family Fun in the Midnight Sun" in June as a community wide event. The Boys & Girls Club of South Central Alaska is contracted to provide the recreation services for the Village of Tyonek.

Facilities in Nikiski, operated/owned by the North Peninsula Recreation Service Area, consist of an indoor swimming pool with waterslide, multipurpose fields, community playgrounds, covered natural ice rink, trail systems, skateboard park, racquetball courts with exercise area, disc golf course and a community center. The Nikiski Community Recreation Center (NCRC) currently houses a teen center, full swing golf simulator, gymnasium used for sporting activities and leagues, and banquet room and classroom/training spaces used for rentals for small and large group gatherings.

Revenues are derived primarily through property tax. The mill rate for fiscal year 2018 is 1.00 mills. Other revenues include facility user fees, program fees, and interest income.



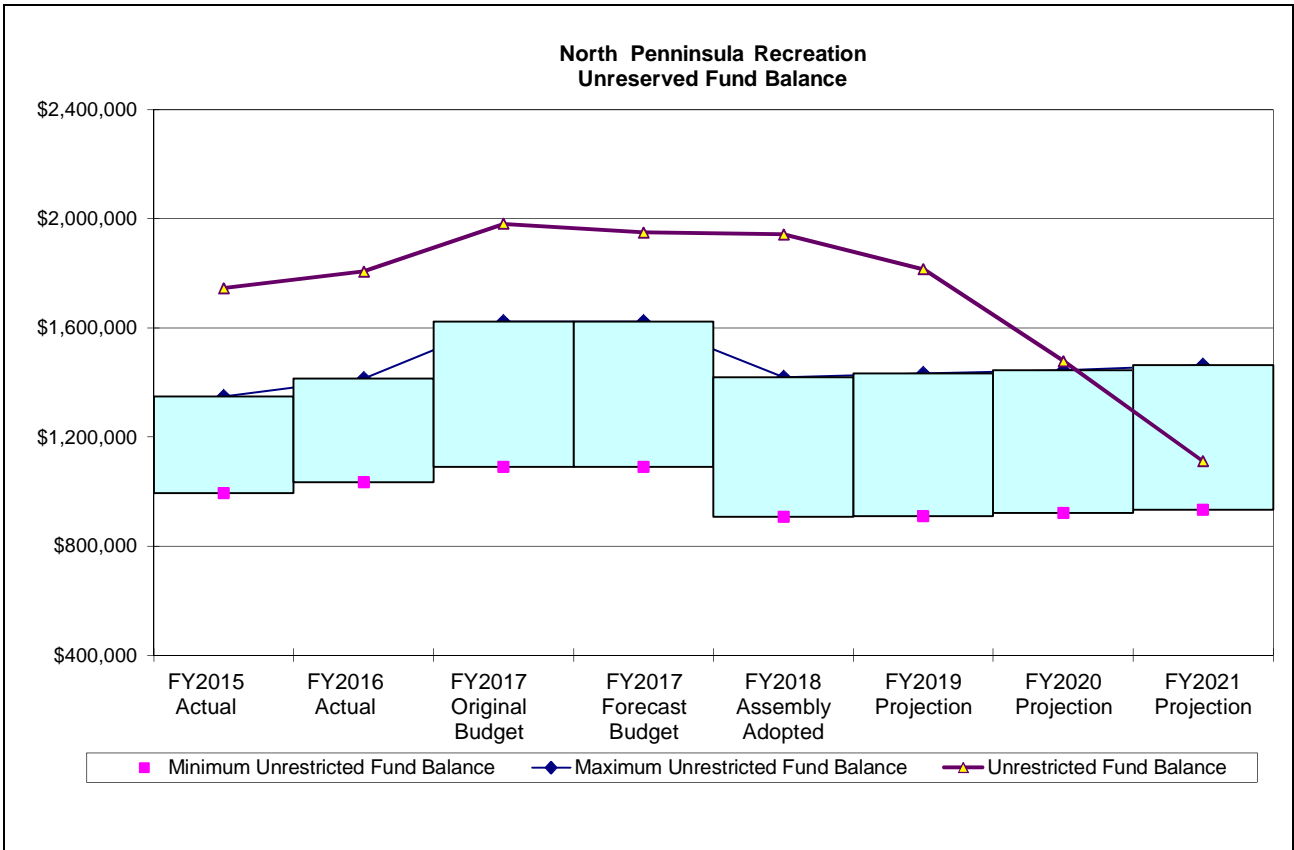
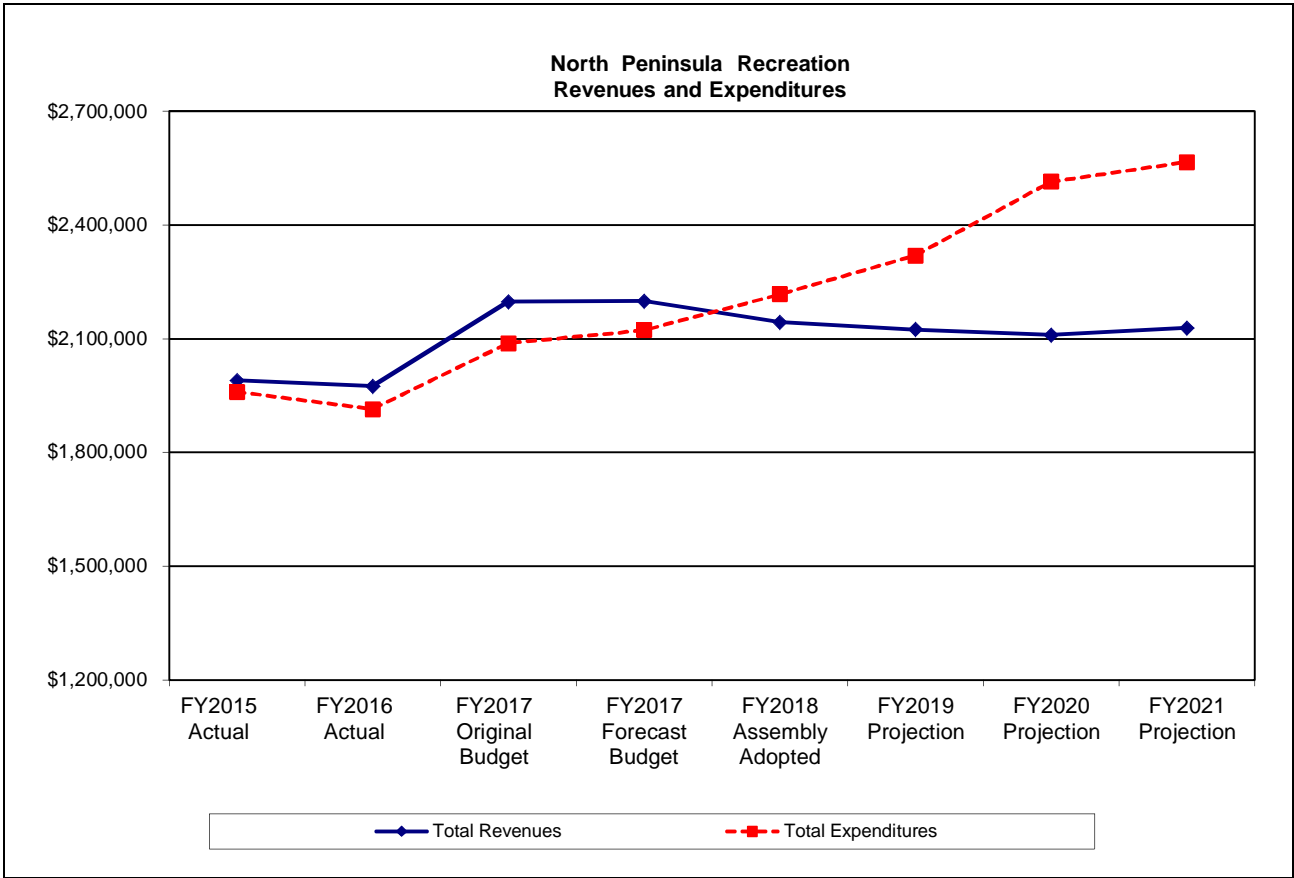
NPRSA Board of Directors

Stacy Oliva, Chair
Michele Carver, Vice Chair
Felix Martinez
Timothy Johnson
Paul Lorenzo

Recreation Director: Rachel Parra
Recreation Supervisor: Jackie Cason
Pool Supervisor: Nigel LaRicca

Fund: 225 North Peninsula Recreation Service Area - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Taxable Value (000's)								
Real	628,378	678,459	732,927	732,975	747,499	747,499	754,974	770,073
Personal	45,240	43,754	45,902	47,148	43,031	43,461	43,896	44,335
Oil & Gas (AS 43.56)	840,230	939,865	1,145,463	1,145,463	1,084,447	1,051,914	1,020,357	1,020,357
	1,513,848	1,662,078	1,924,292	1,925,586	1,874,977	1,842,874	1,819,227	1,834,765
Mill Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Revenues:								
Property Taxes								
Real	\$ 625,785	\$ 677,451	\$ 732,927	\$ 732,975	\$ 747,499	\$ 747,499	\$ 754,974	\$ 770,073
Personal	45,816	47,199	44,984	46,205	42,170	42,592	43,018	43,448
Oil & Gas (AS 43.56)	831,278	939,865	1,145,463	1,145,463	1,084,447	1,051,914	1,020,357	1,020,357
Interest	1,934	1,433	6,259	6,259	6,509	6,769	7,040	7,322
Flat Tax	3,687	2,975	3,665	3,665	3,665	3,738	3,813	3,889
Motor Vehicle Tax	19,276	18,888	18,980	18,980	19,082	19,464	19,853	20,250
Total Property Taxes	1,527,776	1,687,811	1,952,278	1,953,547	1,903,372	1,871,976	1,849,055	1,865,339
State Revenue	222,111	29,548	-	-	-	-	-	-
Interest Earnings	23,813	51,113	26,716	26,716	29,238	36,421	40,821	38,818
Other Revenue	216,433	206,744	219,166	219,166	211,589	215,821	220,137	224,540
Total Revenues	1,990,133	1,975,216	2,198,160	2,199,429	2,144,199	2,124,218	2,110,013	2,128,697
Expenditures:								
Personnel	1,253,782	1,115,201	1,208,157	1,243,157	1,226,243	1,250,768	1,282,037	1,320,498
Supplies	99,735	109,259	126,700	126,715	126,700	129,234	131,819	134,455
Services	478,870	495,738	512,169	506,559	518,511	518,511	528,881	539,459
Capital Outlay	27,565	21,006	16,230	21,825	21,280	21,706	22,140	22,583
Interdepartmental Charges	(370)	(1,690)	-	(600)	(600)	(612)	(624)	(636)
Total Expenditures	1,859,582	1,739,514	1,863,256	1,897,656	1,892,134	1,919,607	1,964,253	2,016,359
Operating Transfers To:								
Capital Projects Fund	100,000	175,000	225,000	225,000	325,000	400,000	400,000	400,000
Debt Service	-	-	-	-	-	-	150,000	150,000
Total Operating Transfers	100,000	175,000	225,000	225,000	325,000	400,000	550,000	550,000
Total Expenditures and Operating Transfers	1,959,582	1,914,514	2,088,256	2,122,656	2,217,134	2,319,607	2,514,253	2,566,359
Net Results From Operations	30,551	60,702	109,904	76,773	(72,935)	(195,389)	(404,240)	(437,662)
Projected Lapse	-	-	65,214	66,418	66,225	67,186	68,749	70,573
Change in Fund Balance	30,551	60,702	175,118	143,191	(6,710)	(128,203)	(335,491)	(367,089)
Beginning Fund Balance	1,714,727	1,745,278	1,805,980	1,805,980	1,949,171	1,942,461	1,814,258	1,478,767
Ending Fund Balance	\$ 1,745,278	\$ 1,805,980	\$ 1,981,098	\$ 1,949,171	\$ 1,942,461	\$ 1,814,258	\$ 1,478,767	\$ 1,111,678



Fund: 225

Department Function

Dept: 61110

North Peninsula Recreation Service Area

Mission

To provide recreational opportunities for the public and promote health and safety through education, participation, and recreation. To maintain and operate recreational facilities and open spaces for recreational, educational, and civic purposes.

Program Description

NPRSA operates and maintains the following facilities: Nikiski Pool, Exercise Room with Racquetball/Wallyball Courts, Jason Peterson Memorial (JPM) Ice Rink, Nikiski Community Trails, Poolside Trails, Disc Golf Course, Multi-Purpose Fields, Community Playgrounds, Skate Park, and the Nikiski Community Recreation Center (NCRC).

Major Long Term Issues and Concerns:

- Maintain sustainable services, programs and continued operations with increased costs of operations
- Challenges with temporary staff limitations and retention
- Challenges with expanding services/programs on a status quo budget
- Funding a sustainable long term capital improvement plan

FY2017 Accomplishments:

Administration

- Completed NPRSA feasibility study and 10 year Master Plan.
- Completed online MSDS database and required OSHA labeling.
- Replaced print advertisement for public meetings with online and social media notices.

Operations

- Completed pool tile & drain project providing upgraded facilities.
- Completed exterior repairs to the Nikiski Pool.
- Completed the NCRC septic/leach field replacement.
- Completed major repairs to skate park equipment for safety and expanded use.
- Addition of new adult and aquatic fitness programs.

FY2018 New Initiatives:

- Utilize Master Plan to guide planning for services, programs and projects.
- Evaluate service area fees structure and increase membership opportunities.
- Secure grant funding to support capital fund plan.
- Continued work on databases for tracking, inventory and reporting.

Performance Measures

Priority/Goal: Staff

Goal: Maintain appropriate staff levels for continued operations of programs and services.

- Objective:**
1. Evaluate permanent staff scheduling for efficient and effective operations of NPRSA facilities.
 2. Increase recruitment of volunteers for additional class and program instruction.

Measures:

Staffing History	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Approved
Permanent Staff	9.25	8.5	9.25	9.25	9.25
Temporary Staff (FTEs)	7.4	8.2	7.4	7.4	7.4
Total Staff Hours	31,000	30,327	30,916	31,000	31,000
Estimated # Volunteers / Volunteer Hours	600-800 / 900-1,200	594 / 1188	520 / 868	575 / 941	600 / 944
Staff Certifications/License					
ARC Lifeguard Certified (Incl. CPR/AED/ First Aid)	25-30	27	26	25	25-30
ARC Professional CPR/First Aid/AED	8-10	8	10	10	10
ARC Water Safety Instructor / Lifeguard Instructor	6 / 1	6 / 1	6 / 1	5 / 1	6 / 1
NRPA Certified Pool Operator	8	6	8	8	8
NRPA Aquatic Facility Operator	2	2	2	2	2
NRPA Certified Playground Safety Inspector	1	1	1	1	1
Safe Sport & Concussion Training	10-12	8	11	12	10-12

Fund: 225
Dept: 61110

Department Function
North Peninsula Recreation Service Area - Continued

Priority/Goal: Attendance—Programs/Classes/Events/Facility Use

Goal: Increase participation and attendance of NPRSA facilities, programs and events.

- Objective:**
1. Local recruitment of more volunteers and community leaders to offer additional classes and services.
 2. Develop partnerships with schools and local community organizations to further optimize the delivery of services to the community.
 3. Increase public awareness of programs and facilities through schools, businesses and community organizations.

Measures:

Attendance/Participation	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Nikiski Pool	53,000	51,613	49,097	51,000	53,000
Sports Leagues	350	301	433	400	400
Courts & Exercise	2,000	2,226	1,594	2,100	2,000
Summer Day Camp/Seasonal Camps	400	398	462	400	400
NCRC Attendance	3,000	2,503	2,467	3,000	3,000
NCRC Rentals / Attendance	125 / 10,000	140 / 12,095	124 / 9,681	125 / 10,000	125 / 10,000
Various Recreation Programs and Events Attendance	2,700	2,708	2,749	2,700	2,700

Priority/Goal: Community Events

Goal: Enhance the services of NPRSA by providing additional community events and programs.

- Objective:**
1. Increase the number of new community events and programs annually.
 2. Develop special events to promote seasonal programming for aquatics and recreation.
 3. Collaborate with local organizations and businesses to offer diverse programs.

Measures:

Community Events & Special Programs	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Recreation	25	21	21	24	27
Aquatics	8	6	4	7	9

Commentary

The North Peninsula Recreation Service Area has scheduled two capital projects for the FY2018 budget: Replacement of the fire alarm system at the Nikiski Pool and replacement of sidewalks at the Nikiski Community Recreation Center (NCRC).

The fire alarm system at the Nikiski Pool is original to its structure placing its age at over 25 years old. Replacement of the system is required to maintain life and safety quality at the facility. Replacement parts are increasingly hard to locate as parts have become no longer available; therefore, replacement of the entire system is necessary.

Sidewalks at the NCRC range in age from 35-50 years old. They are deteriorated, require ADA upgrades and have potential hazards. The life of the sidewalks has long been surpassed and the need to replace them is great.

The service area projects increased transfers to the capital improvement fund over the next several years to accomplish the long-term goals and projects.

The North Peninsula Recreation Service Area continues to maintain a high level of quality programs and services for the community. Service Area goals include:

- Ensure that existing recreation services are sustainable into the future, with a continued effort of expanding services while maintaining the current fee structure through seeking grant and sponsorship opportunities.
- Enhance the quality, functionality and maintain existing facilities and grounds.
- Lead collaborative efforts with others to address challenges and create opportunities to benefit our recreation services based on the values of community.

NPRSA is committed to meeting the needs of the community; as well as operating and maintaining existing facilities and services as efficiently and effectively as possible.

**Kenai Peninsula Borough
Budget Detail**

Fund 225

Department 61110 - North Peninsula Recreation Administration

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 442,109	\$ 476,001	\$ 501,948	\$ 536,948	\$ 526,575	\$ 24,627	4.91%
40120 Temporary Wages	157,851	147,465	202,735	202,735	202,735	-	0.00%
40130 Overtime Wages	2,436	3,673	4,912	4,912	5,433	521	10.61%
40210 FICA	49,936	51,668	60,779	60,779	62,933	2,154	3.54%
40221 PERS	328,721	143,963	115,160	115,160	120,886	5,726	4.97%
40321 Health Insurance	203,408	220,329	251,600	251,600	234,480	(17,120)	-6.80%
40322 Life Insurance	730	789	1,271	1,271	1,330	59	4.64%
40410 Leave	67,295	69,751	68,312	68,312	70,431	2,119	3.10%
40511 Other Benefits	1,296	1,562	1,440	1,440	1,440	-	0.00%
Total: Personnel	1,253,782	1,115,201	1,208,157	1,243,157	1,226,243	18,086	1.50%
Supplies							
42120 Computer Software	914	270	1,000	-	1,000	-	0.00%
42210 Operating Supplies	59,620	61,927	69,700	59,960	69,700	-	0.00%
42230 Fuel, Oils and Lubricants	3,399	2,396	6,500	6,000	6,500	-	0.00%
42250 Uniforms	1,864	1,742	2,400	2,400	2,400	-	0.00%
42310 Repair/Maint Supplies	22,880	32,606	36,500	40,100	36,500	-	0.00%
42360 Motor Vehicle Supplies	656	1,014	1,000	4,000	1,000	-	0.00%
42410 Small Tools & Equipment	1,890	3,088	1,000	5,655	1,000	-	0.00%
42960 Recreational Supplies	8,512	6,216	8,600	8,600	8,600	-	0.00%
Total: Supplies	99,735	109,259	126,700	126,715	126,700	-	0.00%
Services							
43011 Contractual Services	39,462	32,975	32,672	32,682	36,364	3,692	11.30%
43014 Physical Examinations	428	250	500	750	500	-	0.00%
43019 Software Licensing	2,525	2,525	3,546	3,536	3,475	(71)	-2.00%
43110 Communications	7,392	7,208	9,200	9,200	9,200	-	0.00%
43140 Postage and Freight	392	205	2,000	825	2,000	-	0.00%
43210 Transportation/Subsistence	11,216	11,877	7,318	7,318	7,324	6	0.08%
43260 Training	2,657	3,413	1,385	1,385	1,435	50	3.61%
43310 Advertising	8,097	9,641	9,300	10,800	9,300	-	0.00%
43410 Printing	266	589	1,500	345	1,500	-	0.00%
43510 Insurance Premium	39,105	59,526	79,191	79,191	81,571	2,380	3.01%
43610 Utilities	213,388	220,107	292,362	292,362	292,362	-	0.00%
43720 Equipment Maintenance	520	346	500	675	500	-	0.00%
43750 Vehicle Maintenance	10,846	2,249	2,000	2,000	2,000	-	0.00%
43780 Buildings/Grounds Maintenance	32,184	50,972	60,500	54,890	60,500	-	0.00%
43810 Rents and Operating Leases	102,029	86,961	3,325	3,480	3,610	285	8.57%
43920 Dues and Subscriptions	1,125	1,131	1,270	1,520	1,270	-	0.00%
43960 Recreation Program Expenses	7,238	5,763	5,600	5,600	5,600	-	0.00%
Total: Services	478,870	495,738	512,169	506,559	518,511	6,342	1.24%
Capital Outlay							
48120 Office Machines	-	-	-	-	6,000	6,000	-
48311 Machinery and Equipment	3,299	-	-	-	-	-	-
48513 Recreational Equipment	5,800	-	3,500	7,484	-	(3,500)	-100.00%
48710 Minor Office/Communications Equipment	5,193	8,877	5,930	3,352	4,480	(1,450)	-24.45%
48720 Minor Office Furniture	4,230	2,494	2,000	766	-	(2,000)	-100.00%
48740 Minor Machines and Equipment	9,043	4,849	4,800	10,223	8,000	3,200	66.67%
48755 Minor Recreational Equipment	-	4,786	-	-	2,800	2,800	-
Total: Capital Outlay	27,565	21,006	16,230	21,825	21,280	5,050	31.12%
Transfers							
50459 North Pen Rec Capital Projects	100,000	175,000	225,000	225,000	325,000	100,000	44.44%
Total: Transfers	100,000	175,000	225,000	225,000	325,000	100,000	44.44%
Interdepartmental Charges							
60004 Mileage Ticket Credits	(370)	(1,690)	-	(600)	(600)	(600)	-
Total: Interdepartmental Charges	(370)	(1,690)	-	(600)	(600)	(600)	-
Department Total	\$ 1,959,582	\$ 1,914,514	\$ 2,088,256	\$ 2,122,656	\$ 2,217,134	\$ 128,878	6.17%

Fund 225**Department 61110 - North Peninsula Recreation Administration - Continued****Line-Item Explanations**

40110 Regular Wages. Staff includes: Director, Recreation Supervisor, Pool Supervisor, Maintenance Mechanic II, 1.75 Shift Supervisors, Secretary, 1.25 Lifeguards, .5 time Instructor-Lifeguard, .75 time General Maintenance Operator and the equivalent of 7.43 FTE's that work in a temporary capacity as lifeguards, instructors, dispatchers, clerks, recreation assistants and maintenance personnel.

42310 Repair/Maint. Supplies. Nikiski community recreational center, pool and other service area facilities and equipment. In FY2017, NPR took ownership of the facility and all direct expenditures associated with NCRC.

43011 Contractual Services. Includes contract with Boys & Girls Club to provide services and programs for the Village of Tyonek (\$14,000), Siemens Apogee/HVAC service contract & software update (\$15,114), ATS fire/security system service/support (\$2,382), security/fire alarm monitoring and inspections (\$1,960), water testing (\$733) and miscellaneous smaller contracts (\$2,175).

43019 Software Licensing. Licensing for upgrades, tech support, backup of Companion Corp (library software) (\$300), Milestone (CCTV software) (\$915) and Sportsman SQL (\$2,260).

43210 Transportation/Subsistence. Travel to National Recreation and Parks Congress, Alaska Recreation and Parks conference and miscellaneous travel within borough.

43510 Insurance Premium. Insurance premium for property, workman's compensation and liability.

43780 Bldg/Grounds Maintenance. To support Nikiski community recreational center, pool and other service area grounds and facilities.

43810 Rents and Operating Leases. For minor equipment rentals (\$400), porta-potties (\$2,200), tank rentals and USPS box (\$1,010).

48120 Office Machines. Replace printer/copier (\$6,000).

48710 Minor Office/Comm. Equipment. Replacement of computers, network switch, UPS backups and phones (\$4,480).

48740 Minor Machines & Equipment. Pool vacuum (\$5,000) and security cameras (\$3,000).

48755 Minor Recreation Equipment. NCRC/Recreation equipment (\$2,800).

50459 Transfer. Transfer to capital project fund to support long term capital improvement plan.

For capital projects information on this department - See the Capital Projects Section - Pages 318, 321, 331, & 359-360.

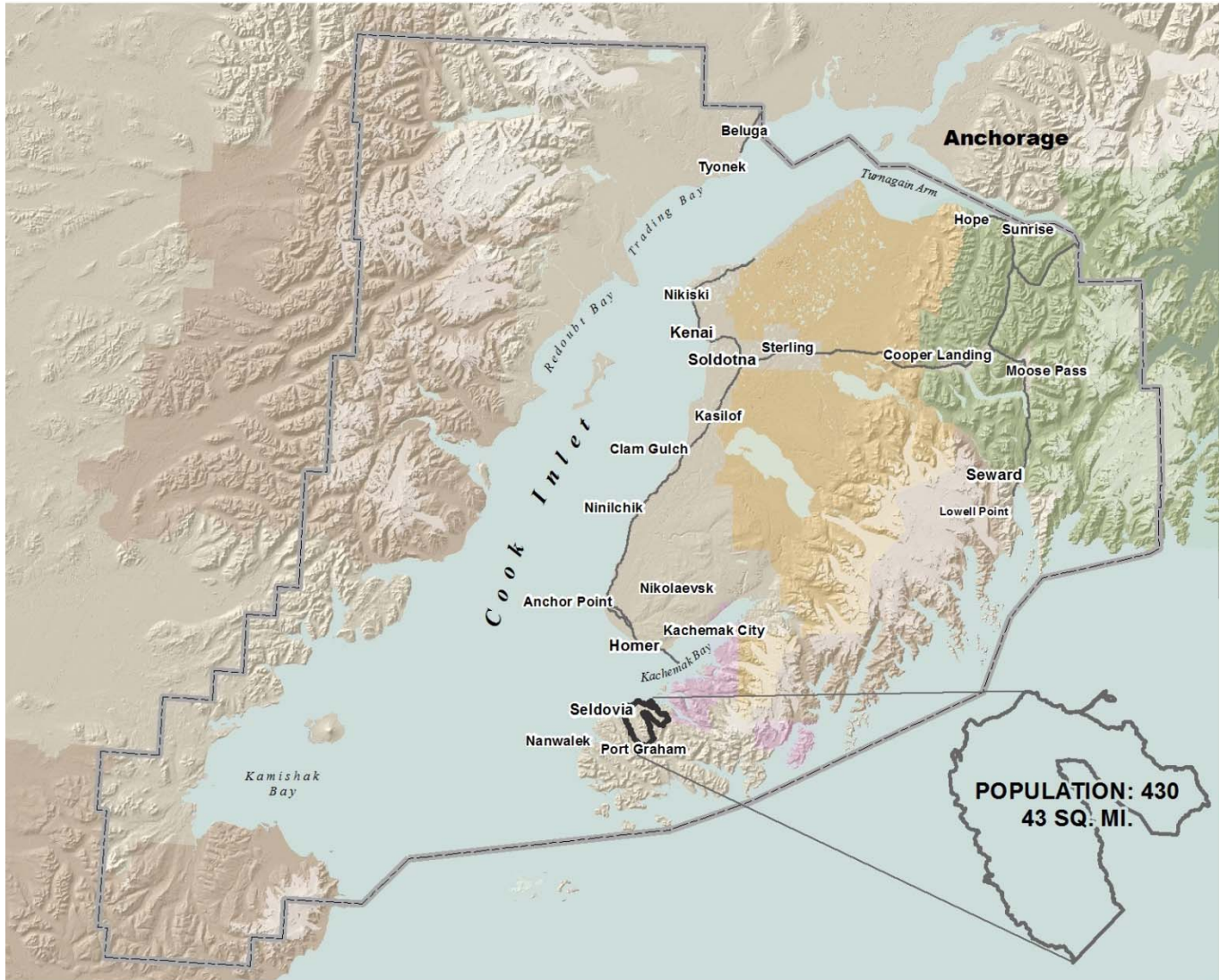
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Seldovia Recreational Service Area

This service area was established on October 4, 2011 to provide recreational services for the Seldovia community. Five elected members serve on its board and provide oversight of the operations.

The Seldovia Recreational Service Area is based out of and utilizes the Sea Otter Community Center, formerly known as the Seldovia Community Center, located adjacent to Susan B. English School. Services to be provided may include but are not limited to senior citizens and youth programs, musical instruction and practice, accommodation of visiting schools during "Sea Week" and other Seldovia field trips, facility rental for organizations and individuals for meetings and celebrations, adult education, high speed internet access, community gatherings, karate instruction, arts and crafts instruction and facilitation, nature education and outdoor activities.

The major source of revenue is property tax. The mill rate for fiscal year 2018 is .75 mills.



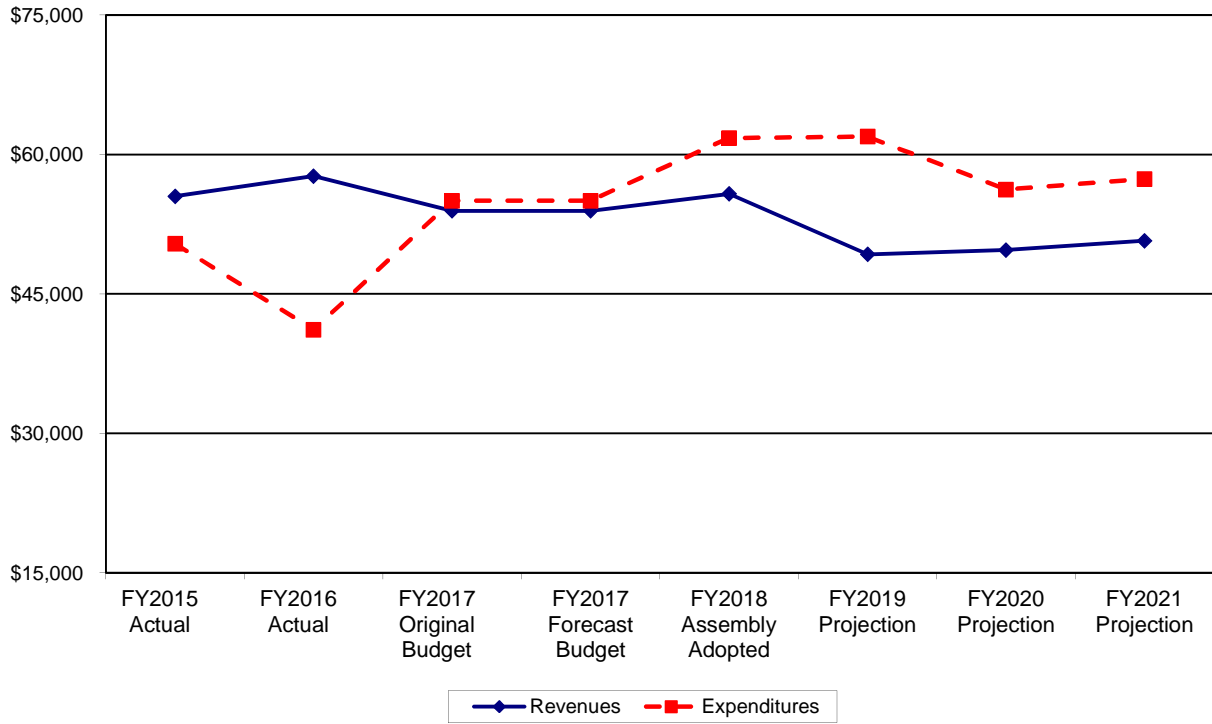
Board Members

Mark Janes
Heidi Geagel
Valisa Higman
Linda Hedgecoth
Greg Wolfer

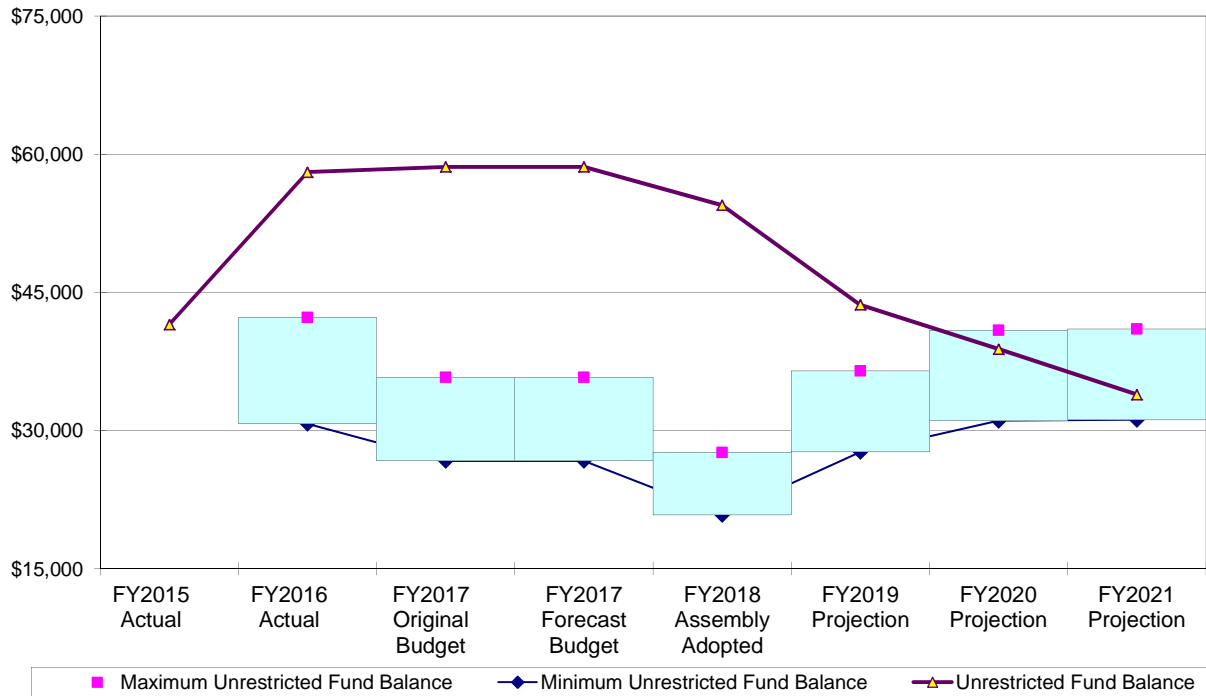
Fund: 227 Seldovia Recreational Service Area - Budget Projection

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Fund Budget:								
Taxable Value (000's)								
Real	65,227	67,145	64,073	64,073	66,346	66,346	67,009	68,349
Personal	1,090	944	855	855	793	801	809	817
	66,317	68,089	64,928	64,928	67,139	67,147	67,818	69,166
Mill Rate	0.75	0.75	0.75	0.75	0.75	0.65	0.65	0.65
Revenues:								
Property Taxes								
Real	\$ 48,746	\$ 50,845	\$ 48,055	\$ 48,055	\$ 49,760	\$ 43,125	\$ 43,556	\$ 44,427
Personal	1,035	830	628	628	583	510	515	520
Interest	494	484	-	-	-	-	-	-
Flat Tax	2,518	2,284	3,036	3,036	3,036	3,097	3,159	3,222
Motor Vehicle Tax	465	431	457	457	448	457	466	475
Total Property Taxes	53,258	54,874	52,176	52,176	53,827	47,189	47,696	48,644
Interest Earnings	631	1,334	708	708	879	1,021	982	1,020
Other Revenue	1,618	1,471	1,050	1,050	1,050	1,050	1,050	1,050
Total Revenues	55,507	57,679	53,934	53,934	55,756	49,260	49,728	50,714
Expenditures:								
Supplies	9,251	4,809	8,485	8,010	8,135	8,298	8,464	8,633
Services	40,456	35,916	46,530	46,530	46,832	46,832	47,769	48,724
Capital Outlay	686	427	-	475	6,800	6,800	-	-
Total Expenditures	50,393	41,152	55,015	55,015	61,767	61,930	56,233	57,357
Total Expenditures and Operating Transfers	50,393	41,152	55,015	55,015	61,767	61,930	56,233	57,357
Net Results From Operations	5,114	16,527	(1,081)	(1,081)	(6,011)	(12,670)	(6,505)	(6,643)
Projected Lapse	-	-	1,650	1,650	1,853	1,858	1,687	1,721
Change in Fund Balance	5,114	16,527	569	569	(4,158)	(10,812)	(4,818)	(4,922)
Beginning Fund Balance	36,421	41,535	58,062	58,062	58,631	54,473	43,661	38,843
Ending Fund Balance	\$ 41,535	\$ 58,062	\$ 58,631	\$ 58,631	\$ 54,473	\$ 43,661	\$ 38,843	\$ 33,921

**Seldovia Recreational Service Area
Revenues and Expenditures**



**Seldovia Recreational Service Area
Unreserved Fund Balance**



Fund	227	Department Function
Dept:	61210	Seldovia Recreational Service Area

Mission

To provide healthy, year round recreational activities the community can enjoy.

Program Description

Seldovia Recreational Service Area (SRSA) sponsors the Sea Otter Community Center (SOCC) which provides free or low-cost space for individuals and organizations to gather for community-wide events, youth-specific programming, community education classes, meetings, and private events. The SRSA Board also provides additional activities in the SA outside the SOCC – often in collaboration with other local organizations – with the intent of providing healthy, year round activities the community can enjoy.

Major Long Term Issues & Concerns:

- Provide programs, services, and special events that meet community expectations and reflect diverse community recreational needs while maintaining or lowering the mill rate.
- Establish youth programming that augments educational goals of local students.
- Develop and implement a better way to track program expenses. The current system does not provide enough details. The additional details would be useful for future budgeting conversations, and helpful for the facility Coordinator.
- Continue increasing volunteer participation.
- Continue to increase community participation and utilization of the SOCC.

FY2017 Accomplishments

Administration:

- A new facility coordinator was hired.
- A new management agreement was established with the City of Seldovia.

- Continued to develop volunteer involvement.
- Implemented a new science programs utilizing local scientist in the community, from Kasistna Bay Lab and visiting scientists.

Operations:

- Staff and volunteers have created a group exercise program that occurs six days a week.
- Staff are opening the gym and running a women's & girls' basketball program.
- A senior exercise program occurs three days a week.
- Volunteers lead programs that include a sewing class and other crafting activities.
- Continued the travel program where locals come in to share their travel experiences with the community.
- New monthly organizations/clubs were started or are hosted to meet the interests of community members. These clubs include a book club, The Seldovia Huddle, and a cooking club.
- Special events were held that brought the community together including a Black Friday event, rummage sales, a weather presentation with Jackie Purcell and a Ground Truth Trekking presentation.
- A band program and equipment are available and used by volunteers and youth.
- Established "open hours" where people are able to use the internet, craft or just have a space to use.

FY2018 New Initiatives:

- Further train and develop the new coordinator.
- Replace furniture, equipment, and storage.
- Bring in science presenters to town by designing a science lecture series.

Performance Measures

Priority/Goal: Attendance

Goal: Maintain the levels of participation and attendance at SOCC facility programs and events to maximize participant-hours use.

- Objective:**
1. Local recruitment of more volunteers and community leaders to offer additional classes and services.
 2. Maintain and develop new partnerships with local community organizations to optimize the delivery of services to the community.

Measures:

Attendance/Participation	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Gatherings & Events	625	548	722	1,600	925
Community Education Classes	300	285	279	200	325
Youth Programming	625	691	941	205	925
Open Center	325	517	366	450	450

Fund	227	Department Function			
Dept:	61210	Seldovia Recreational Service Area			

Attendance/Participation	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Meetings	125	192	120	80	225
Private Building Rentals	250	238	316	170	500
Senior Programs	100	78	132	100	150
Totals	2,350	2,549	2,876	2,805	3,500

Volunteers	Benchmark	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Number of Volunteers	15	N/A	N/A	15	20
Quantity of Volunteer Hours	550	N/A	N/A	580	600

Commentary
The SRSA Board has replaced 4 out of 5 board members since last year.

A new coordinator has been hired this past fall. The position has been changed and the hours expanded to 29 per week. This is a change in previous staffing where the SRSA had a coordinator 20 hours and a program staff person for 10 hours. This was done to make the position more attractive to qualified individuals and allow adequate time for the administrative responsibilities.

The SOCC facility design is lacking any significant storage space. We are going to have cabinets built and additional outside storage shed purchased for athletic equipment.

Focus will continue to be bringing in volunteers to offer programming in areas of their interest. This will allow the coordinator to focus on administrative duties and program development.

**Kenai Peninsula Borough
Budget Detail**

Fund 227

Department 61210 - Seldovia Recreational Service Area

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Supplies							
42120 Computer Software	\$ 99	\$ -	\$ 450	\$ 450	\$ 300	\$ (150)	-33.33%
42210 Operating Supplies	778	300	800	800	800	-	0.00%
42310 Repair/Maint Supplies	3,784	56	200	200	200	-	0.00%
42410 Small Tools & Equipment	840	1,023	2,700	2,700	2,000	(700)	-25.93%
42960 Recreational Supplies	3,750	3,430	4,335	3,860	4,835	500	11.53%
	<u>9,251</u>	<u>4,809</u>	<u>8,485</u>	<u>8,010</u>	<u>8,135</u>	<u>(350)</u>	<u>-4.12%</u>
Services							
43011 Contractual Services	23,645	23,056	30,000	30,000	30,000	-	0.00%
43110 Communications	2,385	1,932	1,882	1,882	1,882	-	0.00%
43140 Postage and Freight	58	10	300	300	100	(200)	-66.67%
43210 Transportation/Subsistence	-	-	-	-	500	500	-
43410 Printing	-	-	500	500	500	-	0.00%
43510 Insurance Premium	625	840	873	873	925	52	5.96%
43610 Utilities	8,382	7,526	8,500	8,500	8,500	-	0.00%
43780 Building/Grounds Maintenance	5,110	268	200	200	200	-	0.00%
43810 Rents and Operating Leases	-	145	200	200	150	(50)	-25.00%
43920 Dues and Subscriptions	75	75	75	75	75	-	0.00%
43960 Recreational Program Expenses	176	2,064	4,000	4,000	4,000	-	0.00%
Total: Services	<u>40,456</u>	<u>35,916</u>	<u>46,530</u>	<u>46,530</u>	<u>46,832</u>	<u>302</u>	<u>0.65%</u>
Capital Outlay							
48710 Minor Office/Communications Equipment	686	427	-	-	1,000	1,000	-
48720 Minor Office Furniture	-	-	-	475	600	600	-
48520 Storage/Buildings/Containers	-	-	-	-	5,200	5,200	-
Total: Capital Outlay	<u>686</u>	<u>427</u>	<u>-</u>	<u>475</u>	<u>6,800</u>	<u>6,800</u>	<u>-</u>
Department Total	<u>\$ 50,393</u>	<u>\$ 41,152</u>	<u>\$ 55,015</u>	<u>\$ 55,015</u>	<u>\$ 61,767</u>	<u>\$ 6,752</u>	<u>12.27%</u>

Line-Item Explanations

42120 Computer Software. Purchase of MS Office for new computer.

42410 Small Tools & Equipment. New exterior storage cabinets for recreational equipment storage, and a hand tool box and tools for the center. Reduction for one-time interior cabinets purchased in FY17.

42960 Recreational Supplies. Recreational supplies including refilling the helium tank (\$600) and other craft and art supplies to start additional programming.

43011 Contractual Services. Contract with City of Seldovia for administrative, janitorial, and programming services for the Sea Otter Community Center (\$29,200), and other misc. small contracts (\$800).

43210 Transportation and Subsistence. Travel and per diem for admin training.

43410 Postage and Freight. Incidental freight needs. Decrease due to excess supply of postage stamps in stock.

43610 Utilities. Maintained the current funding levels.

43780 Building/Grounds Maintenance. Maintained the current funding levels.

43810 Rents and Operating Leases. Annual lease of a helium tank (\$150).

43960 Recreational Program Expenses. Program expenses and travel expenses for speakers.

48710 Minor Office/Communications Equipment. Purchase of a new office laptop computer and other peripheral devices.

48720 Minor Office Furniture. Replacement of worn out furniture.

48520 Storage/Building Container. Construction of large storage cabinets for supplies and equipment in the facility.

Kenai Peninsula Borough

Road Improvement Funds

The Road Service Area has four (4) funds; the Road Service Area Fund, the Engineer's Estimate Fund, the RIAD Match Fund, and the Road Service Area Capital Improvement Fund. A listing and summary of each fund is shown below.

The major source of revenue for Road Service Area Fund is property taxes, with additional funding provided through state grants and interest earnings. The road service area encompasses all areas outside the city limits of Soldotna, Kenai, Homer, Seward, Seldovia, and the area on the south side of Kachemak Bay. There are currently 8 permanent employees.

Road Service Area Fund – this fund provides summer and winter road maintenance on roads within the Road Service Area, administers the right-of-way permit system, administers a dust control program, and oversees the abandoned vehicle removal policy. This fund also provides funding to the Road Service Area Capital Project Fund, the Engineer's Estimate Fund, and the RIAD Match Fund. The Borough contracts out all road maintenance.

Engineer's Estimate Fund – this fund provides funding for preliminary engineering costs associated with estimating the total project cost for road improvement assessment districts pursuant to KPB 14.31 to assess viability.

RIAD Match Fund – this fund provides funding to defray costs associated with road improvement assessment districts. Borough policy allows for up to 50% funding for local or internal subdivision road improvements and up to 70% funding for improvement to collector roads.

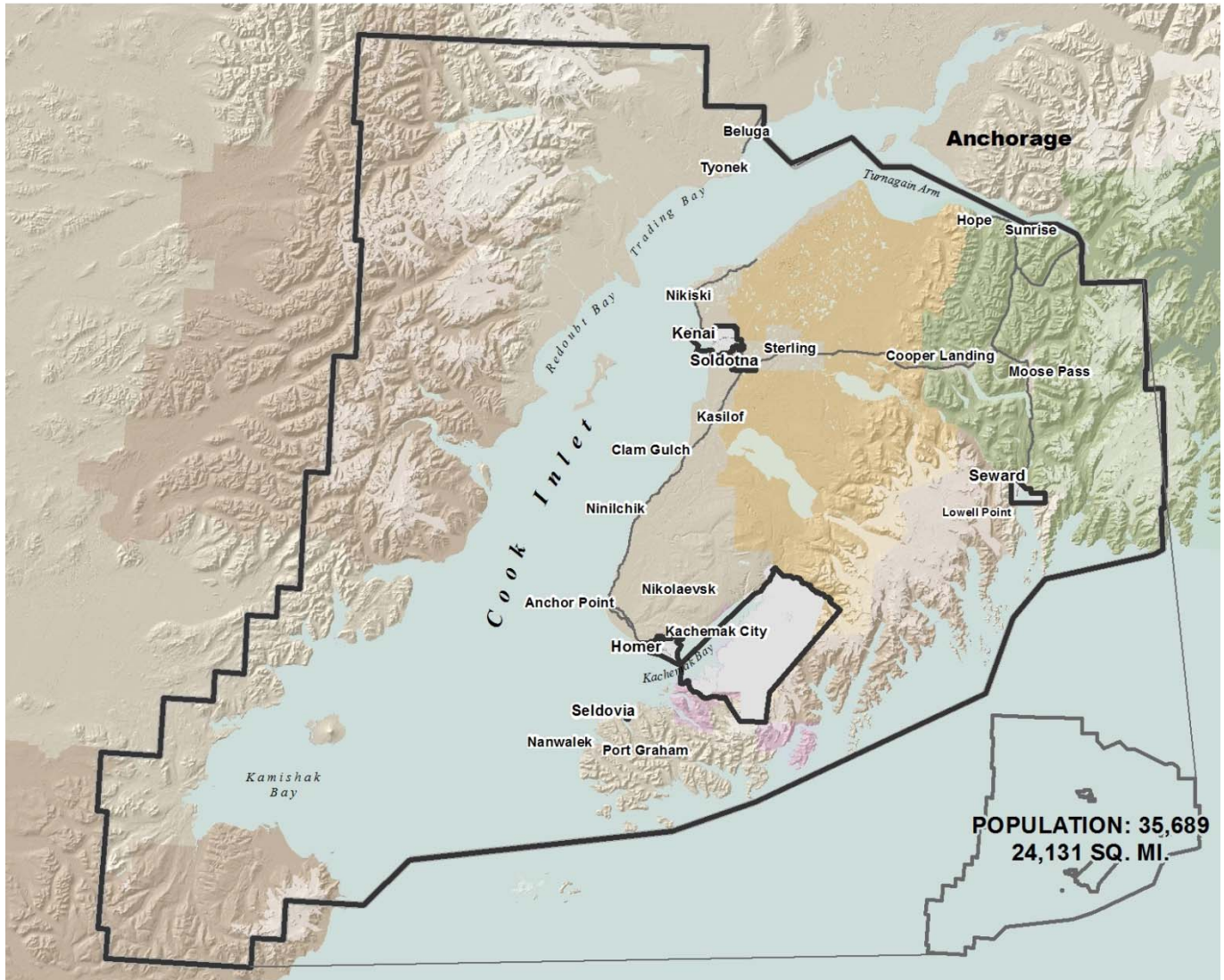
Road Service Area Capital Improvement Fund – this fund accounts for major repairs of Borough roads and is funded by contributions from the road service area operating fund, grants, and interest earnings. Detail expenditures of this fund is in the Capital Improvement Fund section of this document, see pages 318, 321-322, 332, and 361.

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Road Service Area

Four road maintenance service areas were established in 1982 after voter approval. During fiscal year 1991-92 the Borough Assembly consolidated the four areas into one borough-wide area for greater efficiency. A seven-member board, with at least one representative from each service area and two at-large members, is appointed by the Mayor and confirmed by the Assembly for three-year terms. The Roads Director and seven staff oversee the maintenance of over 645 miles (98% gravel and 2% paved) of roads within the Road Service Area.

The mill levy for fiscal year 2018 is set at 1.40 mills. Revenue is raised through property taxes.



Board Members

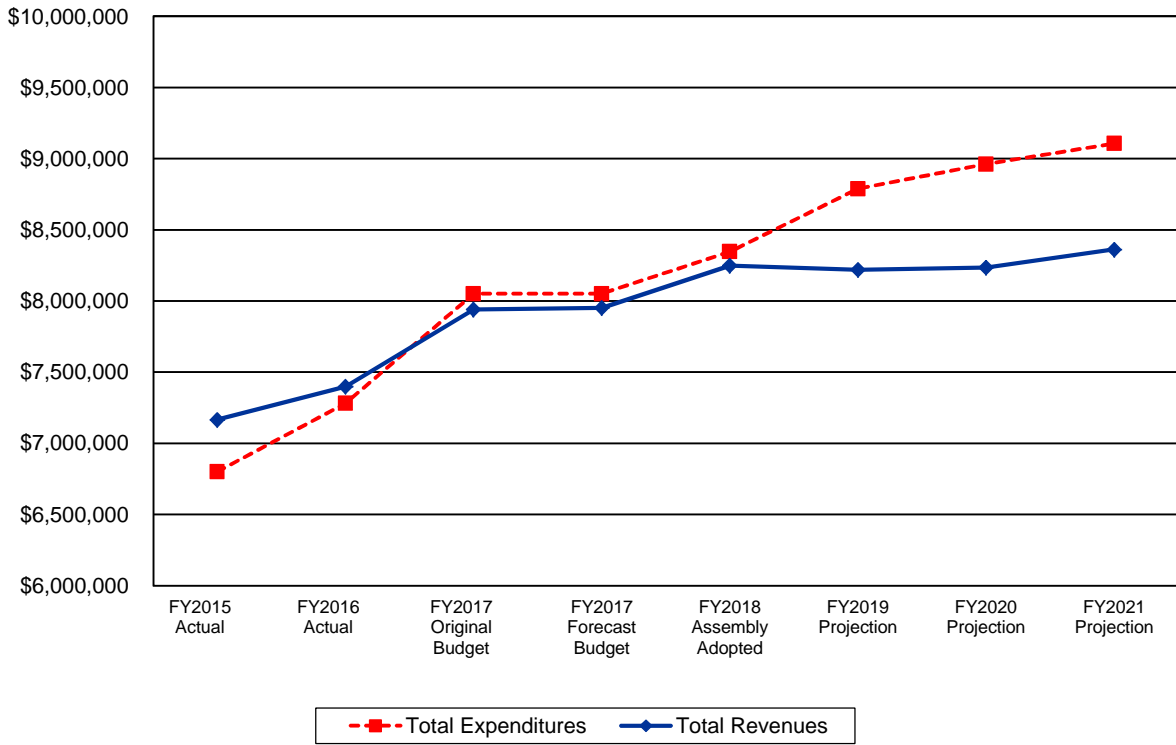
Larry Smith
Stan (Sam) McLane
Jake Denbrock
Ed Holsten
Louis Oliva Jr.
Cam Shafer
Robert Ruffner

Roads Director: Pat Malone

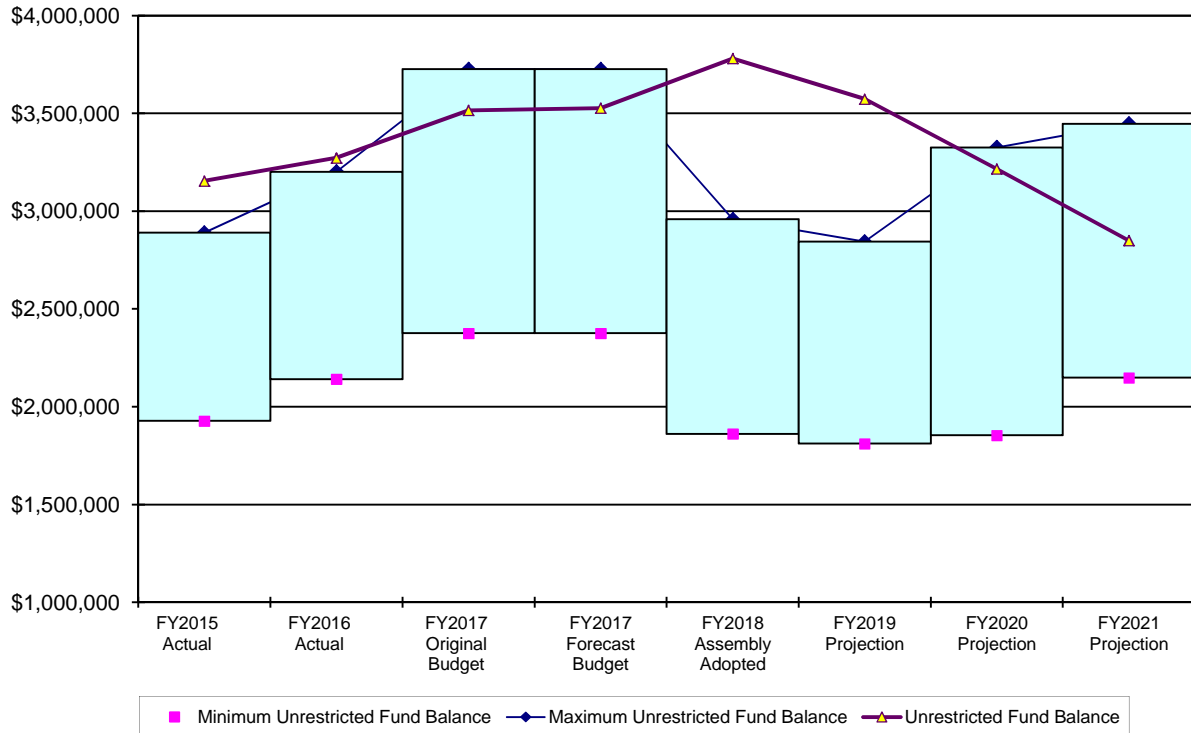
Fund: 236 Road Service Area - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Taxable Value (000's)								
Real	3,503,598	3,686,011	3,897,718	3,901,608	4,125,298	4,125,298	4,166,551	4,249,882
Personal	181,893	185,964	201,440	205,462	192,549	194,474	196,419	198,383
Oil & Gas (AS 43.56)	1,065,077	1,153,556	1,406,747	1,406,747	1,404,997	1,362,847	1,321,962	1,321,962
	4,750,568	5,025,531	5,505,905	5,513,817	5,722,844	5,682,619	5,684,932	5,770,227
Mill Rate	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40
Revenues:								
Property Taxes								
Real	\$ 4,891,379	\$ 5,159,692	\$ 5,456,805	\$ 5,462,251	\$ 5,775,417	\$ 5,775,417	\$ 5,833,171	\$ 5,949,835
Personal	258,784	260,637	276,376	281,894	264,177	266,818	269,487	272,181
Oil & Gas (AS 43.56)	1,449,586	1,614,979	1,969,446	1,969,446	1,966,996	1,907,986	1,850,747	1,850,747
Interest	18,045	18,882	15,405	15,405	16,013	15,900	15,907	16,146
Flat Tax	40,685	40,269	44,817	44,817	44,817	45,713	46,627	47,560
Motor Vehicle Tax	147,810	144,421	145,869	145,869	146,116	149,038	152,019	155,059
Total Property Taxes	6,806,289	7,238,880	7,908,718	7,919,682	8,213,536	8,160,872	8,167,958	8,291,528
State Revenue	292,653	35,448	-	-	-	-	-	-
Interest Earnings	60,220	117,180	31,902	31,902	35,267	59,070	67,012	70,364
Other Revenues	7,466	8,144	-	-	-	-	-	-
Total Revenues	7,166,628	7,399,652	7,940,620	7,951,584	8,248,803	8,219,942	8,234,970	8,361,892
Expenditures:								
Personnel	1,369,878	1,103,514	1,203,865	1,203,865	1,173,302	1,196,768	1,226,687	1,263,488
Supplies	59,763	62,255	84,445	80,703	74,150	75,633	77,146	78,689
Services	4,794,545	5,030,183	5,226,946	5,226,946	5,224,809	5,381,553	5,489,184	5,598,968
Capital Outlay	39,518	47,525	1,850	5,592	1,850	1,887	1,925	1,964
Interdepartmental Charges	(61,446)	(73,772)	(77,200)	(77,200)	(77,200)	(80,288)	(83,500)	(86,840)
Total Expenditures	6,202,258	6,169,705	6,439,906	6,439,906	6,396,911	6,575,553	6,711,442	6,856,269
Operating Transfers To:								
Special Revenue Funds	200,000	112,000	112,000	112,000	200,000	212,500	-	-
Capital Project Fund	400,000	1,000,000	1,500,000	1,500,000	1,750,000	2,000,000	2,250,000	2,250,000
Total Operating Transfers	600,000	1,112,000	1,612,000	1,612,000	1,950,000	2,212,500	2,250,000	2,250,000
Total Expenditures and Operating Transfers	6,802,258	7,281,705	8,051,906	8,051,906	8,346,911	8,788,053	8,961,442	9,106,269
Net Results From Operations	364,370	117,947	(111,286)	(100,322)	(98,108)	(568,111)	(726,472)	(744,377)
Projected Lapse	-	-	354,195	354,195	351,830	361,655	369,129	377,095
Change in Fund Balance	364,370	117,947	242,909	253,873	253,722	(206,456)	(357,343)	(367,282)
Beginning Fund Balance	2,790,540	3,154,910	3,272,857	3,272,857	3,526,730	3,780,452	3,573,996	3,216,653
Ending Fund Balance	\$ 3,154,910	\$ 3,272,857	\$ 3,515,766	\$ 3,526,730	\$ 3,780,452	\$ 3,573,996	\$ 3,216,653	\$ 2,849,371

Road Service Area Revenues and Expenditures



Road Service Area Unreserved Fund Balance



Fund: 236
Dept: 33950

Department Function
Road Service Area

Mission:

With funding available, provide the highest level of road maintenance possible for roads within the KPB Roads Service Area maintenance program, during ever-changing weather conditions across the service area.

Program Description:

- Winter road maintenance includes plowing snow, serration and/or sanding of ice-covered roads, thawing culverts to aid drainage, and maintaining the width of every travel way.
- Summer road maintenance includes grading and shaping roads, clearing brush, ditching, replacing lost gravel, placing culverts to improve drainage, applying dust control, making pavement repairs and other tasks as time and available funds allow.

Major Long Term Issues and Concerns:

- Improving line-of-sight distance for vehicle traffic at road approaches and intersections.
- Provide a safe turn-around on currently maintained roads for maintenance equipment.
- Determine and address snow storage requirements and drainage issues prior to them becoming problematic.
- Ensure public compliance in obtaining permits prior to performing activities in right-of-ways and easements.
- On-going repair of frost heaves, eroding pavement and sink holes on paved roads.
- Securing road maintenance contracts with qualified maintenance contractors, monitoring all maintenance work.
- Sustaining the current level of road maintenance while facing increasing costs and the potential of reduced revenues.
- Through gravel improvement and CIP projects, address disproportionate cost of maintaining existing "grandfathered" roads not constructed to KPB Road Service Area standards.
- Parking regulation and right-of-way obstructions.

- Providing previously approved road maintenance under prescriptive rights on roads that do not have platted right-of-way.
- Location of utilities in road rights-of-way that cause maintenance and CIP project conflicts.

FY2017 Accomplishments:

- Upgraded 31 roads through the capital improvement project program or through specific grant funding.
- Accepted 12 new roads (3.1 miles) to the road maintenance program.
- Applied calcium chloride to 235 miles of roads for dust control.
- Processed 141 right-of-way permit applications.
- Completed the paved lighted pedestrian pathway on E. Poppy Lane from K-Beach Elementary to the Kenai Peninsula College.

FY2018 New Initiatives:

- With available grant funding, continue upgrade of roads through the capital improvement project program.
- Complete the design, permitting, and construction of the Kenai Spur Highway Extension (approximately 7.5 miles) as per the Memorandum of Agreement between the KPB the Western Federal Lands Highway Division.
- Continue work with Borough IT department to upgrade and improve website for public access to permit applications and RSA Board Resolutions.
- Improve public notification of all permit requirements prior to constructing in right-of-way or easements.
- Complete work with the GIS department to complete another layer on ARC map to compile a database of road infrastructure as well as maintenance concerns.

Performance Measures

Priority/Goal: Fiscal Health

Goal: Absorption of increased operating costs where possible to enable the department to stay within the current 1.4 mill funding level.

Objective: 1. Control public expense by maintaining current mill rate, and keeping expenditures as prudent as possible without reduction of current services.

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History	8	8	8	8
Mill Rate	1.4	1.4	1.4	1.4

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Number of miles maintained	642	642	645	645
Average Annual Total Cost -per road mile	\$9,661	\$ 9,610	\$ 9,984	\$ 9,925

Fund: 236	Department Function
Dept: 33950	Road Service Area - Continued

Priority/Goal: Improve public service

Goal: Reduce customer complaint calls by ensuring maintenance service as timely as possible, and that the public is made better aware of adopted RSA maintenance policies.

Objective: 1. Improve roads through brushing, ditching, and other maintenance & capital projects to enhance safety, and reduce overall expenditures needed to care for borough roads.
 2. Enhance Road Service Area public profile through improved public outreach.

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Calls tracked in the road maintenance program	1,866	2,284	2,350	2,000

**Kenai Peninsula Borough
Budget Detail**

**Fund 236
Department 33950 - Road Service Area**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 554,713	\$ 536,944	\$ 617,581	\$ 614,081	\$ 603,849	\$ (13,732)	-2.22%
40120 Temporary Wages	14,281	29,794	22,500	22,500	22,500	-	0.00%
40130 Overtime Wages	49,550	52,228	63,421	63,421	61,165	(2,256)	-3.56%
40210 FICA	52,893	52,779	61,946	61,946	60,391	(1,555)	-2.51%
40221 PERS	433,000	172,710	153,579	153,579	149,904	(3,675)	-2.39%
40321 Health Insurance	174,193	168,689	193,280	193,280	187,584	(5,696)	-2.95%
40322 Life Insurance	915	917	1,527	1,527	1,493	(34)	-2.23%
40410 Leave	89,397	88,667	89,167	89,167	85,552	(3,615)	-4.05%
40511 Other Benefits	936	786	864	4,364	864	-	0.00%
Total: Personnel	1,369,878	1,103,514	1,203,865	1,203,865	1,173,302	(30,563)	-2.54%
Supplies							
42020 Signage Supplies	20,079	34,657	32,000	31,500	32,000	-	0.00%
42120 Computer Software	1,006	-	500	143	500	-	0.00%
42210 Operating Supplies	3,642	2,475	3,895	3,895	3,500	(395)	-10.14%
42230 Fuel, Oils and Lubricants	23,952	18,557	33,000	33,000	33,000	-	0.00%
42250 Uniforms	376	349	250	250	250	-	0.00%
42310 Repair/Maintenance Supplies	27	50	500	500	500	-	0.00%
42360 Motor Vehicle Repair Supplies	8,293	4,008	9,000	9,000	900	(8,100)	-90.00%
42410 Small Tools & Equipment	2,388	2,159	5,300	2,415	3,500	(1,800)	-33.96%
Total: Supplies	59,763	62,255	84,445	80,703	74,150	(10,295)	-12.19%
Services							
43011 Contractual Services	240,860	65,167	65,000	78,000	65,000	-	0.00%
43019 Software Licensing	-	-	-	60	-	-	-
43110 Communications	10,566	9,260	14,400	13,600	14,400	-	0.00%
43140 Postage and Freight	403	559	600	600	600	-	0.00%
43210 Transportation/Subsistence	3,812	4,799	9,909	9,909	9,847	(62)	-0.63%
43260 Training	-	-	800	800	800	-	0.00%
43310 Advertising	6,023	7,386	9,000	10,045	9,000	-	0.00%
43510 Insurance Premium	24,789	29,905	28,023	28,023	26,048	(1,975)	-7.05%
43610 Utilities	3,991	3,931	6,400	6,400	6,400	-	0.00%
43720 Equipment Maintenance	2,018	1,743	2,000	2,800	2,000	-	0.00%
43750 Vehicle Maintenance	5,467	7,497	8,500	8,500	8,500	-	0.00%
43780 Buildings/Grounds Maintenance	352	-	2,340	2,280	2,340	-	0.00%
43920 Dues and Subscriptions	20	40	100	100	-	(100)	-100.00%
43931 Recording Fees	232	338	300	300	300	-	0.00%
43951 Dust Control	418,118	391,324	405,000	392,955	405,000	-	0.00%
43952 Road Maintenance	4,077,894	4,508,234	4,674,574	4,672,574	4,674,574	-	0.00%
Total: Services	4,794,545	5,030,183	5,226,946	5,226,946	5,224,809	(2,137)	-0.04%
Capital Outlay							
48120 Major Office/Communications Equipment	1,925	4,535	-	3,743	-	-	-
48310 Vehicles	31,928	35,805	-	-	-	-	-
48710 Minor Office/Communications Equipment	3,905	2,873	850	1,646	850	-	0.00%
48720 Minor Office Furniture	1,760	-	1,000	203	1,000	-	0.00%
48740 Minor Machines & Equipment	-	4,312	-	-	-	-	-
Total: Capital Outlay	39,518	47,525	1,850	5,592	1,850	-	0.00%
Transfers							
50238 RIAD Match Fund	200,000	112,000	112,000	112,000	200,000	88,000	78.57%
50434 Road Service Area Capital Projects	400,000	1,000,000	1,500,000	1,500,000	1,750,000	250,000	16.67%
Total: Transfers	600,000	1,112,000	1,612,000	1,612,000	1,950,000	338,000	95.24%

Fund 236
Department 33950 - Road Service Area - Continued

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	(61,446)	(73,772)	(77,200)	(77,200)	(77,200)	-	-
Total: Interdepartmental Charges	(61,446)	(73,772)	(77,200)	(77,200)	(77,200)	-	-
Department Total	\$ 6,802,258	\$ 7,281,705	\$ 8,051,906	\$ 8,051,906	\$ 8,346,911	\$ 295,005	3.66%

Line-Item Explanations

40110 Regular Wages. Staff includes: Roads Director, 4 Road Inspectors, 1 Engineer/Assistant Administrator (60% charged to projects), 1 Administrative Assistant/Contract Coordinator, and 1 Secretary.

40120 Temporary Wages. Temporary personnel will be used in fieldwork. Primary fieldwork will be sign installation, road traffic counts, brushing, and review complaints.

40130 Overtime Wages. Overtime while on call on the weekend and after normal business hours.

42020 Signage Supplies. Signs purchased for street re-naming project and to replace damaged or vandalized signs.

42410 Small Tools and Equipment. Purchase iPads for 7 RSA board members (\$5,300).

43011 Contractual Services. Abandoned vehicle removal from Borough right-of-ways (\$3,000), survey, steam thaw, street sweep, striping, asphalt crack sealing and culvert clearing (\$63,000), and janitorial services (\$4,000).

43210 Transportation/Subsistence. Travel for Road Service Area board members to board meetings, travel to Homer and Seward for road inspections and DOT training for road inspectors.

43951 Dust Control. Purchase and apply calcium chloride for dust control on gravel roads in the Borough.

43952 Road Maintenance. Provide general maintenance as well as brushing and ditching.

48710 Minor Office Equipment. Replace one computer (\$850).

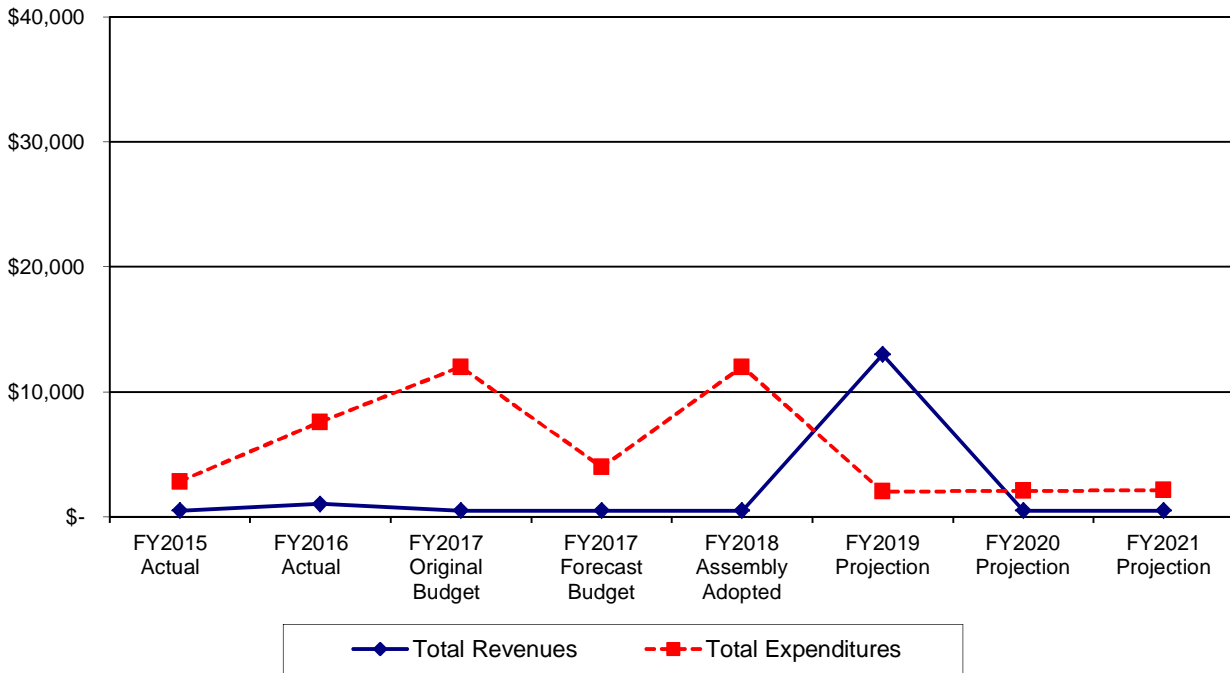
50434 Transfer to Capital Projects Fund. With reduction in State funding, local funding for road improvement projects is needed.

For capital projects information on this department - See the Capital Projects Section - Pages 318, 321-322, 332 & 361.

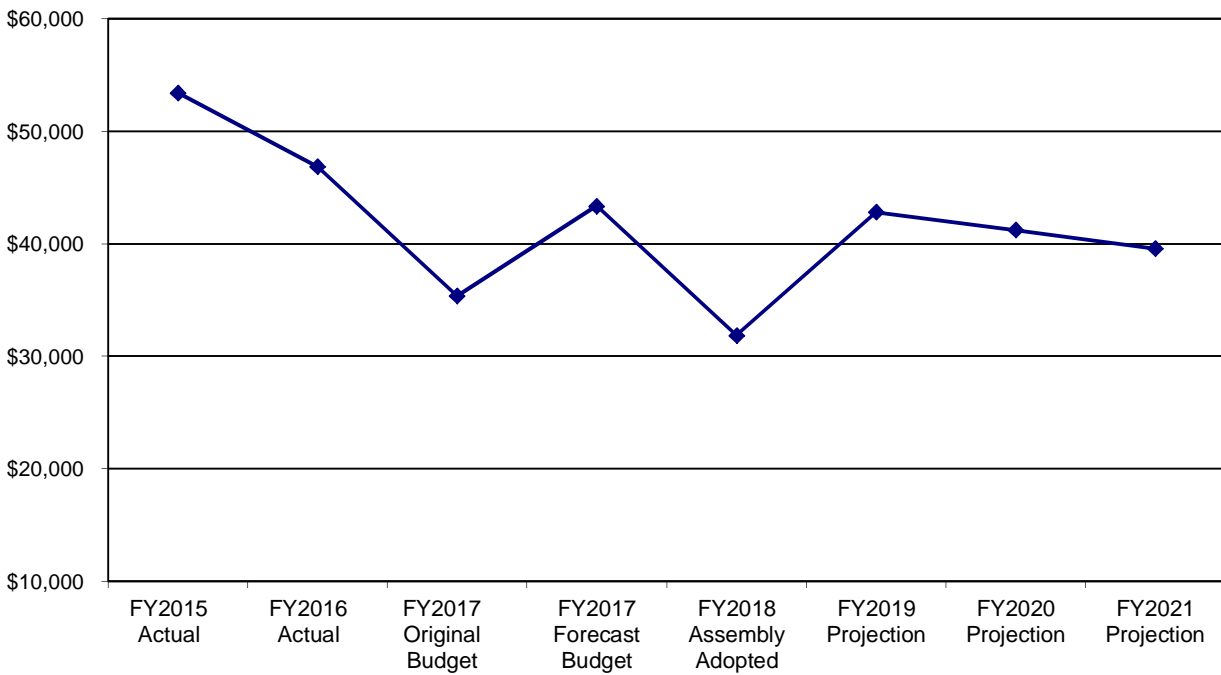
Fund: 237 Engineer's Estimate Fund

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues:								
Interest Earnings	\$ 516	\$ 1,056	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Other Revenue	-	-	-	-	-	-	-	-
Total Revenues	516	1,056	500	500	500	500	500	500
Operating Transfers From:								
Special Revenue Fund	-	-	-	-	-	12,500	-	-
Total Operating Transfer	-	-	-	-	-	12,500	-	-
Total Revenues and Operating Transfers	516	1,056	500	500	500	13,000	500	500
Expenditures:								
Personnel	-	-	2,000	2,000	2,000	2,040	2,091	2,154
Services	2,845	7,609	10,000	2,000	10,000	-	-	-
Total Expenditures	2,845	7,609	12,000	4,000	12,000	2,040	2,091	2,154
Net Results From Operations	(2,329)	(6,553)	(11,500)	(3,500)	(11,500)	10,960	(1,591)	(1,654)
Change in Fund Balance	(2,329)	(6,553)	(11,500)	(3,500)	(11,500)	10,960	(1,591)	(1,654)
Beginning Fund Balance	55,736	53,407	46,854	46,854	43,354	31,854	42,814	41,223
Ending Fund Balance	\$ 53,407	\$ 46,854	\$ 35,354	\$ 43,354	\$ 31,854	\$ 42,814	\$ 41,223	\$ 39,569

Engineer's Estimate Fund Revenues and Expenditures



Engineer's Estimate Fund Unreserved Fund Balance



**Kenai Peninsula Borough
Budget Detail**

**Fund 237
Department 33950 - Engineer's Estimate Fund**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ -	\$ -	\$ 1,320	\$ 1,320	\$ 1,320	\$ -	0.00%
40210 FICA	-	-	80	80	80	-	0.00%
40221 PERS	-	-	300	300	300	-	0.00%
40321 Health Insurance	-	-	298	298	298	-	0.00%
40322 Life Insurance	-	-	2	2	2	-	0.00%
	-	-	2,000	2,000	2,000	-	0.00%
Services							
43011 Contractual Services	2,845	6,830	10,000	2,000	10,000	-	0.00%
43310 Advertising	-	779	-	-	-	-	-
Total: Services	2,845	7,609	10,000	2,000	10,000	-	0.00%
Department Total	\$ 2,845	\$ 7,609	\$ 12,000	\$ 4,000	\$ 12,000	\$ -	0.00%

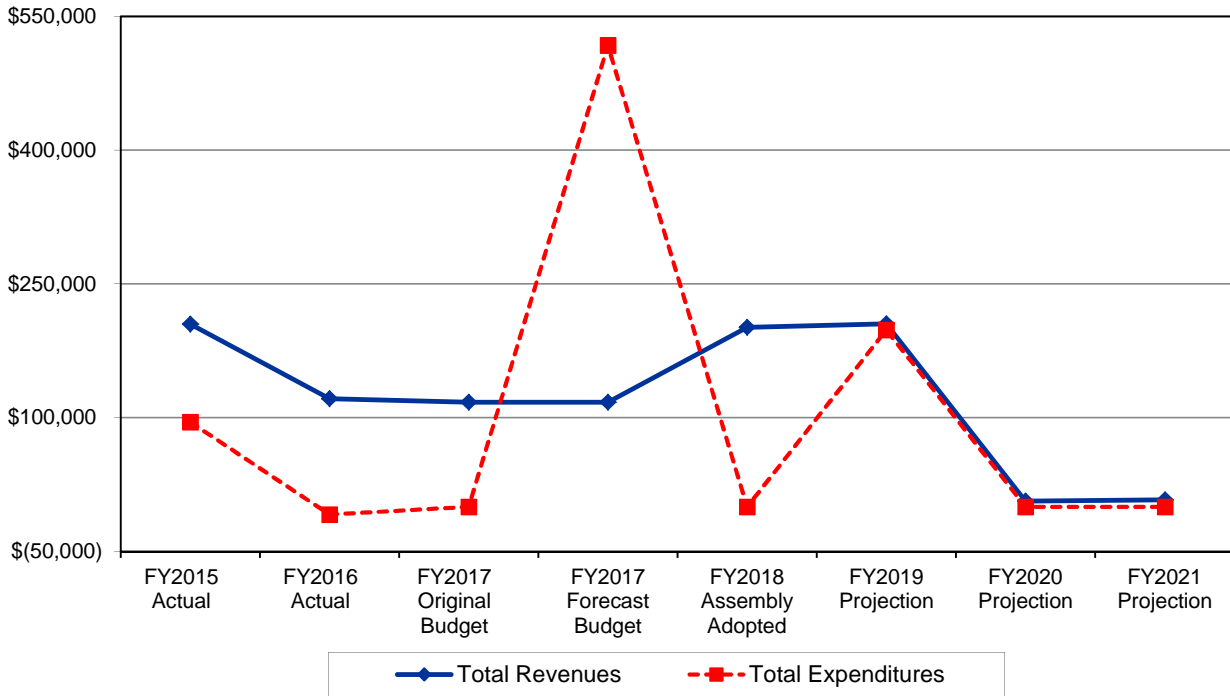
Line-Item Explanations

43011 Contractual Services. Contingency funding for projects that require preliminary cost estimates.

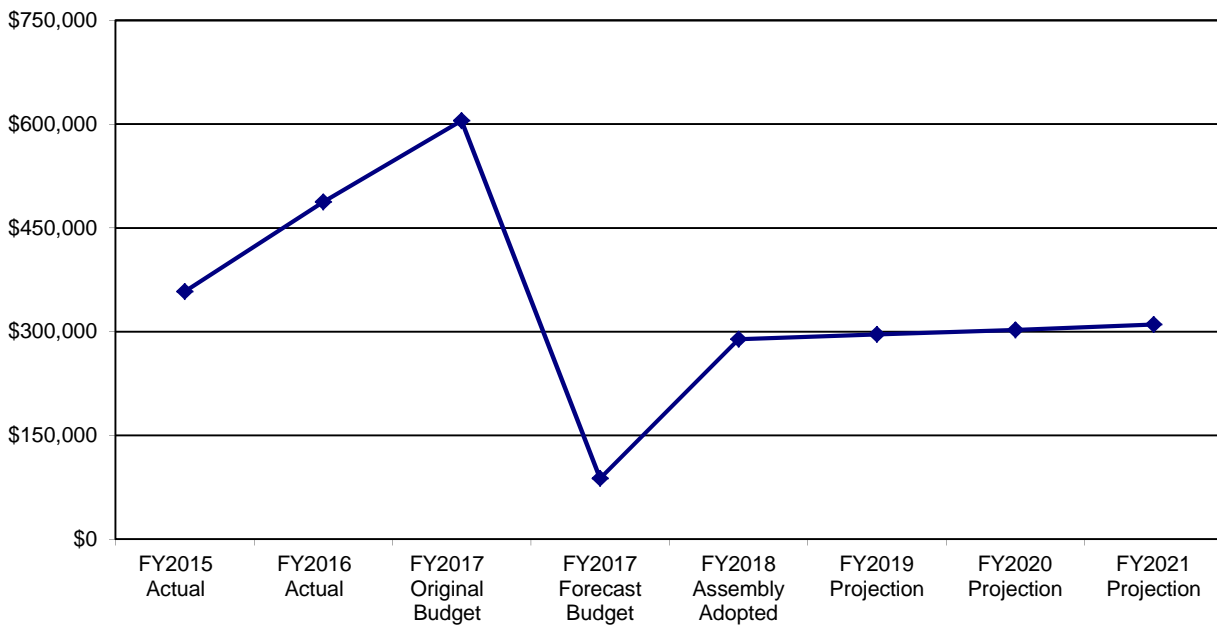
Fund: 238 RIAD Match Fund - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues:								
Interest Earnings	\$ 4,889	\$ 9,260	\$ 5,448	\$ 5,448	\$ 1,315	\$ 5,419	\$ 6,658	\$ 7,943
Total Revenues	4,889	9,260	5,448	5,448	1,315	5,419	6,658	7,943
Operating Transfers From:								
Special Revenue Fund	200,000	112,000	112,000	112,000	200,000	200,000	-	-
Total Operating Transfer	200,000	112,000	112,000	112,000	200,000	200,000	-	-
Total Revenues and Operating Transfers	204,889	121,260	117,448	117,448	201,315	205,419	6,658	7,943
Expenditures:								
Services	94,989	(8,580)	-	517,484	-	198,489	-	-
Total Expenditures	94,989	(8,580)	-	517,484	-	198,489	-	-
Total Expenditures and Operating Transfers	94,989	(8,580)	-	517,484	-	198,489	-	-
Net Results From Operations	109,900	129,840	117,448	(400,036)	201,315	6,930	6,658	7,943
Change in Fund Balance	109,900	129,840	117,448	(400,036)	201,315	6,930	6,658	7,943
Beginning Fund Balance	247,978	357,878	487,718	487,718	87,682	288,997	295,927	302,585
Ending Fund Balance	\$ 357,878	\$ 487,718	\$ 605,166	\$ 87,682	\$ 288,997	\$ 295,927	\$ 302,585	\$ 310,528

RIAD Match Fund Revenues and Expenditures



RIAD Match Fund Unreserved Fund Balance



**Kenai Peninsula Borough
Budget Detail**

**Fund 238
Department 33950 - RIAD Match Fund**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %
Services						
43011 Contractual Services	\$ 94,989	\$ (8,580)	\$ -	\$ 517,484	\$ -	-
Total: Services	94,989	(8,580)	-	517,484	-	-
Department Total	\$ 94,989	\$ (8,580)	\$ -	\$ 517,484	\$ -	-

Line-Item Explanations

43011 Contractual Services. Funding of anticipated match for RIAD match projects

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Kenai Peninsula Borough

Education Special Revenue Funds

The Borough has two (2) Special Revenue Funds that have been established for school purposes: the School Fund and the Postsecondary Education Fund.

School Fund

The School Fund records activity associated with operational funding the Borough provides the Kenai Peninsula Borough School District. Operational funding for the FY2018 budget year is \$49,738,432.

Operational funding for the school district is appropriated as follows: \$38,883,797 for local effort and in-kind of \$10,754,635 consisting of \$7,967,751 for maintenance, \$89,900 for utilities, \$2,613,921 for property, liability insurance and worker's compensation, \$65,000 for audit cost, and \$118,063 for custodial services. The Borough controls the budget for in-kind expenditures; local effort is controlled by the School District.

Revenue for the School Fund is provided by the Borough's General Fund and is generated from sales tax, property taxes and other revenue sources. The Borough's 3% sales tax is dedicated for schools.

In addition to operational funding, the Borough also provides funding of \$3,811,948 for school related debt of which \$2,661,363 is expected to be reimbursed from the State of Alaska, and \$1,075,000 for school district capital projects. Total funding provided for school purposes is \$54,625,380; net of State reimbursement, the amount is \$51,964,017. Total funding for schools represent approximately **66.74%** of the Borough's budget; sales tax revenues provide approximately **54.9%** of the Borough's funding provided for schools, the balance comes from property taxes and other revenue sources.

Key Measures					
	FY14 <u>Actual</u> 8,760	FY15 <u>Actual</u> 8,827	FY16 <u>Actual</u> 8,788	FY17 <u>Estimated</u> 8,785	FY18 <u>Projected</u> 8,781
# of students					
Operational Funding					
Funding from sales tax	\$30,277,598	\$30,139,903	\$30,116,611	\$29,536,082	\$29,979,123
Funding from property tax	\$13,222,402	\$13,860,097	\$18,121,821	\$18,702,350	\$19,759,309
Total funding	\$43,500,000	\$44,000,000	\$48,238,432	\$48,238,432	\$49,738,432
Mill rate equivalent in funding	6.25	6.34	6.64	6.17	6.12
Borough funding per student	\$4,965	\$4,984	\$5,489	\$5,491	\$5,664
Non Operational Funding:					
School capital projects	\$ 2,160,000	\$ 1,250,000	\$ 1,375,000	\$ 1,425,000	\$ 1,075,000
School Debt Service (net of State payment)	\$ 750,915	\$ 1,248,657	\$ 1,243,754	\$ 1,970,122	\$ 1,150,585
Total Borough Funding	\$46,410,915	\$46,498,657	\$50,857,186	\$51,633,554	\$51,964,017
Total mill rate equivalent in funding (net of debt reimbursement from State)	6.67	6.70	7.00	6.61	6.40
Equivalent mill rate, net of sales tax	2.32	2.36	2.85	2.82	2.71

Education

Postsecondary Education Fund

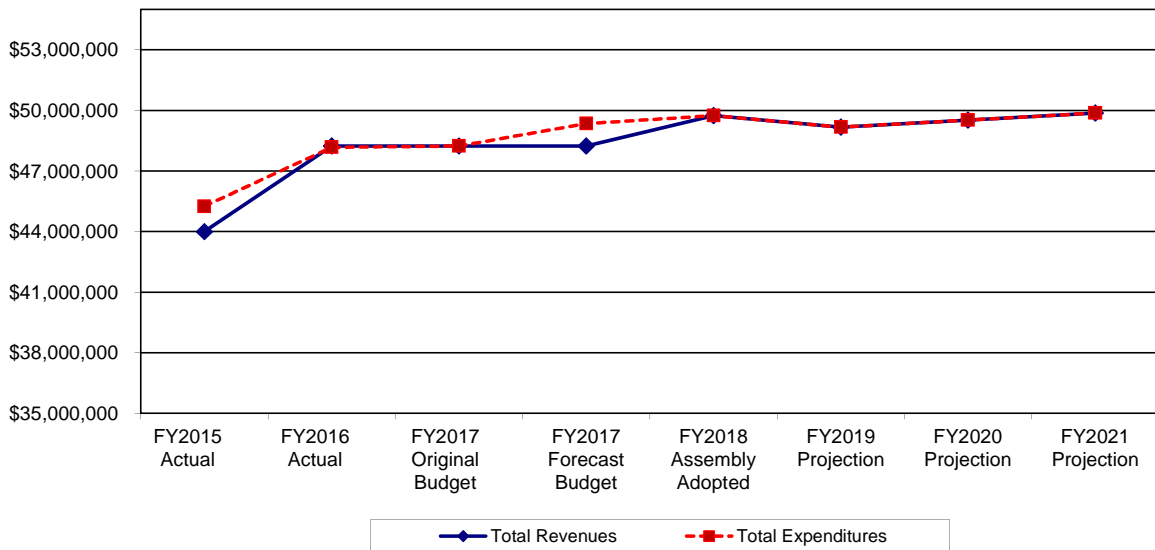
The Postsecondary Education Fund was set up to account for funding provided by the Borough to institutions that are part of the University of Alaska system. Borough voters approved funding for this program at an amount not to exceed the amount that would be generated by an areawide tax levy of .1 mills. Funding is restricted to operations and may only be used for instruction and the operations of facilities used to provide curriculum or programs offered within the Borough. Funds may not be used for capital improvements or construction of facilities.

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Fund: 241 School Fund - Budget Projection

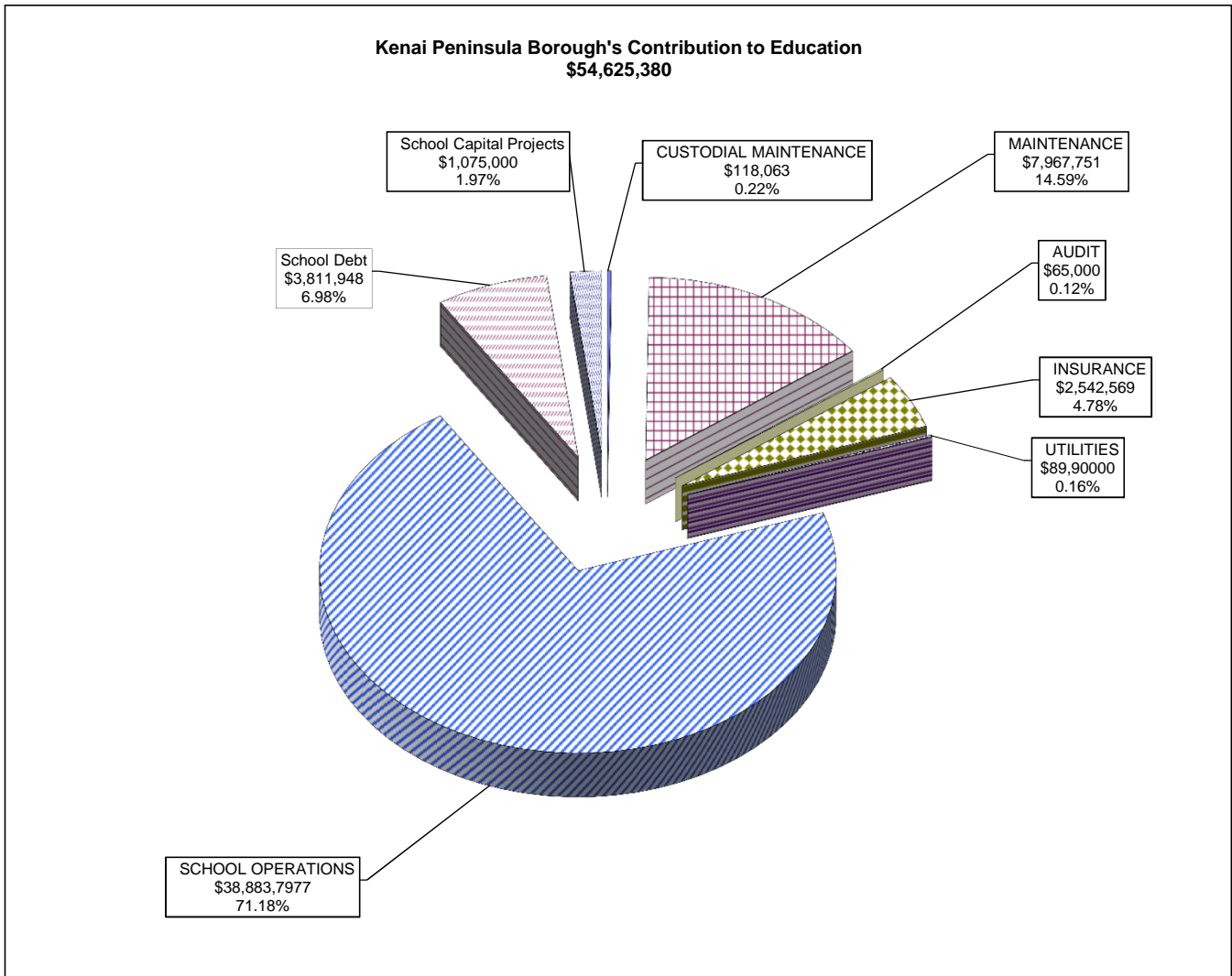
Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues:								
State Revenue	\$ 1,434,667	\$ 186,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	1,434,667	186,610	-	-	-	-	-	-
Other Financing Sources:								
Transfers From Other Funds	44,000,000	48,238,432	48,238,432	48,238,432	49,738,432	49,167,188	49,517,188	49,867,188
Total Operating Transfers	44,000,000	48,238,432	48,238,432	48,238,432	49,738,432	49,167,188	49,517,188	49,867,188
Total Revenues and Other Financing Sources	45,434,667	48,425,042	48,238,432	48,238,432	49,738,432	49,167,188	49,517,188	49,867,188
Expenditures:								
Custodial Maintenance	133,888	116,033	117,645	117,645	118,063	121,015	121,015	121,015
Maintenance	8,775,656	7,692,506	7,841,201	7,945,080	7,967,751	8,087,267	8,249,012	8,413,993
Non-Departmental:								
Audit	66,366	62,561	63,700	63,700	65,000	71,500	71,500	71,500
Insurance Premium	1,860,222	2,314,612	2,542,569	2,542,569	2,613,921	2,875,313	3,019,079	3,019,079
Utilities	83,989	85,200	89,900	89,900	89,900	91,698	91,698	91,698
School Operations	34,330,654	37,908,561	37,583,417	38,583,417	38,883,797	37,920,395	37,964,884	38,149,904
Total Expenditures	45,250,775	48,179,473	48,238,432	49,342,311	49,738,432	49,167,188	49,517,188	49,867,188
Total Expenditures and Operating Transfers	45,250,775	48,179,473	48,238,432	49,342,311	49,738,432	49,167,188	49,517,188	49,867,188
Change in Fund Balance	183,892	245,569	-	(1,103,879)	-	-	-	-
Beginning Fund Balance	1,859,038	2,042,930	2,288,499	2,288,499	1,184,620	1,184,620	1,184,620	1,184,620
Ending Fund Balance	2,042,930	2,288,499	2,288,499	1,184,620	1,184,620	1,184,620	1,184,620	1,184,620
Reserved Fund Balance	460,891	460,891	460,891	460,891	460,891	460,891	460,891	460,891
Unreserved Fund Balance	1,582,039	1,827,608	1,398,147	723,729	723,729	723,729	723,729	723,729
Total Fund Balance	\$ 2,042,930	\$ 2,288,499	\$ 1,859,038	\$ 1,184,620	\$ 1,184,620	\$ 1,184,620	\$ 1,184,620	\$ 1,184,620

**School Fund
Revenues and Expenditures**



Mill Rate Equivalents for the Borough's Contribution to Education

Expenditures	FY2015 Actual		FY2016 Actual		FY2017 Forecast Budget		FY2018 Proposed Budget	
	Taxable Value	Mill Rate Equivalent	Taxable Value	Mill Rate Equivalent	Taxable Value	Mill Rate Equivalent	Taxable Value	Mill Rate Equivalent
Local Effort to School District								
Custodial Maintenance	\$ 133,888	0.02	\$ 116,033	0.02	\$ 117,645	0.01	\$ 118,063	0.01
Maintenance	8,775,656	1.26	7,692,506	1.07	7,841,201	0.97	7,967,751	0.98
Audit	66,366	0.01	62,561	0.01	63,700	0.01	65,000	0.01
Insurance	1,860,222	0.27	2,314,612	0.32	2,542,569	0.31	2,613,921	0.32
Utilities	83,989	0.01	85,200	0.01	89,900	0.01	89,900	0.01
School Operations	34,330,654	4.95	37,908,561	5.28	37,583,417	4.63	38,883,797	4.79
Total Local Effort to School District	45,250,775	6.52	48,179,473	6.70	48,238,432	5.94	49,738,432	6.12
Other Educational Funding								
School Debt	4,150,527	0.60	4,136,679	0.58	4,134,410	0.51	3,811,948	0.47
School Revenue Capital Projects	1,250,000	0.18	1,375,000	0.19	1,375,000	0.17	1,075,000	0.13
Total Other Educational Funding	5,400,527	0.78	5,511,679	0.77	5,509,410	0.68	4,886,948	0.60
Total Education from Borough	\$ 50,651,302	7.30	\$ 53,691,152	7.47	\$ 53,747,842	6.62	\$ 54,625,380	6.72
State on-behalf payment included in expenditure amount	\$ 1,434,667		\$ 186,610		\$ -		\$ -	



Fund: 241	Department Function
Dept: 11235	Maintenance – Custodial Maintenance

Mission

The mission of the Custodial Division is to provide prompt and effective custodial services to the main Borough building, the Risk Management and Human Resources annexes, the school district portables, the records center, and by contract, the Homer Annex.

Program Description

This division provides janitorial services to the buildings located within the Binkley/Park Street complex and administers the contracts for the Homer Annex.

Major Long Term Issues and Concerns:

Coordination of activities with the Maintenance and Purchasing & Contracting departments, as well as the School District, to provide an overall facilities management approach.

FY2017 Accomplishments

- Continued coordination of activities with Maintenance and Purchasing & Contracting departments.
- Used internal shift coverage, school district temporary recruitment pool, flexible scheduling and shift trades to cover short-term absences and special events.
- Continued to monitor spill plan checks for main buildings.

FY2018 New Initiatives:

- Support borough building renovation efforts as needed.

Performance Measures

Priority/Goal: Custodial Maintenance

Goal: In addition to regular custodial activities, timely response to all non-routine custodial requests.

- Objective:**
1. Timely response to requests may lower the risk of injury to employees and the public.
 2. Timely response may lower our overall maintenance costs.

Measures:

Percentage of Timely Response	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Custodial	99%	99%	99%	99%

Percentages gauged by number of complaints received by Human Resources.

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History*	1.25	1.25	1.25	1.25

*Custodial staffing totals 2.5 employees; 50% is paid by Borough and 50% is paid by School District.

**Kenai Peninsula Borough
Budget Detail**

**Fund 241
Department 11235 - School Fund Custodial Maintenance**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 54,137	\$ 57,169	\$ 55,351	\$ 55,351	\$ 56,396	\$ 1,045	1.89%
40120 Temporary Wages	-	-	2,700	2,700	2,700	-	0.00%
40130 Overtime Wages	685	624	1,145	1,145	1,168	23	2.01%
40210 FICA	4,269	4,758	5,196	5,196	5,277	81	1.56%
40221 PERS	38,285	16,688	12,918	12,918	13,163	245	1.90%
40321 Health Insurance	28,290	27,883	30,200	30,200	29,310	(890)	-2.95%
40322 Life Insurance	85	89	144	144	146	2	1.39%
40410 Leave	4,159	6,137	6,496	6,496	6,445	(51)	-0.79%
40511 Other Benefits	216	205	216	216	216	-	0.00%
Total: Personnel	130,126	113,553	114,366	114,366	114,821	455	0.40%
Supplies							
42210 Operating Supplies	-	17	125	125	125	-	0.00%
42250 Uniforms	243	248	244	244	312	68	27.87%
42310 Repair/Maintenance Supplies	168	121	150	150	100	(50)	-33.33%
42410 Small Tools	1,375	185	485	485	485	-	0.00%
Total: Supplies	1,786	571	1,004	1,004	1,022	18	1.79%
Services							
43011 Contractual Services	920	896	1,100	1,100	1,100	-	0.00%
43110 Communications	26	66	75	75	120	45	60.00%
43210 Transportation/Subsistence	27	26	100	100	50	(50)	-50.00%
43610 Public Utilities	915	871	900	900	900	-	0.00%
43720 Equipment Maintenance	88	50	100	100	50	(50)	-50.00%
Total: Services	1,976	1,909	2,275	2,275	2,220	(55)	-2.42%
Department Total	\$ 133,888	\$ 116,033	\$ 117,645	\$ 117,645	\$ 118,063	\$ 418	0.36%

Line-Item Explanations

40110 Regular wages. Staff includes: 1/2 time Lead Custodian and 2 full-time custodians.

Note: 50% of the staffing expenditures are charged to the School District and 50% to the Borough Human Resources Department.

42250 Uniforms. The Collective Bargaining Agreement, effective 7/1/16 through 6/30/19, increased the uniform allowance from \$6.25 per pay period (\$162.50 annually) to \$8.00 per pay period (\$208 annually).

42310 Repair/Maintenance Supplies. Decrease due to purchase of new vacuum and shampooer (previous fiscal year) and replacing equipment accessories on a regular basis before they become a maintenance issue.

43011 Contractual Services. Window washing at the main Borough building, Risk Management, and Records (\$1,000) and laundering custodial cleaning cloths (\$100).

43110 Communications. Increase due to higher monthly plan costs as a result of changing cellular service provider.

43210 Transportation/Subsistence. Decrease based on 3-year trend.

43720 Equipment Maintenance. Decrease due to the purchase of new vacuums/shampooers on alternating fiscal years, or sooner as required.

Fund: 241
Dept: 41010

Department Function
Facilities Maintenance

Mission

Maintain Borough schools and administrative facilities to a level that provides a safe and secure environment for all occupants. Conduct comprehensive preventative maintenance programs that promote long system and equipment life. Manage and administer project upgrades that replace building components that are end of life and contribute to enhanced efficiencies or code compliance.

Program Description

The Kenai Peninsula Borough Maintenance Department is responsible for the repair and maintenance of the Kenai Peninsula Borough school facilities and select Borough buildings.

Major Long Term Issues and Concerns

Increasing demand on the Borough and the Maintenance Department to protect the integrity of our aging facilities. Many critical systems and structure elements of the Borough are maintained well beyond their expected useful life. As a result, maintaining the safe and secure environment within our schools is becoming more difficult. Some of these systems are approaching a point where they are no longer supported by industry. The cost of supplies and services to maintain these elements within our facilities increases annually. While the current budget trend has been able to keep pace with basic maintenance, little headway has been made with respects to the replacement of many of our aged HVAC control systems. Funding of approximately \$5,000,000 would need to be identified to replace these systems.

FY2017 Accomplishments

Significant completion of water treatment at Moose Pass and K-Beach elementary schools, replacement of the fire monitoring system at Nikiski High, replacement of the signaling clock system and addition of two classrooms (section of existing library) at Skyview Middle, refurbish of the gym floors at Soldotna Prep, replacement of gym lockers at Kenai Middle and KCHS, addition of a wheel chair inclined platform lift at SOHI, major door replacements at SOHI, KCHS and Soldotna El., lot lighting improvements at Homer Middle, playground additions at Mountain View, engineering assessments at Paul Banks and Nanwalek, structural engineering assessments and repairs at Susan B. English, Kaleidoscope and SOHI, septic tank replacement at Sterling El and direct digital control system replacement at Seward El.

FY2018 New Initiatives

Installation/replacement of the Nikiski North Star fire monitoring system; continued upgrade to district wide intercom systems for improved paging, emergency notification and intrusion control (grant); continue district wide lighting improvements, focusing primarily on gym and exterior illumination (high efficiency LED conversion) and continued energy projects (lighting and heating system improvements). Complete replacement of the wooden gym floor at Homer Middle, bleacher replacement at KCHS, window/siding replacements at Chapman Elementary, water/waste-water systems projects at Skyview, and McNeil Canyon, replacement of the direct digital control system at Nikolaevsk, major door replacement at SOHI, playground improvements at Nikolaevsk and various area wide flooring replacements projects.

Performance Measures

- Priority/Goal:** Maintain Borough Schools and administrative facilities to a level that provides for a safe and secure environment.
Goal: Increase efforts to perform our duties in the most effective and efficient manner as possible.
Objective:
1. Monitor our programs to ensure efficiency through projects and upgrades.
 2. Use our work order program and technology to enable us to perform to a high level.
 3. Providing training to keep abreast of current codes and maintenance trends.
 4. Provide the best safety program to maintenance personnel; limiting time loss and liability.

Measures:

Work Order Requests	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Borough-wide	11,245	11,253	11,300	11,300

Staffing History	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Maintenance staff	45	45	45	45

Commentary:

The Kenai Peninsula Borough Maintenance department has done a good job in taking care of our facilities and has always been considered one of the finest organizations of its type in the state. In order to continue this trend, it is important to attract and hire the best staff possible. It is also important to continue to find sources of funding that support needed and required improvements to our aging facilities.

**Kenai Peninsula Borough
Budget Detail**

**Fund 241
Department 41010 - School Fund Maintenance Department**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 2,759,330	\$ 2,850,317	\$ 3,190,815	\$ 2,940,815	\$ 3,247,329	\$ 56,514	1.77%
40120 Temporary Wages	467,734	578,331	400,000	400,000	400,000	-	0.00%
40130 Overtime Wages	58,525	18,848	54,009	54,009	58,118	4,109	7.61%
40210 FICA	279,087	280,462	303,047	303,047	309,731	6,684	2.21%
40221 PERS	2,084,739	892,509	738,918	738,918	752,673	13,755	1.86%
40321 Health Insurance	1,121,262	1,025,516	1,135,520	1,135,520	1,105,656	(29,864)	-2.63%
40322 Life Insurance	4,764	4,964	7,985	7,985	8,123	138	1.73%
40410 Leave	474,191	518,510	430,833	430,833	448,612	17,779	4.13%
40511 Other Benefits	16,690	16,640	35,905	35,905	35,906	1	0.00%
Total: Personnel	7,266,322	6,186,097	6,297,032	6,047,032	6,366,148	69,116	1.10%
Supplies							
42120 Computer Software	304	1,235	3,000	3,000	1,500	(1,500)	-50.00%
42210 Operating Supplies	47,732	41,223	53,500	63,500	45,000	(8,500)	-15.89%
42230 Fuel, Oils and Lubricants	120,235	90,858	130,000	130,000	110,000	(20,000)	-15.38%
42250 Uniforms	15,700	14,634	12,000	12,000	10,000	(2,000)	-16.67%
42263 Training Supplies	-	-	500	500	-	(500)	-100.00%
42310 Repair/Maintenance Supplies	799,722	733,465	655,000	766,292	700,000	45,000	6.87%
42360 Motor Vehicle Supplies	28,415	31,352	35,000	55,000	35,000	-	0.00%
42410 Small Tools	32,322	36,872	20,000	30,000	20,000	-	0.00%
Total: Supplies	1,044,430	949,639	909,000	1,060,292	921,500	12,500	1.38%
Services							
43011 Contractual Services	48,704	83,695	55,000	66,500	70,000	15,000	27.27%
43014 Physical Examinations	3,668	5,807	4,500	6,000	4,500	-	0.00%
43015 Water/Air Sample Test	14,210	13,055	15,250	16,250	15,250	-	0.00%
43019 Software Licensing	16,806	21,329	15,000	17,703	20,000	5,000	33.33%
43050 Solid Waste Fees	3,149	1,423	750	750	1,500	750	100.00%
43110 Communications	32,329	36,111	38,000	36,700	38,000	-	0.00%
43140 Postage and Freight	16,097	23,351	15,000	20,600	15,000	-	0.00%
43210 Transportation/Subsistence	134,896	186,520	147,250	170,550	160,000	12,750	8.66%
43260 Training	10,375	11,438	9,000	9,000	9,000	-	0.00%
43310 Advertising	2,291	817	2,000	2,000	1,000	(1,000)	-50.00%
43410 Printing	-	-	600	600	-	(600)	-100.00%
43600 Project Management	-	855	-	-	-	-	-
43610 Utilities	110,004	98,616	123,500	119,500	105,000	(18,500)	-14.98%
43720 Equipment Maintenance	3,861	3,437	3,500	3,500	3,500	-	0.00%
43750 Vehicle Maintenance	4,804	3,147	4,500	4,500	3,500	(1,000)	-22.22%
43764 Snow Removal	154,762	284,804	350,000	409,197	350,000	-	0.00%
43780 Buildings/Grounds Maintenance	159,936	176,014	160,000	231,500	210,000	50,000	31.25%
43810 Rents & Operating Leases	13,978	10,003	13,000	13,000	13,000	-	0.00%
43812 Equipment Replacement Pymt.	193,569	203,658	154,479	154,479	139,502	(14,977)	-9.70%
43920 Dues and Subscriptions	4,390	2,503	4,600	4,600	3,500	(1,100)	-23.91%
43936 USAD Assessments	19,577	-	-	-	-	-	-
Total: Services	947,406	1,166,583	1,115,929	1,286,929	1,162,252	46,323	4.15%
Capital Outlay							
48120 Major Office/Communications Equipment	1,925	8,559	-	7,170	-	-	-
48310 Vehicles	65,000	514	-	-	-	-	-
48311 Machinery & Equipment	33,078	39,855	16,500	26,818	12,000	(4,500)	-27.27%
48710 Minor Office/Communications Equipment	5,977	12,337	6,900	6,580	6,900	-	0.00%
48720 Minor Office Furniture	156	-	1,500	4,301	1,500	-	0.00%
48740 Minor Machines & Equipment	14,268	3,199	2,000	12,920	2,000	-	0.00%
49433 Plan Reviews/Permit Fees	194	531	-	698	1,000	1,000	-
Total: Capital Outlay	120,598	64,995	26,900	58,487	23,400	(3,500)	-13.01%

Fund 241
Department 41010 - School Fund Maintenance Department - Continued

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Interdepartmental Charges							
60001 Charges (To) From Purchasing	264,492	207,935	217,340	217,340	219,451	2,111	0.97%
60002 Charges (To) From Other Depts.	(221,219)	(231,563)	(225,000)	(225,000)	(225,000)	-	-
60003 Charges (To) From Capital Projects	(646,373)	(650,275)	(500,000)	(500,000)	(500,000)	-	-
60004 Mileage Ticket Credits	-	(905)	-	-	-	-	-
Total: Interdepartmental Charges	(603,100)	(674,808)	(507,660)	(507,660)	(505,549)	2,111	-
Department Total	\$ 8,775,656	\$ 7,692,506	\$ 7,841,201	\$ 7,945,080	\$ 7,967,751	\$ 126,550	1.61%

Line-Item Explanations

40110 Regular Wages. Staff includes: Director of Maintenance, 2 Maintenance Foremen, 1 Project Manager, 1 Lead Electrician, 5 Electricians I/II, 1 Lead Automotive and Diesel Mechanic, 2 Automotive and Diesel Mechanics I/II, 1 Lead Energy Systems Mechanic, 3 Energy Systems Mechanics I/II, 1 Lead Painter, 3 Painters I/II, 1 Electronics Technician I/II, 2 Locksmith-General Maintenance Mechanics I/II, 1 Lead Energy Systems Mechanic/ Plumber (Homer) 1 Plumber, 3 Lead General Maintenance Mechanics, 5 General Maintenance Mechanics I/II, 2 Millwright-General Maintenance Mechanics I/II, 1 Plumber-General Maintenance Mechanic I/II, 1 Water treatment Operator, 2 Carpenters-General Maintenance, 1 GM Electrical/Electronics Helper, 1 Safety/Asbestos Coordinator, 1 Administrative Assistant, 1 Secretary-Dispatcher (Homer), 1 Clerk-Dispatcher.

40120 Temporary Wages. To cover temporary employees hired in the summer to assist with landscaping, painting and general maintenance.

42310 Repair/Maintenance Supplies. Supplies necessary for maintenance of school facilities.

43764 Snow Removal. Contract snow removal at all district facilities.

43812 Equipment Replacement Payments. Payment to the Equipment Replacement Fund for vehicles and equipment.

48311 Machinery & Equipment. Amount included for the purchase of an additional commercial zero turn bagging mower.

48710 Minor Office Equipment. Replacement of office computers per IT recommendation.

60001-60003 Charges (To) From Other Depts. Estimated cost to be charged to other funds including the General Fund and the School Capital Project Fund. See page 49 for summary of interdepartmental charges.

For capital projects information on this department - See the Capital Project section - Pages 318, 319, 324, & 336-344.

**Kenai Peninsula Borough
Budget Detail**

**Fund 241
Department 94910 - School Fund Non-Departmental**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Services							
43012 Audit Services	\$ 66,366	\$ 62,561	\$ 63,700	\$ 63,700	\$ 65,000	\$ 1,300	2.04%
43510 Insurance Premium	1,860,222	2,314,612	2,542,569	2,542,569	2,613,921	71,352	2.81%
43610 Utilities	83,989	85,200	89,900	89,900	89,900	-	0.00%
Total: Services	2,010,577	2,462,373	2,696,169	2,696,169	2,768,821	72,652	2.69%
Transfers							
50241 School District Operations	34,330,654	37,908,561	37,583,417	38,583,417	38,883,797	1,300,380	3.46%
Total: Transfers	34,330,654	37,908,561	37,583,417	38,583,417	38,883,797	1,300,380	3.46%
Department Total	\$ 36,341,231	\$ 40,370,934	\$ 40,279,586	\$ 41,279,586	\$ 41,652,618	\$ 1,373,032	3.41%

Line-Item Explanations

43012 Audit Services. School district funding of annual audit, which includes State and Federal Single audit. Compliance audits, as well as financial audits, are required of the Borough and all component units.

43510 Insurance Premium. School district portion from allocation of insurance costs, including claims fees, risk management expense, general liability, fire and extended coverage, auto liability, auto physical damage, worker's compensation, educational errors and omissions, bonds, business travel, non-owned aircraft travel.

43610 Utilities. School district share of natural gas, electricity, water and sewer for administration building and administration annex buildings.

50241 School District Operations. Funding provided to school district from local sources.

**Kenai Peninsula Borough
Budget Detail**

**Fund 241 School Fund
Expenditure Summary By Line Item**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 2,813,467	\$ 2,907,486	\$ 3,246,166	\$ 2,996,166	\$ 3,303,725	\$ 57,559	1.77%
40120 Temporary Wages	467,734	578,331	402,700	402,700	402,700	-	0.00%
40130 Overtime Wages	59,210	19,472	55,154	55,154	59,286	4,132	7.49%
40210 FICA	283,356	285,220	308,243	308,243	315,008	6,765	2.19%
40221 PERS	2,123,024	909,197	751,836	751,836	765,836	14,000	1.86%
40321 Health Insurance	1,149,552	1,053,399	1,165,720	1,165,720	1,134,966	(30,754)	-2.64%
40322 Life Insurance	4,849	5,053	8,129	8,129	8,269	140	1.72%
40410 Leave	478,350	524,647	437,329	437,329	455,057	17,728	4.05%
40511 Other Benefits	16,906	16,845	36,121	36,121	36,122	1	0.00%
Total: Personnel	7,396,448	6,299,650	6,411,398	6,161,398	6,480,969	69,571	1.09%
Supplies							
42120 Computer Software	304	1,235	3,000	3,000	1,500	(1,500)	-50.00%
42210 Operating Supplies	47,732	41,240	53,625	63,625	45,125	(8,500)	-15.85%
42230 Fuel, Oils and Lubricants	120,235	90,858	130,000	130,000	110,000	(20,000)	-15.38%
42250 Uniforms	15,943	14,882	12,244	12,244	10,312	(1,932)	-15.78%
42263 Training Supplies	-	-	500	500	-	(500)	-100.00%
42310 Repair/Maint Supplies	799,890	733,586	655,150	766,442	700,100	44,950	6.86%
42360 Motor Vehicle Supplies	28,415	31,352	35,000	55,000	35,000	-	0.00%
42410 Small Tools and Minor	33,697	37,057	20,485	30,485	20,485	-	0.00%
Total: Supplies	1,046,216	950,210	910,004	1,061,296	922,522	12,518	1.38%
Services							
43011 Contractual Services	49,624	84,591	56,100	67,600	71,100	15,000	26.74%
43012 Audit Services	66,366	62,561	63,700	63,700	65,000	1,300	2.04%
43014 Physical Examinations	3,668	5,807	4,500	6,000	4,500	-	0.00%
43015 Water/Air Sample Test	14,210	13,055	15,250	16,250	15,250	-	0.00%
43019 Software Licensing	16,806	21,329	15,000	17,703	20,000	5,000	33.33%
43050 Solid Waste Fees	3,149	1,423	750	750	1,500	750	100.00%
43110 Communications	32,355	36,177	38,075	36,775	38,120	45	0.12%
43140 Postage and Freight	16,097	23,351	15,000	20,600	15,000	-	0.00%
43210 Transportation/Subsistence	134,923	186,546	147,350	170,650	160,050	12,700	8.62%
43260 Training	10,375	11,438	9,000	9,000	9,000	-	0.00%
43310 Advertising	2,291	817	2,000	2,000	1,000	(1,000)	-50.00%
43410 Printing	-	-	600	600	-	(600)	-100.00%
43510 Insurance Premium	1,860,222	2,314,612	2,542,569	2,542,569	2,613,921	71,352	2.81%
43600 Project Management	-	855	-	-	-	-	-
43610 Utilities	194,908	184,687	214,300	210,300	195,800	(18,500)	-8.63%
43720 Equipment Maintenance	3,949	3,487	3,600	3,600	3,550	(50)	-1.39%
43750 Vehicle Maintenance	4,804	3,147	4,500	4,500	3,500	(1,000)	-22.22%
43764 Snow Removal	154,762	284,804	350,000	409,197	350,000	-	0.00%
43780 Building/Grounds Maintenance	159,936	176,014	160,000	231,500	210,000	50,000	31.25%
43810 Rents	13,978	10,003	13,000	13,000	13,000	-	0.00%
43812 Equipment Replacement Pymt.	193,569	203,658	154,479	154,479	139,502	(14,977)	-9.70%
43920 Dues and Subscriptions	4,390	2,503	4,600	4,600	3,500	(1,100)	-23.91%
43936 USAD Assessments	19,577	-	-	-	-	-	-
Total: Services	2,959,959	3,630,865	3,814,373	3,985,373	3,933,293	118,920	3.12%
Capital Outlay							
48120 Major Office/Communications Equipment	1,925	8,559	-	7,170	-	-	-
48310 Vehicles	65,000	514	-	-	-	-	-
48311 Machinery & Equipment	33,078	39,855	16,500	26,818	12,000	(4,500)	-27.27%
48710 Minor Office/Communications Equipment	5,977	12,337	6,900	6,580	6,900	-	0.00%
48720 Minor Office Furniture	156	-	1,500	4,301	1,500	-	0.00%
48740 Minor Machines & Equipment	14,268	3,199	2,000	12,920	2,000	-	0.00%
49433 Plan Reviews/Permit Fees	194	531	-	698	1,000	1,000	-
Total: Capital Outlay	120,598	64,995	26,900	58,487	23,400	(3,500)	-13.01%

**Kenai Peninsula Borough
Budget Detail**

**Fund 241 School Fund
Expenditure Summary By Line Item**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Transfers							
50241 School District Operations	34,330,654	37,908,561	37,583,417	38,583,417	38,883,797	1,300,380	3.46%
Total: Transfers	34,330,654	37,908,561	37,583,417	38,583,417	38,883,797	1,300,380	3.46%
Interdepartmental Charges							
60001 Charges (To) From Purchasing	264,492	207,935	217,340	217,340	219,451	2,111	0.97%
60002 Charges (To) From Other Depts.	(221,219)	(231,563)	(225,000)	(225,000)	(225,000)	-	-
60003 Charges (To) From Capital Projects	(646,373)	(650,275)	(500,000)	(500,000)	(500,000)	-	-
60004 Mileage Ticket Credits	-	(905)	-	-	-	-	-
Total: Interdepartmental Charges	(603,100)	(674,808)	(507,660)	(507,660)	(505,549)	2,111	-
Department Total	\$ 45,250,775	\$ 48,179,473	\$ 48,238,432	\$ 49,342,311	\$ 49,738,432	\$ 1,500,000	3.11%

**Kenai Peninsula Borough
Budget Detail**

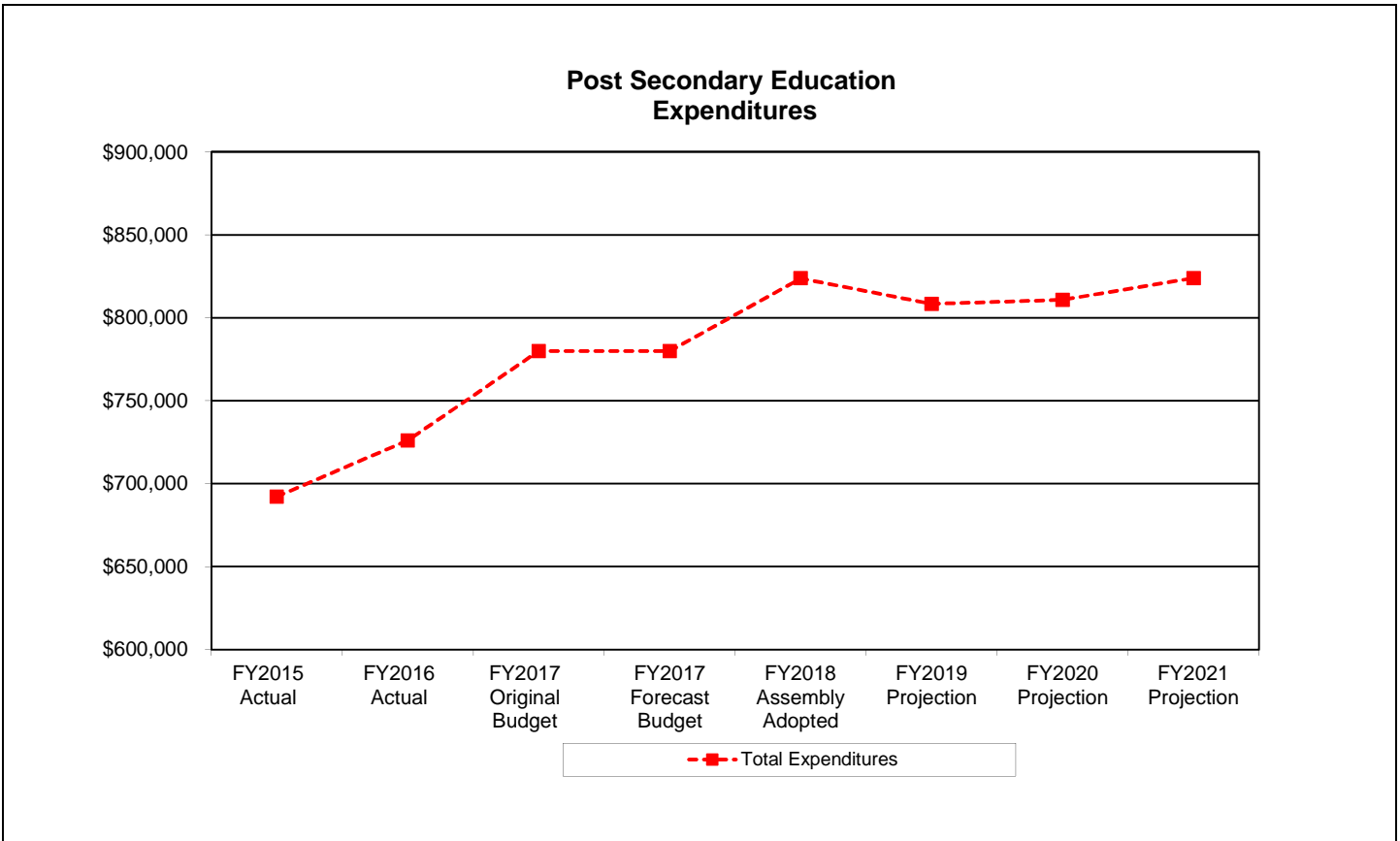
Fund 241 Total

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget	%
40XXX Total Personnel	\$ 7,396,448	\$ 6,299,650	\$ 6,411,398	\$ 6,161,398	\$ 6,480,969	69,571	1.09%
42XXX Total Supplies	1,046,216	950,210	910,004	1,061,296	922,522	12,518	1.38%
43XXX Total Services	2,959,959	3,630,865	3,814,373	3,985,373	3,933,293	118,920	3.12%
48XXX Total Capital Outlay	120,598	64,995	26,900	58,487	23,400	(3,500)	-13.01%
50XXX Total Transfers	34,330,654	37,908,561	37,583,417	38,583,417	38,883,797	1,300,380	3.46%
6XXXX Total Interdepartmental Charges	(603,100)	(674,808)	(507,660)	(507,660)	(505,549)	2,111	-
Fund Totals	\$ 45,250,775	\$ 48,179,473	\$ 48,238,432	\$ 49,342,311	\$ 49,738,432	\$ 1,500,000	3.11%

Fund: 242 Postsecondary Education - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues:								
Operating Transfers From:								
General Fund	\$ 692,184	\$ 726,003	\$ 779,958	\$ 779,958	\$ 823,804	\$ 808,364	\$ 810,750	\$ 823,878
Total Operating Transfers								
Total Revenues and Other Financing Sources	692,184	726,003	779,958	779,958	823,804	808,364	810,750	823,878
Expenditures:								
Services	692,184	726,003	779,958	779,958	823,804	808,364	810,750	823,878
Total Expenditures	692,184	726,003	779,958	779,958	823,804	808,364	810,750	823,878
Total Expenditures and Operating Transfers	692,184	726,003	779,958	779,958	823,804	808,364	810,750	823,878
Results From Operations	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Mill Rate Equivalency for Operating Transfer from the General Fund	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
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**Kenai Peninsula Borough
Budget Detail**

**Fund 242 Postsecondary Education
Department 78090 - Kenai Peninsula College**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %
Services						
43023 Kenai Peninsula College	\$ 692,184	\$ 726,003	\$ 779,958	\$ 779,958	\$ 823,804	\$ 43,846 5.62%
Total: Services	692,184	726,003	779,958	779,958	823,804	43,846 5.62%
Department Total	\$ 692,184	\$ 726,003	\$ 779,958	\$ 779,958	\$ 823,804	\$ 43,846 5.62%

Line-Item Explanations

43023 Kenai Peninsula College (KPC). Funding to be used as follows:

Tuition Waiver. Funding provides a partial waiver for up to six credits/semester for high school juniors and seniors wanting to enroll in college classes. These students will be able take up to six credits/semester for five semesters (total of 30 credits equivalent to one full-time year attending college) beginning the fall semester when they become a junior. In Fall 2018, students will pay \$67/credit. The requested Borough funding will cover the remaining \$135/credit. The UA Board of Regents did approve a 5% tuition increase for Fall 2018 at their November 2016 meeting (\$197,000).

Adult Basic Education/General Education Development. Funding provides personnel, travel, and support costs to make the ABE/GED program available throughout the Kenai Peninsula Borough, including Nikiski, Homer, Ninilchik, Tyonek, Seldovia, Port Graham and Nanwalek and other remote communities as needed (\$133,332)

Kenai River Campus Outreach	\$69,330
Kachemak Bay Campus Outreach	\$64,002

Courses at Resurrection Bay Extension Site, Seward. Funding provides courses in basic general requirements such as English, Psychology, Art, Communication, professional development courses and community interest courses (\$31,500).

Coordinator/Night Staffing, Kenai River Campus. Funding provides salary, benefits, and support for a 28 hour/week position. This position provides general advising information for evening students, coordinates the evening program, provides administrative staffing for evening hours, thereby improving security in the evening, and provides staff support for special projects. The night coordinator is trained in CPR, first aid, and AED operations (\$20,362).

Library Support, Kachemak Bay Campus. Funding provides 57% of the operational costs for a Library Technician to help students make the best use of the limited resource available and to maintain a level of security and accountability for the holdings. Funding also provides additional resources such as reference materials, books and databases (\$44,870).

Instructional Support Position-Kachemak Bay Campus. Funding provides an instructional support position for KBC faculty, staff and students utilizing Bay View Hall. This position provides sole instructional and administrative support as well as all test proctoring services (\$42,900).

Information/Registration Clerk, Kachemak Bay Campus. Funding provides 50% of the cost for staffing a full-time Information/Registration clerk for the Kachemak Bay campuses (\$34,554).

Tutors - Learning Centers. Funding provides tutors at both campuses. Academic tutoring is a critical retention tool that strengthens academic skills for at risk students in specific disciplines. Learning Center Tutors are either "peer" student or non-student tutors trained and qualified in their area of expertise (\$31,990).

Kenai River Campus	\$22,393
Kachemak Bay Campus	\$ 9,597

Developmental Student Advisor -Kenai River Campus. This position oversees and monitors the academic progress of all KPC students taking developmental level math and English courses, including outreach on a regular basis for those determined to be at-risk. Additionally, this person will review Accuplacer results (required placement test that all students must take) and advises them on what courses to select, based on their test results. Funding will also provide two part-time student employee positions to assist with scheduling and data retrieval, plus minimal funding for operational materials and resources (\$85,600).

Student Advisor, Kachemak Bay Campus. This position provides retention and student success activities, academic and financial aid advising and assistance with complying admissions, selecting classes and developmental academic plans (\$51,225).

Veterans Coordinator & Safety Officer. This position (40 hrs/week) is located on the Kenai River Campus. This person serves as the initial point of contact for active duty and veteran students attending KPC. The coordinator provides the initial in-take advising to military and veteran students with regards to the requirements and limitations on their benefits, and serves to facilitate these students' interactions with other KPC student services. The coordinator travels on at least a monthly basis to the Kachemak Bay Campus to meet with veteran students attending there, as well as attends VA meetings at UAA and around the state. The coordinator also serves as the KPC safety officer, providing a variety of campus safety briefings, ensuring OSHA compliance, a safe work environment, and safe equipment is used in the numerous laboratories. (\$67,700).

Recruiter. This dedicated recruiter position will design and develop programs to support the KPC recruitment plan, develop and deliver formal presentations to high school students, meet with prospective students and families regarding admission, enrollment, and academic requirements for KPC programs, and maintain positive contact with school counselors and community representatives. (\$73,027).

Peer Ambassador Scholars (new). This program is designed to improve KPC outreach to high school students considering their college opportunities, and will work in coordination with the Recruiter. Peer Ambassadors will be mature, outgoing, positive KPC students who have excelled both academically and in a variety of extracurricular activities. Peer Ambassadors will be the face of KPC to the college age demographic and will articulate the benefits of attending KPC to prospective students. They would be responsible for supporting college fairs, orientation activities, KPC tours, high school classroom visits and other high school activities such as application week or JumpStart registration. Ambassadors will be full time KPC degree seeking students in good academic standing. As compensation, each of the four Peer Ambassadors will receive a six credit hour tuition waiver each semester they are active in the program. (\$9,744).

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Kenai Peninsula Borough

General Government Special Revenue Funds

The Borough has two (2) General Government special revenue funds, with annual budgets, that were established for specified purposes due to legal requirements restricting specific resources for expenditure or which are not appropriately budgeted elsewhere. These funds are the Land Trust Fund and the Nikiski Senior Service Area Fund.

Land Trust Fund – this fund was established to account for all moneys accruing to the Borough in lieu of lands or from the use or sale of lands and to manage all Borough owned and municipal entitlement lands. The major sources of revenues are from land sales and interest earnings.

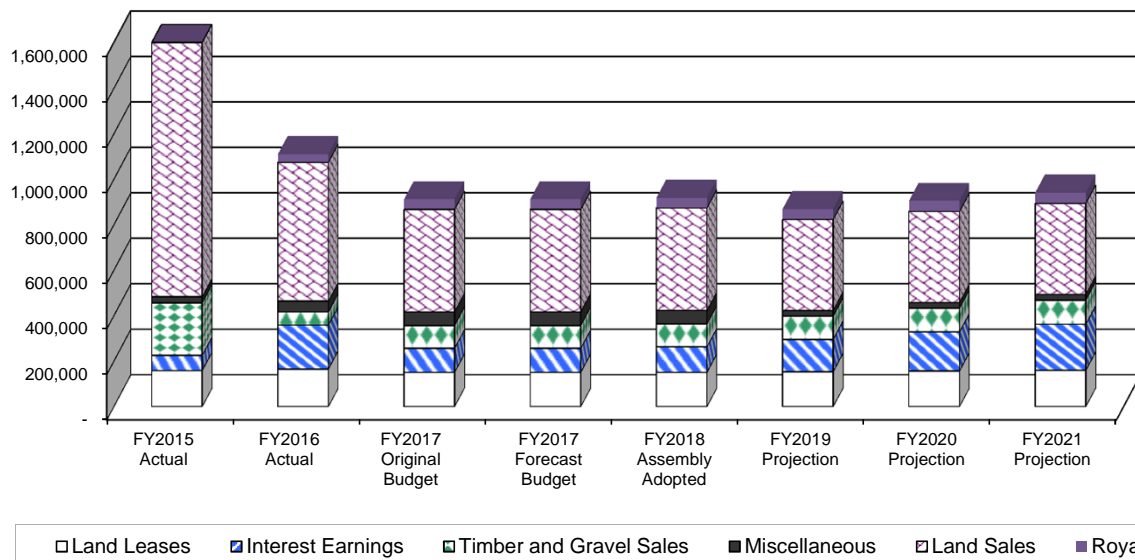
Nikiski Senior Service Area – the voters in the Nikiski and Tyonek area in 1993 created this service area. The purpose of the service area is to provide programs and services to seniors who live in the service area. The service area provides funding to the Native Village of Tyonek for Tyonek Senior Citizen programs, and to Nikiski Senior Citizens, Inc., a non-profit organization that provides meals, transportation, social activities, and information and referral. The major source of revenue is from property taxes.

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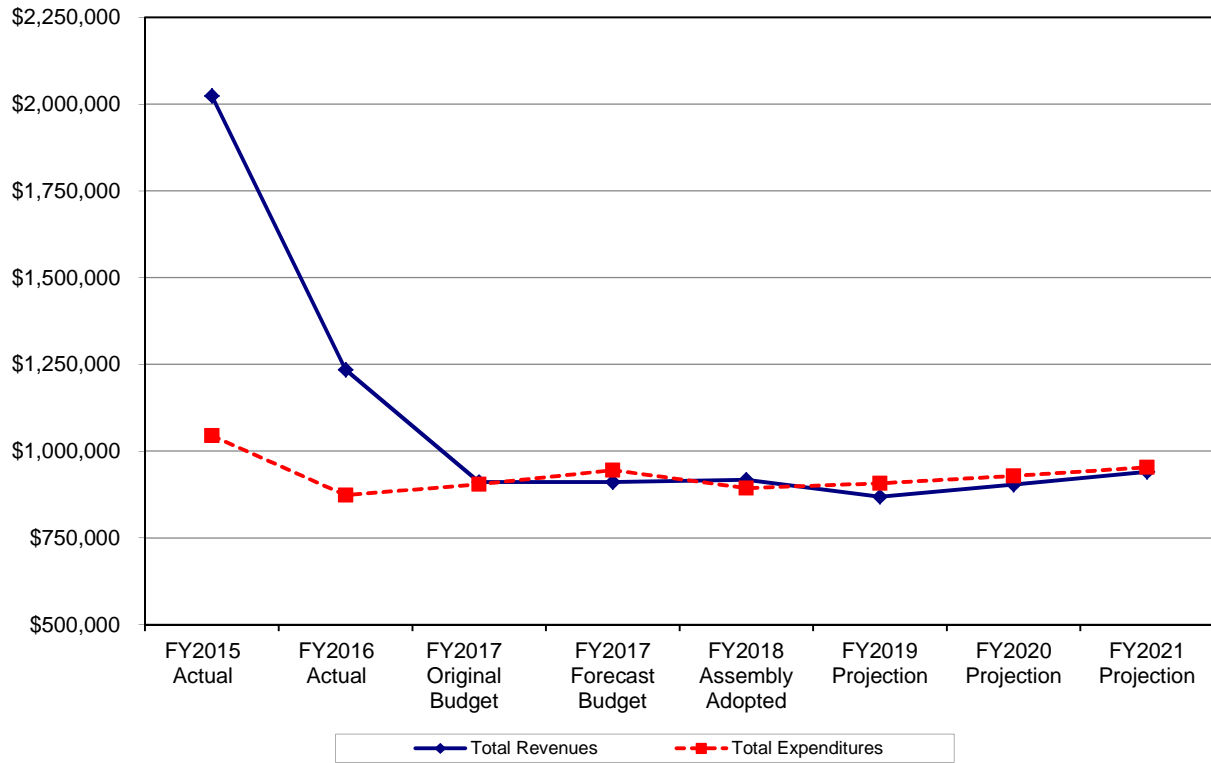
Fund: 250 Land Trust Fund - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues:								
State Revenue	\$ 156,336	\$ 20,189	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue:								
Land Sales	1,199,535	609,301	450,000	450,000	450,000	400,000	400,000	400,000
Land Leases	157,723	164,687	150,000	150,000	150,000	153,000	156,060	159,181
Timber and Gravel Sales	231,114	57,411	100,000	100,000	100,000	102,000	104,040	106,121
Interest Earnings	66,848	193,237	106,268	106,268	112,743	142,367	172,012	202,477
Rent-NPRSA	98,987	82,329	-	-	-	-	-	-
Royalties	47,582	35,704	45,000	45,000	45,000	45,900	46,818	47,754
Miscellaneous	26,721	48,549	60,000	60,000	60,000	25,000	25,000	25,000
Total Revenues	1,984,846	1,211,407	911,268	911,268	917,743	868,267	903,930	940,533
Operating Transfers From:								
General Fund	24,509	23,002	-	-	-	-	-	-
NPR Capital Fund	14,375	-	-	-	-	-	-	-
Total Operating Transfers	38,884	23,002	-	-	-	-	-	-
Total Revenues and Other Financing Sources	2,023,730	1,234,409	911,268	911,268	917,743	868,267	903,930	940,533
Expenditures:								
Personnel	774,462	621,394	651,796	651,796	644,170	657,053	673,479	693,683
Supplies	15,309	10,314	11,500	11,500	9,500	9,690	9,884	10,082
Services	250,585	182,824	233,113	273,925	231,628	231,628	236,261	240,986
Capital Outlay	4,471	58,631	7,775	7,775	8,365	8,532	8,703	8,877
Interdepartmental Charges	-	-	-	-	-	-	-	-
Total Expenditures	1,044,827	873,163	904,184	944,996	893,663	906,903	928,327	953,628
Total Expenditures and Operating Transfers	1,044,827	873,163	904,184	944,996	893,663	906,903	928,327	953,628
Net Results From Operations	978,903	361,246	7,084	(33,728)	24,080	(38,636)	(24,397)	(13,095)
Projected Lapse	-	-	90,418	94,500	89,366	90,690	92,833	95,363
Change in Fund Balance	978,903	361,246	97,502	60,772	113,446	52,054	68,436	82,268
Beginning Fund Balance	6,078,559	7,057,462	7,418,708	7,418,708	7,479,480	7,592,926	7,644,980	7,713,416
Ending Fund Balance	\$ 7,057,462	\$ 7,418,708	\$ 7,516,210	\$ 7,479,480	\$ 7,592,926	\$ 7,644,980	\$ 7,713,416	\$ 7,795,684

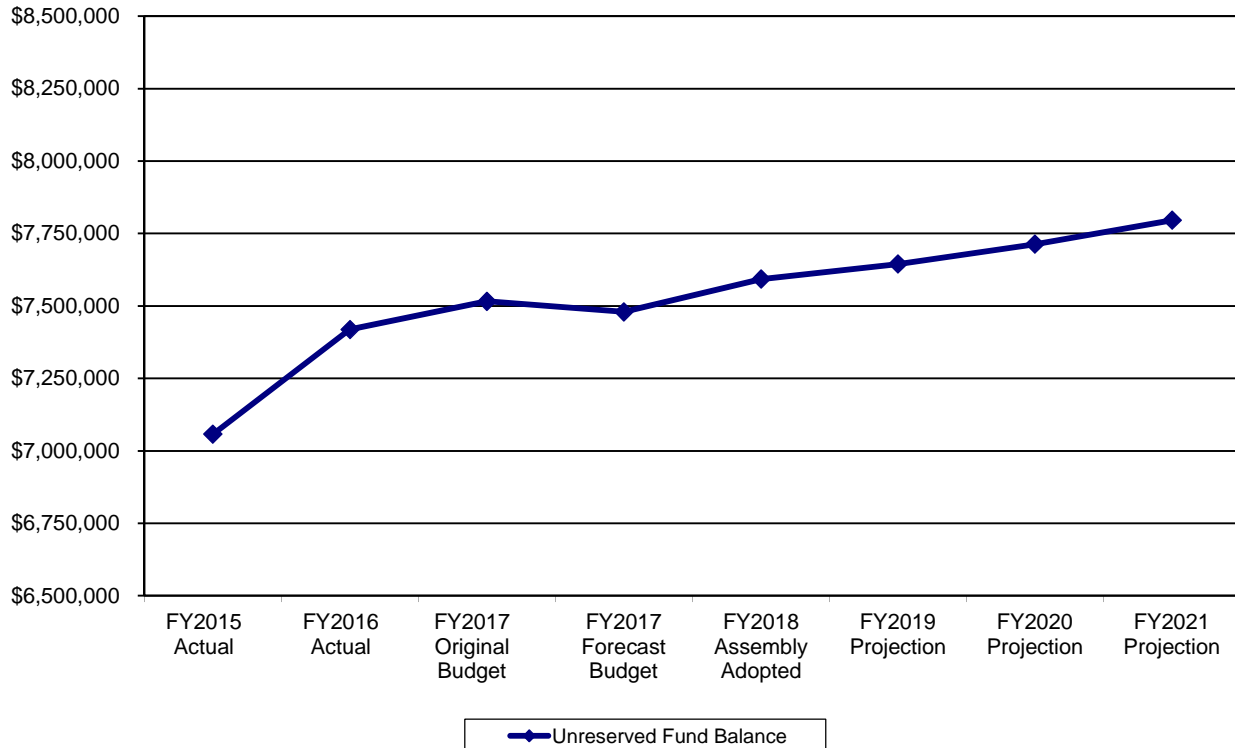
**Land Trust Fund
Historical and Projected Revenues**



Land Trust Fund Revenues and Expenditures



Land Trust Funds Unreserved Fund Balance



Fund: 250	Department Function
Dept: 21210	Land Management Administration

Mission

To manage the borough's land inventory and natural resources in accordance with KPB Chapter 17.10 and the Kenai Peninsula Borough Comprehensive Plan.

Program Description

The Land Management Division is responsive to current and foreseeable land-based needs of the borough and its residents which are addressed through land planning, land acquisition, land-use authorizations, resource management, land disposals, and public land information.

Major Long Term Issues and Concerns:

- Establishing policy and formalizing best practices.
- Establishing Land Trust Fund purpose and intent for long term management and strategies for sustainable funding of operations.
- Establishing a facility management framework.

- Protecting KPB's interest in the municipal entitlement process.
- Establishing a centralized information management system for land program records.
- Revise KPB code 17.10 and 14.08.

FY2017 Accomplishments

- Participated in the Sterling fuels break interagency community wildland fire protection project.
- Fulfilled State's conditions of land approval on 1,189 acres of land in the Moose Pass area.
- Spring land sale and agricultural lease offering proposed for May 2017.

FY2018 New Initiatives:

- Site selection for CES Station 1 replacement.
- Transition land records to Sharepoint.
- Demolish the old Lighthouse Inn building.
- Establish E-Recording capabilities for the KPB.
- Participate in KPB Comprehensive Plan development.

Performance Measures

Priority/Goal: Land Acquisition

Goal: Support borough operations and community interests with appropriately located lands

Objective: To acquire lands meeting operational criteria for borough purposes; To acquire lands appropriate for inclusion in community land use planning including lands supporting public purposes, community expansion, resource management (production), recreation, and ecological values. To obtain patent to approved municipal entitlement grant lands.

Measures:

	Benchmark	CY2014 Actual	CY2015 Actual	CY2016 Actual	CY2017 Projected
Parcels acquired for KPB Purposes	N/A	3	3	0	3
Properties leased by KPB	N/A	18	17	18	17
Municipal entitlement acres received	2,350	0	0	0	300

Priority/Goal: Land disposal

Goal: To dispose of tax foreclosed, surplus, and community expansion lands guided by public processes.

Objective: To conduct disposal programs of appropriate surplus and planned lands. To periodically conduct tax foreclosure auctions.

Measures:

	CY2014 Actual	CY2015 Actual	CY2016 Actual	CY2017 Projected
Tax foreclosure parcels sold/retained	0/0	34/5	0/0	50/6
Parcels sold at market value	14	20	0	20
Deeds of trust outstanding	36	36	30	38

Fund: 250	Department Function
Dept: 21210	Land Management Administration

Priority/Goal: Land use authorizations and natural resource sales
Goal: To provide for appropriate uses of borough land and natural resources
Objective: 1. To orderly administer land authorization programs for special use of borough land
2. To offer borough gravel and hard rock resources in support of community and public project needs

Measures:

	CY2014 Actual	CY2015 Actual	CY2016 Actual	CY2017 Projected
Active land leases & Rent Agreements	34	34	30	33
Land use permits	32	32	33	32
Right-of-way utility permits	121	130	113	110
Easements granted	6	3	2	3
Small quantity gravel permits	5	9	9	7
Gravel volume all sites (cubic yards)	69,180	27,610	23,731	30,000
Hard rock volume (cubic yards)	18,504	17,158	4,490	10,000

Measures:

Staffing	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing history	5	5	5	5

Commentary:
Public information service volumes are down slightly from previous years with 7,091 customer requests served at the land management public assistance desk and 541 custom maps produced for the public.

Land Management continues to move towards establishing a clear set of public land management objectives and achieving greater transparency, largely facilitated through moving into contemporary information management systems and online map services. This focus has shifted resources to address long-term business challenges and temporarily slowed end production. With improved operating systems in place, that trend should reverse with a greater capacity to achieve goals and improved delivery of quality goods and services to internal and external customers. Land inventory, land classification, and management planning processes will be the next resource intensive initiative that will provide fundamental building blocks for objectives based management to serve broad public interests and specific municipal functions.

A Spring Land Sale and Agricultural Lease Offering is being proposed for May 2017, followed by an over-the-counter sale in October 2017. A tax foreclosure auction is also being proposed for October 2017, composed of parcels foreclosed in tax years 2013 and 2014.

**Kenai Peninsula Borough
Budget Detail**

**Fund 250
Department 21210 - Land Management Administration**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	315,683	331,076	\$ 349,937	\$ 349,937	\$ 351,868	\$ 1,931	0.55%
40120 Temporary Wages	35,268	5,540	12,000	12,000	9,000	(3,000)	-25.00%
40130 Overtime Wages	1,383	313	7,207	7,207	4,115	(3,092)	-42.90%
40210 FICA	30,235	28,659	32,872	32,872	32,609	(263)	-0.80%
40221 PERS	231,478	98,363	80,826	80,826	80,604	(222)	-0.27%
40321 Health Insurance	114,064	111,534	120,800	120,800	117,240	(3,560)	-2.95%
40322 Life Insurance	534	552	873	873	874	1	0.11%
40410 Leave	45,162	44,780	46,705	46,705	47,284	579	1.24%
40511 Other Benefits	655	577	576	576	576	-	0.00%
Total: Personnel	774,462	621,394	651,796	651,796	644,170	(7,626)	-1.17%
Supplies							
42020 Signage Supplies	625	-	3,500	3,500	2,500	(1,000)	-28.57%
42120 Computer Software	-	161	2,000	2,000	1,000	(1,000)	-50.00%
42210 Operating Supplies	3,172	3,348	3,500	4,000	3,500	-	0.00%
42230 Fuel, Oils and Lubricants	500	500	500	500	500	-	0.00%
42310 Repair/Maintenance Supplies	-	-	500	500	500	-	0.00%
42360 Vehicle Repair/Maintenance Supplies	1,167	404	500	500	500	-	0.00%
42410 Small Tools	19	124	1,000	500	1,000	-	0.00%
Total: Supplies	5,483	4,537	11,500	11,500	9,500	(2,000)	-17.39%
Services							
43011 Contractual Services	94,150	69,613	175,000	215,813	175,000	-	0.00%
43050 Solid Waste Fees	-	-	500	500	500	-	0.00%
43110 Communications	2,840	2,655	3,000	3,000	3,000	-	0.00%
43140 Postage and Freight	1,239	653	650	650	650	-	0.00%
43210 Transportation/Subsistence	6,082	3,660	10,702	9,017	10,192	(510)	-4.77%
43220 Car Allowance	3,600	3,517	3,600	3,600	3,600	-	0.00%
43260 Training	1,325	1,240	5,000	3,315	4,400	(600)	-12.00%
43310 Advertising	6,158	1,785	6,500	6,500	6,500	-	0.00%
43410 Printing	253	409	500	500	500	-	0.00%
43510 Insurance Premium	1,922	2,585	2,809	2,809	2,544	(265)	-9.43%
43610 Utilities	5,686	5,814	5,907	5,907	5,995	88	1.49%
43720 Equipment Maintenance	1,032	972	2,000	2,000	2,000	-	0.00%
43750 Vehicle Maintenance	115	848	1,000	1,000	1,000	-	0.00%
43812 Equipment Replacement Pymt.	1,170	2,500	2,500	2,500	2,302	(198)	-7.92%
43920 Dues and Subscriptions	1,883	1,510	1,945	1,945	1,945	-	0.00%
43931 Recording Fees	239	980	1,000	1,000	1,000	-	0.00%
43933 Collection Fees	28	10	500	500	500	-	0.00%
43936 USAD Assessments	3,263	405	-	3,369	-	-	-
45110 Land Sale Property Tax	6,030	2,114	10,000	10,000	10,000	-	0.00%
Total: Services	137,015	101,270	233,113	273,925	231,628	(1,485)	-0.64%
Capital Outlay							
48120 Major Office/Communications Equipment	-	1,873	2,850	2,850	2,850	-	0.00%
48610 Land Purchase	-	52,730	-	-	-	-	-
48710 Minor Office/Communications Equipment	2,141	3,498	1,825	1,825	1,825	-	0.00%
48720 Minor Office Furniture	740	-	1,000	1,000	1,000	-	0.00%
48740 Minor Machinery & Equipment	-	-	500	500	500	-	0.00%
49433 Plan Review/Permit Fees	1,590	530	1,600	1,600	2,190	590	36.88%
Total: Capital Outlay	4,471	58,631	7,775	7,775	8,365	590	7.59%
Department Total	\$ 921,431	\$ 785,832	\$ 904,184	\$ 944,996	\$ 893,663	\$ (10,521)	-1.16%

Fund 250
Department 21210 - Land Management Administration - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Land Management Officer, 2 Land Management Agents, 1 Land Management Technician III, and 1 Administrative Assistant.

40130 Overtime Wages. Overtime allotted for meetings and project administration.

42020 Signage Supplies. Installation and maintenance of informational and site identification signs at public uses sites, special management areas, and resource management areas.

42210 Operating Supplies. Field supplies including stakes, grass seed and barrier fencing.

43011 Contractual Services. Access, vegetation management, and property improvements (\$50,000), removal of buildings on expired lease aka Lighthouse Inn (\$50,000), material site management (\$15,000), survey, mapping & consulting services (\$40,000), property inspection (\$10,000), and materials testing (\$10,000).

43210 Transportation/Subsistence. Transportation for property inspections around the borough: meetings with land use applicants, boards, commissions and agency partners; and travel for professional training of department staff.

43260 Training. International Right-of-Way Association educational classes and professional development training; ArcView GIS mapping trainings; AK surveying and mapping conference; and AK certified erosion and sediment control lead recertifications.

43310 Advertising. Publication and mailing of public notices and advertisements for land classifications, land sales and deed restriction modifications.

48120 Major Office/Communications Equipment. Replace department scanner (cost split with Planning).

48710 Minor Office Equipment. Replacement of one desk computer and monitor (\$1,125) and one tablet (\$700).

49433 Plan Review/Permit Fees. ADEC Storm water pollution prevention plan permit fees, \$730 per plan review.

Equipment Replacement Payment Schedule

<u>Items</u>	<u>Prior Years</u>	<u>FY2017 Estimated</u>	<u>FY2018 Projected</u>	<u>Projected Payments FY2019-2021</u>
** 2016 SUV (replacement)	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 2,302</u>	<u>\$ 6,909</u>

** Note an equal amount is being billed to Planning for this vehicle.

**Kenai Peninsula Borough
Budget Detail**

**Fund 250 Land Trust Fund
Department 21211 - Facilities Management**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %
Supplies						
42310 Repair/Maintenance Supplies	\$ 9,826	\$ 5,777	\$ -	\$ -	\$ -	-
Total: Supplies	9,826	5,777	-	-	-	-
Services						
43510 Insurance Premium-Nikiski EI	25,163	21,782	-	-	-	-
43610 Utilities-Nikiski EI	77,660	45,866	-	-	-	-
43780 Bldg/Grounds Maintenance	10,747	13,906	-	-	-	-
Total: Services	113,570	81,554	-	-	-	-
Department Total	\$ 123,396	\$ 87,331	\$ -	\$ -	\$ -	-

Line-Item Explanations

The Nikiski Community Recreation Center (NCRC) facility was owned and operated by Land Trust Fund and rent was charged in lieu of direct facility costs. In February 2016, North Peninsula Recreation Service Area took ownership of the facility and will show direct expenditures for all costs associated with NCRC.

**Kenai Peninsula Borough
Budget Detail**

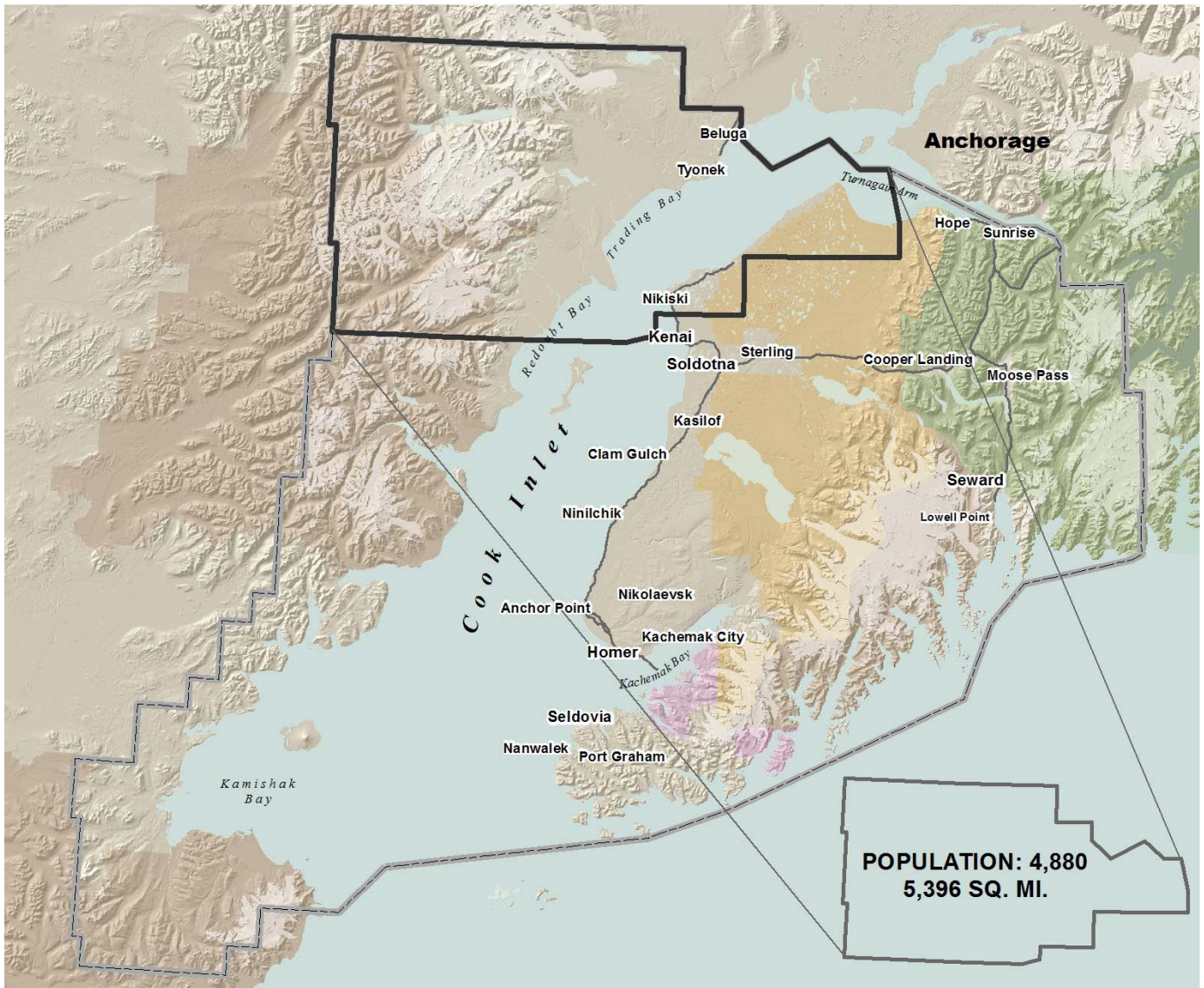
**Fund 250 Land Trust Fund
Expenditure Summary By Line Item**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 315,683	\$ 331,076	\$ 349,937	\$ 349,937	\$ 351,868	\$ 1,931	0.55%
40120 Temporary Wages	35,268	5,540	12,000	12,000	9,000	(3,000)	-25.00%
40130 Overtime Wages	1,383	313	7,207	7,207	4,115	(3,092)	-42.90%
40210 FICA	30,235	28,659	32,872	32,872	32,609	(263)	-0.80%
40221 PERS	231,478	98,363	80,826	80,826	80,604	(222)	-0.27%
40321 Health Insurance	114,064	111,534	120,800	120,800	117,240	(3,560)	-2.95%
40322 Life Insurance	534	552	873	873	874	1	0.11%
40410 Leave	45,162	44,780	46,705	46,705	47,284	579	1.24%
40511 Other Benefits	655	577	576	576	576	-	0.00%
Total: Personnel	774,462	621,394	651,796	651,796	644,170	(7,626)	-1.17%
Supplies							
42020 Signage Supplies	625	-	3,500	3,500	2,500	(1,000)	-28.57%
42120 Computer Software	-	161	2,000	2,000	1,000	(1,000)	-50.00%
42210 Operating Supplies	3,172	3,348	3,500	4,000	3,500	-	0.00%
42230 Fuel, Oils & Lubricants	500	500	500	500	500	-	0.00%
42310 Repair/Maintenance Supplies	9,826	5,777	500	500	500	-	0.00%
42360 Vehicle Repair/Maintenance Supplies	1,167	404	500	500	500	-	0.00%
42410 Small Tools	19	124	1,000	500	1,000	-	0.00%
Total: Supplies	15,309	10,314	11,500	11,500	9,500	(2,000)	-17.39%
Services							
43011 Contractual Services	94,150	69,613	175,000	215,813	175,000	-	0.00%
43050 Solid Waste Fees	-	-	500	500	500	-	0.00%
43110 Communications	2,840	2,655	3,000	3,000	3,000	-	0.00%
43140 Postage and Freight	1,239	653	650	650	650	-	0.00%
43210 Transportation/Subsistence	6,082	3,660	10,702	9,017	10,192	(510)	-4.77%
43220 Car Allowance	3,600	3,517	3,600	3,600	3,600	-	0.00%
43260 Training	1,325	1,240	5,000	3,315	4,400	(600)	-12.00%
43310 Advertising	6,158	1,785	6,500	6,500	6,500	-	0.00%
43410 Printing	253	409	500	500	500	-	0.00%
43510 Insurance Premium	27,085	24,367	2,809	2,809	2,544	(265)	-9.43%
43610 Utilities	83,346	51,680	5,907	5,907	5,995	88	1.49%
43720 Equipment Maintenance	1,032	972	2,000	2,000	2,000	-	0.00%
43750 Vehicle Maintenance	115	848	1,000	1,000	1,000	-	0.00%
43780 Bldg/Grounds Maintenance	10,747	13,906	-	-	-	-	-
43812 Equipment Replacement Pymt.	1,170	2,500	2,500	2,500	2,302	(198)	-7.92%
43920 Dues and Subscriptions	1,883	1,510	1,945	1,945	1,945	-	0.00%
43931 Recording Fees	239	980	1,000	1,000	1,000	-	0.00%
43933 Collection Fees	28	10	500	500	500	-	0.00%
43936 USAD Assessments	3,263	405	-	3,369	-	-	-
45110 Land Sale Property Tax	6,030	2,114	10,000	10,000	10,000	-	0.00%
Total: Services	250,585	182,824	233,113	273,925	231,628	(1,485)	-0.64%
Capital Outlay							
48120 Major Office/Communications Equipment	-	1,873	2,850	2,850	2,850	-	0.00%
48610 Land Purchase	-	52,730	-	-	-	-	-
48710 Minor Office/Communications Equipment	2,141	3,498	1,825	1,825	1,825	-	0.00%
48720 Minor Office Furniture	740	-	1,000	1,000	1,000	-	0.00%
48740 Minor Machinery & Equipment	-	-	500	500	500	-	0.00%
49433 Plan Review/Permit Fees	1,590	530	1,600	1,600	2,190	590	36.88%
Total: Capital Outlay	4,471	58,631	7,775	7,775	8,365	590	7.59%
Department Total	\$ 1,044,827	\$ 873,163	\$ 904,184	\$ 944,996	\$ 893,663	\$ (10,521)	-1.16%

Nikiski Senior Service Area

Voters in the Nikiski area approved the formation of the Nikiski Senior Service Area in October 1993 to provide programs and services for the senior citizens within the service area. A five-member board of directors, elected by the voters in that service area, has the power to provide for these services and programs. The board members, who are qualified voters in the Borough and residents of the Nikiski Senior Service Area, serve staggered three-year terms.

Funding is provided by a mill rate levy not to exceed 0.20 mills on taxable property and by a portion of grant funds provided by the Kenai Peninsula Borough to all senior citizen groups within the Borough. The mill rate for FY 2018 is set at .20 mills.



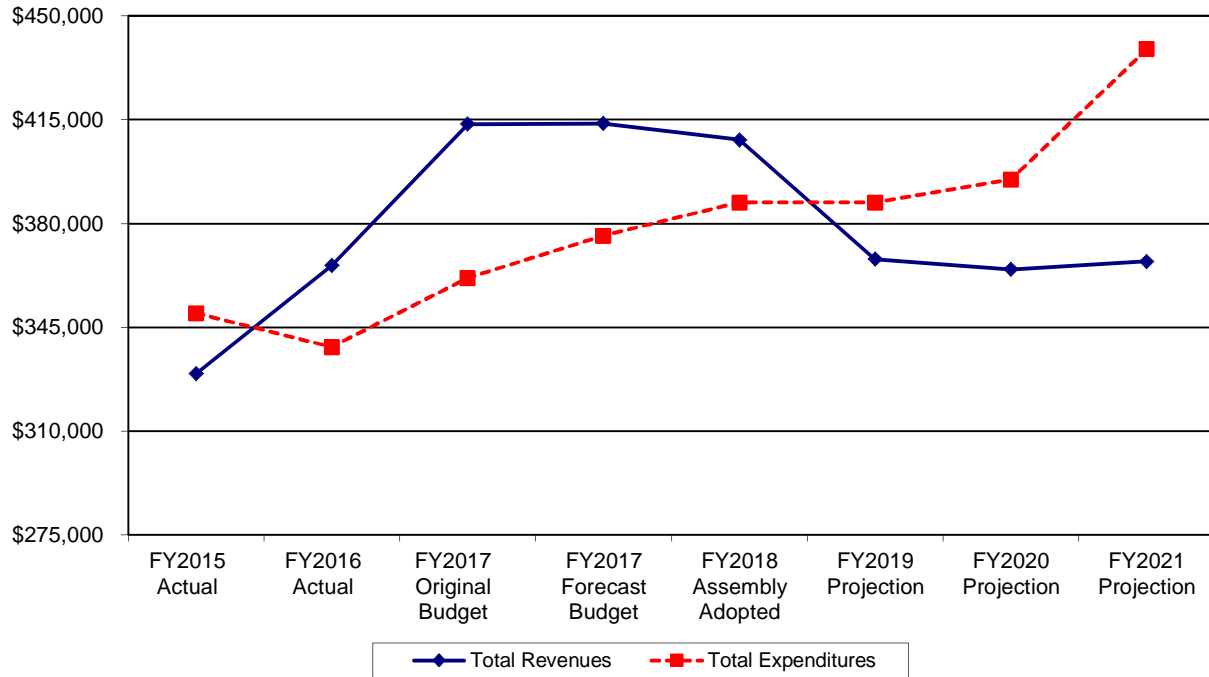
Board Members

Lois Solmonson
Jonathan Becker
Erich DeLand
Julie Marcinkowski
Leigh Hagstrom-Sanger

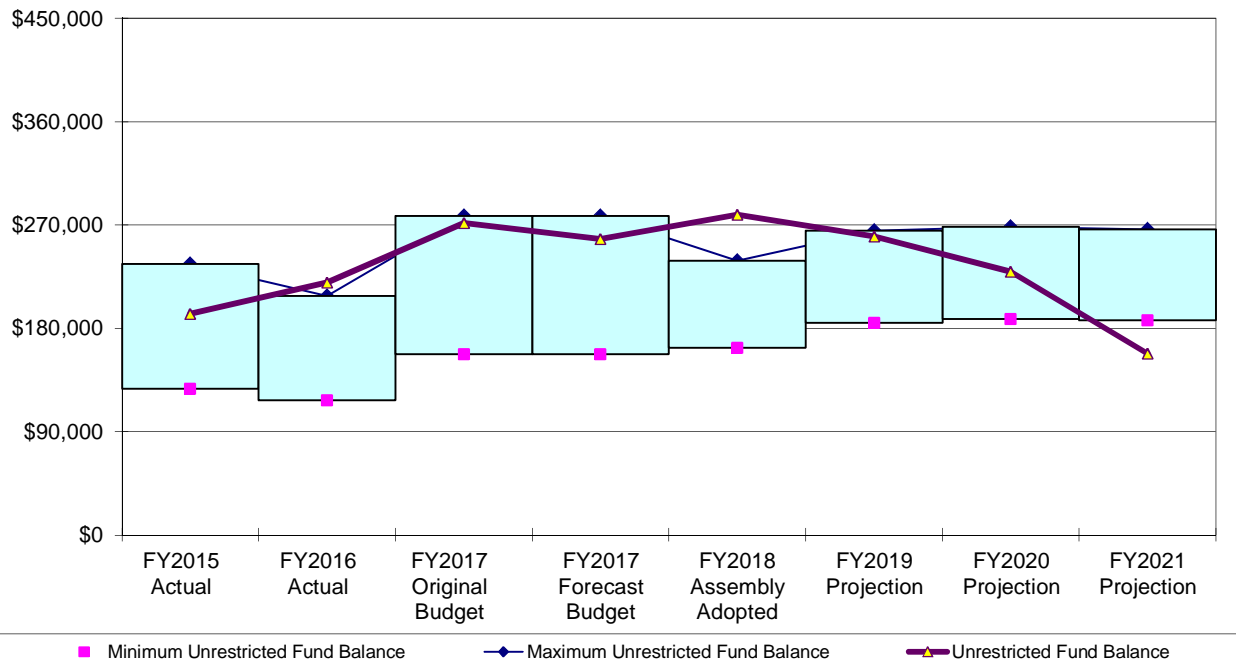
Fund: 280 Nikiski Seniors Service Area - Budget Projection

Fund Budget:	FY2015	FY2016	FY2017	FY2017	FY2018	FY2019	FY2020	FY2021
	Actual	Actual	Original Budget	Forecast Budget	Assembly Adopted	Projection	Projection	Projection
Taxable Value (000's)								
Real	566,477	607,262	658,627	658,675	670,343	670,343	677,046	690,587
Personal	38,546	40,353	38,766	39,831	35,874	36,233	36,595	36,961
Oil & Gas (AS 43.56)	752,729	865,408	1,074,102	1,074,102	1,033,947	1,002,929	972,841	972,841
	<u>1,357,752</u>	<u>1,513,023</u>	<u>1,771,495</u>	<u>1,772,608</u>	<u>1,740,164</u>	<u>1,709,505</u>	<u>1,686,482</u>	<u>1,700,389</u>
Mill Rate	0.20	0.20	0.20	0.20	0.20	0.18	0.18	0.18
Revenues:								
Property Taxes								
Real	\$ 112,831	\$ 121,253	\$ 131,725	\$ 131,735	\$ 134,069	\$ 120,662	\$ 121,868	\$ 124,306
Personal	7,807	8,159	7,163	7,376	6,585	5,920	5,973	6,027
Oil & Gas (AS 43.56)	148,756	173,082	214,820	214,820	206,789	180,527	175,111	175,111
Interest	344	263	272	272	272	277	283	289
Flat Tax	617	484	590	590	590	602	614	626
Motor Vehicle Tax	3,111	3,049	3,064	3,064	3,080	1,856	1,893	1,931
Total Property Taxes	<u>273,466</u>	<u>306,290</u>	<u>357,634</u>	<u>357,857</u>	<u>351,385</u>	<u>309,844</u>	<u>305,742</u>	<u>308,290</u>
Interest Earnings	<u>2,932</u>	<u>6,531</u>	<u>2,873</u>	<u>2,873</u>	<u>3,868</u>	<u>5,231</u>	<u>5,848</u>	<u>6,026</u>
Total Revenues	<u>276,398</u>	<u>312,821</u>	<u>360,507</u>	<u>360,730</u>	<u>355,253</u>	<u>315,075</u>	<u>311,590</u>	<u>314,316</u>
Operating Transfers From:								
General Fund	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>
Total Operating Transfers	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>	<u>52,981</u>
Total Revenues and Operating Transfers	<u>329,379</u>	<u>365,802</u>	<u>413,488</u>	<u>413,711</u>	<u>408,234</u>	<u>368,056</u>	<u>364,571</u>	<u>367,297</u>
Expenditures:								
Services	318,942	338,324	361,679	375,848	387,145	387,145	394,888	402,786
Capital Outlay	30,848	-	-	-	-	-	-	36,000
Total Expenditures	<u>349,790</u>	<u>338,324</u>	<u>361,679</u>	<u>375,848</u>	<u>387,145</u>	<u>387,145</u>	<u>394,888</u>	<u>438,786</u>
Change in fund balance	(20,411)	27,478	51,809	37,863	21,089	(19,089)	(30,317)	(71,489)
Beginning Fund Balance	212,963	192,552	220,030	220,030	257,893	278,982	259,893	229,576
Ending Fund Balance	<u>\$ 192,552</u>	<u>\$ 220,030</u>	<u>\$ 271,839</u>	<u>\$ 257,893</u>	<u>\$ 278,982</u>	<u>\$ 259,893</u>	<u>\$ 229,576</u>	<u>\$ 158,087</u>

Nikiski Senior Service Area Revenues and Expenditures



Nikiski Senior Service Area Unreserved Fund Balance



Department Function

Nikiski Senior Service Area

Fund: 280
Dept: 63190

Mission

To provide funding for programs and services to enhance the "aging in place" experience for all persons fifty-five and older in the service area, which includes Nikiski and Tyonek.

Program Description

The Nikiski Senior Service Area provides meals, transportation, social services, information and referral services, and programs to seniors in the service area.

Major Long Term Issues and Concerns

- Integrate the multi-use Facility into the long range plan providing the needed level of services currently available to area seniors.
- Develop plans for providing services concurrently with increased community access to facilities for revenue generation.
- Current demographics and boundary are not indicative of current and forecasted state Commission on Aging, demographics reports.

FY2017 Accomplishments

The Service Area provided funding to the Village of Tyonek for meal delivery to the elders served Monday through Friday.

The Service Area provided funding to Nikiski Senior Services, Inc. which accomplished the following:

Administration

- New administration in October 2016.
- Compliant with state grants.

Operations

- Streamlined internal programs to decrease variable costs, reorganized staffing, and reduced overtime costs.

- Emphasis on community involvement with new additional outreach programs such as increased meals, transportation and bring community services such as medical screening, government assistance programs to the center.
- Enrolled in the Pick, Click, Give Program. Focus on viable increased transportation services program for seniors and Food Pantry services.
- Food Pantry increased outreach by relocating to Lake Marie Facility, up 600% since January.
- Provided four free community meals, Easter, Christmas, Veterans Day and Thanksgiving, over 800 meals served
- Retrofit blue van with side steps for easier access for seniors/disabled.

FY2018 New Initiatives

With the funding provided, the Nikiski Senior Services, Inc. plans the following:

- Complete funding/grants to increase transportation for senior programs.
- Complete, develop and implement emergency shelter plans, training, and equipment for the Lake Marie Center as an emergency evacuation center for community.
- Working partnership with Veterans Outreach program on site.
- Develop working partnership with Nikiski Recreation Center.
- Increase Meals on Wheels services.
- Prepare submit Nutrition, Transportation and Services grant for 2018.
- Prepare and submit Pick, Click Give for 2018.
- Research grants/funding for food pantry.

Performance Measures

Priority/Goal: Contain operational costs associated with increased senior participation with transportation and meal services.

Goal: Retain current meal and transportation services costs with anticipated rising food and fuel costs.

- Objective:**
1. Increase meal and transportations services efficiency while accommodating increase meal and transportation requests.
 2. Meet the needs of seniors' increasing services through staffing and operational changes.

Measures:

DELIVERED MEALS	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Congregate and Home delivered meals	n/a	14,700	14,500	18,000
Miles driven for meals delivery	n/a	10,660	11,350	15,000

Fund: 280 Dept: 63190	Department Function Nikiski Senior Service Area - Continued
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Priority/Goal: Retain nutritional value of delivered meals and costs associated with increased meals of 1 to 2 X daily and increased client participation.

Goal: Continue to provide the caloric intake necessary per Service Area Board agreement and the spirit of the Senior Meals.

- Objective:**
1. Containing food and employee costs while providing necessary nutritional values.
 2. Work cooperatively with other Borough Senior Centers to manage common ordered items.

Measures:

FOOD COSTS	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Costs of Goods	\$92,186	\$89,900	\$107,000	\$107,000

**Kenai Peninsula Borough
Budget Detail**

**Fund 280
Department 63190 - Nikiski Seniors Service Area**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Services							
43011 Contractual Services	\$ 318,942	\$ 338,324	\$ 361,679	\$ 375,848	\$ 387,145	\$ 25,466	7.04%
Total: Services	318,942	338,324	361,679	375,848	387,145	25,466	7.04%
Capital Outlay							
48310 Vehicles	30,848	-	-	-	-	-	-
Total: Capital Outlay	30,848	-	-	-	-	-	-
Department Total	\$ 349,790	\$ 338,324	\$ 361,679	\$ 375,848	\$ 387,145	\$ 25,466	7.04%

Line-Item Explanations

43011 Contractual Services. Contracting with Nikiski Senior Citizens, Inc. to provide the services and programs to meet the general objectives of the service area (\$362,145) and with the Native Village of Tyonek to provide for the administration of the Tyonek Senior Citizen programs (\$25,000).

Kenai Peninsula Borough

Solid Waste Fund

The Borough has one (1) Solid Waste fund with an annual budget. It was established for specified purposes due to legal requirements restricting specific resources for expenditure or which are not appropriately budgeted elsewhere.

Solid Waste Fund – this fund was established to account for activities of the borough’s solid waste program. This program was being accounted for as a special revenue fund because less than 10% of its revenues come from user fees, 90% of its revenues are transferred from the Borough’s General Fund. To comply with new GASB reporting requirements, this fund will be reported as part of the General Fund for reporting purposes. This fund will continue to be shown in the special revenue fund section for budgetary purposes.

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Kenai Peninsula Borough

Solid Waste Fund

Mission:

The mission of the Kenai Peninsula Borough Solid Waste Department is to develop and implement solid waste programs and dispose of waste generated in the KPB in the most economically feasible and environmentally responsible manner in accordance with the KPB Code and with federal and state requirements.

Division Functions:

The Solid Waste fund was established to account for activities of the borough's solid waste program.

The Solid Waste fund is made up of 5 divisions as follows; Administration; Central Peninsula Landfill; Seward Transfer Facility; Homer Transfer Facility; and Landfills, Hauling and Waste Program.

Solid Waste Administration – this division provides for the planning, design, development and operations of the solid waste facilities. This division is responsible for ensuring waste is managed in accordance with the Borough Code and state and federal requirements. This division also plans for the closure and post-closure requirements of borough landfills.

Central Peninsula Landfill – this division's mission is to collect and dispose of waste, recycle to reduce waste requiring burial and to provide hazardous materials disposal. This facility is located in Soldotna

Seward Transfer Facility – this division's mission is to collect and transfer solid waste generated in the Eastern Peninsula to the Central Peninsula Landfill for disposal, manage inert waste with on-site burial, recycle to reduce waste requiring transport or burial and provide for proper hazardous material disposal. The operation at this facility is contracted out.

Homer Transfer Facility – this division's mission is to collect and transfer solid waste generated in the Southern Peninsula to the Central Peninsula Landfill for disposal, manage inert waste with on-site burial, recycle to reduce waste requiring transport or burial and provide for proper hazardous material disposal. The operation at this facility is contracted out.

Landfills, Hauling and Waste Program – this division is responsible to collect, consolidate, and dispose of solid waste, recycle to reduce waste requiring burial, and provide for proper hazardous materials disposal. To provide integrated solid waste programs including the development, operations and maintenance of landfills in remote areas of the borough, eight waste drop box/transfer sites, 13 mobile recyclable collection stations, hazardous waste collection program, solid waste environmental monitoring and litter program. These programs are all contracted out.

Key Measures

	FY2015 <u>Actual</u>	FY2016 <u>Actual</u>	FY2017 <u>Actual</u>	FY2018 <u>Approved</u>
Staffing History	17.00	17.00	15.50	15.50
	FY2015 <u>Actual</u>	FY2016 <u>Actual</u>	FY2017 <u>Projected</u>	FY2018 <u>Estimated</u>
Summary for All Areas: (Tons)				
Asbestos	232	938	407	415
Construction Debris	18,478	18,283	18,466	18,835
Mixed Solid Waste	61,303	72,556	72,556	72,556
Recycle	<u>1,246</u>	<u>1,049</u>	<u>1,060</u>	<u>1,081</u>
Total All Waste	81,259	92,826	92,489	92,887
Hazardous Waste (drums/boxes)	494	529	390	398
Used Oil Energy Recovery (gal)	14,407	16,792	18,396	18,764

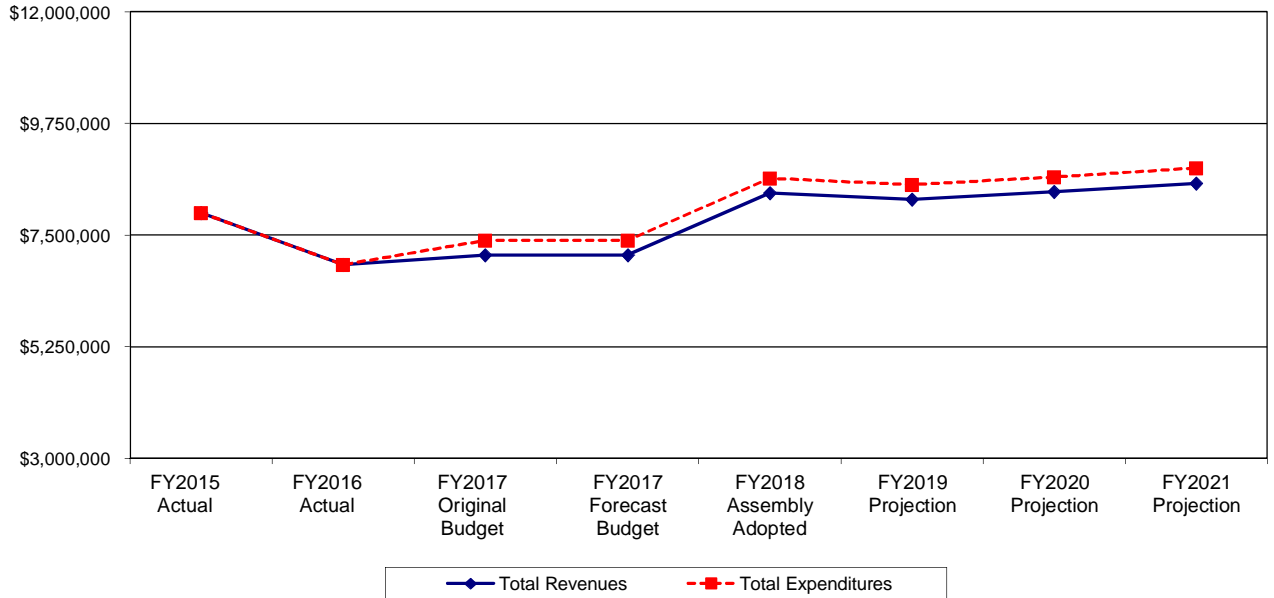
Fund: 290 Solid Waste - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues:								
State Revenues	\$ 507,138	\$ 65,407	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	6,862	1,572	-	-	-	-	-	-
Other Revenue	917,181	762,542	800,000	800,000	800,000	816,000	832,320	848,966
Total Revenues	1,431,181	829,521	800,000	800,000	800,000	816,000	832,320	848,966
Operating Transfers From:								
General Fund	6,513,448	6,074,403	6,299,280	6,299,280	7,548,932	7,403,742	7,537,324	7,689,353
Total Operating Transfers	6,513,448	6,074,403	6,299,280	6,299,280	7,548,932	7,403,742	7,537,324	7,689,353
Total Revenues and Operating Transfers	7,944,629	6,903,924	7,099,280	7,099,280	8,348,932	8,219,742	8,369,644	8,538,319
Expenditures:								
Personnel	2,456,438	2,048,791	2,066,740	2,060,540	2,060,709	2,101,923	2,154,471	2,219,105
Supplies	321,117	243,338	407,857	399,999	366,487	373,817	381,293	388,919
Services	4,032,501	4,548,440	4,893,012	4,879,689	4,871,299	4,871,299	4,968,725	5,068,100
Capital Outlay	28,173	63,355	22,750	57,897	16,803	17,139	17,482	17,832
Interdepartmental Charges	-	-	-	-	(1,500)	(1,530)	(1,561)	(1,592)
Total Expenditures	6,838,229	6,903,924	7,390,359	7,398,125	7,313,798	7,362,648	7,520,410	7,692,364
Operating Transfers To:								
Debt Service Fund - Solid Waste	1,055,600	-	-	-	1,075,871	1,076,600	1,075,050	1,078,650
Capital Projects Fund - Solid Waste	50,800	-	-	-	250,000	75,000	75,000	75,000
Total Operating Transfers	1,106,400	-	-	-	1,325,871	1,151,600	1,150,050	1,153,650
Total Expenditures and Operating Transfers	7,944,629	6,903,924	7,390,359	7,398,125	8,639,669	8,514,248	8,670,460	8,846,014
Net Results From Operations	-	-	(291,079)	(298,845)	(290,737)	(294,506)	(300,816)	(307,695)
Projected Lapse	-	-	291,079	298,845	290,737	294,506	300,816	307,695
Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

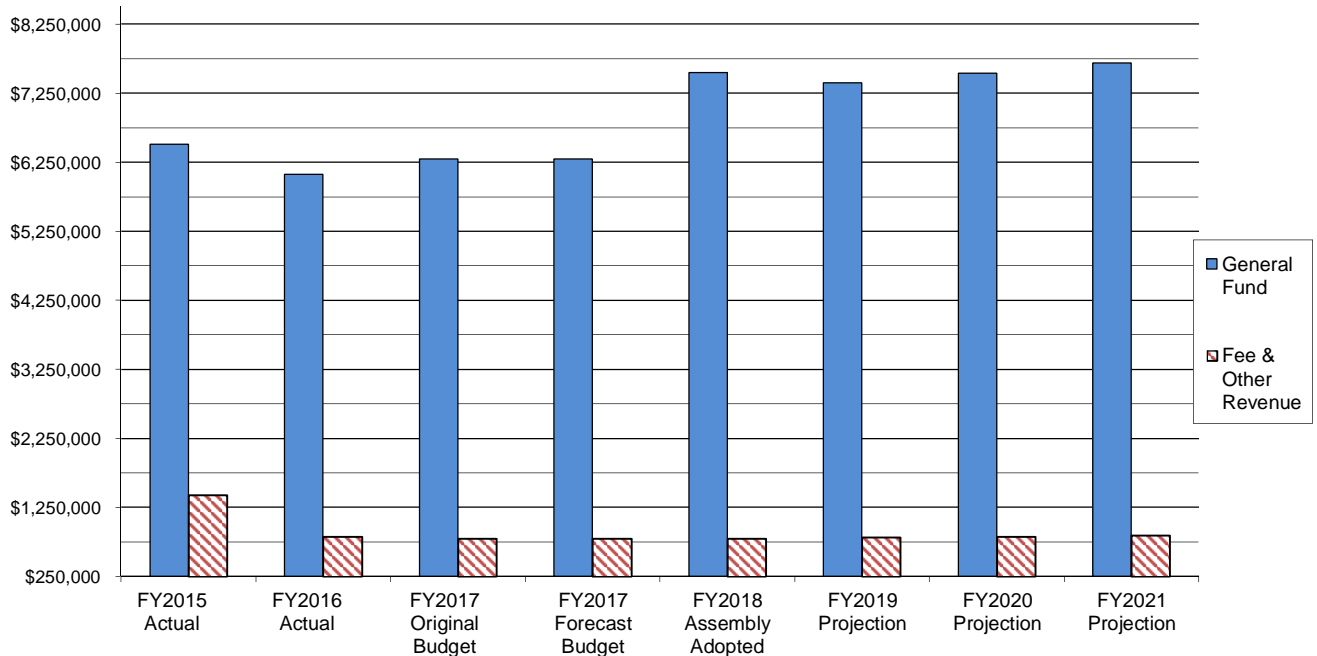
Mill Rate Equivalency for Operating Transfer from the General Fund	0.94	0.84	0.81	0.81	0.93	0.92	0.93	0.93
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This fund was established to account for activities of the Borough's solid waste program and is included in the Borough's General Fund for financial statement purposes to comply with Governmental Accounting Standards Board pronouncements. On average, less than 7% of revenues needed to fund the solid waste program are generated by user fees, the balance is paid for by the Borough's General Fund.

Solid Waste Revenues and Expenditures



Solid Waste Where The Money Comes From



Mill Rate Equivalency for Operating Transfer from the General Fund

Fiscal Year	FY2015 Actual	FY2016 Actual	FY2017 Original	FY2017 Forecast	FY2018 Proposed	FY2019 Projection	FY2020 Projection	FY2021 Projection
Equivalency	.94	.84	0.81	0.81	0.92	0.90	0.92	0.92

Fund	290	Department Function
Dept:	32010	Solid Waste Fund - Administration

Program Description:

Plan, design, develop, and operate solid waste facilities and programs to ensure waste is managed in accordance with the Borough Code and with state and federal requirements. Provide an integrated solid waste program, including development, operations, and maintenance of five landfills, one inert waste monofill/landfill, one baling facility, one lined landfill/baling facility, four transfer sites, eight waste drop-box/transfer sites, recycling and hazardous waste collection stations, environmental monitoring, and litter programs. Ensure feasible and cost-effective waste management and compliance with regulatory requirements. Plan for closure and post-closure requirements for all Borough landfills.

FY2017 Accomplishments:

- Completed investigation of Central Peninsula Landfill gas utilization options.
- Worked with the communities of Port Graham and Nanwalek to improve solid waste management & operation education.
- Updated special waste disposal policy.

FY2018 New Initiatives:

- Initiate the development of a waste to energy project at the Central Peninsula Landfill.
- Complete long-term solid waste site development plans in Nanwalek, Port Graham and Tyonek.
- Promote waste reduction strategies and techniques.

Major Long Term Issues and Concerns:

Identified in each specific site.

Performance Measures

Priority/Goal: Provide disposal capacity for solid waste generated within the Borough in an environmentally sound and cost-effective manner.

Objective: 1. Assess the amount of disposal capacity available at existing KPB landfills.
2. When available disposal capacity equals ten years or less, initiate actions to arrange for sufficient capacity to accommodate present and projected KPB needs.

Measure: Input received from tonnage reports, etc.

Tool: Landfill capacity surveys, tonnage reports, Design Basis Report

Frequency: Annual, Tri-annual

Landfill	2017 Projected available airspace remaining	2018 Projected available airspace remaining	2019 Projected available airspace remaining
Central Peninsula	25 years	24 years	23 years

Measure: Staffing History

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History	5	5	5	5

**Kenai Peninsula Borough
Budget Detail**

**Fund 290
Department 32010 - Solid Waste Administration**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 334,067	\$ 364,521	\$ 393,746	\$ 393,746	\$ 391,734	\$ (2,012)	-0.51%
40120 Temporary Wages	3,787	1,191	3,000	1,500	3,000	-	0.00%
40130 Overtime Wages	2,942	1,315	6,548	1,848	5,093	(1,455)	-22.22%
40210 FICA	29,035	29,777	35,940	35,940	35,764	(176)	-0.49%
40221 PERS	255,148	111,134	90,520	90,520	89,597	(923)	-1.02%
40321 Health Insurance	110,187	112,218	120,800	120,800	117,240	(3,560)	-2.95%
40322 Life Insurance	587	616	973	973	1,040	67	6.89%
40410 Leave	54,909	54,557	55,347	55,347	56,650	1,303	2.35%
40511 Other Benefits	742	601	576	576	432	(144)	-25.00%
Total: Personnel	791,404	675,930	707,450	701,250	700,550	(6,900)	-0.98%
Supplies							
42120 Computer Software	142	-	500	500	500	-	0.00%
42210 Operating Supplies	2,443	2,341	3,500	2,500	3,500	-	0.00%
42230 Fuel, Oils and Lubricants	31	-	1,500	500	1,500	-	0.00%
42250 Uniforms	13	127	200	200	200	-	0.00%
42310 Repair/Maintenance Supplies	387	500	250	250	250	-	0.00%
42360 Vehicle Repair Supplies	(648)	65	1,200	1,200	1,200	-	0.00%
42410 Small Tools & Equipment	140	136	-	-	-	-	-
Total: Supplies	2,508	3,169	7,150	5,150	7,150	-	0.00%
Services							
43011 Contractual Services	3,585	45,186	9,534	6,034	9,700	166	1.74%
43019 Software Licensing	241	-	60	60	55	(5)	-8.33%
43110 Communications	7,812	8,052	3,600	8,100	8,560	4,960	137.78%
43140 Postage and Freight	856	905	500	500	905	405	81.00%
43210 Transportation/Subsistence	7,647	3,916	4,900	5,900	4,900	-	0.00%
43220 Car Allowance	-	194	-	3,800	3,600	3,600	-
43260 Training	4,670	1,215	2,500	2,500	3,500	1,000	40.00%
43310 Advertising	-	197	1,000	-	500	(500)	-50.00%
43410 Printing	-	-	500	500	250	(250)	-50.00%
43510 Insurance Premium	20,428	23,217	3,859	3,859	3,302	(557)	-14.43%
43610 Utilities	3,520	3,452	3,851	3,851	3,851	-	0.00%
43720 Equipment Maintenance	1,635	1,743	2,350	2,350	2,000	(350)	-14.89%
43750 Vehicle Maintenance	1,044	1,039	500	500	500	-	0.00%
43780 Building/Grounds Maintenance	358	-	1,400	1,400	500	(900)	-64.29%
43920 Dues and Subscriptions	672	891	969	969	969	-	0.00%
Total: Services	52,468	90,007	35,523	40,323	43,092	7,569	21.31%
Capital Outlay							
48120 Major Office/Communications Equipment	1,925	4,535	-	3,743	-	-	-
48710 Minor Office/Communications Equipment	1,368	127	1,200	857	-	(1,200)	-100.00%
48720 Minor Office Furniture	3,441	-	1,000	1,000	-	(1,000)	-100.00%
Total: Capital Outlay	6,734	4,662	2,200	5,600	-	(2,200)	-100.00%
Transfers							
50340 Solid Waste Debt Service	1,055,600	-	-	-	1,075,871	1,075,871	-
50411 Solid Waste Capital Projects	50,800	-	-	-	250,000	250,000	-
Total: Transfers	1,106,400	-	-	-	1,325,871	1,325,871	-
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	-	-	-	(1,000)	(1,000)	-
Total: Interdepartmental Charges	-	-	-	-	(1,000)	(1,000)	-
Department Total	\$ 1,959,514	\$ 773,768	\$ 752,323	\$ 752,323	\$ 2,075,663	\$ 1,323,340	175.90%

Fund 290

Department 32010 - Solid Waste Administration - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes solid waste director, contract administrator, administrative assistant/contract administrator, environmental program manager, and a secretary.

43011 Contractual Services. Fund potential environmental and regulatory issues (\$6,000); SWD portion of Poppy Lane office custodial services (\$3,700).

43210 Transportation Subsistence. Travel to Fairbanks to attend SWANA MOLO training/certification, for the environmental program manager's continued partnering efforts with the Alaska Native Tribal Health Consortium, for the environment conference (Anchorage or in-state) and ADEC regulatory/permit meetings

43260 Training Professional development training; EPA ground water unified guidance, storm water regulations, SWANA certification.

50411 Solid Waste Capital Projects. Transfer to cover purchase of replacement dumpster and recycle containers and other Solid Waste Capital Projects.

For capital projects information on this department - See the Capital Projects Section - Pages 318, 320, 325, & 348.

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Fund	290	Department Function
Dept:	32122	Solid Waste Fund – Central Peninsula Landfill

Program Description:

To collect and dispose of waste, recycle to reduce waste requiring burial and provide for proper hazardous materials disposal.

Major Long Term Issues and Concerns:

- Development of a master plan for the current landfill footprint and surrounding borough properties.
- Long term planning of direct and indirect use of Landfill gas.
- Design and construction of a bulkhead for the management of self-haulers' waste at CPL resulting in a more efficient management of waste at the CPL.
- Develop alternate fuel supply to support thermal leachate evaporations operations.
- Staffing levels to support landfill growth and increasing regulatory requirements.

FY2017 Accomplishments:

- As of January 2017, approximately 3,156 days without a loss time accident.
- In-house installation and upgrades to storm water control structures.
- In-house development and expansion of woody debris management areas.
- Successful transition into 6 days per week operating schedule.

FY2018 New Initiatives:

- No loss time accidents.
- In-house construction of interim storm water management structures.
- Begin Cell 3 construction.
- Begin Phase 1 of C&D cell expansion project.
- Construct long term storm water management structures.

Performance Measures

Priority/Goal: Manage and operate the Central Peninsula Landfill in a manner that protects public health, safety and the environment. Assist in achieving other goals of the KPB Solid Waste Program.

Goal: Ensure compliance with ADEC and EPA laws and regulations regarding waste disposal and management.

- Objective:**
1. Monitor and manage leachate, groundwater, and landfill gas.
 2. Monitor and manage the closed landfill cap, slopes and surface vegetation.

Measure: ADEC site inspection report.

ADEC Annual Site Inspection Maximum Score	Benchmark	FY2015 375	FY2016 445	FY2017 445	FY2018 445
Annual Site Inspection Score	90% – 100%	374 – 100%	440 – 99%	440 – 99%	>90%

Priority/Goal: Maintain an efficient and well-run solid waste facility.

Goal: Ensure effective operation of public facility.

Objective: Provide necessary personnel to maintain a well-run operation

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History	12	12	10.5	10.5

Department Function

Fund: 290
Dept: 32122

Solid Waste Fund – Central Peninsula Landfill - Continued

Key Measures

	FY2015 Actual		FY2016 Actual		FY2017 Projected		FY2018 Estimated	
	Hauls	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
Total Waste Accepted	144,396	62,309	150,201	59,885	148,221	67,546	151,185	68,897
Hazardous Waste (drums/boxes)		279		284		232		237
Used Oil Energy Recovery (gal)		4,162		5,118		4,115		4,197
Leachate Generated (gal)		4,017,386		990,421		3,030,000		3,090,600

Major Materials Accepted (% of total tonnage)

	Tons	%	Tons	%	Tons	%	Tons	%
Municipal Solid Waste	44,697	71.2%	44,526	74.4%	53,995	80.0%	55,075	80.0%
Construction Debris	16,513	26.3%	13,683	22.8%	12,139	18.0%	12,382	18.0%
Recycle	1,351	2.2%	739	1.2%	889	1.3%	907	1.3%
Asbestos	232	0.4%	938	1.6%	523	0.7%	534	0.7%
Total	62,793		59,886		67,546		68,898	

**Kenai Peninsula Borough
Budget Detail**

Fund 290

Department 32122 - Central Peninsula Landfill

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 619,490	\$ 647,712	\$ 694,929	\$ 694,929	\$ 658,067	\$ (36,862)	-5.30%
40120 Temporary Wages	65,916	34,353	58,800	58,800	80,403	21,603	36.74%
40130 Overtime Wages	29,884	24,156	30,185	30,185	37,828	7,643	25.32%
40210 FICA	61,996	61,809	64,604	64,604	68,348	3,744	5.80%
40221 PERS	493,808	207,250	153,219	153,219	158,130	4,911	3.21%
40321 Health Insurance	260,966	263,871	253,680	253,680	252,066	(1,614)	-0.64%
40322 Life Insurance	1,106	1,128	1,620	1,620	1,656	36	2.22%
40410 Leave	112,711	118,073	89,240	89,240	90,648	1,408	1.58%
40511 Other Benefits	13,495	13,415	1,440	1,440	1,440	-	0.00%
Total: Personnel	1,659,372	1,371,767	1,347,717	1,347,717	1,348,586	869	0.06%
Supplies							
42020 Signage Supplies	-	120	-	-	-	-	-
42120 Computer Software	-	-	1,000	1,000	-	(1,000)	-100.00%
42210 Operating Supplies	47,915	18,011	53,250	53,250	52,250	(1,000)	-1.88%
42230 Fuel, Oils and Lubricants	142,692	97,405	107,837	107,837	107,837	-	0.00%
42250 Uniforms	2,467	2,332	4,000	4,000	5,000	1,000	25.00%
42263 Training Supplies	-	-	600	600	500	(100)	-16.67%
42310 Repair/Maintenance Supplies	96,653	101,795	180,000	173,469	130,500	(49,500)	-27.50%
42360 Motor Vehicle Repair Supplies	923	2,296	1,000	1,923	11,000	10,000	1000.00%
42410 Small Tools & Equipment	4,447	1,392	5,020	5,020	7,500	2,480	49.40%
Total: Supplies	295,097	223,351	352,707	347,099	314,587	(38,120)	-10.81%
Services							
43011 Contractual Services	69,912	117,821	88,000	81,765	93,100	5,100	5.80%
43014 Physical Examinations	2,309	2,611	3,220	3,220	3,500	280	8.70%
43015 Water/Air Sample Testing	106,463	37,804	102,000	102,000	77,964	(24,036)	-23.56%
43019 Software Licensing	2,121	2,000	2,840	2,840	3,000	160	5.63%
43095 SW Closure/Post Closure	180,799	468,055	468,055	468,055	493,742	25,687	5.49%
43110 Communications	2,729	2,311	3,500	3,500	3,000	(500)	-14.29%
43140 Postage and Freight	393	186	1,200	1,200	1,200	-	0.00%
43210 Transportation/Subsistence	1,728	1,369	2,500	2,500	3,200	700	28.00%
43260 Training	4,609	2,344	2,900	-	2,900	-	0.00%
43310 Advertising	65	561	2,500	-	1,200	(1,300)	-52.00%
43410 Printing	1,326	-	1,500	-	750	(750)	-50.00%
43510 Insurance Premium	44,980	54,090	65,398	65,398	80,425	15,027	22.98%
43610 Utilities	466,276	272,746	447,500	447,500	447,500	-	0.00%
43750 Vehicle Maintenance	28	79,646	15,000	15,000	30,000	15,000	100.00%
43780 Buildings/Grounds Maintenance	8,974	7,465	55,000	55,000	20,000	(35,000)	-63.64%
43810 Rents and Operating Leases	599	2,667	6,000	2,000	4,000	(2,000)	-33.33%
43812 Equipment Replacement Pymt.	155,258	219,224	226,315	226,315	135,205	(91,110)	-40.26%
43920 Dues and Subscriptions	200	210	200	1,212	200	-	0.00%
Total: Services	1,048,769	1,271,110	1,493,628	1,477,505	1,400,886	(92,742)	-6.21%
Capital Outlay							
48311 Machinery & Equipment	-	-	-	12,888	-	-	-
48520 Storage Containers	4,099	7,600	-	-	-	-	-
48630 Improvements Other Than Buildings	-	30,116	-	-	-	-	-
48710 Minor Office/Communications Equipment	2,586	3,971	5,100	3,287	3,000	(2,100)	-41.18%
48720 Minor Office Furniture	-	3,053	-	7,422	-	-	-
48740 Minor Machines & Equipment	3,790	4,010	-	11,000	-	-	-
49433 Plan Reviews	7,800	7,040	10,000	10,000	10,000	-	0.00%
Total: Capital Outlay	18,275	55,790	15,100	44,597	13,000	(2,100)	-13.91%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	-	-	-	(500)	(500)	-
Total: Interdepartmental Charges	-	-	-	-	(500)	(500)	-
Department Total	\$ 3,021,513	\$ 2,922,018	\$ 3,209,152	\$ 3,216,918	\$ 3,076,559	\$ (132,593)	-4.12%

Fund 290

Department 32122 - Central Peninsula Landfill - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Landfill Manager, Lead Landfill Operator, 1.5 Landfill Operator I, 2 Landfill Operator II, 1 Landfill Operator/General Maintenance Mechanic, 1 Landfill Operator/Mechanic, 2 Landfill laborer/operator, and 1 Scale Attendant Clerk.

42210 Operating Supplies. Purchase of antifoaming agent related to leachate evaporator operations (\$30,250), miscellaneous items and supplies (\$22,000).

42310 Repair/Maintenance Supplies. Parts and supplies for maintaining heavy equipment, rolling stock, operational equipment, thermal evaporator operations, leachate management operations, baler operations, waste oil heater, dumpster repairs, plumbing and electrical systems (\$115,500); repair supplies including welding, painting, building supplies (\$15,000).

43011 Contractual Services. Contract services include recycle hauling (\$6,000), repair, maintenance, and diagnostic analysis of instrument data equipment, leachate management systems, leachate analysis, SWPPP analysis, baler, and rolling stock (\$60,000), truck scale recertification and repair (\$8,000), professional services for ADEC annual geotechnical stability analysis of waste mass (\$7,000); lined cell topographic capacity survey (\$7,000) storm water sampling analysis (\$3,100) leachate sampling analysis (\$2,000).

43015 Water/Air Sample Testing. Water and air sampling / testing required to comply with EPA and ADEC regulations.

43095 Solid Waste Closure/Post-Closure. Annual amount funded toward landfill closure and post-closure activities.

43210 Transportation/Subsistence. Travel for professional training, in-state travel to Alaska Chapter Solid Waste of North America meetings, ADEC meetings.

43260 Training. Provide solid waste management training, asbestos disposal training and asbestos recertification, storm water management training, freon removal and disposal certification, first aid /CPR.

43610 Utilities. Energy needs associated with the anticipated evaporation of 2,000,000 gallons of leachate (\$250,400), and facility utilities (\$197,100).

43750 Vehicle Maintenance. Increase due to increasing aging rolling stock and heavy equipment, equipment fire suppression.

43780 Building/Grounds Maintenance. Road maintenance (\$1,500), fire suppression system / fire alarm / security cameras / lighting / HVAC maintenance & repair (\$8,500), miscellaneous facility maintenance (\$10,000).

48710 Minor Office/Communication Equipment. Landfill handheld radios (\$3,000).

Equipment Replacement Payment Schedule

Items	Prior Years	FY2017 Estimated	FY2018 Projected	Projected Payments FY2019-2021
Loader	\$ -	\$ 43,582	\$ 32,348	\$ 97,044
Ford F450 8ft Flat Bed	4,960	4,961	4,025	-
L150E Loader	46,593	46,593	10,896	-
Bobcat V762	11,225	11,225	11,235	11,235
Peterbilt 357 Truck	23,416	23,416	20,799	21,598
Excavator	-	38,328	32,310	96,930
Komatsu wheel loader	-	24,743	15,428	46,284
1/2 ton pickup	-	5,000	4,107	12,320
2016 Pickup, 4x4 3/4 ton ext cab (trsf)	-	5,000	4,057	12,171
Forklift	8,974	8,974	-	-
963 Skid Steer Loader	8,500	8,500	-	-
Roll-off Truck	10,993	10,993	-	-
FY2019 Roll-off Truck	-	-	-	72,651
FY2020 Wheeled loader	-	-	-	134,385
FY2020 Wheeled compactor	-	-	-	134,385
FY2021 Roll-off Truck	-	-	-	72,651
FY2021 3/4 ton pickup	-	-	-	5,683
Total	\$ 114,661	\$ 231,315	\$ 135,205	\$ 717,337

Fund	290	Department Function
Dept:	32150	Solid Waste Fund – Seward Transfer Facility

Program Description:

To collect and transfer solid waste generated in the Eastern Peninsula to the Central Peninsula Landfill in Soldotna for disposal, manage inert waste with on-site burial, recycle to reduce waste requiring burial and provide for proper hazardous materials disposal. The operations of this site are outsourced to a private contractor.

Major Long Term Issues and Concerns:

- Flooding / road maintenance issues with Dimond Blvd., the access road to the transfer facility.

FY2017 Accomplishments:

- Implement on-site recycling education opportunities.
- Water Monitor Well #1 cleanout and redevelopment.
- Decommissioned wastewater holding pond.
- Negotiated disposal agreement with the City of Seward for the management of wastewater.

FY2018 New Initiatives:

- Develop 10 year Monofill expansion plan.
- Expanded Monofill.
- Excavate cover material.
- Public Outreach, including waste reduction techniques.

Performance Measures

Priority/Goal: Provide appropriate service to the Eastern Peninsula in the area of solid waste management.

Objective: Manage the Eastern Peninsula solid waste operations including, but not limited to, providing the following services:

1. Four (4) Hazardous Waste Collection days per year.
2. Containers for recyclables and special collections.
3. Collection of batteries for recycling.

Measures:

Key Measures								
	FY2015		FY2016		FY2017		FY2018	
	Actual		Actual		Projected		Estimated	
	Hauls	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
Mixed Solid Waste	260	4,450	259	4,725	340	4,877	347	4,975
Recycle	n/a	54	n/a	59	n/a	60	n/a	61
Total	260	4,504	259	4,784	340	4,937	347	5,036
Hazardous Waste (drums/boxes)	63		72		73		75	
Used Oil Energy Recovery (gal)	0		465		562		573	

**Kenai Peninsula Borough
Budget Detail**

**Fund 290
Department 32150 - Seward Transfer Facility**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40120 Temporary Wages	\$ 360	\$ -	\$ 1,443	\$ 1,443	\$ 1,443	\$ -	0.00%
40210 FICA	45	32	110	110	110	-	0.00%
40221 PERS	57	122	-	-	-	-	-
40321 Health Insurance	81	144	-	-	-	-	-
40322 Life Insurance	1	1	-	-	-	-	-
40511 Other Benefits	1	1	-	-	-	-	-
Total: Personnel	545	300	1,553	1,553	1,553	-	0.00%
Supplies							
42020 Signage Supplies	-	-	1,000	1,000	1,000	-	0.00%
42210 Operating Supplies	26	-	250	250	250	-	0.00%
42230 Fuel, Oils and Lubricants	-	2,926	3,300	3,300	3,300	-	0.00%
42310 Repair/Maintenance Supplies	2,853	-	2,000	2,000	2,000	-	0.00%
Total: Supplies	2,879	2,926	6,550	6,550	6,550	-	0.00%
Services							
43011 Contractual Services	543,214	513,988	532,381	532,381	555,924	23,543	4.42%
43015 Water/Air Sample Testing	8,378	3,291	5,700	5,700	3,266	(2,434)	-42.70%
43019 Software Licensing	-	-	-	-	325	325	-
43095 SW Closure/Post Closure	24,607	41,615	41,615	41,615	43,950	2,335	5.61%
43110 Communications	613	614	658	658	658	-	0.00%
43140 Postage and Freight	-	-	100	100	100	-	0.00%
43210 Transportation/Subsistence	266	454	800	800	800	-	0.00%
43310 Advertising	170	519	2,000	2,000	1,000	(1,000)	-50.00%
43410 Printing	280	-	200	200	200	-	0.00%
43510 Insurance Premium	2,442	3,127	3,127	3,127	3,105	(22)	-0.70%
43610 Utilities	3,025	3,427	5,486	5,486	5,486	-	0.00%
43780 Buildings/Grounds Maintenance	12,934	23,740	34,000	34,000	25,000	(9,000)	-26.47%
43810 Rents and Operating Leases	113	117	200	200	200	-	0.00%
Total: Services	596,042	590,892	626,267	626,267	640,014	13,747	2.20%
Capital Outlay							
48740 Minor Machines & Equipment	429	-	-	-	-	-	-
49433 Plan Reviews	842	842	1,000	1,000	1,053	53	5.30%
Total: Capital Outlay	1,271	842	1,000	1,000	1,053	53	5.30%
Department Total	\$ 600,737	\$ 594,960	\$ 635,370	\$ 635,370	\$ 649,170	\$ 13,800	2.17%

Line-Item Explanations

42020 Signage Supplies. To support enhanced public outreach programs.

43019 Software Licensing. Security camera software renewal (\$325).

43011 Contractual Services. Contract O&M (\$522,459), additional services (\$5,000), monofill expansion (\$15,000) facility wastewater disposal (\$6,000), waste water analysis (\$2,300) transport recycle container located at the Seward harbor (\$5,000), boiler certification (\$165).

43780 Building / Grounds Maintenance. Road maintenance (\$10,000), fire system/security camera maintenance (\$5,000), miscellaneous facility maintenance (\$10,000).

43015 Water / Air Sample Testing. Water and air sampling / testing required to comply with EPA and DEC guidelines.

Fund 290
Dept: 32310

Department Function
Solid Waste Fund – Homer Transfer Facility

Program Description:

To collect, bale and dispose of waste generated in the Southern Peninsula, recycle to reduce waste requiring burial, and provide for proper hazardous materials disposal.

Major Long Term Issues and Concerns:

- Long-term management of inert waste after closure of inert waste monofill.

FY2017 Accomplishments:

- Evaluated frequency of aerial photo and volumetric surveys needed for planning and permit renewal application.
- Performed closure maintenance utilizing KPB in-house staff.

- Monitored closure effectiveness with KPB in-house staff.
- Perform quarterly landfill gas monitoring utilizing KPB in-house staff, including increase in monitoring scope to include closed landfill cell.

FY2018 New Initiatives:

- Develop 5 to 7 year cover material acquisition plan.
- Clear and grub 1 acre of land for the acquisition of cover material.
- Manage fill plan to maximize utilization of air space.
- Perform public outreach with an emphasis on waste reduction techniques.

Performance Measures

Priority/Goal: Manage and operate the Homer Landfill in a manner that protects the public health, safety and the environment. Assist in achieving other goals of the KPB Solid Waste Program.

Goal: Ensure compliance with ADEC and EPA laws and regulations regarding waste disposal and management.

- Objective:**
1. Continue to monitor and manage leachate, groundwater, and landfill gases.
 2. Continue to monitor and manage slopes and subsurface vegetation.

Measures:

Key Measures

	FY2015 Actual		FY2016 Actual		FY2017 Projected		FY2018 Estimated	
	Bales	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
Mixed Solid Waste	302	8,004	310	8,173	315	7,878	321	8,036
Recycle	n/a	312	n/a	310	n/a	525	n/a	536
Total		8,316		8,388		8,403		8,572
Hazardous Waste (drums/boxes)	96		115		105		107	
Used Oil Energy Recovery (gal)	2,730		1,431		2,416		2,464	

**Kenai Peninsula Borough
Budget Detail**

**Fund 290
Department 32310 - Homer Transfer Facility**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40120 Temporary Wages	\$ -	\$ -	\$ 1,802	\$ 1,802	\$ 1,802	\$ -	0.00%
40210 FICA	-	1	138	138	138	-	0.00%
40221 PERS	-	4	-	-	-	-	-
40321 Health Insurance	-	4	-	-	-	-	-
Total: Personnel	-	9	1,940	1,940	1,940	-	0.00%
Supplies							
42020 Signage Supplies	-	-	500	500	250	(250)	-50.00%
42210 Operating Supplies	583	877	2,050	2,050	2,050	-	0.00%
42230 Fuel, Oils and Lubricants	5,381	322	5,000	5,000	5,000	-	0.00%
42310 Repair/Maintenance Supplies	1,003	191	11,000	11,000	8,000	(3,000)	-27.27%
42410 Small Tools & Minor Equipment	-	-	100	100	100	-	0.00%
Total: Supplies	6,967	1,390	18,650	18,650	15,400	(3,250)	-17.43%
Services							
43011 Contractual Services	593,819	562,738	558,186	558,186	590,011	31,825	5.70%
43015 Water/Air Sample Testing	40,664	21,041	46,000	46,000	37,356	(8,644)	-18.79%
43019 Software Licensing	1,200	1,200	1,920	1,920	1,850	(70)	-3.65%
43095 SW Closure/Post Closure	62,169	161,809	161,809	161,809	168,967	7,158	4.42%
43110 Communications	3,860	3,888	4,000	4,000	4,000	-	0.00%
43140 Postage and Freight	(22)	-	100	100	100	-	0.00%
43210 Transportation/Subsistence	1,029	14	1,000	1,000	1,000	-	0.00%
43310 Advertising	-	402	1,000	1,000	1,000	-	0.00%
43410 Printing	280	-	200	200	200	-	0.00%
43510 Insurance Premium	12,005	14,095	14,095	14,095	15,010	915	6.49%
43600 Project Mangemant	2,755	-	-	-	-	-	-
43610 Utilities	56,653	60,832	68,724	68,724	68,724	-	0.00%
43750 Vehicle Maintenance	-	-	2,000	2,000	1,000	(1,000)	-50.00%
43780 Buildings/Grounds Maintenance	1,917	8,226	16,000	16,000	12,000	(4,000)	-25.00%
43810 Rents and Operating Leases	125	400	2,500	2,500	1,000	(1,500)	-60.00%
43920 Dues and Subscriptions	200	-	-	-	-	-	-
43936 USAD Assessments	-	3,266	-	-	-	-	-
Total: Services	776,654	837,911	877,534	877,534	902,218	24,684	2.81%
Capital Outlay							
49433 Plan Reviews	842	1,010	3,200	3,200	1,500	(1,700)	-53.13%
Total: Capital Outlay	842	1,010	3,200	3,200	1,500	(1,700)	-53.13%
Department Total	\$ 784,463	\$ 840,320	\$ 901,324	\$ 901,324	\$ 921,058	\$ 19,734	2.19%

Line-Item Explanations

43011 Contractual Services. Contract O&M (\$556,211) and additional services (\$8,000), facility wastewater disposal (\$1,500), Monofill expansion (\$10,600) Alaska State fire suppression cert (\$500), Alaska boiler cert (\$400), Alaska truck scale cert (\$500), Monofill survey (\$5,000), monitoring wells survey (\$5,000), and waste water analysis (\$2,300)

43015 Water / Air Sample Testing. Reduced due to reallocation of funding to Closure/Post Closure account for water and air sampling / testing required to comply with EPA and DEC guidelines.

43019 Software Licensing. Required annual technical support relating to weigh system software (\$1,200) and security camera software (\$650).

43095 Solid Waste Closure/Post-Closure. Annual funding required for closure and postclosure cost.

43210 Transportation/Subsistence. Travel and meals for contract administrator to attend meetings or conduct site inspections.

43780 Building / Grounds Maintenance. Miscellaneous building maintenance, fire suppression system, fire alarm system, and surveillance system , emergency generator maintenance (\$12,000).

Fund	290	Department Function
Dept:	32570	Solid Waste Fund – Landfills, Hauling and Waste Programs

Program Description

Collect, consolidate, and dispose of solid waste, recycle to reduce waste requiring burial and provide for proper hazardous materials disposal. Provide an integrated solid waste program, including the development, operations, and maintenance of landfills in Seldovia, Port Graham, Nanwalek, Beluga and Tyonek; eight waste drop-box/transfer sites; three transfer sites (Kenai, Nikiski, Sterling); 13 mobile recyclable collection stations; hazardous waste and used oil collection programs; solid waste environmental monitoring; and litter program.

Major Long Term Issues and Concerns:

- Execute a contract to operate and maintain the Nanwalek landfill.
- Long-term solid waste management, including solid waste site development and operation education, in communities where the Borough does not own property for landfill development.

FY2017 Accomplishments:

- Import off-site landfill cover material in Port Graham.
- Obtained an ADEC Class III municipal solid waste disposal permit for Nanwalek.
- Renewed the ADEC Class III municipal solid waste disposal permit for Port Graham.
- Installed LED lighting upgrades at the Kasilof Transfer Site.

FY2018 New Initiatives:

- Develop landfill expansion plans in Port Graham.
- Develop landfill expansion plans in Nanwalek.
- LED lighting upgrades at unmanned transfer sites.
- Provide rural community landfill operator training.

Performance Measures

Priority/Goal: The Borough recognizes disposal of hazardous waste is critical to sound solid waste management.

Goal: Maximize collection and disposal of household hazardous waste.

- Objective:**
1. Provide and promote 13 hazardous waste collection events.
 2. Develop a public education program intent on teaching hazardous waste reduction techniques. These public education programs can be tied into the actual collection events.

Measures:

Hazardous Waste Collection Events	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Central Peninsula Landfill	8	8	8	8
Homer Landfill	4	4	4	4
Seward Transfer Facility	4	4	4	4
Seldovia	1	1	1	1
Educational events	10	10	10	10

Fund 290
 Dept: 32570

Department Function
 Solid Waste Fund – Landfills, Hauling and Waste Programs

Key Measures

	<u>FY2015 Actual</u>		<u>FY2016 Actual</u>		<u>FY2017 Projected</u>		<u>FY2018 Estimated</u>	
	<u>Hauls</u>	<u>Tons</u>	<u>Hauls</u>	<u>Tons</u>	<u>Hauls</u>	<u>Tons</u>	<u>Hauls</u>	<u>Tons</u>
<u>Hauling Area 1</u>								
Mixed solid waste total	1,689	3,618	1,814	3,656	2,216	3,953	2,260	4,032
Recycle total	146	176	150	170	131	177	134	181
<u>Hauling Area 2</u>								
Mixed solid waste total	1,242	2,648	1,212	2,711	1,265	2,529	1,290	2,580
Recycle total	142	119	146	159	188	188	192	192
<u>Transfer Facilities</u>								
Mixed solid waste total	590	5,496	604	5,452	708	6,525	722	6,656
Construction debris total	946	2,526	1,011	2,649	878	2,114	896	2,156
Recycle total	225	248	221	251	286	292	292	298
Used oil energy recovery total gallons		7,515		7,582		9,300		9,486
<u>Miscellaneous Landfills</u>								
Mixed solid waste total		1,100		1,149		1,160		1,160
Hazardous waste total drums/boxes		26		25		25		26

**Kenai Peninsula Borough
Budget Detail**

Fund 290

Department 32570 - Landfills, Hauling, and Waste Programs

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 1,504	\$ -	\$ -	\$ -	\$ -	-	-
40120 Temporary Wages	1,547	-	4,500	4,500	4,500	-	0.00%
40130 Overtime Wages	101	360	3,006	3,006	3,006	-	0.00%
40210 FICA	241	43	574	574	574	-	0.00%
40221 PERS	1,320	164	-	-	-	-	-
40321 Health Insurance	400	215	-	-	-	-	-
40322 Life Insurance	2	2	-	-	-	-	-
40511 Other Benefits	2	1	-	-	-	-	-
Total: Personnel	5,117	785	8,080	8,080	8,080	-	0.00%
Supplies							
42020 Signage Supplies	-	200	100	100	100	-	0.00%
42210 Operating Supplies	10,115	4,914	6,000	8,000	6,000	-	0.00%
42230 Fuel, Oils and Lubricants	-	181	6,000	6,000	6,000	-	0.00%
42310 Repair/Maintenance Supplies	2,532	6,869	9,000	6,750	9,000	-	0.00%
42360 Motor Vehicle Repair Supplies	-	-	1,200	1,200	1,200	-	0.00%
42410 Small Tools & Equipment	1,019	338	500	500	500	-	0.00%
Total: Supplies	13,666	12,502	22,800	22,550	22,800	-	0.00%
Services							
43011 Contractual Services	1,410,303	1,445,498	1,527,509	1,527,509	1,549,814	22,305	1.46%
43015 Water/Air Sample Testing	16,558	14,803	24,100	24,100	21,850	(2,250)	-9.34%
43019 Software Licensing	-	-	360	360	360	-	0.00%
43095 SW Closure/Post Closure	73,731	216,751	216,751	216,751	223,001	6,250	2.88%
43110 Communications	2,299	1,850	4,500	4,500	3,500	(1,000)	-22.22%
43140 Postage and Freight	254	591	1,000	1,000	800	(200)	-20.00%
43210 Transportation/Subsistence	3,972	4,936	9,000	9,000	9,000	-	0.00%
43310 Advertising	1,518	1,450	2,000	2,000	2,000	-	0.00%
43410 Printing	140	-	180	180	180	-	0.00%
43510 Insurance Premium	1,887	2,247	2,412	2,412	2,184	(228)	-9.45%
43600 Project Mangement	-	665	-	-	-	-	-
43610 Utilities	18,202	18,009	18,748	18,748	18,900	152	0.81%
43750 Vehicle Maintenance	23	-	-	-	-	-	-
43765 Policing Sites	7,800	3,300	8,000	6,000	8,000	-	0.00%
43780 Buildings/Grounds Maintenance	19,377	43,420	45,000	45,000	45,000	-	0.00%
43810 Rents and Operating Leases	208	-	500	500	500	-	0.00%
43812 Equipment Replacement Pymt	2,296	5,000	-	-	-	-	-
Total: Services	1,558,568	1,758,520	1,860,060	1,858,060	1,885,089	25,029	1.35%
Capital Outlay							
48740 Minor Machines & Equipment	-	-	-	2,250	-	-	-
49433 Plan Reviews	1,051	1,051	1,250	1,250	1,250	-	0.00%
Total: Capital Outlay	1,051	1,051	1,250	3,500	1,250	-	0.00%
Department Total	\$ 1,578,402	\$ 1,772,858	\$ 1,892,190	\$ 1,892,190	\$ 1,917,219	\$ 25,029	1.32%

Line-Item Explanations

40120 Temporary Wages. Includes temporary staff to assist with remote landfill activities that include fencing repair, litter clean up, battery shipment preparation.

40130 Overtime Wages. Required to support Nanwalek maintenance and inert waste management at remote sites.

43011 Contractual Services. Contract services includes operations, maintenance and improvements at five (5) rural landfills (\$381,423), operations, maintenance and improvements at three (3) transfer facilities (\$524,446), operations, maintenance and improvements at eight (8) drop-box / transfer sites (\$424,695), household hazardous waste collection program, used oil program, and wastewater disposal (\$198,250), signage (\$4,000), Port Graham burn box repair (\$15,000), and freight flight (\$2,000).

43019 Software Licensing. Annual security camera software renewal (\$360).

43095 Solid Waste Closure/Post-Closure. Annual amount funded toward landfill closure and post-closure activities for the Seldovia, Beluga, Tyonek, Port Graham, and Nanwalek landfills and the closed Kenai and Sterling sites.

43780 Building/Grounds Maintenance. Snow removal/sanding/serration/grading/ditching of transfer sites (\$20,000), brushing / gravel (\$5,000), gate /fence repairs (\$2,000), lights, surveillance cameras, electrical, plumbing, fire alarm systems (\$18,000).

**Kenai Peninsula Borough
Budget Detail**

**Fund 290 Solid Waste
Department Total By Line Item**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget	%
Personnel							
40110 Regular Wages	\$ 955,061	\$ 1,012,233	\$ 1,088,675	\$ 1,088,675	\$ 1,049,801	\$ (38,874)	-3.57%
40120 Temporary Wages	71,610	35,544	69,545	68,045	91,148	21,603	31.06%
40130 Overtime Wages	32,927	25,831	39,739	35,039	45,927	6,188	15.57%
40210 FICA	91,317	91,662	101,366	101,366	104,934	3,568	3.52%
40221 PERS	750,333	318,674	243,739	243,739	247,727	3,988	1.64%
40321 Health Insurance	371,634	376,452	374,480	374,480	369,306	(5,174)	-1.38%
40322 Life Insurance	1,696	1,747	2,593	2,593	2,696	103	3.97%
40410 Leave	167,620	172,630	144,587	144,587	147,298	2,711	1.87%
40511 Other Benefits	14,240	14,018	2,016	2,016	1,872	(144)	-7.14%
Total: Personnel	2,456,438	2,048,791	2,066,740	2,060,540	2,060,709	(6,031)	-0.29%
Supplies							
42020 Signage Supplies	-	320	1,600	1,600	1,350	(250)	-15.63%
42120 Computer Software	142	-	1,500	1,500	500	(1,000)	-66.67%
42210 Operating Supplies	61,082	26,143	65,050	66,050	64,050	(1,000)	-1.54%
42230 Fuel, Oils and Lubricants	148,104	100,834	123,637	122,637	123,637	-	0.00%
42250 Uniforms	2,480	2,459	4,200	4,200	5,200	1,000	23.81%
42263 Training Supplies	-	-	600	600	500	(100)	-16.67%
42310 Repair/Maintenance Supplies	103,428	109,355	202,250	193,469	149,750	(52,500)	-25.96%
42360 Vehicle Repair Supplies	275	2,361	3,400	4,323	13,400	10,000	294.12%
42410 Small Tools	5,606	1,866	5,620	5,620	8,100	2,480	44.13%
Total: Supplies	321,117	243,338	407,857	399,999	366,487	(41,370)	-10.14%
Services							
43011 Contractual Services	2,620,833	2,685,231	2,715,610	2,705,875	2,798,549	82,939	3.05%
43014 Physical Examinations	2,309	2,611	3,220	3,220	3,500	280	8.70%
43015 Water/Air Sample Testing	172,063	76,939	177,800	177,800	140,436	(37,364)	-21.01%
43019 Software Licensing	3,562	3,200	5,180	5,180	5,590	410	7.92%
43095 SW Closure/Post Closure	341,306	888,230	888,230	888,230	929,660	41,430	4.66%
43110 Communications	17,313	16,715	16,258	20,758	19,718	3,460	21.28%
43140 Postage and Freight	1,481	1,682	2,900	2,900	3,105	205	7.07%
43210 Transportation/Subsistence	14,642	10,689	18,200	19,200	18,900	700	3.85%
43220 Car Allowance	-	194	-	3,800	3,600	3,600	-
43260 Training	9,279	3,559	5,400	2,500	6,400	1,000	18.52%
43310 Advertising	1,753	3,129	8,500	5,000	5,700	(2,800)	-32.94%
43410 Printing	2,026	-	2,580	1,080	1,580	(1,000)	-38.76%
43510 Insurance Premium	81,742	96,776	88,891	88,891	104,026	15,135	17.03%
43600 Project Mangement	2,755	665	-	-	-	-	-
43610 Utilities	547,676	358,466	544,309	544,309	544,461	152	0.03%
43720 Equipment Maintenance	1,635	1,743	2,350	2,350	2,000	(350)	-14.89%
43750 Vehicle Maintenance	1,095	80,685	17,500	17,500	31,500	14,000	80.00%
43765 Policing Sites	7,800	3,300	8,000	6,000	8,000	-	0.00%
43780 Buildings/Grounds Maintenance	43,560	82,851	151,400	151,400	102,500	(48,900)	-32.30%
43810 Rents and Operating Leases	1,045	3,184	9,200	5,200	5,700	(3,500)	-38.04%
43812 Equipment Replacement Pymt.	157,554	224,224	226,315	226,315	135,205	(91,110)	-40.26%
43920 Dues and Subscriptions	1,072	1,101	1,169	2,181	1,169	-	0.00%
43936 USAD Assessments	-	3,266	-	-	-	-	-
Total: Services	4,032,501	4,548,440	4,893,012	4,879,689	4,871,299	(21,713)	-0.44%
Capital Outlay							
48120 Major Office/Communications Equipment	1,925	4,535	-	3,743	-	-	-
48311 Machinery & Equipment	-	-	-	12,888	-	-	-
48520 Storage Containers	4,099	7,600	-	-	-	-	-
48630 Improvements Other Than Buildings	-	30,116	-	-	-	-	-
48710 Minor Office/Communications Equipment	3,954	4,098	6,300	4,144	3,000	(3,300)	-52.38%
48720 Minor Office Furniture	3,441	3,053	1,000	8,422	-	(1,000)	-100.00%
48740 Minor Machines & Equipment	4,219	4,010	-	13,250	-	-	-
49433 Plan Reviews	10,535	9,943	15,450	15,450	13,803	(1,647)	-10.66%
Total: Capital Outlay	28,173	63,355	22,750	57,897	16,803	(5,947)	-26.14%
Transfers							
50340 Solid Waste Debt Service	1,055,600	-	-	-	1,075,871	1,075,871	-
50411 Solid Waste Capital Projects	50,800	-	-	-	250,000	250,000	-
Total: Transfers	1,106,400	-	-	-	1,325,871	1,325,871	-
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	-	-	-	(1,500)	(1,500)	-
Total: Interdepartmental Charges	-	-	-	-	(1,500)	(1,500)	-
Department Total	\$ 7,944,629	\$ 6,903,924	\$ 7,390,359	\$ 7,398,125	\$ 8,639,669	\$ 1,249,310	16.90%

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Kenai Peninsula Borough

Hospital Service Areas

The Borough has two (2) hospital service areas, the Central Kenai Peninsula Hospital Service Area and the South Kenai Hospital Service Area.

The major source of revenue for the hospital service areas is property taxes, with additional funding provided through state grants and interest earnings. Powers granted by the voters authorize these service areas to construct, maintain and operate a hospital, and to provide other health care or health facilities within the service areas jurisdiction. Both service areas support hospitals and long-term care facilities.

Only the expenditures budgeted by the service area appears within this budget document. Each hospital prepares a separate operating and capital budget, which is approved by the operating board of each respective entity. The comprehensive annual financial report is done on a combined basis, and copies are available from each respective hospital.

Central Kenai Peninsula Hospital Service Area – this service area encompasses the area from Tyonek to Hope to Clam Gulch. Operation of the Central Peninsula Hospital (the hospital), including Heritage Place (a long-term care facility purchased in 2006) has been contracted out to Central Peninsula Hospital Inc. Prior to FY2011, Service Area funding was used to pay debt service, capital expenditures, an operating subsidy for an alcohol and drug treatment program, an operating grant for a sexual abuse program, and for operating expense of the service area board. Starting in FY2011, the hospital has provided the necessary funding for debt service, capital expenditures, and all operating cost including property insurance.

South Kenai Peninsula Hospital Service Area – this service area encompasses the area from south of Clam Gulch to Homer to Kachemak City to Halibut Cove. Operation of the South Peninsula Hospital has been contracted out to South Peninsula Hospital Inc. Service Area funding is currently being used to pay debt service, capital expenditures, and for operating expense of the service area board.

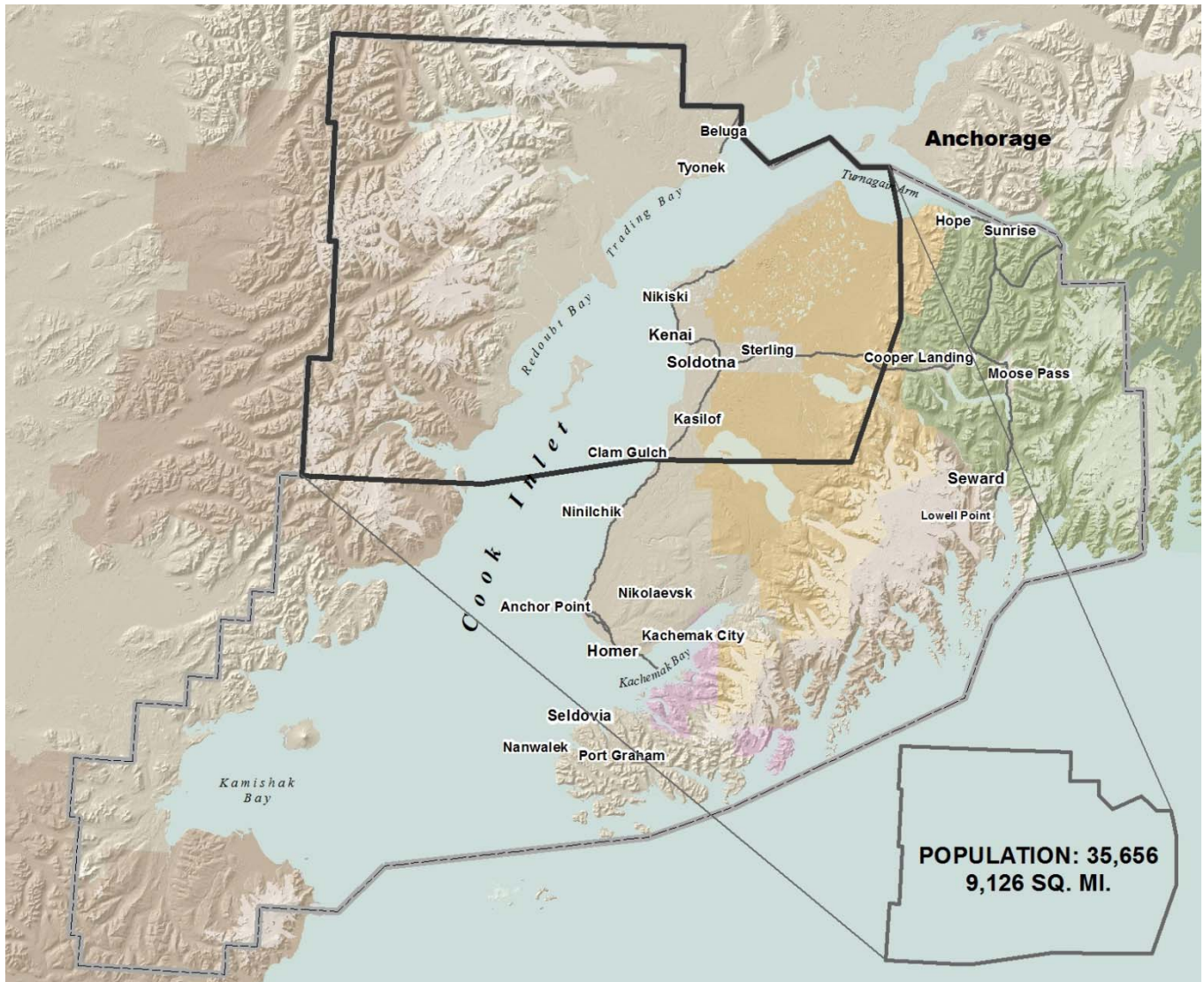
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Central Kenai Peninsula Hospital Service Area

Formed in March of 1969, this was the first service area in the Borough. Its purpose is to provide a hospitalization facility for residents in the Central Peninsula area. Management of the hospital is contracted out to, CPGH, Inc., a non-profit entity. The CPGH, Inc. board hires an independent CEO to manage its operations.

Effective July 1, 2016 with the enactment of Ordinance 2016-11, the Kenai Peninsula Borough Assembly has oversight of the Service Area.

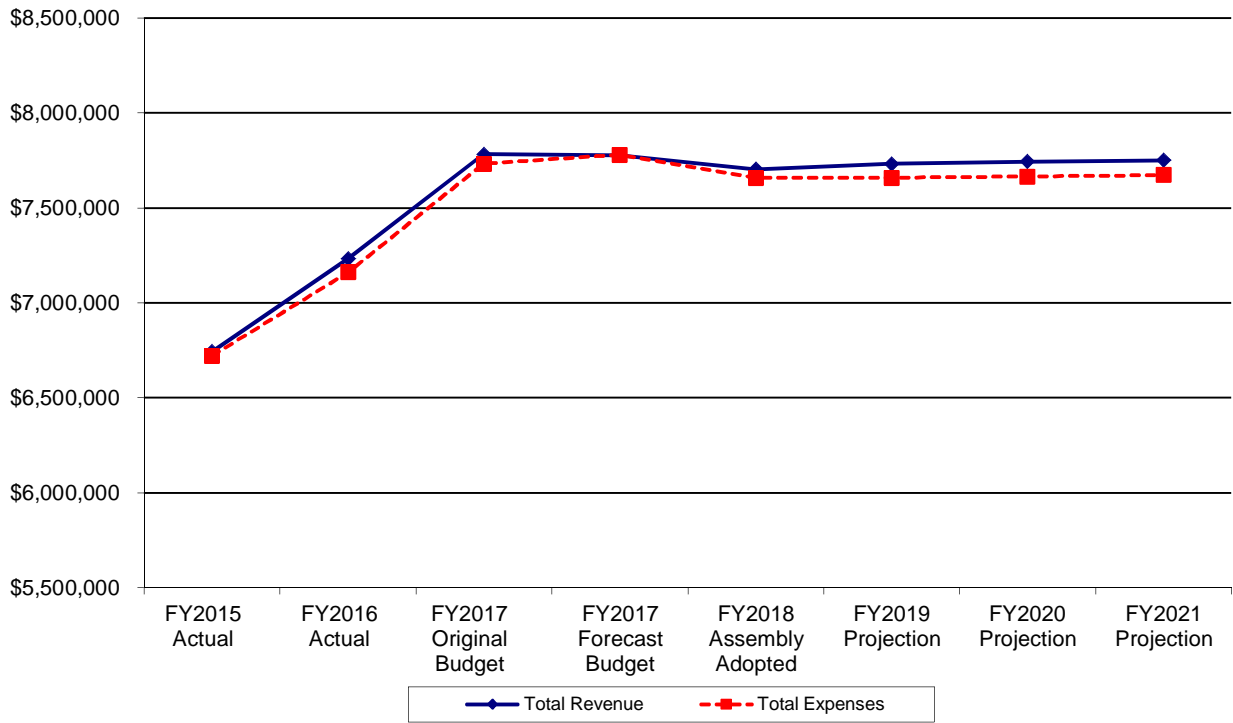
Service area taxes have provided for debt service requirements, equipment purchases, construction, auditing costs, and board expenses. The mill rate for fiscal year 2018 is 0.01 mills.



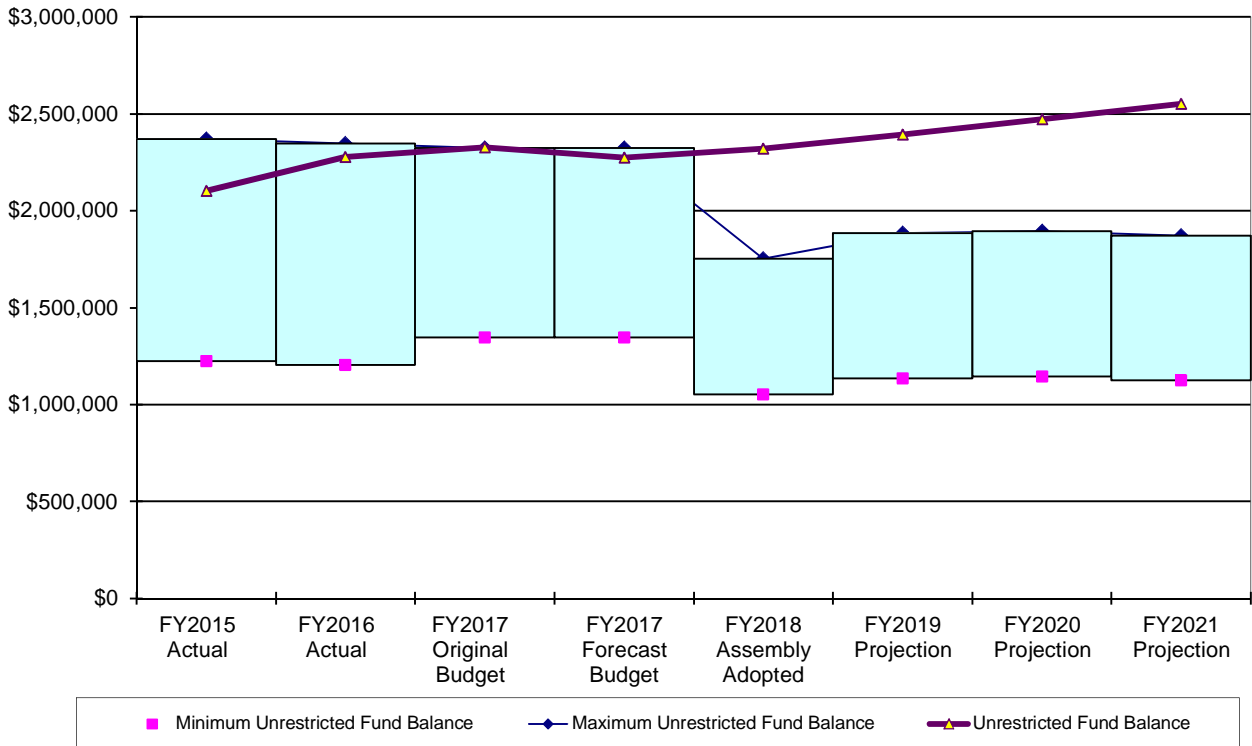
Fund: 600 Central Kenai Peninsula Hospital Service Area

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Taxable Value (000's)								
Real	3,516,339	3,697,149	3,918,908	3,919,526	4,082,146	4,082,146	4,122,967	4,205,426
Personal	176,685	181,484	198,000	202,909	190,316	192,219	194,141	196,082
Oil & Gas (AS 43.56)	1,000,576	1,109,061	1,290,827	1,290,827	1,217,101	1,180,588	1,145,170	1,145,170
Total Taxable Value:	4,693,600	4,987,694	5,407,735	5,413,262	5,489,563	5,454,953	5,462,278	5,546,678
Mill Rate:	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01
Revenues:								
Property Taxes								
Real	\$ 35,560	\$ 37,052	\$ 39,189	\$ 39,195	\$ 40,821	\$ 40,821	\$ 41,230	\$ 42,054
Personal	1,456	1,911	1,940	1,989	1,865	1,884	1,903	1,922
Oil & Gas (AS 43.56)	10,017	10,925	12,908	12,908	12,171	11,806	11,452	11,452
Interest	153	197	108	108	110	109	109	111
Flat Tax	751	339	1,068	1,068	1,068	1,089	1,111	1,133
Motor Vehicle Tax	1,076	1,051	1,592	1,592	1,064	1,085	1,107	1,129
Total Property Taxes	49,013	51,475	56,805	56,860	57,099	56,794	56,912	57,801
Interest Earnings	23,470	46,656	49,959	49,959	52,325	43,480	53,849	55,647
CPH - Bond Payment/Other	6,669,550	7,131,059	7,675,105	7,670,105	7,593,508	7,631,168	7,633,212	7,637,692
Other Revenue	1,043	1,661	-	-	-	-	-	-
Total Revenues	6,743,076	7,230,851	7,781,869	7,776,924	7,702,932	7,731,442	7,743,973	7,751,140
Expenditures:								
Services	239,765	241,331	347,942	399,990	245,926	245,926	250,845	255,862
Total Expenditures:	239,765	241,331	347,942	399,990	245,926	245,926	250,845	255,862
Operating Transfers To:								
Debt Service Fund	6,481,993	6,920,292	7,384,163	7,379,163	7,411,582	7,411,168	7,413,212	7,417,692
Total Operating Transfers:	6,481,993	6,920,292	7,384,163	7,379,163	7,411,582	7,411,168	7,413,212	7,417,692
Total Expenditures and Operating Transfers	6,721,758	7,161,623	7,732,105	7,779,153	7,657,508	7,657,094	7,664,057	7,673,554
Net Results From Operations	21,318	69,228	49,764	(2,229)	45,424	74,348	79,916	77,586
Beginning Fund Balance	2,185,183	2,206,501	2,275,729	2,275,729	2,273,500	2,318,924	2,393,272	2,473,188
Ending Fund Balance	\$ 2,206,501	\$ 2,275,729	\$ 2,325,493	\$ 2,273,500	\$ 2,318,924	\$ 2,393,272	\$ 2,473,188	\$ 2,550,774

Central Kenai Peninsula Hospital Service Area Revenues and Expenditures



Central Kenai Peninsula Hospital Service Area Unreserved Fund Balance



Fund: 600	Department Function
Dept: 81110	Central Kenai Peninsula Hospital Service Area

Mission
Meet the changing health care needs of the residents of the Service Area.

Program Description
Provide funding for payment of debt service, purchase of capital equipment, operational expenses of a hospital, operating cost of the Service Area and other health care related items within the Service Area.

Major Long Term Issues and Concerns:

- Governance of CPH.

FY2017 Accomplishments:

- With the passage of KPB Ordinance 2016-11, the Service Area Board was repealed. Oversight of the Service Area will now be the responsibility of the Borough Assembly.
- Authorized issuance of new debt for construction of new OB/Cath lab.
- New operating agreement with CPH Inc. for operations of the hospital.

Performance Measures

Priority/Goal: Effective Governance
Goal: Provide funding for payment of debt service, capital expenditures, and other related hospital expenses
Objective: Providing funding as needed to supplement revenue generated from hospital operations for payment of debt service, capital purchases and other related hospital expenses

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Mill rate	.01	.01	.01	.01
Property tax revenue	\$49,013	\$51,475	\$56,860	\$57,099

Priority/Goal: Effective Governance
Goal: Provide funding for payment of debt service, capital expenditures, and other related hospital expenses
Objective: Providing funding as needed to supplement revenue generated from hospital operations for payment of debt service, capital purchases and other related hospital expenses

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Service Area funds used for payment of debt service, capital purchases, and other related hospital expenses	\$0	\$0	\$0	\$0
Hospital funds used for payment of debt service, capital purchases, and other related expenses	\$6,669,550	\$7,131,059	\$7,675,105	\$7,593,508

**Kenai Peninsula Borough
Budget Detail**

Fund 600

Department 81110 - Central Kenai Peninsula Hospital Service Area Administration

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Services							
43011 Contractual Services	\$ 3,475	\$ 4,563	\$ -	\$ 10,100	\$ 5,000	5,000	-
43012 Audit Services	46,028	20,146	57,000	98,948	59,000	2,000	3.51%
43210 Transportation/Subsistence	1,875	2,543	-	-	-	-	-
43260 Training	775	1,500	-	-	-	-	-
43310 Advertising	55	312	-	-	-	-	-
43510 Insurance Premium	187,557	212,267	290,942	290,942	181,926	(109,016)	-37.47%
Total: Services	239,765	241,331	347,942	399,990	245,926	(102,016)	-29.32%
Transfers							
50360 Debt Service	6,481,993	6,920,292	7,384,163	7,379,163	7,411,582	27,419	0.37%
Total: Transfers	6,481,993	6,920,292	7,384,163	7,379,163	7,411,582	27,419	0.37%
Department Total	\$ 6,721,758	\$ 7,161,623	\$ 7,732,105	\$ 7,779,153	\$ 7,657,508	\$ (74,597)	-0.96%

Line-Item Explanations

43012 Audit Services. As required by Alaska Administrative Code 45.010 and in conformance with Alaska State Statute 29.35.120.

50360 Debt Service Fund. Debt service on GO bonds issued in the amount of \$49.9 million in FY2004 and revenue bonds issued in the amount of \$41.3 million between FY2014 and FY2016.

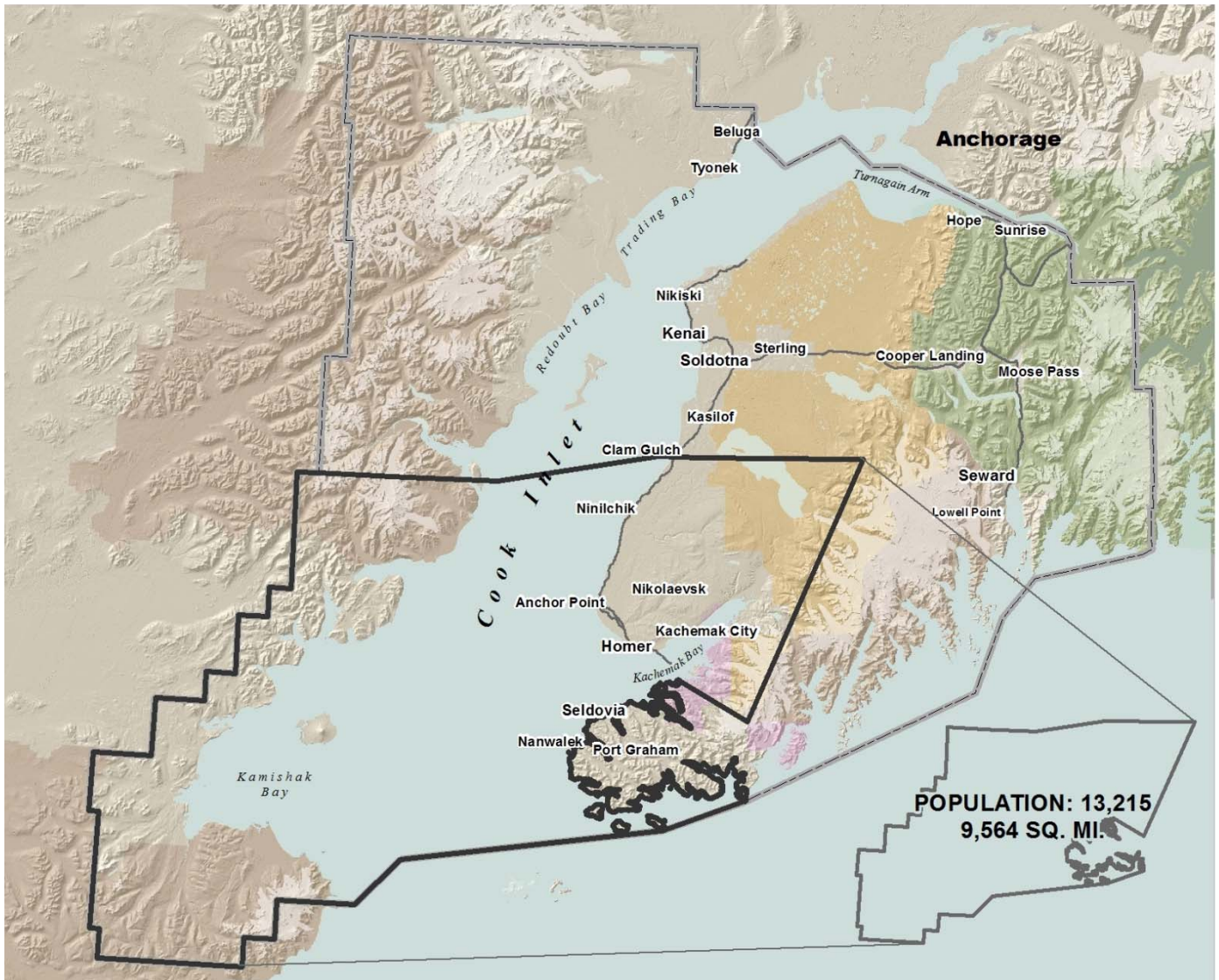
For capital projects information on this department - See the capital projects section - Page 318 & 333.

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South Kenai Peninsula Hospital Service Area

Established in May of 1969, the service area was formed to provide hospitalization and medical services to the residents of Homer and the surrounding areas. The nine-member board is elected and is responsible for the level of services provided and, to that end, must be responsible to the electorate for the amount of taxes necessarily raised to provide such services. The Service Area Board works in conjunction with a separate operating board to oversee the hospital. The hospital is located in Homer.

Service area taxes fund the hospital's equipment purchases, capital improvements, major repairs, and board expenses. The mill rate for fiscal year 2018 is 2.30.



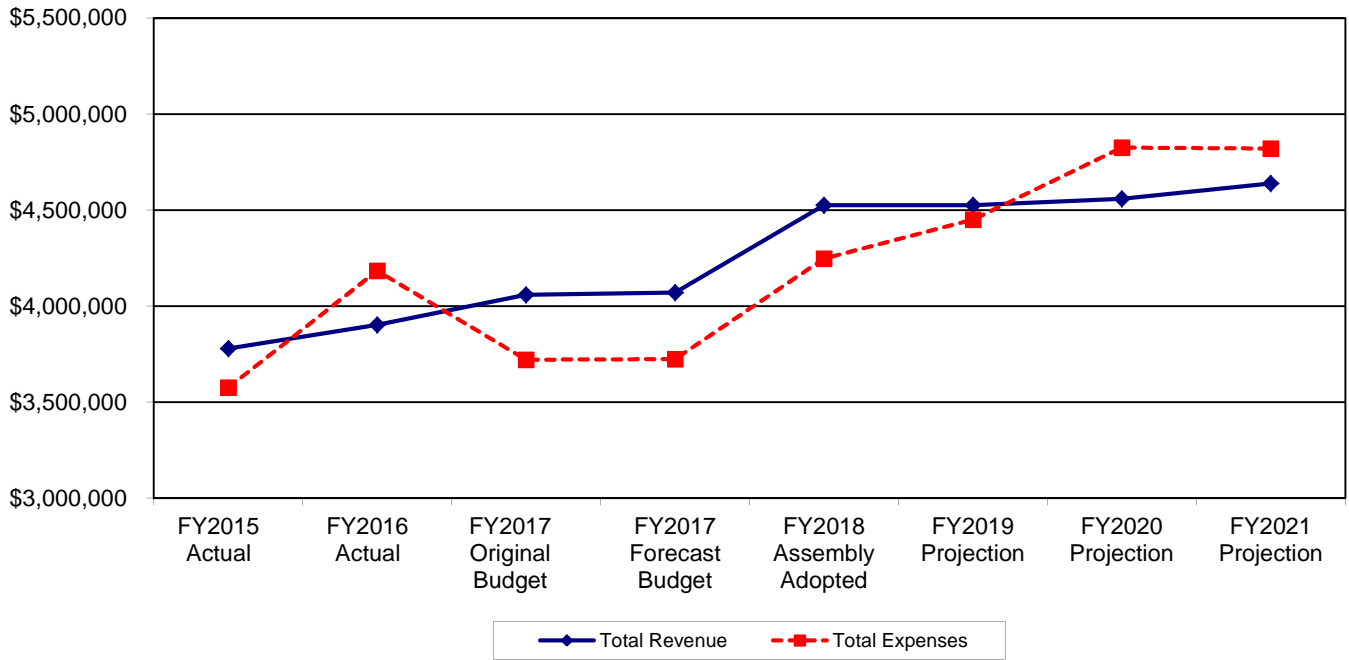
Board Members

Jacqueline Lenew
Keri-Ann Baker
Sara Jackinsky
Roberta Highland
Judith Lund
Marie Walli
Clyde T. Boyer, Jr.
Doris Cabana
Ralph Broshes

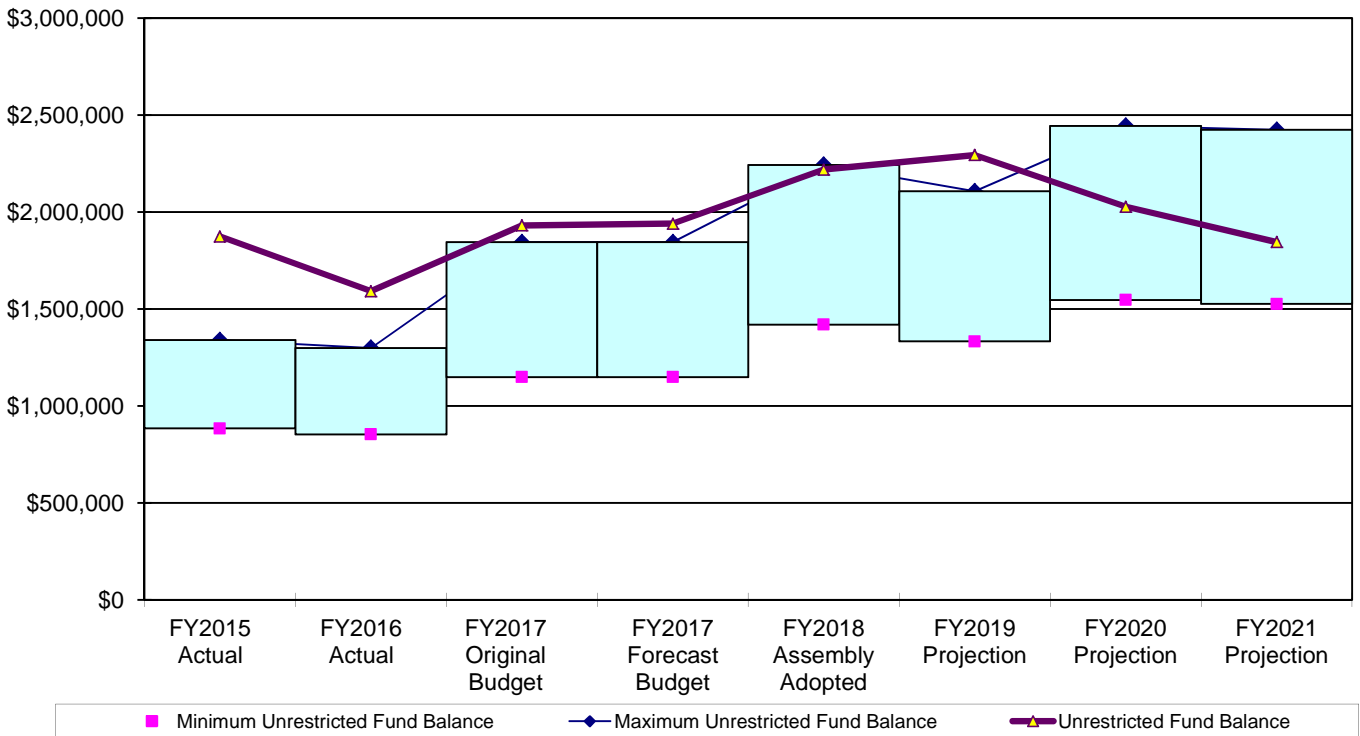
Fund: 601 South Kenai Peninsula Hospital Service Area

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Taxable Value (000's)								
Real	1,370,406	1,410,045	1,424,391	1,428,700	1,551,745	1,551,745	1,567,262	1,598,607
Personal	89,265	95,890	98,061	99,074	98,403	99,387	100,381	101,385
Oil & Gas (AS 43.56)	120,451	97,733	162,557	162,557	235,326	228,266	221,418	221,418
Total Taxable Value:	1,580,122	1,603,668	1,685,009	1,690,331	1,885,474	1,879,398	1,889,061	1,921,410
Mill Rate:	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30
Revenues:								
Property Taxes								
Real	\$ 3,148,883	\$ 3,233,915	\$ 3,276,099	\$ 3,286,010	\$ 3,569,014	\$ 3,569,014	\$ 3,604,703	\$ 3,676,796
Personal	200,063	229,530	221,029	223,313	221,800	224,018	226,259	228,522
Oil & Gas (AS 43.56)	222,062	224,787	373,881	373,881	541,250	525,012	509,261	509,261
Interest	11,319	12,465	7,742	7,742	8,664	8,636	8,680	8,829
Flat Tax	100,708	90,988	87,464	87,464	87,464	89,213	90,997	92,817
Motor Vehicle Tax	74,224	71,965	73,280	73,280	73,095	74,557	76,048	77,569
Total Property Taxes	3,757,259	3,863,650	4,039,495	4,051,690	4,501,287	4,490,450	4,515,948	4,593,794
Interest Earnings	20,579	37,586	19,297	19,297	24,790	34,665	43,010	44,347
Other Revenue	1,455	327	-	-	-	-	-	-
Total Revenues:	3,779,293	3,901,563	4,058,792	4,070,987	4,526,077	4,525,115	4,558,958	4,638,141
Expenditures:								
Supplies	42	-	-	-	-	-	-	-
Services	159,761	212,796	254,945	297,958	204,443	204,443	208,532	212,703
InterDepartmental Charges	-	-	-	(305)	-	-	-	-
Total Expenditures	159,803	212,796	254,945	297,653	204,443	204,443	208,532	212,703
Operating Transfers To:								
Debt Service Fund - Bonds	1,893,107	1,862,312	1,792,091	1,752,280	2,243,265	2,245,325	2,242,600	2,232,700
Debt Service Fund - CT Scanner	-	-	-	-	-	-	374,428	374,428
Debt Service Fund - G/Fund Loan	73,247	73,247	73,247	73,247	-	-	-	-
Capital Projects Fund	1,450,000	2,035,000	1,600,000	1,600,000	1,800,000	2,000,000	2,000,000	2,000,000
Total Operating Transfers:	3,416,354	3,970,559	3,465,338	3,425,527	4,043,265	4,245,325	4,617,028	4,607,128
Total Expenditures and Operating Transfers	3,576,157	4,183,355	3,720,283	3,723,180	4,247,708	4,449,768	4,825,560	4,819,831
Net Results From Operations	203,136	(281,792)	338,509	347,807	278,369	75,347	(266,602)	(181,690)
Beginning Fund Balance	1,671,026	1,874,162	1,592,370	1,592,370	1,940,177	2,218,546	2,293,893	2,027,291
Ending Fund Balance	\$ 1,874,162	\$ 1,592,370	\$ 1,930,879	\$ 1,940,177	\$ 2,218,546	\$ 2,293,893	\$ 2,027,291	\$ 1,845,601

South Kenai Peninsula Hospital Service Area Revenues and Expenditures



South Kenai Peninsula Hospital Service Area Unreserved Fund Balance



Fund	601	Department Function
Dept:	81210	South Kenai Peninsula Hospital Service Area-Administration

Mission

Meet the health care needs of the residents of the Service Area.

Program Description

Provide funding for payment of debt service, purchase of capital equipment, operational expenses of a hospital and other health care related items within the Service Area.

Major Long Term Issues and Concerns:

- Changing health care industry and the impact the Accountable Care Act will have on the Service Area and Hospital.
- Changes in Medicare/Medicaid reimbursement rates for the hospital.

FY2017 Accomplishments:

- Funding provided for \$1.6 million in capital expenditures.
- Funding provided for community health needs assessment.
- Service area approval for issuance of \$4.8 million in debt for HVAC replacement and Homer Medical Center expansion and remodel.

FY2018 New Initiatives:

- Mail informational brochures to service area residents regarding services provided by SPH.
- Support the Recovery.org program in the Service Area.

Performance Measures

Priority/Goal: Effective Governance

Goal: Provide funding for payment of debt service, capital expenditures, and other related hospital expenses.

Objective: Providing funding as needed to supplement revenue generated from hospital operations for payment of debt service, capital purchases and other related hospital expenses.

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Mill rate	2.30	2.30	2.30	2.30
Property tax revenue	\$3,757,259	\$3,863,650	\$4,051,690	\$4,501,287

Priority/Goal: Effective Governance

Goal: Provide funding for payment of debt service, capital expenditures, and other related hospital expenses.

Objective: Providing funding as needed to supplement revenue generated from hospital operations for payment of debt service, capital purchases and other related hospital expenses.

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Service Area funds used for payment of debt service, capital purchases, and other related hospital expenses	\$3,518,699	\$4,084,935	\$3,550,472	\$4,117,708
Hospital funds used for payment of debt service, capital purchases, and other related expenses	\$0	\$0	\$0	\$0

**Kenai Peninsula Borough
Budget Detail**

Fund 601

Department 81210 - South Kenai Peninsula Hospital Service Area Administration

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Supplies							
42410 Small Tools & Equipment	\$ 42	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total: Supplies	42	-	-	-	-	-	-
Services							
43011 Contractual Services	15,346	56,916	67,000	67,000	65,000	(2,000)	-2.99%
43012 Audit Services	42,070	41,504	48,000	91,013	48,000	-	0.00%
43210 Transportation/Subsistence	-	-	2,500	2,500	2,500	-	0.00%
43260 Training	-	-	12,500	12,500	12,500	-	0.00%
43410 Printing	-	-	-	-	2,000	2,000	-
43510 Insurance Premium	102,345	114,376	124,945	124,945	74,443	(50,502)	-40.42%
Total: Services	159,761	212,796	254,945	297,958	204,443	(50,502)	-19.81%
Transfers							
50361 SKPH-Debt Service Fund	1,966,354	1,935,559	1,865,338	1,825,527	2,243,265	377,927	20.26%
50491 SKPH-Capital Projects Fund	1,450,000	2,035,000	1,600,000	1,600,000	1,800,000	200,000	12.50%
Total: Transfers	3,416,354	3,970,559	3,465,338	3,425,527	4,043,265	577,927	16.68%
Interdepartmental Charges							
60004 Mileage Ticket Credits	-	-	-	(305)	-	-	-
Total: Interdepartmental Charges	-	-	-	(305)	-	-	-
Department Total	\$ 3,576,157	\$ 4,183,355	\$ 3,720,283	\$ 3,723,180	\$ 4,247,708	\$ 527,425	14.18%

Line-Item Explanations

43011 Contractual Services. Community needs assessment coordination (\$35,000), Recovery.org project (\$5,000), secretarial services (\$10,000), and Kachemak Bay Family Planning (\$15,000).

43012 Audit Service. As required by Alaska Administrative Code 45.010 and in conformance with Alaska State Statute 29.35.120.

43260 Training. Fees for Service Area Board Members to attend training and board member education.

43410 Printing. Educational brochures to taxpayers promoting SPH services.

50361 Transfer to Debt Service Fund. For debt on hospital expansion project phase II (\$730,725); for debt on hospital expansion project phase III (\$1,097,350), **HMC/HVAC \$413,690** and debt fees (\$1,500).

50491 SKPH-Capital Projects Fund. Transfer to capital projects fund for equipment and major remodel expenditures.

For capital projects information on this department - See the capital projects section - Pages 318, 322-323, & 334-335.

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Kenai Peninsula Borough

Debt Service Funds

The Borough's Debt Service Funds, pages 309-313, are used to accumulate monies for payment of general obligation bonds issued for construction, improvements, and equipping of public facilities throughout the Borough and for debt issued for the purchase of equipment. The following debt service funds have activity:

School Debt Service Fund

This fund was set up to account for debt issued for construction and capital improvement to various schools located in the Borough. Bond payments are paid from the Borough's General Fund tax levy and from the State of Alaska, which reimburses the Borough for up to 70% of debt service expenditures on school bonds approved after June 30, 1983. The current outstanding issues are as follows:

- 20 year bonds issued August 2003 for the construction of a new middle school in Seward, in the amount of \$14,700,000. The outstanding balance as of July 1, 2017 is \$5,140,000.
- 10 year bonds issued January 2007, for capital improvements, including arsenic removal at various schools, in the amount of \$2,515,000. The outstanding balance as of July 1, 2017 is \$0. Final payment will be made in FY2017.
- 20 year bonds issued December 2010 for roof repairs at various schools, in the amount of \$16,865,000. The outstanding balance as of July 1, 2017 is \$12,765,000.
- 20 year bonds issued November 2013 for roof repairs at various schools and Homer high school field project, in the amount of \$20,860,000. The outstanding balance as of July 1, 2017 is \$18,885,000.

Solid Waste Debt Service Fund

This fund was set up to account for debt issued for construction, capital improvement, and equipment at Borough landfill sites. Bond payments are paid from the Borough's General Fund tax levy.

- 6 year bonds issued April 2017 for construction of cell 3 and equipment purchases at the Central Peninsula Landfill, in the amount of \$5,405,000. The outstanding balance as of July 1, 2017 is \$5,405,000.

Central Emergency Services Debt Service Fund

This fund was set up to account for debt issued for construction, capital improvement, and equipment for the Central Emergency Service (CES) Area. Bond payments are paid from the CES tax levy. The current outstanding issue is as follows:

- 20 year bonds issued June 2006, for constructing and equipping a station in Kasilof and upgrading the Funny River station in the amount of \$2,500,000. The outstanding balance as of July 1, 2017 is \$1,310,000.
- 15 year bonds issued February 2016, for purchasing emergency response vehicles in the amount of \$2,465,000. The outstanding balance of as of July 1, 2017 is \$2,380,000.

Central Kenai Peninsula General Hospital Service Area Debt Service Fund

This fund was set up to account for debt issued for construction, capital improvement, and equipment at the Central Peninsula Hospital. Bond payments are paid from the Central Kenai Peninsula General Hospital Service Area tax levy (if needed), and from operating revenues of the hospital. The current outstanding issue is as follows:

- 20 year bonds issued December 2003, for expansion and remodel of the current hospital in the amount of \$47,985,000. The outstanding balance as of July 1, 2017 is \$20,885,000.

Central Kenai Peninsula General Hospital Service Area Debt Service Fund (continued)

- 15 year revenue bonds issued February 2014, for engineering, design, construction and equipping a Specialty Clinic Building in the amount of \$32,490,000. The total outstanding balance as of July 1, 2017 is \$27,000,000, with \$8,510,000 (taxable) and \$18,490,000 (tax-exempt).
- 8 year revenue bonds issued June 2015, for equipping the Specialty Clinic Building in the amount of \$3,200,000 (taxable). The outstanding balance as of July 1, 2017 is \$2,422,000.
- 7 year revenue bonds issued June 2016, for equipping the Specialty Clinic Building in the amount of \$3,050,000 (taxable). The outstanding balance as of July 1, 2017 is \$2,705,000.

South Kenai Peninsula General Hospital Service Area Debt Service Fund

This fund was set up to account for debt issued for construction, capital improvement, and equipment at the South Peninsula Hospital. Bond payments are paid from the South Kenai Peninsula General Hospital Service Area tax levy. The current outstanding issues are as follows:

- 20 year bonds issued September 2003, for Phase II expansion of the hospital in the amount of \$10,290,000. The outstanding balance as of July 1, 2017 is \$4,360,000.
- 20 year bonds issued August 2007, for Phase III expansion of the hospital in the amount of \$14,555,000. The outstanding balance as of July 1, 2017 is \$9,225,000.
- 15 year bonds issued April 2017, for planning, designing, construction, and equipping of facilities at the South Peninsula Hospital and Homer Medical Center in the amount of \$4,500,000. The outstanding balance as of July 1, 2017 is \$4,500,000.

Bear Creek Fire Service Area Debt Service Fund

This fund was set up to account for debt issued for planning and design, property acquisition, construction, capital improvement, and equipping of the Bear Creek Fire Service Area Public Safety Building. Bond payments are paid from the Bear Creek Service Area tax levy. The current outstanding issue is as follows:

- 20 year bonds issued March 2013, for constructing and equipping a station in Bear Creek Fire Service Area in the amount of \$1,215,000. The outstanding balance as of July 1, 2017 is \$1,050,000.

Kachemak Emergency Service Area Debt Service Fund

This fund was set up to account for debt issued for construction, capital improvement, and equipment for the Kachemak Emergency Service (KESA) Area. Bond payments are paid from the KESA tax levy. The current outstanding issue is as follows:

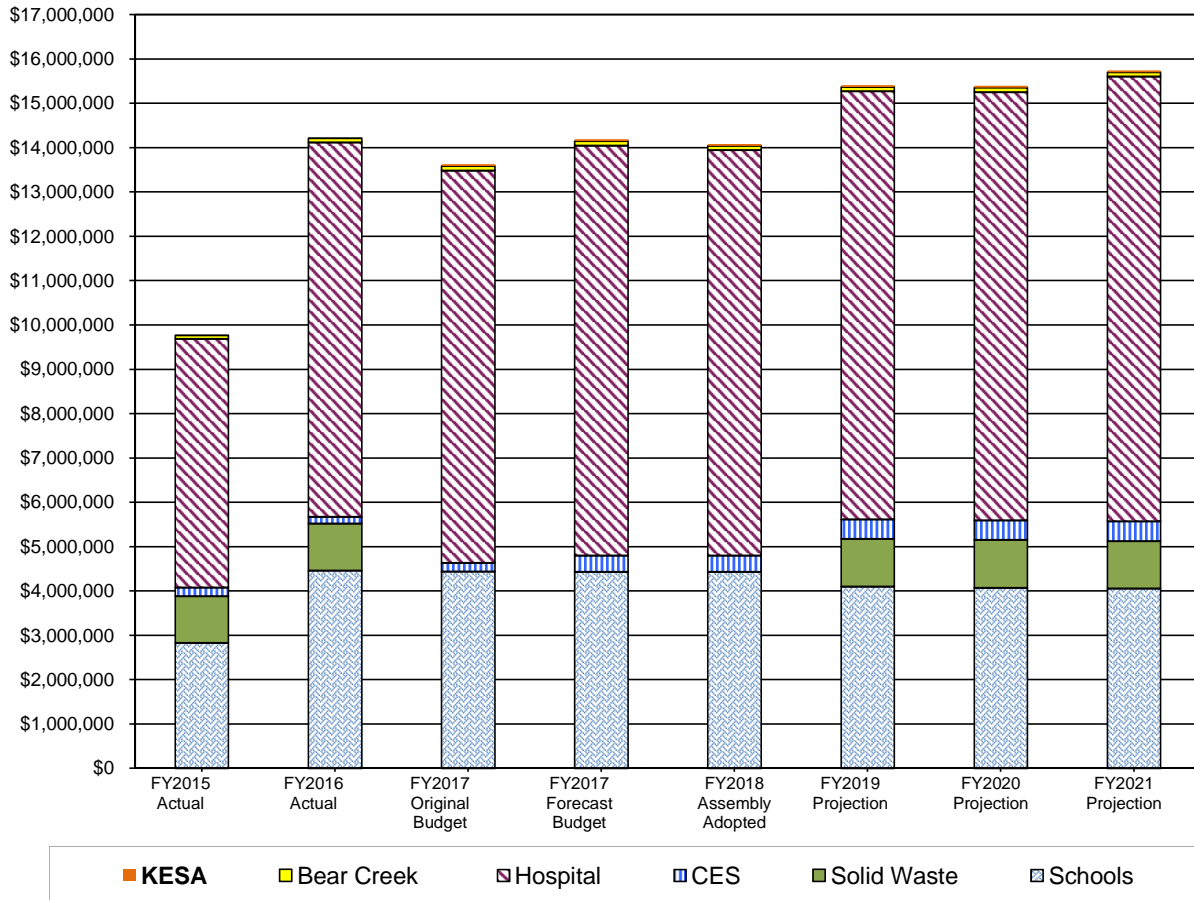
- 7 year debt in the amount of \$274,765 was needed to supplement local and grant funds for the purchase of an aerial quint fire apparatus. The total cost of the aerial quint is \$574,765. In September 2014, the Borough's General Fund loaned \$274,765 to the Kachemak Emergency Service Area. Annual debt payments are \$44,014. The outstanding balance as of July 1, 2017 is \$194,118.

Debt Service Funds - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues								
Federal Interest Subsidy	\$ 313,969	\$ 306,593	\$ 297,727	\$ 297,569	\$ 286,027	\$ 272,863	\$ 258,397	\$ 243,104
Other Revenue	18,555	-	-	-	-	-	-	-
Total Revenues	332,524	306,593	297,727	297,569	286,027	272,863	258,397	243,104
Operating Transfer From:								
General Fund	4,150,527	4,136,679	4,134,410	4,134,568	3,811,948	3,802,442	3,795,829	3,756,865
Special Revenue Fund	9,745,904	9,187,271	9,758,293	9,650,821	11,313,640	11,320,815	11,690,762	11,879,556
Total Operating Transfer	13,896,431	13,323,950	13,892,703	13,785,389	15,125,588	15,123,257	15,486,591	15,636,421
Total Revenue and Operating Transfers	14,228,955	13,630,543	14,190,430	14,082,958	15,411,615	15,396,120	15,744,988	15,879,525
Expenditures:								
Services	14,228,955	13,630,543	14,190,430	14,082,958	15,411,615	15,396,120	15,744,988	15,879,525
Total Expenditures	14,228,955	13,630,543	14,190,430	14,082,958	15,411,615	15,396,120	15,744,988	15,879,525
Net Results from Operations	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

General Government Debt Requirements

FY2015 To FY2021



Kenai Peninsula Borough

Summary of Debt Service Requirements FY2018 - FY2037

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023-2027	FY 2028-2032	FY 2033-2037	TOTAL
School Debt									
Principal	2,310,000	2,390,000	2,465,000	2,515,000	2,610,000	10,625,000	10,775,000	3,100,000	36,790,000
Interest & Fees	1,787,975	1,685,305	1,589,226	1,484,969	1,363,451	5,038,213	2,116,350	157,000	15,222,489
Total	\$4,097,975	\$4,075,305	\$4,054,226	\$3,999,969	\$3,973,451	\$15,663,213	\$12,891,350	\$3,257,000	\$52,012,489
Solid Waste Debt									
Principal	960,871	980,600	997,050	1,019,650	1,038,650	1,056,250	-	-	6,053,071
Interest & Fees	115,000	96,000	78,000	59,000	40,000	20,000	-	-	408,000
Total	\$1,075,871	\$1,076,600	\$1,075,050	\$1,078,650	\$1,078,650	\$1,076,250	-	-	\$6,461,071
Central Kenai Peninsula Hospital Service Area Debt									
Principal	5,257,000	5,432,000	5,613,000	5,816,000	6,044,000	19,350,000	5,500,000	-	53,012,000
Interest & Fees	2,154,582	1,979,168	1,800,212	1,601,692	1,371,938	3,443,261	425,750	-	12,776,603
Total	\$7,411,582	\$7,411,168	\$7,413,212	\$7,417,692	\$7,415,938	\$22,793,261	\$5,925,750	-	\$65,788,603
South Kenai Peninsula Hospital Service Area Debt									
Principal	1,479,573	1,527,114	1,914,450	1,988,882	2,078,823	8,226,116	2,897,306	-	20,112,264
Interest & Fees	763,692	718,211	702,578	618,246	530,605	1,491,165	250,444	-	5,074,941
Total	\$2,243,265	\$2,245,325	\$2,617,028	\$2,607,128	\$2,609,428	\$9,717,281	\$3,147,750	-	\$25,187,205
Central Emergency Services Debt									
Principal	285,000	300,000	315,000	486,526	499,547	2,260,803	1,147,124	-	5,294,000
Interest & Fees	160,088	146,688	131,938	148,026	128,005	352,157	60,903	-	1,127,805
Total	\$445,088	\$446,688	\$446,938	\$634,552	\$627,552	\$2,612,960	\$1,208,027	-	\$6,421,805
Bear Creek Fire Service Area Public Safety Building Debt									
Principal	45,000	50,000	50,000	55,000	55,000	310,000	395,000	90,000	1,050,000
Interest & Fees	48,820	47,020	44,520	42,520	40,320	163,550	78,350	3,420	468,520
Total	\$93,820	\$97,020	\$94,520	\$97,520	\$95,320	\$473,550	\$473,350	\$93,420	\$1,518,520
Kachemak Emergency Service Area Debt									
Principal	35,601	37,144	38,754	40,433	42,186	-	-	-	194,118
Interest & Fees	8,413	6,870	5,260	3,581	1,828	-	-	-	25,952
Total	\$44,014	\$44,014	\$44,014	\$44,014	\$44,014	-	-	-	\$220,070

**Kenai Peninsula Borough
Debt Service Fund
Budget Detail**

Acct	Description	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget	%
308.79000	School Debt Service 2004 Issue	1,038,025	1,030,800	1,022,325	1,022,325	1,018,700	(3,625)	-0.35%
308.79000	School Debt Service 2007 Issue	316,725	313,225	312,625	312,625	-	(312,625)	-100.00%
308.79000	School Debt Service 2011 Issue	1,477,241	1,468,023	1,459,887	1,459,887	1,442,725	(17,162)	-1.18%
308.79000	School Debt Service 2014 Issue	1,627,505	1,628,725	1,627,300	1,627,300	1,626,550	(750)	-0.05%
349.94910	School Bond Issue Expense	5,000	2,500	10,000	10,000	10,000	-	0.00%
340.32000	Solid Waste 2010 Issue	1,055,600	-	-	-	-	-	-
340.32000	Solid Waste 2017 Issue	-	-	-	-	1,075,871	1,075,871	-
342.51210	Bear Creek Debt Service Fund	94,020	97,420	95,620	95,620	93,820	(1,800)	-1.88%
346.51810	KESA Debt Service Fund	-	44,711	44,014	44,014	44,014	0	0.00%
358.51610	CES Debt Service 2006 Issue	151,449	189,288	178,769	178,769	180,650	1,881	1.05%
358.51610	CES Debt Service 2016 Issue	-	-	190,389	190,389	264,438	74,049	38.89%
360.81110	CPGH Debt Service 2004 Issue	3,522,725	3,526,549	3,523,625	3,523,625	3,521,750	(1,875)	-0.05%
360.81110	CPGH Debt Service 2014 Issue	2,959,268	2,958,056	2,958,030	2,958,030	2,961,670	3,640	0.12%
360.81110	CPGH Debt Service 2015 Issue	-	435,687	435,640	435,640	435,989	349	0.08%
360.81110	CPGH Debt Service 2016 Issue	-	-	466,868	399,207	492,173	25,305	5.42%
361.81210	SPH Debt Service 2004 Issue	763,550	760,950	762,225	722,414	730,725	(31,500)	-4.13%
361.81210	SPH Debt Service 2007 Issue	1,144,600	1,101,362	1,103,113	1,103,113	1,098,850	(4,263)	-0.39%
361.81210	SPH Homer Medical Clinic/HVAC	-	-	-	-	413,690	413,690	-
361.81210	SPH MRI Building	73,247	73,247	-	-	-	-	-
Total Current Debt Service		\$ 14,228,955	\$ 13,630,543	\$ 14,190,430	\$ 14,082,958	\$ 15,411,615	\$ 1,221,185	8.61%

Summary of Debt By Issuance Date

Date of Issue	Amount Issued	Amount Reimbursable from the State of Alaska Department of Education	Interest Rate	Maturity Dates	Annual Installments	Outstanding 6/30/17
School Bonds:						
8/7/2003	\$ 14,700,000	70%	4.00 - 6.00	2004-2023	\$953,250 to \$1,202,712	\$ 5,140,000
12/9/2010	16,865,000	70%	1.42 - 6.26	2011-2030	\$954,833 to \$1,143,871	12,765,000
11/14/2013	20,860,000	70%	1.50 - 5.00	2014-2033	\$1,624,150 to \$1,630,175	18,885,000
	<u>\$ 52,425,000</u>					<u>\$ 36,790,000</u>
Solid Waste:						
4/25/2017	<u>\$ 5,405,000</u>		1.10 - 2.40	2014-2033	\$1,076,000	<u>\$ 5,405,000</u>
Bear Creek Fire Service Area:						
3/12/2013	<u>\$ 1,215,000</u>		2.00 - 5.00	2014-2033	\$83,488 to \$97,520	<u>\$ 1,050,000</u>
Kachemak Emergency Service Area:						
1/23/2015	<u>\$ 274,765</u>		4.25	2022	\$44,014 - \$44,711	<u>\$ 194,118</u>
Central Emergency Service Area:						
6/21/2006	2,500,000		4.00 - 6.00	2006-2026	\$185,380 to \$194,125	\$ 1,310,000
2/2/2016	2,465,000		2.00 - 6.00	2017-2031	\$176,812 to \$267,438	2,380,000
	<u>\$ 4,965,000</u>					<u>\$ 3,690,000</u>
Central Kenai Peninsula Hospital Debt:						
12/10/2003	47,985,000		2.50 - 5.00	2005-2024	\$3,520,000 to \$3,769,184	20,885,000
2/20/2014	32,490,000		0.38 - 5.00	2015-2029	\$2,955,500 to \$2,960,067	27,000,000
6/4/2015	3,200,000		0.625 - 2.617	2016-2023	\$435,129 to \$436,123	2,422,000
6/7/2016	3,050,000		1.30 - 2.60	2016-2023	\$397,970 to \$491,330	2,705,000
	<u>\$ 80,475,000</u>					<u>\$ 53,012,000</u>
South Kenai Peninsula Hospital Debt:						
9/30/2003	10,290,000		2.00 - 5.125	2004-2024	\$754,875 to \$801,806	4,360,000
8/28/2007	14,555,000		4.25 - 5.00	2008-2027	\$1,114,687 to \$1,131,425	9,225,000
8/28/2007	4,500,000		1.10 - 3.70	2018-2033	\$409,500 to \$414,250	4,500,000
	<u>\$ 24,845,000</u>					<u>\$ 18,085,000</u>

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Capital Projects Funds

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Kenai Peninsula Borough

FY2018 Budget Capital Improvement Program

Introduction

The Capital Improvement Program (CIP) is a projection of the Borough's capital investments plan over a five-year period. Capital investments normally involve major projects that have long useful lives. The CIP is both a fiscal and planning device that allows the Borough to monitor all capital project costs, funding sources, department responsibilities, and timing which will allow the Borough to maintain its assets at a level adequate to protect its capital investments and to minimize future maintenance and replacement cost.

The first year of the Capital Improvement Plan (CIP) organizes all known, non-routine capital needs based on priority, potential costs, financing options, and future budgetary effects. The capital items typically have useful life of five years or longer and a cost of \$20,000 or more. The CIP matches capital costs with financing sources in order to provide long term planning for projects with significant financial impact. Reoccurring capital costs or one-time projects under \$20,000 are typically included in the annual operating budgets of the General Fund or Special Revenue Funds and are not part of the CIP.

The Capital Project section has overviews of capital requests submitted by Departments and Special Revenue Funds. These requests represent projected needs of these departments and Special Revenues funds of the next five years.

The operating and capital budgets are closely dependent upon one another. The operating budget must cover financing, maintaining and operating new facilities that are built under the capital budget. In addition, the operating budget must pay principal and interest payments on all debt related projects.

The CIP contained herein includes five years of projected needs. The first year of the program will be become the capital budget for which project money will be authorized. The remaining four years of the CIP will serve as a financial plan for capital investments. This financial plan will be reviewed each year as the CIP is updated and prepared.

Organization of the CIP

The CIP is broken into six sections. The first section shown below describes the various funds that have been set up for the CIP. The second section also shown below is a summary of the funding sources. The third section is an Expenditure Summary for the Fiscal Years 2018 through 2022 and is on page 318. The fourth section is a listing of the projects being funded for the current fiscal year and starts on page 319. The fifth section consists of a detail five-year summary for each fund and starts on page 324. The sixth section is individual capital improvement project detail for General Government and Service Areas (not including hospitals) and starts on page 336.

Capital Project Funds

The Borough has two functional categories for which capital project funds have been created; one category that serves the general government, and a second category that serves service areas and other voter authorized programs.

General Government capital project funds have been set up to account for school projects funded by the general government, projects funded by bond proceeds, general government capital projects, 911 communication projects, resource management projects, and solid waste projects.

Service area capital project funds have been set up for Nikiski Fire Service Area, Bear Creek Fire Service Area, Anchor Point Fire and Emergency Medical Service Area, Central Emergency Service Area, Kachemak Emergency Service Area, North Peninsula Recreation Service Area, Road Service Area, Central Kenai Peninsula Hospital Service Area, and South Kenai Peninsula Hospital Service Area.

Summary of funding sources

With the exception of capital projects that are funded from bond proceeds, the major source of revenue for each capital project fund is property taxes in the form of a transfer from each individual oversight fund. Additional funding is provided through state and federal grants, and interest earnings.

**Kenai Peninsula Borough Capital Project Funds
Expenditure Summary
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
<u>General Government:</u>					
School Revenue	\$ 1,075,000	\$ 14,384,930	\$ 11,080,000	\$ 7,150,000	\$ 6,900,000
General Government	100,000	-	-	-	-
911 Communication	-	60,000	200,000	-	-
Solid Waste	350,000	402,000	961,000	316,400	6,000,000
<u>Service Areas:</u>					
Nikiski Fire	355,000	3,550,000	535,000	1,260,000	335,000
Bear Creek	-	775,000	400,000	35,000	-
Anchor Point Fire and Emergency Medical	150,000	150,000	450,000	55,000	305,000
Central Emergency Services	770,000	850,000	625,000	1,300,000	11,100,000
Kachemak Emergency	-	430,000	270,000	550,000	300,000
North Peninsula Recreation	425,000	460,000	235,000	1,625,000	915,000
* Roads	2,295,250	2,688,725	3,461,700	1,300,875	916,250
* Central Kenai Peninsula Hospital	28,564,465	5,580,630	10,648,811	1,445,269	35,730,032
South Kenai Peninsula Hospital	1,848,283	4,100,341	1,824,000	1,045,000	38,112,500
Total Expenditures	\$ 35,932,998	\$ 33,431,626	\$ 30,690,511	\$ 16,082,544	\$ 100,613,782

* Expenditures for these funds are not being appropriated through the budget process and are being shown for informational purposes only. See the individual worksheets for additional information.

Kenai Peninsula Borough

Capital Project Funds

Detailed Project Descriptions

School Revenue Capital Projects

Area-wide portables and outbuildings (project cost \$75,000)

Funds utilized to support the transport of portable structures from one facility to another or to provide resources for large scale improvements. Qualifying improvements to include: replacements of systems such as: roofs, windows/doors, or furnaces, or repairs to structural deficiencies. Funds may also support the construction of new onsite structures if a need is determined. Project # 400.78010.18851.49999

Area-wide flooring replacement upgrades (project cost \$275,000)

Annual funding for upgrading flooring throughout the school district, including gym floors, working in conjunction with asbestos abatement funds, where applicable. Projects consist of replacing the carpet and flooring material at district-wide areas identified during site visits. Project #400.78050.18755.49999.

Area-wide water quality improvements (project cost \$125,000)

Replacement of water treatment/conditioning systems at various location and installation of water conservation fixtures. This project will improve water quality and reduce water consumption. Project #400.78050.18759.49999.

Area-wide asbestos removal and repair (project cost \$75,000)

These funds will be used to remove asbestos contained in flooring, building materials and insulation. Project #400.78050.18756.49999.

Area-wide electrical and lighting upgrades (project cost \$125,000)

These funds are required for replacement of existing lamps and ballasts with more efficient devices, and will include planning and designing for upgrades to parking lot lighting and for adding or upgrading electrical services. Additional funds may be requested for site specific projects generated from planning and design. When completed, this project will lower school district utility bills. Project #400.78050.18758.49999.

Area-wide HVAC upgrades and repairs (project cost \$75,000)

These funds will be used to replace and/or upgrade existing control systems, circulation pumps, hot water units and various HVAC devices to eliminate constant maintenance and to improve energy consumption at schools. These projects will reduce maintenance costs. Project #400.78050.18801.49999.

Area-wide asphalt and sidewalk repair (project cost \$150,000)

These funds will be used to seal, repair and/or replace asphalt parking lots and sidewalks at various schools. This project will extend the life of the current asphalt. Project #400.78050.18802.49999.

Area-wide generator and associated hardware upgrades (project cost \$75,000)

These funds are required in order to continue replacing and upgrading the generators, transfer switches and switch gear for district use. These projects will allow the Maintenance department to experience fewer call outs and repairs to antiquated equipment that has outlived their useful life. Project #400.78050.18860.49999.

Area-wide doors and entries (project cost \$100,000)

This is a multi-year project to replace deteriorated exterior doors and entries resulting in decreased energy costs and lower maintenance cost. Covers exterior and pool area doors. Project # 400.78050.18728.49999.

General Government

Software upgrades (project cost \$284,000)

Upgrade GEMS software utilized for general ledger, payroll, employee portal and human resource needs to the current web-based version that no longer requires a third party Unisys software (end of life and unsupported) to function. There will be no change in our annual maintenance fee. Project # 705.94910.18E08.49999.

Sales tax software upgrades (project cost \$282,464)

Our current sales tax software (SRT) was implemented in fiscal year 2014. At the time of implementation, the software provider was just beginning work on their DOT net version. So they created an interim software version in DOT net that was meant to be a temporary solution until they had fully implemented their DOT net version 6. Since go live we have worked through several complex changes and customizations in the software, many of these changes have all been made in the new DOT net version 6. In order for the borough to fully utilize the SRT product we will need to migrate to the DOT net version 6 in the next year. Project # 705.94910.18E07.49999.

Timekeeping-record keeping system (project cost \$100,000)

An electronic time and attendance system will provide increased accuracy and reliability as well as provide a more efficient process that will offer the organization time and productivity savings of approximately \$175,000 annually. Project # 705.94910.18E09.49999.

IT department remodel (project cost \$100,000)

Additional funding to complete the Information Technology department remodel. Project was planned to be completed in phases. Original project scope included installation of windows, remodeling help desk area, migration of server room, remodel administrative offices, conference room C and employee breakroom relocation. Project # 407.19010.18ITR.49999.

Solid Waste

Central Peninsula Landfill Cell C & D expansion (project cost \$350,000)

Development and expansion of the construction and demolition cell (C & D) at the Central Peninsula Landfill (CPL). The current area that accepts C & D is nearing capacity. This will be a phased project, to grant self-construct opportunities. The life expectancy of cell expansion is 15 years. The new cell is expected to start accepting waste in 2018. Project # 411.32122.18CDE.49999.

Nikiski Fire Service Area

Station 1 repairs/maintenance and generator engine control upgrade (project cost \$150,000)

Repairs and maintenance for Fire Station #1 as follows: (1) resurface the apparatus bays with a non slip epoxy surface, and finish painting the interior space of the apparatus bays, (2) provide electronic engine control upgrades to the Fire Station's backup emergency generator, and (3) paint, finish and repair the exterior of the station and the roof. Project # 441.51110.18411.49999.

Engine exhaust removal system at Station 1 (project cost \$100,000)

Install an engine exhaust removal system throughout the apparatus bays at Nikiski Fire Station #1. The goal for this project is to remove vehicle gases, carcinogens, and particulates from the apparatus bays, and to help prevent gases from entering the office, and living spaces of the building. Project # 441.51110.18412.49999.

Truck with forestry skid unit (project cost \$75,000)

Replace a 2005 response truck used by the Training and Safety Officer for emergency responses. A Forestry 200 gallon skid unit with a pump will be purchased and placed in this truck during the summer months. The truck will also be used for snowplowing during the winter months. Project # 441.51110.18413.49999.

Ambulance patient cot lift system (project cost \$30,000)

Retrofit a patient EMS powered cot lifting system into an existing ambulance (2011 Medic #3). Project # 441.51110.18414.49999.

Anchor Point Fire & Emergency Medical Service Area

Emergency water fill site (project cost \$100,000)

Complete the emergency water fill site located on the north end of the service area. Property has already been secured and a 20,000 gallon tank purchased for this project. These funds will be used to construct a building housing a well for the water supply and a portable pump to fill fire apparatus. Project # 444.51410.18441.49999.

Command vehicle (project cost \$50,000)

Purchase vehicle to be used as an incident command unit that will carry all the equipment needed to assist the incident commander. Project # 444.51410.18442.49999.

Central Emergency Services

Fire station alerting system (project cost \$400,000)

Upgrade five CES Fire Stations with new Station Alerting System, to replace obsolete original speaker systems. This will improve much needed audio quality and allow the geographical stations to be zoned for Fire/EMS response. This system will integrate with the Dispatch CAD system, which will determine the appropriate station or stations to respond to the emergency in that geographical location. The system will also integrate with a Smart-phone application that will allow us to notify our off-duty and volunteer firefighters of an emergency. Project #443.51610.18461.49999.

Station #3 (Sterling) painting and concrete sealing (project cost \$170,000)

The project will include the concrete floors to be retreated with epoxy sealant, to help protect the floor for longevity. The project also includes the painting of all the interior walls, ceilings and trim. Project #443.51610.18462.49999.

Station #4 (K-Beach) painting and siding (project cost \$125,000)

Replacement of the original siding (24 years old) at the K-Beach Fire Station. The siding has been damaged by weather, showing signs of cracks and some separation. Removal of soffits, fascia and replace with steel siding and aluminum soffits, fascia trim. Paint interior bay walls, ceilings and trim. Project #443.51610.18463.49999.

Fleet maintenance vehicle lifts (project cost \$75,000)

Purchase of equipment needed for the maintenance of fire apparatus and ambulances. These lifts would be portable and allow the mechanic to use them at any fire station for maintenance purposes. Project #443.51610.18464.49999.

North Peninsula Recreation Service Area

Fire Alarm System Replacement – pool (project cost \$165,000)

Replace pool fire alarm system that is approximately 25 years old. Replacement should defer any major maintenance on the system for the next 10-15 years. Project #459.61110.18451.49999.

NPRSA Sidewalk replacements (project cost \$260,000)

Replace sidewalks at the Nikiski Community Recreation Center that have deteriorated, require ADA upgrades, or have potential hazards. Replacement of these sidewalks should reduce maintenance costs, address potential hazards and provide for appropriate ADA access. Approximate savings of \$2,200 annually. Project #459.61110.18452.49999.

Road Service Area

Borough-wide Gravel Project (overall project cost: \$200,000)

Gravel road projects for FY 18 proposes replacing lost material on a number of roads, including the following: Lake Road, Shorebird Ln., Cape Ninilchik Ave., Johns Road, Liisia Dawn St., Birchrim Ln., Wildberry Ct., Downs Dr., Cranwood Pl., Daniels Lake Dr., Lucille Dr., Rediske Dr., Rector St., Just Bears Ct., Lowell Point Rd. Project #434.33950.18GRA.49999.

Heights Lane, Hillside Drive (project cost \$525,000)

Project will widen roads, construct turn-arounds, improve drainage and add gravel cap. Project #434.33950.N5HEI.49999.

Morning Circle (project cost \$60,000)

Project will widen road, move road to centerline right-of-way, replace poor road material and improve ditching. Project #434.33950.N1MOR.49999.

Moose River Dr., River Ridge Rd., Entrance Ave., Pederson, Benedict (project cost \$450,000)

Project will widen road, move road to centerline right-of-way, replace poor road material, improve ditching and address glaciation problems. Project #434.33950.C2MOO.49999.

Kilcher Road (project cost \$246,500)

Project will widen road, move road to centerline right-of-way, replace poor road material and improve ditching. Project #434.33950.S7KIL.49999.

Morrison Drive (project cost \$127,000)

Project will continue road improvement to the end of RSA maintenance, widening road, replace poor materials, and improving drainage. Project #434.33950.S8MOD.49999.

School Avenue (project cost \$255,000)

Project will widen road, move road to centerline right-of-way, replace poor road material and improve ditching. Project #434.33950.S3SCH.49999.

Myra Avenue, David Avenue, Peggy Drive, Sharon Street (project cost \$431,250)

Project will widen road, move road to centerline right-of-way, replace poor road material and improve ditching. Project #434.33950.W4MYR.49999.

South Kenai Peninsula Hospital Service Area

Nurse call system upgrade (project cost \$274,000)

Replace equipment near end of life which is no longer supported. Project # 491.81210.18SHB.48516.

Digital X-Ray room (project cost \$235,000)

Upgrade from aging 8 ½ year old U-arm unit to direct digital unit with stationary table. The system will increase imaging capabilities eliminating the need to have patient wait for another x-ray room to become available for exams that are not able to be performed with the current equipment. The existing equipment has had intermittent issues resulting in down time for the unit resulting in increased patient wait times.

Project # 491.81210.18SHC.48516.

20 ton Chiller/AC unit (project cost \$145,000)

Air conditioning for 1999 LTC area and all of Rehabilitation area . Project # 491.81210.18SHD.48516.

AMSCO 400 Steam Sterilizer (project cost \$143,500)

Replace sterilizers that are 20+ years old. Parts are no longer available for one unit.

Project # 491.81210.18SHE.48516.

Patient monitoring system upgrades (project cost \$122,800)

Replace patient monitoring system nearing end of life.

Project # 491.81210.18SHF.48516.

HVAC zone direct digital controls upgrade (project cost \$110,945)

Current pneumatic system obsolete and beginning to fail. Creates heating issues in LTC.

Project # 491.81210.18SHG.48516.

Exam tables (project cost \$90,490)

Exam tables needed for new exam rooms in expansion.

Project # 491.81210.18SHH.48516.

US service elevator upgrade and modernization (project cost \$83,000)

Replace and upgrade 1975 US service elevator.

Project # 491.81210.18SHJ.48516.

Centurion Vision system (project cost \$73,000)

Phacoemulsification machine has outdated technology and needs to be replaced.

Project # 491.81210.18SHK.48516.

Procedure documentation software (project cost \$70,922)

Software for Endoscopy which creates a single, complete, compliant and easily retrieved electronic note for each procedure. Project # 491.81210.18SHL.48516.

In wall O2 and suction installed in rooms 1-5 (project cost \$56,000)

O2 and suction in Rooms 1-5 to include plumbing, supplies, electrical, inspection, patching, painting and ceiling tile work. Project # 491.81210.18SHM.48516.

Hydrogen peroxide sterilizer (project cost \$55,300)

Used for processing batteries, camera heads and scopes. Significantly increase the life of the equipment and able to sterilize batteries without risk of draining the charge.

Project # 491.81210.18SHN.48516.

PACS Archive (project cost \$52,925)

Necessary for retention and retrieval of images. Current archive storage is reaching maximum capacity.

Project # 491.81210.18SHP.48516.

Mini C-arm (project cost \$50,000)

Reduced radiation dose to patient, operators and others assisting with ED/OR procedures. Smaller than the existing C-Arms, lightweight and easily moved from room to room.

Project # 491.81210.18SHQ.48516.

System 7 cordless drill (project cost \$50,000)

Currently, there is only one drill for large orthopedic cases. If it malfunctions during a case, there is no backup which could leave patients compromised.

Project # 491.81210.18SHR.48516.

AMSCO 4085 Surgical table (project cost \$47,000)

Replacement of surgical tables.

Project # 491.81210.18SHS.48516.

Various Equipment (project cost \$188,401)

Project # 491.81210.18SHU.48516.

**School Revenue Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
Funds Provided:					
Transfer from Other Funds	\$ 1,075,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000
Grant Revenue	-	13,234,930	9,930,000	6,000,000	5,750,000
Total Funds Provided	1,075,000	14,484,930	11,180,000	7,250,000	7,000,000
Funds Applied					
Areawide asphalt/sidewalk/curb repairs	150,000	100,000	100,000	100,000	100,000
Areawide portables & outbuildings	75,000	75,000	75,000	75,000	75,000
Areawide flooring replacement/upgrades	275,000	150,000	175,000	175,000	175,000
Areawide water quality upgrades	125,000	100,000	100,000	50,000	50,000
Areawide asbestos abatement	75,000	75,000	75,000	75,000	75,000
Areawide electrical & lighting upgrades	125,000	125,000	125,000	125,000	125,000
Areawide bleacher replacement	-	75,000	-	75,000	-
Areawide generator upgrades/replacements	75,000	50,000	50,000	50,000	50,000
Areawide playground upgrades	-	75,000	-	75,000	-
Areawide window/siding repair/replacement	-	100,000	125,000	100,000	100,000
Areawide doors & entries	100,000	75,000	100,000	100,000	100,000
Areawide ADA upgrades	-	75,000	75,000	75,000	75,000
Areawide locker replacement	-	-	75,000	-	75,000
Areawide HVAC/DDC Upgrades	75,000	75,000	75,000	75,000	75,000
Areawide elevator upgrades	-	100,000	-	-	75,000
Areawide security & safety improvements	-	-	100,000	100,000	100,000
Special Grant funded					
Homer High & shop roof replacement (G)	-	5,616,930	180,000	-	-
Direct digital control system replacement (G)	-	900,000	500,000	500,000	750,000
Window and siding replacements (G)	-	518,000	550,000	500,000	-
Kenai Middle School safety reconfiguration	-	-	2,500,000	-	-
Asphalt area renovation/replacement/travel flow improvements (G)	-	5,000,000	5,000,000	5,000,000	5,000,000
Teacher housing @ remotes sites (G)	-	1,200,000	-	-	-
Homer Elementary wall repair (G)	-	-	450,000	-	-
Homer Middle School drainage (G)	-	-	750,000	-	-
Total Funds Applied	1,075,000	14,384,930	11,080,000	7,150,000	6,900,000
Net Results From Operations	-	100,000	100,000	100,000	100,000
Beginning Fund Balance	26,277	26,277	126,277	226,277	326,277
Ending Fund Balance	\$ 26,277	\$ 126,277	\$ 226,277	\$ 326,277	\$ 426,277
(G) Grant funded					

**General Government Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
Funds Provided:					
Transfer from Other Funds					
General Government	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Solid Waste	250,000	75,000	75,000	75,000	75,000
Equipment Replacement Fund:					
General Government	666,464	-	-	-	-
911 Communications Center Capital Project Fund	-	60,000	200,000	-	-
Solid Waste Capital Project Fund	-	337,000	961,000	316,400	-
Total Funds Provided	916,464	722,000	1,486,000	641,400	325,000
Other Financing Sources including Grants and Debt Issuance					
General Government	-	1,700,000	1,650,000	1,650,000	-
General Government - Resource Management	-	-	-	-	-
Solid Waste	-	-	-	-	6,000,000
Total Funds and Other Financing Sources Provided	916,464	2,422,000	3,136,000	2,291,400	6,325,000
Funds Applied					
General Government Capital Project Fund					
* Software Upgrades	566,464	-	-	-	-
* Electronic Time Keeping System	100,000	-	-	-	-
Supplemental Funding IT Remodel	100,000	-	-	-	-
HVAC/Fire Alarm/Sprinkler	-	1,700,000	1,650,000	1,650,000	-
Total General Government	766,464	1,700,000	1,650,000	1,650,000	-
911 Communications Center Capital Project Fund					
Network switches	-	30,000	-	-	-
SAN Array unit	-	30,000	-	-	-
E911 Software Migration	-	-	200,000	-	-
Total 911 Communications Center	-	60,000	200,000	-	-
Solid Waste Capital Project Fund					
CPL C&D Cell Construction	350,000	150,000	-	125,000	-
Dumpster Replacement	-	65,000	-	-	-
Wheeled Loader	-	-	401,000	-	-
Wheeled Tractor Scraper	-	-	560,000	-	-
Pickup	-	-	-	30,000	-
Roll-Off Truck	-	187,000	-	-	-
Roll-Off Truck	-	-	-	161,400	-
Cell 4 Development	-	-	-	-	5,000,000
CPL Landfill Gas Collection Network	-	-	-	-	1,000,000
Total Solid Waste	350,000	402,000	961,000	316,400	6,000,000
Total Funds Applied	1,116,464	2,162,000	2,811,000	1,966,400	6,000,000
Net Results From Operations	(200,000)	260,000	325,000	325,000	325,000
Beginning Fund Balance					
General Government	557,478	457,478	707,478	957,478	1,207,478
Solid Waste	201,818	101,818	111,818	186,818	261,818
Total Beginning Fund Balance	759,296	559,296	819,296	1,144,296	1,469,296
Ending Fund Balance					
General Government	457,478	707,478	957,478	1,207,478	1,457,478
Solid Waste	101,818	111,818	186,818	261,818	336,818
Total Ending Fund Balance	\$ 559,296	\$ 819,296	\$ 1,144,296	\$ 1,469,296	\$ 1,794,296
* Funding from Equipment Replacement fund					

**Nikiski Fire Service Area Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
<u>Funds Provided:</u>					
Interest Revenue	\$ 14,969	\$ 74,819	\$ 13,502	\$ 18,643	\$ 7,588
Operating Transfers In	3,000,000	750,000	750,000	750,000	750,000
Other Financing Sources					
Including Grants and Debt Issuance	-	-	-	-	-
Total Funds Provided	3,014,969	824,819	763,502	768,643	757,588
<u>Funds Applied</u>					
Station #1 Repairs/Maint./Generator	150,000	-	-	-	-
Engine Exhaust Removal System Station #1	100,000	-	-	-	-
Unit #3 Training & Safety (2005) Skid Unit	75,000	-	-	-	-
Medic #3 Patient Lift System	30,000	-	-	-	-
Station #3 New Construction Holt-Lamplight	-	3,000,000	-	-	-
Station #1 & #2 Parking Lot Paving	-	175,000	-	-	-
CPR Devices / Defibrillators	-	100,000	-	-	-
Fire Station Alerting & Radio System Upgrades	-	200,000	-	-	-
Unit #5 Plow Truck Station #2 (2000)	-	50,000	-	-	-
Enclosed Trailer for Rescue Equipment	-	25,000	-	-	-
SCBA Air Compressor Beluga, Tyonek/NFD 1	-	-	100,000	-	-
Unit #6 Wildland Truck Station 1 (2002)	-	-	75,000	-	-
Air Pack Replacements	-	-	300,000	-	-
Unit #4 Response Truck EMS (2008)	-	-	60,000	-	-
Station #1 Roof	-	-	-	1,200,000	-
Unit #7 Station #2 Plow Truck (2002)	-	-	-	60,000	-
Medic #2 Ambulance 4500 Ford (2008)	-	-	-	-	275,000
C-1 Response Truck (2010)	-	-	-	-	60,000
Total Funds Applied	355,000	3,550,000	535,000	1,260,000	335,000
Net Results From Operations	2,659,969	(2,725,181)	228,502	(491,357)	422,588
Beginning Fund Balance	665,305	3,325,274	600,093	828,595	337,238
Ending Fund Balance	\$ 3,325,274	\$ 600,093	\$ 828,595	\$ 337,238	\$ 759,826

**Bear Creek Fire Service Area Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
<u>Funds Provided:</u>					
Interest Revenue	\$ 6,263	\$ 7,304	\$ 6,906	\$ 6,499	\$ 6,983
Operating Transfers In	40,000	50,000	50,000	50,000	50,000
Other Financing Sources					
Including Grants and Debt Issuance	-	700,000	325,000	-	-
Total Funds Provided	46,263	757,304	381,906	56,499	56,983
<u>Funds Applied</u>					
Mini-pumper	-	275,000	-	-	-
Replace 1985 Tanker (Unit 126)	-	400,000	-	-	-
Replacement air packs	-	100,000	-	-	-
Replace 1986 Tanker (Unit 125)	-	-	400,000	-	-
Replace Breathing Air Compressor	-	-	-	35,000	-
Total Funds Applied	-	775,000	400,000	35,000	-
Net Results From Operations	46,263	(17,696)	(18,094)	21,499	56,983
Beginning Fund Balance	278,363	324,626	306,930	288,836	310,335
Ending Fund Balance	\$ 324,626	\$ 306,930	\$ 288,836	\$ 310,335	\$ 367,318

**Anchor Point Fire & Emergency Service Area Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
<u>Funds Provided:</u>					
Interest Revenue	\$ 63	\$ 2,314	\$ 3,491	\$ 195	\$ 4,587
Operating Transfers In	250,000	200,000	200,000	250,000	400,000
Other Financing Sources					
Including Grants and Debt Issuance	-	-	100,000	-	-
Total Funds Provided	250,063	202,314	303,491	250,195	404,587
<u>Funds Applied</u>					
Emergency water fill site - tank project	100,000	-	-	-	-
Command vehicle 1	50,000	-	-	-	-
Utility 2 SUV	-	50,000	-	-	-
SCBA replacement	-	100,000	-	-	-
4 wheel drive pumper engine	-	-	450,000	-	-
Utility 1 pick-up truck	-	-	-	55,000	-
Ambulance	-	-	-	-	250,000
Command vehicle	-	-	-	-	55,000
Total Funds Applied	150,000	150,000	450,000	55,000	305,000
Net Results From Operations	100,063	52,314	(146,509)	195,195	99,587
Beginning Fund Balance	2,783	102,846	155,160	8,651	203,846
Ending Fund Balance	\$ 102,846	\$ 155,160	\$ 8,651	\$ 203,846	\$ 303,433

**Central Emergency Service Area Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
<u>Funds Provided:</u>					
Interest Revenue	\$ 15,775	\$ 11,180	\$ 4,681	\$ 3,099	\$ 231,544
Operating Transfers In	550,000	550,000	550,000	550,000	550,000
Other Financing Sources					
Including Grants and Debt Issuance	-	-	-	10,900,000	600,000
Total Funds Provided	565,775	561,180	554,681	11,453,099	1,381,544
<u>Funds Applied</u>					
Fire Station Alerting System	400,000	-	-	-	-
Sterling Fire Station Painting and Concrete Sealing	170,000	-	-	-	-
K-Beach Fire Station painting/siding	125,000	-	-	-	-
Fleet Maintenance Vehicle Lifts	75,000	-	-	-	-
SCBA / Air Compressor Replacement	-	450,000	450,000	-	-
Station 1 Land Acquisition	-	400,000	-	-	-
Replace Radios	-	-	175,000	200,000	-
Station 1 Relocation Design/Construction	-	-	-	900,000	10,000,000
Rescue Boat 1 Replacement	-	-	-	200,000	-
Training Site Building/Water Pump Facility	-	-	-	-	1,100,000
Total Funds Applied	770,000	850,000	625,000	1,300,000	11,100,000
Net Results From Operations	(204,225)	(288,820)	(70,319)	10,153,099	(9,718,456)
Beginning Fund Balance	701,094	496,869	208,049	137,730	10,290,829
Ending Fund Balance	\$ 496,869	\$ 208,049	\$ 137,730	\$ 10,290,829	\$ 572,373

**Kachemak Emergency Service Area Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
<u>Funds Provided:</u>					
Interest Revenue	\$ 3,328	\$ 5,652	\$ 2,855	\$ 3,594	\$ 2,550
Operating Transfers In	100,000	200,000	200,000	250,000	200,000
Other Financing Sources					
Including Grants and Debt Issuance	-	100,000	100,000	250,000	250,000
Total Funds Provided	<u>103,328</u>	<u>305,652</u>	<u>302,855</u>	<u>503,594</u>	<u>452,550</u>
<u>Funds Applied</u>					
Utility vehicle	-	80,000	-	-	-
Tanker	-	350,000	-	-	-
SCBA	-	-	75,000	-	50,000
Ambulance 350, Type 1	-	-	195,000	-	-
Custom Tanker/Pumper	-	-	-	550,000	-
Mobile Compressor/Rehab Unit	-	-	-	-	250,000
Total Funds Applied	<u>-</u>	<u>430,000</u>	<u>270,000</u>	<u>550,000</u>	<u>300,000</u>
Net Results From Operations	103,328	(124,348)	32,855	(46,406)	152,550
Beginning Fund Balance	<u>147,892</u>	<u>251,220</u>	<u>126,872</u>	<u>159,727</u>	<u>113,321</u>
Ending Fund Balance	<u>\$ 251,220</u>	<u>\$ 126,872</u>	<u>\$ 159,727</u>	<u>\$ 113,321</u>	<u>\$ 265,871</u>

**North Peninsula Recreation Service Area Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
<u>Funds Provided:</u>					
Interest Revenue	\$ 3,501	\$ 2,053	\$ 1,184	\$ 3,677	\$ 8,607
Operating Transfers In	325,000	400,000	400,000	400,000	400,000
Other Financing Sources					
Including Grants and Debt Issuance	-	-	-	1,550,000	-
Total Funds Provided	<u>328,501</u>	<u>402,053</u>	<u>401,184</u>	<u>1,953,677</u>	<u>408,607</u>
<u>Funds Applied</u>					
Replace Fire Alarm--Pool	165,000	-	-	-	-
Replace Sidewalks--NCRC	260,000	-	-	-	-
Outdoor Multi-Purpose Court	-	75,000	-	-	-
NCRC Remodel	-	300,000	-	-	-
Replace Sidewalks--Pool	-	85,000	-	-	-
Replace Gymnasium Lighting	-	-	125,000	-	-
Fitness Equipment	-	-	75,000	-	-
Park Pavilion--Design Services	-	-	35,000	-	-
Pool--Roof Replacement Admin Area	-	-	-	1,100,000	-
NCRC-Boiler Replacement & HVAC System	-	-	-	275,000	-
Pool-- HVAC/BAS System	-	-	-	175,000	-
NCRC Furniture & Stage Equipment	-	-	-	75,000	-
NCRC A/V & PA System	-	-	-	-	430,000
Park Pavilion	-	-	-	-	425,000
SA Truck w/Plow	-	-	-	-	60,000
Total Funds Applied	<u>425,000</u>	<u>460,000</u>	<u>235,000</u>	<u>1,625,000</u>	<u>915,000</u>
Net Results From Operations	(96,499)	(57,947)	166,184	328,677	(506,393)
Beginning Fund Balance	<u>233,375</u>	<u>136,876</u>	<u>78,929</u>	<u>245,113</u>	<u>573,790</u>
Ending Fund Balance	<u>\$ 136,876</u>	<u>\$ 78,929</u>	<u>\$ 245,113</u>	<u>\$ 573,790</u>	<u>\$ 67,397</u>

**Road Service Area Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
Funds Provided:					
Interest Revenue	\$ 37,500	\$ 22,500	\$ 45,000	\$ 50,000	\$ 50,000
Operating Transfers In	1,750,000	2,000,000	2,250,000	2,250,000	2,000,000
Other Financing Sources					
Including Grants and Debt Issuance	-	-	-	-	-
Total Funds Provided	1,787,500	2,022,500	2,295,000	2,300,000	2,050,000
Funds Applied					
District & Project					
B Borough-FY18 Wide Gravel Projects	200,000	-	-	-	-
N Heights Lane, Hillside Drive	525,000	-	-	-	-
N Morning Circle	60,000	-	-	-	-
S Kilcher Road	246,500	-	-	-	-
S Morrison Drive	127,500	-	-	-	-
S School Avenue	255,000	-	-	-	-
W Myra Avenue, David Avenue, Peggy Drive, Sharon Street	431,250	-	-	-	-
C Moose River Dr., River Ridge Rd., Entrace Ave., Pederson, Benedict	450,000	-	-	-	-
S Glenn Road, Kipling Circle		331,500	-	-	-
N Ballard Drive, Barbara Drive	-	424,000	-	-	-
S Flintlock Lane, Bidarka Drive, Bridger Road	-	430,350	-	-	-
S Waterman Road	-	235,875	-	-	-
W Tern Circle, JacNjil Circle, Jitney Circle	-	88,500	-	-	-
W Tim Avenue, Muir Street, Creek View Road	-	682,500	-	-	-
E Hannisford Drive, Toklat Way, Baneberry Ridge Lane	-	377,500	-	-	-
C Turnbuckle Terrace	-	118,500	-	-	-
E Pinnacle View Road, Shady Lane, Beach Drive	-	-	331,200	-	-
C Forerunner Street, Glory Street	-	-	420,000	-	-
N Eileen Street	-	-	297,000	-	-
N Graham Avenue, Duke Street	-	-	297,000	-	-
W Henry Avenue, Bolan Street, Rustic Avenue-2	-	-	187,500	-	-
S Da Mar Loop, Rucksack Drive	-	-	403,750	-	-
C Poachers Cove, Greenridge Street, Joplin Circle, Amiyung Court	-	-	500,000	517,500	-
S Sarah Avenue	-	-	246,500	-	-
S Da Mar Loop, Rucksack Dr	-	-	403,750	-	-
N Rosie Lane, Barksdale Drive, Sharp Lane	-	-	375,000	-	-
N Sunflower Street - Make pavement ready	-	-	-	654,000	-
W Griffing Court, Griffing Way, Territorial Road	-	-	-	129,375	-
N Spruce Haven Street South	-	-	-	-	195,000
C Merkes Road, Patty Avenue, Southwind Circle	-	-	-	-	236,250
N McGahan Drive -Re-pave, Marhenke Street - Paving -	-	-	-	-	485,000
Total Funds Applied	2,295,250	2,688,725	3,461,700	1,300,875	916,250
Net Results From Operations	(507,750)	(666,225)	(1,166,700)	999,125	1,133,750
Beginning Fund Balance	9,421,330	8,913,580	8,247,355	7,080,655	8,079,780
Ending Fund Balance	\$ 8,913,580	\$ 8,247,355	\$ 7,080,655	\$ 8,079,780	\$ 9,213,530

Districts: C - Central; N - North; S - South; W - West; E - East

**Central Kenai Peninsula Hospital Service Area Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
Funds Provided:					
Interest Revenue	\$ 14,429	\$ 14,754	\$ 15,086	\$ 15,425	\$ 15,772
Other Financing Sources					
Including Grants and Debt Issuance	28,564,465	5,580,630	10,648,811	1,445,269	35,730,032
Total Funds Provided	28,578,894	5,595,384	10,663,897	1,460,694	35,745,804
Funds Applied					
OB Renovation/Cath Lab (PREF portion of \$38,922,000 project)	12,972,015	-	-	-	-
DaVinci surgical robot system	2,500,000	-	-	-	-
Central building mechanical upgrade	2,200,000	-	-	-	-
Enterprise Nurse Call system replacement (entire hospital)	2,000,000	-	-	-	-
Parking lot renovation & expansion	1,900,000	-	-	-	-
Air handling & chiller water equipment	971,250	-	-	-	-
Tomosynthesis units	906,100	-	-	-	-
Kenai expansion	800,000	-	-	-	-
Helipad improvements	800,000	-	-	-	-
Replace inhouse monitoring equipment in Emergency Dept	735,000	-	-	-	-
Information systems replacement (end of life/service)	600,600	630,630	662,161	695,269	730,032
Secondary data center expansion	550,000	-	-	-	-
Laundry department remodel	300,000	-	-	-	-
SAN storage expansion	300,000	-	-	-	-
Ortho 5600 Chemistry Analyzer	279,500	-	-	-	-
Tertiary Data Domain (in Anchorage)	250,000	-	-	-	-
D.A. Tank replacement	250,000	-	-	-	-
Epiq Ultrasound system with cardiac	250,000	-	-	-	-
New primary data center in River Tower basement	-	2,000,000	-	-	-
Energy efficiency upgrades as a result of the energy audit	-	1,500,000	1,500,000	-	-
Buildout primary data center in Specialty Clinic building	-	1,200,000	-	-	-
Neurology equipment	-	250,000	-	-	-
Cath lab equipment	-	-	7,000,000	-	-
Furniture	-	-	800,000	-	-
Plumbing upgrades	-	-	386,650	-	-
Windows	-	-	300,000	-	-
Diagnostic ultrasound systems (2)	-	-	-	750,000	-
Phase VI - Hospital Expansion - Tower	-	-	-	-	20,000,000
Heritage Place Expansion	-	-	-	-	15,000,000
Total Funds Applied	28,564,465	5,580,630	10,648,811	1,445,269	35,730,032
Net Results From Operations	14,429	14,754	15,086	15,425	15,772
Beginning Fund Balance	641,303	655,732	670,486	685,572	700,997
Ending Fund Balance	\$ 655,732	\$ 670,486	\$ 685,572	\$ 700,997	\$ 716,769

The schedule is for information purposes only, and the projects shown are not being appropriated through the budget process. Appropriation of capital projects for the hospital will come back to the Assembly and the Service Area in separate appropriations as required by the contract.

**South Kenai Peninsula Hospital Service Area Capital Projects Fund
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022**

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
Funds Provided:					
Interest Revenue	\$ 2,298	\$ 1,436	\$ 3,331	\$ 6,694	\$ 24,725
Operating Transfers In	1,800,000	2,000,000	2,000,000	2,000,000	2,000,000
Other Financing Sources including Grants and Debt Issuance	-	2,200,000	-	-	36,000,000
Total Funds Provided	1,802,298	4,201,436	2,003,331	2,006,694	38,024,725
Funds Applied					
Various equipment	188,401	171,700	40,000	80,000	72,500
Nurse call system upgrade	274,000	-	-	-	-
Digital X-Ray room	235,000	-	-	-	-
20 Ton chiller/AC unit	145,000	-	-	-	-
AMSCO 400 Steam Sterilizer	143,500	-	-	-	-
Patient Monitoring system upgrade	122,800	-	-	-	-
HVAC zone Direct Digital Controls upgrade	110,945	-	-	-	-
Exam Tables	90,490	-	-	-	-
US service elevator upgrade and modernization	83,000	-	-	-	-
Centurion Vision System	73,000	-	-	-	-
Procedure documentation software	70,922	-	-	-	-
In wall 02 and suction installed in rooms 1-5	56,000	-	-	-	-
Hydrogen peroxide sterilizer	55,300	-	-	-	-
PACS Archive	52,925	-	-	-	-
Mini C-Arm	50,000	-	-	-	-
System 7 Cordless Drill	50,000	-	-	-	-
AMSCO 4085 Surgical table	47,000	-	-	-	-
CT Scanner	-	1,300,000	-	-	-
Ultrasound units X2	-	400,000	-	-	-
Nuclear Medicine Camera	-	350,000	-	-	-
Upgrade Endoscopy	-	300,000	-	-	-
Nurse call system upgrade	-	250,000	-	-	-
PCoIP	-	115,000	-	-	-
Emergency Department Electronic Health Record	-	108,440	-	-	-
Upgrade Video Equipment	-	100,000	-	-	-
Access control for Emergency Department and added cameras	-	95,000	-	-	-
FDR flex mobile kit	-	91,520	-	-	-
Beds	-	85,000	-	-	-
1985 Emergency Automatic Transfer Switch Upgrade	-	80,000	-	-	-
Resectoscope	-	80,000	-	-	-
MRI Compatible Vital Signs Monitor with Remote Display	-	61,172	-	-	-
PCR Analyzer	-	50,000	-	-	-
M7 Ultrasound System	-	49,959	-	-	-
Evident Software OR Management	-	48,500	-	-	-
Elevator car #4 power unit replacement and modernization	-	48,000	-	-	-
Capintec nuclear medicine equipment	-	45,000	-	-	-
AMSCO 4085 SURGICAL TABLE	-	45,000	-	-	-
Remodel of LTC Nurses station/HUC area/Dr dictation/ med room.	-	40,000	-	-	-
Conserus - Radiologist workflow enhancement software	-	40,000	-	-	-
Force FX-C generator x 2	-	40,000	-	-	-
Bariatric Bed	-	39,689	-	-	-
Philips ST80I Stress Test System	-	33,361	-	-	-
Blood Culture Incubator	-	33,000	-	-	-

South Kenai Peninsula Hospital Service Area Capital Projects Fund (continued)
Projected Revenues and Appropriations
Fiscal Years 2018 Through 2022

	FY2018 Assembly Adopted	FY2019 Projected	FY2020 Projected	FY2021 Projected	FY2022 Projected
<u>Funds Applied (continued)</u>					
Fire Alarm System upgrade	-	-	360,000	-	-
Kitchen Remodel	-	-	244,000	-	-
1985 Russelectric Generator Control Switch Gear Replacement	-	-	225,000	-	-
Portable Digital X-Ray Unit	-	-	200,000	-	-
1975 AC1 air handler HVAC replacement	-	-	200,000	-	-
Replace original Homer Medical Center roof	-	-	150,000	-	-
PCoIP	-	-	115,000	-	-
Replace O2 Generator Air Compressors	-	-	90,000	-	-
Monitors	-	-	90,000	-	-
Surgical Software	-	-	75,000	-	-
Cargo Van	-	-	35,000	-	-
Replace 1975 and 1999 sections of hospital roof	-	-	-	325,000	-
Replace 1985 Emergance Power Electric Generator	-	-	-	190,000	-
12 inch Image Intensifier C-Arm	-	-	-	150,000	-
Spine Table	-	-	-	150,000	-
Virtual Host Replacements	-	-	-	60,000	-
Ultrasonic washer	-	-	-	60,000	-
Coagulation Analyzer	-	-	-	30,000	-
Expand Long Term Care	-	-	-	-	20,000,000
Medical Office Building	-	-	-	-	10,000,000
Electric Health Record	-	-	-	-	6,000,000
MRI	-	-	-	-	1,500,000
Chemistry Analyzer	-	-	-	-	160,000
Hematology Analyzer	-	-	-	-	120,000
Upgrade Endoscopy	-	-	-	-	90,000
Immunochemistry Analyzer	-	-	-	-	75,000
DEXA unit	-	-	-	-	65,000
Upgrade Video Equipment	-	-	-	-	30,000
Total Funds Applied	1,848,283	4,100,341	1,824,000	1,045,000	38,112,500
Net Results From Operations	(45,985)	101,095	179,331	961,694	(87,775)
Beginning Fund Balance	122,556	76,571	177,666	356,997	1,318,691
Ending Fund Balance	<u>\$ 76,571</u>	<u>\$ 177,666</u>	<u>\$ 356,997</u>	<u>\$ 1,318,691</u>	<u>\$ 1,230,916</u>

Capital Improvement Project

Project Name	Area Wide Portables and Out Buildings	 <p style="text-align: center;">Portable classrooms placed at Soldotna Prep</p>
Priority	Medium	
Department - Service Area	School Maintenance	
Total Funding	\$75,000	
Project Manager	Scott Griebel	
Project Location	Kenai Middle School	
Funding Source/ Project Number	Local 400.78010.18851.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Other (Specify)						
Total	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000

Description (Justification and Explanation)

Funds are utilized to support the transport of portable structures from one facility to another or to provide resources for large scale improvements. Qualifying improvements include replacements of systems such as: roofs, siding, windows/doors, furnaces, or repairs relating to structural deficiencies. Funds may also support the construction of new onsite structures if a need were determined. The priority for the fund is to support site redeployment, based on District needs. If no need develops, the funds would be utilized to support system improvements (roofs, doors , windows, siding, heating) to existing units; many of which are in need.

Impact on Annual Operating Budget

Personnel	\$ -	If utilized for improvements, resulting projects would result in the reduction of both maintenance cost and utility spend related to energy efficiency.
Operating	\$ -	
Capital Outlay	\$ -	
Other	\$ -	
Total	\$ -	

Capital Improvement Project

Project Name	School Flooring Replacement Upgrades	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$275,000	
Project Manager	Scott Griebel	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.18755.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 275,000	\$ 150,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 950,000
Other (Specify)						
Total	\$ 275,000	\$ 150,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 950,000


Description (Justification and Explanation)

The flooring funds are utilized for replacing all flooring types throughout the school district. Additionally, the fund is utilized to accomplish contracted refurbishment/replacement of gym floor surfaces. When refurbishing, the surface is completely sanded, game lines are laid out, painted, then the entire surface is refinished. A standard wood floor has 2-3 sanding/resurface cycles. Based on wood depth and condition, replacement may be necessary. When selecting flooring projects, safety concerns rate as the highest priority. The focus then turns to condition assessment. Selected projects are prioritized based on annual district wide site walkthroughs. The use of flooring funds may work in conjunction with asbestos abatement funds where asbestos is encountered as a result of the flooring replacement. The FY2018 project amount is a spike as a result of the need to fully replace the wood flooring system at Homer Middle School.

Impact on Annual Operating Budget

Personnel		Projects will have no effect on annual operating budget.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	School Water Quality Upgrades	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$125,000	
Project Manager	Scott Griebel	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.18759.49999	
Treatment equipment & fixtures at Sterling Elementary		

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 40,000
Construction/Equipment	115,000	90,000	90,000	45,000	45,000	385,000
Other (Specify)						
Total	\$ 125,000	\$ 100,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 425,000

Description (Justification and Explanation)

Throughout the Borough the majority of school facilities receive their water supply from an onsite well sources. Due to the number of users served by these systems, they are formally regulated by the DEC. Some of the sites have a contaminant presence at the "point of use" which surpasses the "maximum contaminant level" (MCL) allowable by federal regulation. In some instances the contaminant is directly from the source water. Others sites may have clean source water with a PH issue that causes corrosion in the piping system. This can result in the tested presence of lead or copper that must be dealt with. In these instances, the source water must be treated in order to maintain a safe drinking water supply to occupants. Depending on the type of treatment required the process can be quite costly. For this reason the Borough has also begun to implement conservation measures that better limit consumption of plant treated and metered city water sources. This has primarily been accomplished by the replacement of use fixtures, that both use less water and have improved reliability. Continuation of these funds is important in order to achieve a reliable level of safe water supply to school facility occupants and to deal with what is forecast as pending compliance challenges forward. Funds will be utilized for both design solutions and project implementation.

Impact on Annual Operating Budget

Personnel		These projects will result in a reduction in maintenance costs while providing a slight energy and public utility savings to the KPB School District.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	School Asbestos Removal and Repair	 <p style="text-align: center;">Abatement of KCHS Pool Hallway A.C.T. (asbestos containing tile) and mastic.</p>
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$75,000	
Project Manager	Scott Griebel	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.18756.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year
Design (Engineering)						
Construction/Equipment	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Other (Specify)						
Total	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000

Description (Justification and Explanation)

There is asbestos present in many of our facilities constructed prior to 1984. While much has been removed throughout the years, a considerable amount remains. The majority of material consists of fairly stable, low risk "non-friable" materials. The ACBMs (asbestos containing building materials) are normally encountered as a result of a improvement projects, such at locker or flooring replacements, or minor renovation projects. There is also a moderate amount higher risk materials such as: TSI (Thermal Systems Insulation) and structural fire protective coatings. It is the goal of the Maintenance Department to work toward eventual complete abatement of higher risk ACBMs at all Borough facilities. The removal of lower risk materials will be primarily based on projects that impact the existing materials. Areas of abatement are governed by impacting projects and decisions made by the Borough Safety and Asbestos Coordinator. Funds will be utilized for the removal of asbestos on the following priority basis: level of risk, as encountered and as allowable by funding.

Impact on Annual Operating Budget

Personnel		Projects should provide little impact to the annual budget.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	School Electrical & Lighting Upgrades	 <p>LED Fixture replacements at Soldotna High Pool</p>
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$125,000	
Project Manager	Scott Griebel	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.18758.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000
Other (Specify)						
Total	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000


Description (Justification and Explanation)

The Kenai Peninsula Borough Maintenance Department oversees one hundred and ninety-five School District buildings which include: 42 schools, 46 support buildings, 77 storage buildings. They repair and maintain 2,500 motors, 80 scoreboards, 800 battery pack emergency lights and over 40,000 light fixtures. Funds are needed to replace existing lamps and ballasts with more efficient devices, planning and design for upgrades to parking lot lighting, and for adding or upgrading other electrical devices and services. As projects are completed at the various schools across the borough, savings to the KPB School District are seen in a reduction to their utility bills. Current projects include replacing older generation and failed ballasts with improved energy efficient programmable types. The replacements will last longer and require less maintenance. The fluorescent fixture lighting upgrades are approaching completion. Forward, interior projects will focus on the replacement of high consumption lamps, scaled lighting in some areas where possible (scaled lighting dims lamps at times when natural ambient light is available) and selected system upgrades to large horsepower pumps and fan units. For exterior projects, LED lighting upgrades will begin, which will result in substantial utility savings, while producing a higher quality of light. Funds for these projects have been appropriated on an annual basis during the budget process.

Impact on Annual Operating Budget

Personnel		Upgrades to the lighting and electrical systems will generate utility savings due to the reduction in kilowatt usage.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	School HVAC Upgrades	 <p style="text-align: center;">Control compressor, expansion tanks & pumps (KMS)</p>
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$75,000	
Project Manager	Scott Griebel	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.18801.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						\$ -
Construction/Equipment	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Other (Specify)						
Total	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000

Description (Justification and Explanation)

These funds will be used to replace and/or upgrade various HVAC systems and devices. Modifications will reduce maintenance and improve energy efficiency at district facilities. The Borough is in a difficult position relating to HVAC system control. Many of the digital control systems in place are 1980s technology. They no longer have any factory support available, and third party support is gradually reducing. The cost for system replacement is higher than can be supported with the normal maintenance budget. Priority for project funds is to begin system replacements of some obsolete control systems. Additionally, funds would support upgrades to other HVAC systems components area wide. Machinery such as: Boilers, control compressors, hot water making, pumps, expansion tanks, piping systems, etc....

Impact on Annual Operating Budget

Personnel		Upgrades to HVAC systems will provide savings to the Borough relating to system efficiency and costs associated with maintenance and repair.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	Area Wide Asphalt/Sidewalk Repairs	 <p style="text-align: center;">Main entry at Kenai Central High School</p>
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$150,000	
Project Manager	Scott Griebel	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.18802.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 550,000
Other (Specify)						
Total	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 550,000

Description (Justification and Explanation)

Sidewalks, parking lots and other paved areas at sites throughout the district are showing their age. This funding will allow the department to continue the ongoing replacement and improvement of deteriorating paving and concrete at facilities throughout the district. Issues are: the condition/state of lot areas district-wide, and design of parent drop-off/pick-up areas at a large number of District facilities. Improvements may range from repair, replacement, or contracted crack sealing and coating.

Impact on Annual Operating Budget		
Personnel		Upgrades to asphalt and sidewalks will produce a slight reduction in maintenance cost, resulting from diminished need for patching repairs.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	School Generator Upgrades	 <p style="text-align: center;">Emergency generator at Kenai Central Auditorium</p>
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$75,000	
Project Manager	Scott Griebel	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.18860.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 275,000
Other (Specify)						
Total	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 275,000

Description (Justification and Explanation)

Of the various sites that the Borough Maintenance Department oversees, there are sixty-five electrical generation systems which are serviced by Borough Maintenance staff. Forty-five of these systems are housed at school sites with the remainder at service area, law enforcement facilities or locations related to emergency notification. Most of the systems are defined as "stand-by", but some carry the higher classification of "emergency" systems. In either case the generators produce crucial power, providing for the protection of facility (building heating and control, egress lighting and safety monitoring systems). Additionally many of the facilities are utilized as shelter sites in emergencies. The use of these funds are intended for the replacement of systems that supply power to School District facilities.

There are several factors that necessitate the replacement of these generation systems such as cooling system corrosion, wear and, most commonly, obsolescence. The most prevalent issue faced, when maintaining these systems, is obsolescence. Most maintenance repair concerns can be met if there is availability of parts. In some cases we are facing the need to replace a well maintained and operational genset due to the critical nature of the system, in combination with an inability to repair if the equipment were to fail. A new factor results from the supply of gas to the South Peninsula. Replacement decisions will still be primarily based on state of repair and obsolescence. The KBPM Electrical Department in cooperation with the Automotive Department, have built a prioritized system replacement list. The goal is to replace two systems annually until the borough arrives at a state where none of its school facility gensets are in obsolescence. Continuation of these replacement funds is very important to maintain readiness of these critical power systems.

Impact on Annual Operating Budget

Personnel		Upgrades to facility generation systems will provide savings to the Borough, relating to system efficiency, and costs associated with maintenance/repair.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	School Doors and Entries	 <p>Soldotna Elementary Main Entrance</p>
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	\$100,000	
Project Manager	Scott Griebel	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local 400.78050.18728.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year
Construction/Equipment	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500
Construction/Equipment	97,500	72,500	97,500	97,500	97,500	462,500
Other (Specify)						
Total	\$ 100,000	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 475,000


Description (Justification and Explanation)

The Borough maintains more than forty schools borough wide. Each facility contains multiple maintained entry/exit points. Throughout many years of service the systems begin to deteriorate to a state beyond repair. Contributing factors are: high use, abuse that cannot be tracked as vandalism, obsolescence and corrosion relating to weather, salt use and present environmental factors. Some of the door systems in the highest need are those located in the pool areas. These areas present additional challenges due to humidity and the presence of corrosive chemicals. Needed replacements are prioritized based on work order demand, along with observation walk-throughs. The availability of these funds are important due to the high cost of the door replacements, and in some cases, replacement of the entire store front.

Impact on Annual Operating Budget

Personnel		Projects initiated utilizing these funds result in a reduction in maintenance costs associated with repairs and lower district utility bills.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	GEMS upgrade, Financial and Payroll/HR	
Priority	High	
Department - Service Area	Finance Department	
Total Funding	\$284,000	
Project Manager	Finance Director/Controller	
Project Location	Finance	
Funding Source/	Equipment	
Project Number	Replacement 705.94910.18E08.48311	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
GEMS Upgrade	\$ 284,000					\$ 284,000
Total	\$ 284,000	0	0	0	0	\$ 284,000

Description (Justification and Explanation)

In 1999 we purchased SCI, which has through the years become the GEMS software we utilize for general ledger, payroll, employee portal and human resource needs. We purchased GEMS for only \$151,000, and 20 years later we are needing to upgrade to the current web-based version that no longer requires a third party Unisys software (end of life and unsupported) to function. Our software provider has committed to providing “software for life” and has agreed to provide the upgrade with no cost for software licenses, only charging for the professional services they will provide including business process review, project management, data conversion, implementation and installation, on-site user assistance. There will be no change in our annual maintenance fee. It is anticipated that this project will be implemented over a 18 month period.

Enhancements/features available with upgrades software:

- Web-based software
- Software can run on any platform or browser
- Remote capability, internet and browser
- Mobile apps
- Integration to MSOffice
- Instances of desired information on one screen as compared to multiple screens in GEMS
- Individual screen customization
- Excel or PDF Reports can be generated ad hoc based w/ screen information or query tool
- Database feel, simplified processing

Impact on Annual Operating Budget

Personnel	\$ -	This project is an upgrade to software with no annual increase to existing annual maintenance costs.
Operating	\$ -	
Capital Outlay	\$ -	
Other		
Total	\$ -	

Capital Improvement Project

Project Name	Upgrade to Version 6 Sales Tax software	
Priority	High	
Department - Service Area	Finance Department (Sales Tax Division)	
Total Funding	\$282,464	
Project Manager	Sales Tax Accounting Supervisor	
Project Location	Finance	
Funding Source/ Project Number	Equipment Replacement	705.94910.18E07.48311



	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Sales Tax Version 6	\$ 282,464					\$ 282,464
Total	\$ 282,464	0	0	0	0	\$ 282,464

Description (Justification and Explanation)


Our current sales tax software (SRT) was implemented in fiscal year 2014. At the time of implementation, the software provider was just beginning work on their DOT net version. All of the other organizations that were using SRT at the time, were on the VB6 version. Upon go live a requirement we had in our RFP was to be on a DOT net version, so our software provider created an interim software version in DOT net that was meant to be a temporary solution until they had fully implemented their DOT net version 6 for all of their client sites. Since go live we have worked through several complex changes and customizations in the software, many of these changes have all been made in the new DOT net version 6. In order for the borough to fully utilize the SRT product we will need to migrate to the DOT net version 6 in the next year.

Some of the features that will be available in DOT net version 6 are sales tax return and payment transfers from period to period, dashboard display that offers a dynamic view of all modular information on one screen, reducing the layers of screens to open in order to provide quick and accurate information. More configuration at the system administrators level reducing the need to come back to software provider for costly changes. A query tool that will provide more reporting options and a Enterprise Management Tool (EMT) that will allow for import/exports for migration between production and test systems.

Impact on Annual Operating Budget

Personnel	\$ -	The project is expected to have an increase of \$2,500 on the Sales Tax Division's annual operating budget.
Operating	\$ 2,500	
Capital Outlay	\$ -	
Other		
Total	\$ 2,500	

Capital Improvement Project

Project Name	Time Keeping/Record Keeping	
Priority	High	
Department - Service Area	Finance Department	
Total Funding	\$100,000	
Project Manager	Finance Director/Controller	
Project Location	Finance	
Funding Source/	Equipment	
Project Number	Replacement 705.94910.18E09.48311	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Time keeping-record keeping	\$ 100,000					\$ 100,000
Total	\$ 100,000	0	0	0	0	\$ 100,000

Description (Justification and Explanation)

An electronic time and attendance system will provide increased accuracy and reliability as well as provide a more efficient process that will offer the organization time and productivity savings of approximately \$175,000 annually.

In our current timekeeping process, we require employees to manually report their hours worked after- the-fact, which can increase the likelihood of inaccurate time tracking. The handwritten timesheets are often difficult to decipher due to illegible handwriting, which leads to inaccurate processing and additional workload related to payroll corrections after each run. A payroll benchmarking study done by KPMG/APA, reports that on average the payroll error rate that an Electronic Workforce Management System can eliminate is 1.2% of annual payroll expense. The Finance Department used a more conservative approach, reducing the rate to .4%, which for the Borough equates to a boroughwide annual savings of approximately \$160,000. The time that personnel spend completing, reviewing and approving their manual timesheet is on average 15 minutes each pay period.

With the proposed electronic system, personnel will be able to log, review and approve in/out time, mileage, meals and project tracking and request personal leave, real time, through an electronic, biometric, or even mobile device timeclock. This will streamline the data collection process and reduce the time required by approximately 5 minutes for each individual each pay period which equates to an approximate annual time savings of \$15,000.

Once timesheets are collected and coded, the input process often takes several hours. The proposed electronic timekeeping system will eliminate data redundancy or manual re-entry of timekeeping data into the payroll system. This will significantly increase accuracy and reduce the time spent completing, deciphering, and collecting manual timesheets and signatures during the payroll process. This savings in productivity will allow reallocation of staff time to other important processes.

In conclusion, by automating our time keeping process we will experience ongoing cost and time savings throughout the Borough.

Impact on Annual Operating Budget

Personnel	\$ (175,000.00)	The project is expected to have an increase of \$15,000 on the Finance Department's annual operating budget, but would be offset by boroughwide operational savings of \$175,000.
Operating	\$ 15,000	
Capital Outlay	\$ -	
Other		
Total	\$ (160,000)	

Capital Improvement Project

Project Name	Central Peninsula Landfill C&D Expansion	
Priority	High	
Department - Service Area	Solid Waste	
Total Funding	\$350,000	
Project Manager	KPB Captial Projects	
Project Location	Central Peninsula Landfill	
Funding Source/ Project Number	Local 411.32122.18CDE.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 350,000	150,000		125,000		\$ 625,000
Other (Specify)						\$ -
						\$ -
Total	\$ 350,000	\$ 150,000	\$ -	\$ 125,000	\$ -	\$ 625,000

Description (Justification and Explanation)

The purpose of this project is the development and expansion of the construction and demolition cell (C & D) at the Central Peninsula Landfill (CPL). The current area that accepts C & D is nearing capacity. This will be a phased project, to grant self-construct opportunities. The life expectancy of cell expansion is 15 years. The new cell is expected to start accepting waste in 2018.

Impact on Annual Operating Budget

Personnel		The project is not expected to have any increase on the annual operating budget.
Operating	\$ -	
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	Fire Station #1 Repairs / Maintenance /Generator	
Priority	High (Priority #3)	
Department - Service Area	Nikiski Fire Service Area	
Total Funding	\$150,000	
Project Manager	James Baisden	
Project Location	Nikiski Fire Service Area	
Funding Source/ Project Number	Local 441.51110.18411.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction	\$ 100,000					\$ 100,000
Equipment	50,000					50,000
Total	\$ 150,000					\$ 150,000

Description (Justification and Explanation)

This project is intended to provide needed repairs and maintenance for Fire Station #1 built in the 1960's, and will address the following three issues; (1) resurface the apparatus bays with a non slip epoxy surface, and finish painting the interior space of the apparatus bays, (2) provide electronic engine control upgrades to the Fire Station's backup emergency generator, and (3) paint, finish and repair the exterior of the station and the roof.

Impact on Annual Operating Budget

Personnel		
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	Engine Exhaust Removal System Station #1
Priority	High (Priority #2)
Department - Service Area	Nikiski Fire Service Area
Total Funding	\$100,000
Project Manager	James Baisden
Project Location	Nikiski Fire Service Area
Funding Source/ Project Number	Local 441.51110.18412.49999



	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction						
Equipment	\$ 100,000					\$ 100,000
Total	\$ 100,000					\$ 100,000

Description (Justification and Explanation)

This project is intended to install an engine exhaust removal system throughout the apparatus bays at Nikiski Fire Station #1. The goal for this project is to remove vehicle gases, carcinogens, and particulates from the apparatus bays, and to help prevent gases from entering the office, and living spaces of the building.

Impact on Annual Operating Budget

Personnel		This capital project expenditure is expected to increase the annual electricity cost of the fire station by \$1,200.
Operating	\$ 1,200	
Capital Outlay		
Other		
Total	\$ 1,200	

Capital Improvement Project

Project Name	Unit #3 Training & Safety (2005) Forestry Skid Unit
Priority	High (Priority #4)
Department - Service Area	Nikiski Fire Service Area
Total Funding	\$75,000
Project Manager	James Baisden
Project Location	Nikiski Fire Service Area
Funding Source/ Project Number	Local 441.51110.18413.49999



	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction						
Equipment	\$ 75,000					\$ 75,000
Total	\$ 75,000					\$ 75,000

Description (Justification and Explanation)

This project is intended to replace a 2005 response truck used by the Training and Safety Officer for emergency responses. The 2005 truck will then be repurposed as a brush truck. A Forestry 200 gallon skid unit with a pump will be purchased and placed in this truck during the summer months. The truck will also be used for snowplowing during the winter months.

Impact on Annual Operating Budget

Personnel		The is a one-time capital project expenditure from the FY 2018 budget that will have annual fuel and maintenance costs.
Operating	\$ 1,000	
Capital Outlay		
Other		
Total	\$ 1,000	

Capital Improvement Project

Project Name	Ambulance Patient Cot Lift System	
Priority	High (Priority #5)	
Department - Service Area	Nikiski Fire Service Area	
Total Funding	\$30,000	
Project Manager	James Baisden	
Project Location	Nikiski Fire Service Area	
Funding Source/ Project Number	Local 441.51110.18414.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction						
Equipment	\$ 30,000					\$ 30,000
Total	\$ 30,000					\$ 30,000

Description (Justification and Explanation)

This project is intended to retrofit a patient EMS powered cot lifting system into an existing ambulance (2011 Medic #3). This load system is used for loading large patients safely in the ambulance. It helps to reduce the chance of back injuries for personnel. It also protects personnel from slipping on ice while loading EMS patients into the back of an ambulance. This system is designed to help improve both patient and responder safety. NFSA has been very successful in using this type of patient load system in the past and has standardized with Central Emergency Services on this lift system.

Impact on Annual Operating Budget

Personnel		
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	Emergency Water Fill Site	
Priority	High	
Department - Service Area	Anchor Point Fire & Emergency Service Area	
Total Funding	\$100,000	
Project Manager	Alford V. Terry	
Project Location	Anchor Point Fire & Emergency Service Area	
Funding Source/ Project Number	Local 444.51410.18441.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction	\$ 100,000					\$ 100,000
Equipment						
Other (Specify)						
Total	\$ 100,000					\$ 100,000

Description (Justification and Explanation)

This funding will be added to previously appropriated project funds (\$50,000) to complete the emergency water fill site located on the north end of the service area. Property has already been secured and a 20,000 gallon tank purchased for this project. These funds will be used to construct a building housing a well for the water supply and a portable pump to fill fire apparatus.

By providing a static water source for fire protection without having to travel long distances back to Anchor Point or Ninilchik to get additional water, there will be better fire protection for that end of the service area.

Impact on Annual Operating Budget

Personnel	\$ -	The annual impact for utility costs (electric, gas) will be approximately \$1,800 to \$2,400.
Operating	\$ 2,400	
Capital Outlay	\$ -	
Other	\$ -	
Total	\$ 2,400	

Capital Improvement Project

Project Name	Command Vehicle	
Priority	High	
Department - Service Area	Anchor Point Fire & Emergency Service Area	
Total Funding	\$50,000	
Project Manager	Alford V. Terry	
Project Location	Anchor Point Fire & Emergency Service Area	
Funding Source/ Project Number	Local 444.51410.18442.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction						
Equipment	\$ 50,000					\$ 50,000
Other (Specify)						
Total	\$ 50,000					\$ 50,000

Description (Justification and Explanation)

This command vehicle purchase will be used as Command One (Chief). Current Command One will become Command 2 (Deputy Chief). Current Command 2 will become Utility 3. This new command vehicle will be used as an incident command unit and will carry all the equipment needed to assist the incident commander. This is the first phase in replacing Anchor Point's Fire & EMS aging utility vehicles.

Impact on Annual Operating Budget

Personnel	\$ -	We will be retiring Utility 3, a 1995 Ford pickup truck. This capital project will result in a initial savings of approximately \$1,000 annually due to decreased maintenance and fuel costs.
Operating	\$ (1,000)	
Capital Outlay	\$ -	
Other	\$ -	
Total	\$ (1,000)	

Capital Improvement Project

Project Name	CES-Fire Station Alerting	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	\$400,000	
Project Manager	Roy Browning	
Project Location	Central Emergency Service Area	
Funding Source/ Project Number	Local 443.51610.18461.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 400,000					\$ 400,000
Other (Specify)						
Total	\$ 400,000					\$ 400,000

Description (Justification and Explanation)

Upgrade five CES Fire Stations with new Station Alerting System, to replace obsolete original speaker systems. This will improve much needed audio quality and allow the geographical stations to be zoned for Fire/EMS response. This system will integrate with the Dispatch CAD system, which will determine the appropriate station or stations to respond to the emergency in that geographical location. The system will also integrate with a Smart-phone application that will allow us to notify our off-duty and volunteer firefighters of an emergency. This is needed to replace the radio pager system that is no longer supported, and becoming obsolete. This system will also enhance efficiency within the Emergency Dispatch Center by providing automation and computer dispatch freeing-up radio air time.

Impact on Annual Operating Budget

Personnel		The system which would include a warranty for parts and labor for the first year. Warranty for the system is estimated at \$3,000 a year, which would need to be included in following operational budgets.
Operating	\$ 3,000	
Capital Outlay		
Other		
Total	\$ 3,000	

Capital Improvement Project

Project Name	Sterling Station #3 Painting/Concrete Sealing	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	\$170,000	
Project Manager	Capital Projects	
Project Location	Central Emergency Service Area	
Funding Source/ Project Number	Local 443.51610.18462.49999	

	FY2018	FY2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction/Equipment						
Other (Specify)	\$ 170,000					\$ 170,000
Total	\$ 170,000	0	0	0	0	\$ 170,000


Description (Justification and Explanation)

The project will include the concrete floors to be retreated with epoxy sealant, to help protect the floor for longevity. The project also includes the painting of all the interior walls, ceilings and trim.

Impact on Annual Operating Budget

Personnel		Upkeep and periodic maintenance will be carried out by personnel assigned at the station. Cleaning supplies are included in the operating budget for day to day operations of the station.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	K-Beach Station Painting/Re-Siding	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	\$125,000	
Project Manager	Capital Projects	
Project Location	Central Emergency Service Area	
Funding Source/ Project Number	Local 443.51610.18463.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 125,000					\$ 125,000
Other (Specify)						
Total	\$ 125,000	\$ -	0	0	0	\$ 125,000

Description (Justification and Explanation)

Replacement of the original siding (24 years old) at the K-Beach Fire Station. The siding has been damaged by weather, showing signs of cracks and some separation. Removal of soffits, fascia and replace with steel siding and aluminum soffits, fascia trim. Paint interior bay walls, ceilings and trim.

Impact on Annual Operating Budget

Personnel		Upkeep and periodic maintenance will be provided by personnel assigned at the station. The cleaning materials are included in the operating budget for day to day operations of the stations.
Operating		
Capital Outlay		
Other		
Total	\$ -	

Capital Improvement Project

Project Name	CES - Vehicle Lifts	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	\$75,000	
Project Manager	Roy Browning	
Project Location	Central Emergency Service Area	
Funding Source/ Project Number	Local 443.51610.18464.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)						
Construction/Equipment	\$ 75,000					\$ 75,000
Other (Specify)						
Total	\$ 75,000					\$ 75,000

Description (Justification and Explanation)

Purchase of equipment needed for the maintenance of fire apparatus and ambulances. These lifts would be portable and allow the mechanic to use them at any fire station for maintenance purposes. This will provide the safe lifting of vehicles to accommodate maintenance of various heavy components when access and location only allow from the undercarriage. This will decrease the out-of-service time to emergency vehicles by providing a safe and timely process when lifting and working with limited space options.

Impact to Annual Operating Budget

Personnel		The purchase will include a limited warranty. Maintenance on the hydraulic lifts will be handled by the CES fleet mechanic and is estimated at \$100 annually.
Operating	\$ 100	
Capital Outlay		
Other		
Total	\$ 100	

Capital Improvement Project

Project Name	Fire Alarm System Replacement	
Priority	High	
Department - Service Area	North Peninsula Recreation Service Area	
Total Funding	\$165,000	
Project Manager	Rachel Parra / Capital Projects Dept.	
Project Location	Nikiski Pool	
Funding Source/ Project Number	Local	459.61110.18451.49999

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)/Project Mgt	\$ 15,000					\$ 15,000
Construction/Equipment	112,000					112,000
Other (Admin/Legal/Cont./Inflation)	38,000					38,000
Total	\$ 165,000					\$ 165,000

Description (Justification and Explanation)

The Nikiski Pool fire alarm system is original to its construction in the early 1990's, placing the age of the system over 25 years old. Replacement of the system is required to maintain safety quality at the facility. The lack of a fully functional fire alarm system could potentially close or restrict operations of the facility per state fire code. Additionally, after thorough research, it has been determined it is very difficult to impossible to find replacement parts for the existing antiquated system; resulting in the need to replace the system with upgraded technology. The project is a life safety issue for this facility.

Impact on Annual Operating Budget

Personnel	\$ -	Replacement of the fire alarm system at the Nikiski Pool should have a financial impact on the future operating budget, by reducing the cost of hard to find replacement parts for the existing system. Replacement should defer any major maintenance on the system for the next 10-15 years.
Operating	\$ (1,600)	
Capital Outlay	\$ -	
Other	\$ -	
Total	\$ (1,600)	

Capital Improvement Project

Project Name	Sidewalk Replacements	
Priority	High	
Department - Service Area	North Peninsula Recreation Service Area	
Total Funding	\$260,000	
Project Manager	Rachel Parra / Capital Projects Dept.	
Project Location	Nikiski Community Recreation Center	
Funding Source/ Project Number	Local 459.61110.18452.49999	

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)/Proj Mgt	\$ 16,000					\$ 16,000
Construction/Equipment	220,000					220,000
Other (Admin/Legal/Cont./Inflation)	24,000					24,000
Total	\$ 260,000					\$ 260,000

Description (Justification and Explanation)

Sidewalks at the Nikiski Community Recreation Center require replacement. Based on historical data, the sidewalks range in age from 35-50 years old. They are deteriorated, require ADA upgrades and have potential hazards. The life of the sidewalks has long been surpassed and the need to replace them is great.

This project is essential to address ADA and safety issues at this public facility.

Impact on Annual Operating Budget

Personnel	\$ (1,500)	Replacement of these sidewalks should reduce maintenance costs, address potential hazards and provide for appropriate ADA access. Approximate savings of \$2,200 annually.
Operating		
Capital Outlay		
Other (R/M Supplies)	(700)	
Total	\$ (2,200)	

Capital Improvement Project

Project Name	Road Improvement Projects	BEFORE	AFTER
Priority	High		
Department - Service Area	Road Service Area		
Total Funding	\$2,295,250 (FY2018)		
Project Manager	Pat Malone		
Project Location	KPB Roads - area wide		
Funding Source	Grant and Local		

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Five Year Total
Design (Engineering)	\$ 264,055	\$ 309,322	\$ 398,249	\$ 149,658	\$ 105,410	\$ 1,226,694
Construction/Equipment	2,031,195	2,379,403	3,063,451	1,151,217	810,840	9,436,106
Other (Specify)						
Total	\$ 2,295,250	\$ 2,688,725	\$ 3,461,700	\$ 1,300,875	\$ 916,250	\$ 10,662,800

Description (Justification and Explanation)

A number of roads became the Kenai Peninsula Borough's responsibility upon its formation in 1964, but there was no coherent mechanism in place to address road construction or even upkeep. In 1982, borough voters created four separate KPB Road Service areas (and agreed to fund through a small mill levy). Each service area had its own board of directors, and road service consisted mostly of wintertime plowing and the occasional summer grading. In 1991, to help provide efficiency and consistency in management, the Borough Assembly incorporated those four areas into one borough-wide Road Service Area (RSA) with five regions: Central, West, North, South, and East.

In the early days, there were no established construction standards, yet there were many miles of roads earmarked for maintenance. Not surprisingly, poorly built roads initially taken on by the RSA have required intensive work to remain passable year-round.

In 1986, the RSA board adopted (and the Borough Assembly approved by ordinance) minimum road construction standards, establishing that any road not already RSA maintained had to meet these standards. While this helped to ensure that newly constructed roads would have a more reasonable maintenance cost, it did not solve the existing problem of the expense of maintaining hundreds of poorly constructed roads in desperate need of improvement.

Many roads "grandfathered" into the maintenance system need gravel upgrades, widening, paving, signage, repair, and realignment. Without these improvements, it is a serious challenge for the RSA to keep these roads safe and passable for residents (and tourists visiting our communities each year). The expense required to maintain a substandard road is far higher than for roads meeting borough construction standards.

The RSA has established objective criteria to identify priority construction projects for rebuilding and upgrading as many roads as possible with available funding. These projects range from correcting basic safety and access problems to complete upgrade and paving on others. In recent years, legislative grants have funded these Capital Improvement projects enabling the RSA to use tax dollars for maintenance of some 645 miles of roads (of which 98% are gravel).

Impact on Annual Operating Budget

Personnel		Savings generated due to lower maintenance costs.
Operating		
Capital Outlay		
Other		
Total	\$ -	

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Internal Service Funds

These funds are used to account for a government's business-type activities supported, at least in part, by fees or charges. These services are not rendered to the general public but are for other governmental units within the Borough, i.e. the service areas, individual funds and departments, and the school district. The following funds have been established:

	<u>Page #</u>
Combined Revenues and Expenses	365
Insurance and Litigation Reserve Fund	366

The Borough and School District are self-insured and the Insurance and Litigation Reserve Fund is used to account for the provision of insurance for the Borough, not including health insurance. All funds requiring insurance coverage make contributions to this fund in amounts equal to their proportional share of the total cost of insurance. Additionally, the fund maintains reserves for litigation contingencies, insurance contingencies, and self-insurance deductible requirements.

Health Insurance Reserve Fund	378
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The Borough is self insured for health insurance and the Health Insurance Reserve Fund is used to account for the costs of the Borough's employee health insurance plan. The reserve fund will accommodate the smoothing of plan cost variances by allowing the variances to be applied over multiple year's premiums. In years where the plan costs do not equal budgeted amounts for premiums in all borough funds, the amount over/under will be recovered/refunded in subsequent years through increases/decreases in plan premiums. This process will eliminate large year-end supplemental appropriations or unspent budget amounts in the Borough's and Service Area's operating funds.

Equipment Replacement Fund	382
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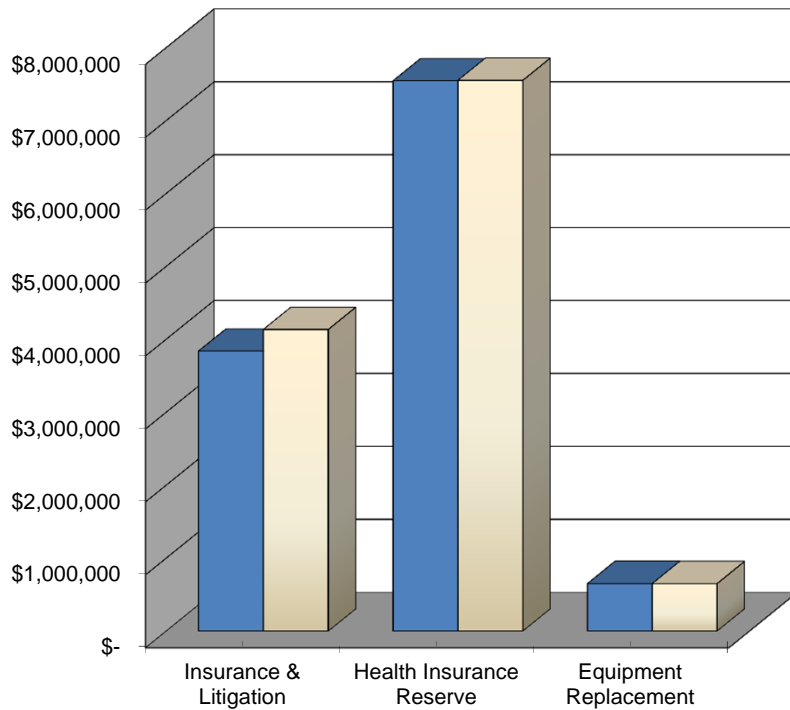
The Equipment Replacement Fund is used to finance the major purchases of user departments. Departments are charged an annual fee over the expected life of the vehicle or piece of equipment. This manner of financing major purchases eliminate the substantial impact such purchases would otherwise have on annual operating budgets.

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**Combined Revenues and Expenses
Internal Service Funds
Fiscal Year 2018**

<u>Revenues</u>	Insurance & Litigation	Health Insurance Reserve	Equipment Replacement	Total
Interest Revenue	\$ 37,560	\$ -	\$ 72,360	\$ 109,920
Charges To Other Depts	3,800,000	6,729,576	529,000	11,058,576
Miscellaneous Revenue	-	816,870	50,000	866,870
Total Revenues	3,837,560	7,546,446	651,360	12,035,366
<u>Expenses</u>				
Personnel	571,855	-	-	571,855
Supplies	9,900	-	-	9,900
Services	3,552,221	7,551,666	650,000	11,753,887
Capital Outlay	300	-	-	300
Total Expenses	4,134,276	7,551,666	650,000	12,335,942
 Net Results From Operations	 (296,716)	 (5,220)	 1,360	 (300,576)
Beginning Retained Earnings	3,755,991	595,742	5,788,813	10,140,546
Ending Retained Earnings	\$ 3,459,275	\$ 590,522	\$ 5,790,173	\$ 9,839,970

Revenues & Expenses

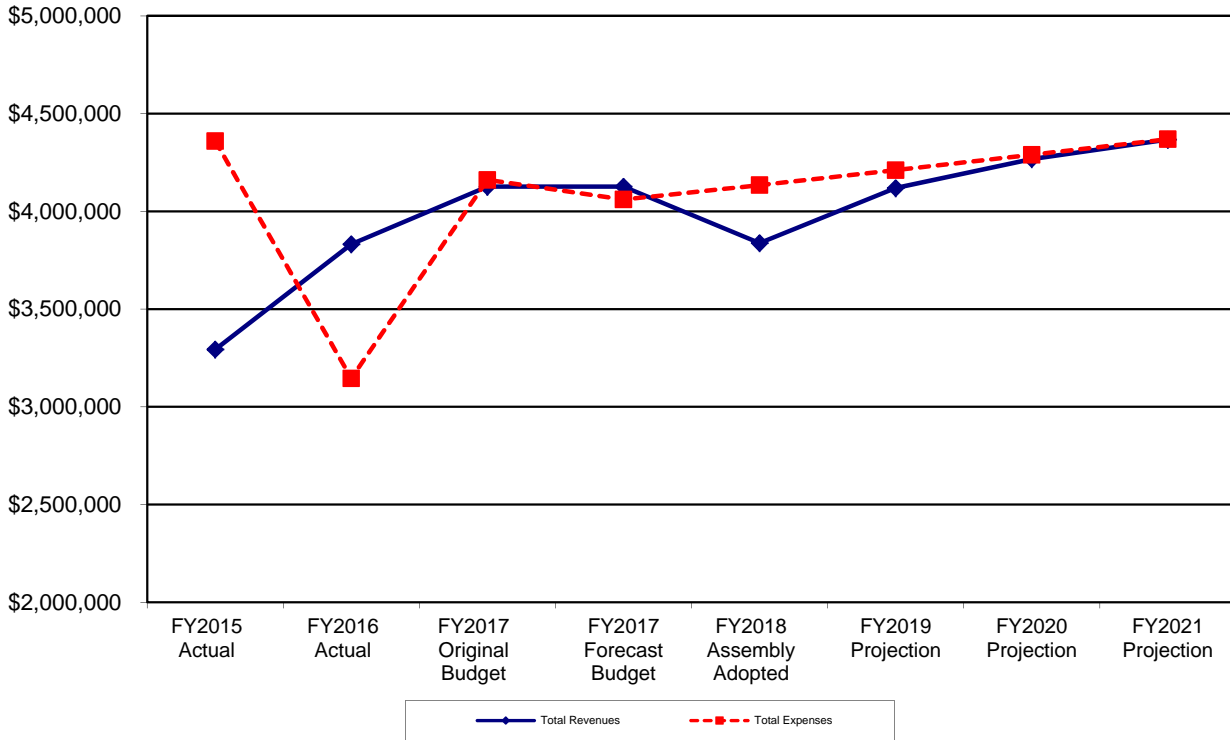


■ Revenues ■ Expenses

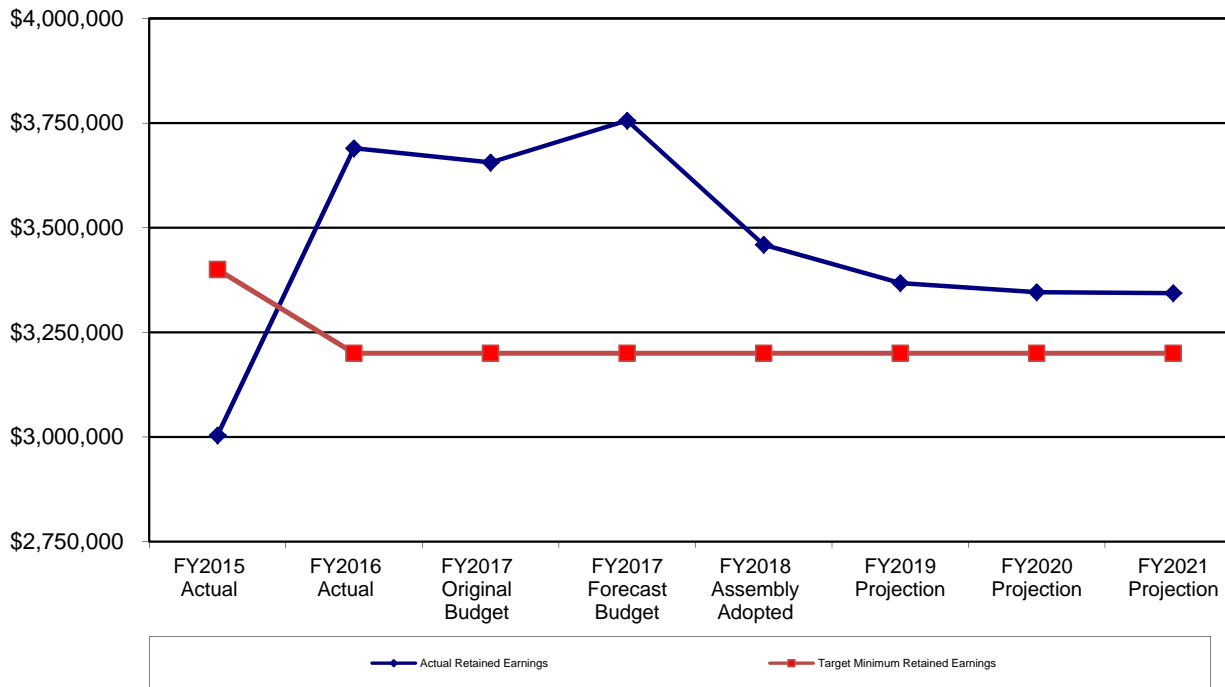
Fund: 700 Insurance and Litigation Fund - Budget Projection

Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues:								
Interest Revenue	\$ 61,379	\$ 141,554	\$ 26,593	\$ 26,593	\$ 37,560	\$ 69,186	\$ 67,353	\$ 66,917
State Revenues	142,037	18,461	-	-	-	-	-	-
Charges to Other Depts.	3,089,970	3,671,625	4,100,000	4,100,000	3,800,000	4,050,000	4,200,000	4,300,000
Total Revenues:	3,293,386	3,831,640	4,126,593	4,126,593	3,837,560	4,119,186	4,267,353	4,366,917
Expenses:								
Personnel	658,162	552,595	579,660	579,660	571,855	594,729	618,518	643,259
Supplies	12,790	8,723	11,205	11,205	9,900	10,296	10,708	11,136
Services	3,685,558	2,579,740	3,568,986	3,468,986	3,552,221	3,605,504	3,659,587	3,714,481
Capital Outlay	2,916	4,538	750	750	300	303	306	309
Total Expenses:	4,359,426	3,145,596	4,160,601	4,060,601	4,134,276	4,210,832	4,289,119	4,369,185
Net Results From Operations	(1,066,040)	686,044	(34,008)	65,992	(296,716)	(91,646)	(21,766)	(2,268)
Beginning Retained Earnings	4,069,995	3,003,955	3,689,999	3,689,999	3,755,991	3,459,275	3,367,629	3,345,863
Ending Retained Earnings	\$ 3,003,955	\$ 3,689,999	\$ 3,655,991	\$ 3,755,991	\$ 3,459,275	\$ 3,367,629	\$ 3,345,863	\$ 3,343,595

**Insurance and Litigation Fund
Revenues and Expenses**



**Insurance and Litigation Fund
Retained Earnings**



Fund: 700	Department Function
Dept: 11234	Risk Management – Administration

Mission

Protect the Borough and School District's assets, including employees, against the consequences of accidental losses and/or claims.

Program Description

The Risk Management Office manages the insurance and self-insurance program for the Borough and School District, Workers Compensation claims, and consults with other Borough departments and the School District on their loss prevention, safety and environmental compliance programs.

Major Long Term Issues and Concerns:

- Potential changes in market conditions as a result of recent elections that could impact the cost of procuring insurance for the Borough, the Service Areas and the School District.
- Potential Occupational Safety & Health Administration regulatory changes could affect Borough Safety programs.
- Potential Federal EPA and State ADEC regulatory changes and budgets may affect Borough Environmental programs.

FY2017 Accomplishments

- Hired new Environmental Compliance Manager and new Safety Manager.
- Coordinated the disposal of waste at the lowest possible cost while maintaining full compliance with applicable regulations.

- Coordinated the disposal of waste at the lowest possible cost while maintaining full compliance with applicable regulations.
- Provided universal waste training to KPB Maintenance.
- Safety Manager worked with various KPB and KPBSD locations on identifying hazards and improving safety.
- Coordinated the completion of facility safety and insurance inspections for all KPB and KPBSD locations.
- Completed roll-out and implementation of MSDS on-line program to manage chemical "Right to Know" information at all KPBSD locations. Goal was to have all sites MSDS sheets in the on-line system.
- Obtained final operational/regulatory approval for Moose Pass School's water system.
- Staff completed online Incident Command System training courses as pre-requisites for the next available ICS classroom training offered by OEM.

FY2018 New Initiatives:

- Complete ADNR Water Rights Applications for KBeach Elementary, Sterling Elementary and KPB Shop/Poppy.
- Complete upgrade of outdated regulatory training materials to enhance utilization of online training systems.
- Work with KPB Maintenance and ADEC Drinking Water Departments to reduce operation cost by using SCADA and AMOSS.
- Complete OSHA log automation project.
- Provide ongoing training for the MSDSonline program to manage chemical "Right to Know" information.

Performance Measures

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Number of Insurance policies purchased	12	13	13	13
Number of Insurance certificates reviewed	356	367	360	360
Number of contracts reviewed for insurance purposes	162	168	170	172
Number of general and auto liability claims	31	22	25	25
Number of injury reports	92	62	65	65
Number of Workers Compensation claims	64	48	50	50
Number of vandalism claims	4	2	4	4

	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Approved
Staffing History	4	4	4	4

**Kenai Peninsula Borough
Budget Detail**

**Fund 700
Department 11234 - Risk Management - Administration**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 288,257	\$ 309,697	\$ 332,123	\$ 332,123	\$ 332,659	\$ 536	0.16%
40120 Temporary Wages	2,106	429	5,000	5,000	5,000	-	0.00%
40130 Overtime Wages	791	-	-	-	-	-	-
40210 FICA	25,234	26,577	30,325	30,325	29,411	(914)	-3.01%
40221 PERS	209,455	89,945	73,612	73,612	73,743	131	0.18%
40321 Health Insurance	88,004	87,910	96,640	96,640	96,640	-	0.00%
40322 Life Insurance	474	507	803	803	805	2	0.25%
40410 Leave	33,649	37,206	41,013	41,013	33,453	(7,560)	-18.43%
40511 Other Benefits	681	324	144	144	144	-	0.00%
Total: Personnel	648,651	552,595	579,660	579,660	571,855	(7,805)	-1.35%
Supplies							
42120 Computer Software	284	-	905	905	900	(5)	-0.55%
42210 Operating Supplies	6,461	2,596	5,000	5,000	5,000	-	0.00%
42263 Training Supplies	3,263	1,475	2,000	2,000	2,000	-	0.00%
42310 Repair/Maintenance Supplies	2,371	2,447	1,500	1,500	1,500	-	0.00%
42410 Small Tools & Equipment	169	2,205	1,500	1,500	500	(1,000)	-66.67%
Total: Supplies	12,548	8,723	10,905	10,905	9,900	(1,005)	-9.22%
Services							
43011 Contractual Services	12,654	15,734	40,000	40,000	40,000	-	0.00%
43110 Communications	4,758	4,146	3,900	3,900	3,900	-	0.00%
43140 Postage & Freight	303	58	250	250	200	(50)	-20.00%
43210 Transportation/Subsistence	16,644	13,265	9,964	9,964	13,879	3,915	39.29%
43220 Car Allowance	10,108	10,357	10,800	10,800	10,800	-	0.00%
43260 Training	4,250	2,692	3,115	3,115	2,350	(765)	-24.56%
43310 Advertising	-	725	-	-	-	-	-
43510 Insurance Premium	6,500	9,928	9,928	9,928	9,928	-	0.00%
43610 Utilities	5,813	6,122	5,524	5,524	5,524	-	0.00%
43720 Equipment Maintenance	2,840	2,721	3,000	3,000	3,000	-	0.00%
43780 Building/Grounds Maintenance	10,851	4,586	3,000	3,000	3,000	-	0.00%
43920 Dues and Subscriptions	3,260	2,947	2,718	2,718	5,203	2,485	91.43%
Total: Services	77,981	73,281	92,199	92,199	97,784	5,585	6.06%
Capital Outlay							
48710 Minor Office/Communications Equipment	2,805	3,505	250	250	100	(150)	-60.00%
48720 Minor Office Furniture	111	1,033	500	500	200	(300)	-60.00%
Total: Capital Outlay	2,916	4,538	750	750	300	(450)	-60.00%
Interdepartmental Charges							
60000 Charge (To) From Other Depts	(742,096)	(639,137)	(683,514)	(683,514)	(679,839)	3,675	-
Total: Interdepartmental Charges	(742,096)	(639,137)	(683,514)	(683,514)	(679,839)	3,675	-
Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Line-Item Explanations

40110 Regular Wages. Staff includes: Risk Manager, Safety Manager, Environmental Manager and an Administrative Assistant.

40120 Temporary Wages. Needed to assist in archiving records backlog.

42120 Computer Software. (1) Copy of Adobe Professional \$270, (1) copy of MS Visio at \$360 and (1) copy of Boyer Software at \$270.

42263 Training Supplies. Safety Manager and Environmental Compliance Manager to upgrade outdated regulatory training media and provide for ongoing updates.

43011 Contractual Services. SPCC plan revisions (\$10,000), MSDS online program (\$10,000), Guardian Security (\$1,200), Physio-Control (\$5,500), Shannon & Wilson (\$7,500) and misc. contracts (\$ 5,800).

43210 Transportation/Subsistence. Travel to KPB and KPBSD facilities for safety reviews, in-state continuing education on risk management, safety, and environmental issues/tank inspections. Attendance to AML annual conference. Increased due to new employees with additional travel, training, and need to visit all KPB and KPBSD facilities.

43260 Training. Training to obtain professional development for Risk Manager, Environmental Manager and Safety Manager.

43920 Dues and Subscriptions. Increased due to new employees need for EnviroBLR and SafetyBLR subscriptions.

60000 Charges (To) From Other Depts. Allocation of risk management administration costs to insurances provided by the fund: (50%) Workers Compensation, (20%) Property Insurance, and (30%) General Liability.

Department Function

Fund: 700
Dept: 11236

Risk Management – Worker’s Compensation

Program Description

- As required under the Alaska Workers’ Compensation Act, workers’ compensation is a program that requires employers to pay medical costs and lost wages in the event an employee becomes injured or ill due to working conditions. The Office of Risk Management is responsible for complying with the State of Alaska’s Worker’s Compensation Act of Self-Insured Employers by administering a comprehensive self-insurance program. This includes identifying and mitigating to the extent possible, the hazards that could cause injury to the visiting public, students, and employees; and analyzing, managing, and processing claims.
- Educate supervisors on how to accommodate employees in temporary transitional work to help reduce time away from work and to increase productivity.
- Utilization of electronic reporting system to track employee injuries, cost of medical treatment and other actions connected with employee Worker Compensation Claims.

Major Long Term Issues and Concerns:

- Changes in employee benefits from changing state and federal regulations/legislative changes.
- Increasing cost of claims, primarily due to high cost of medical treatment and litigation.
- Presumptive disability statute.
- Aging workforce.

FY2017 Accomplishments

- Worked with insurance carrier and broker to improve tracking systems for our premium and losses from both a cost and frequency standpoint.
- Worked with KPBSD to increase use of transitional employment (return to work) on a case by case basis.
- Completed 5-year rolling historical claims tracking information by department in order to allocate departmental budgetary costs related to claims experience.
- Implemented the use of revised Accident Investigation form and New Supervisor’s Report of Injury form with KPBSD.
- Collaborated with borough teams to complete Emergency Response Plan for Borough Administration Building as well as Active Shooter Policy draft for all Borough locations. Final draft presented in Sept. 2016.

FY2018 New Initiatives:

- Work with KPBSD Administration to develop strategies to continue to improve KPBSD claims results.
- Work with OEM and HR to complete rollout of revised Emergency Action Plan for the KPB Administration Building.
- Work with insurance carrier and broker to insure that we receive the maximum Loss Control Incentive Plan Credit available for FY18.
- Complete accident investigations on selected claims to identify preventable losses and training opportunities.

Performance Measures

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Claims recorded with State of Alaska WC Board	67	58	55	55

**Kenai Peninsula Borough
Budget Detail**

**Fund 700
Department 11236 - Risk Management - Workers' Compensation**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 6,102	\$ -	\$ -	\$ -	\$ -	-	-
40210 FICA	462	-	-	-	-	-	-
40221 PERS	1,345	-	-	-	-	-	-
40321 Health Insurance	1,576	-	-	-	-	-	-
40322 Life Insurance	6	-	-	-	-	-	-
40511 Other Benefits	20	-	-	-	-	-	-
Total: Personnel	9,511	-	-	-	-	-	-
Supplies							
42120 Computer Software	-	-	300	300	-	(300)	-100.00%
42210 Operating Supplies	242	-	-	-	-	-	-
Total: Supplies	242	-	300	300	-	(300)	-100.00%
Services							
43011 Contractual Services	47,475	68,493	40,000	40,000	40,000	-	0.00%
43140 Postage & Freight	-	-	300	300	150	(150)	-50.00%
43210 Transportation/Subsistence	4,153	1,326	4,485	4,485	4,485	-	0.00%
43260 Training	2,575	825	300	300	3,000	2,700	900.00%
43508 Workers Compensation	1,675,611	1,242,177	1,575,000	1,475,000	1,575,000	-	0.00%
43530 Disability Coverage	8,457	7,052	7,052	7,052	7,052	-	0.00%
43999 Claim Reserves	7,354	41,714	-	-	-	-	-
Total: Services	1,745,625	1,361,587	1,627,137	1,527,137	1,629,687	2,550	0.16%
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	371,047	319,568	341,757	341,757	339,919	(1,838)	-0.54%
Total: Interdepartmental Charges	371,047	319,568	341,757	341,757	339,919	(1,838)	-0.54%
Department Total	\$ 2,126,425	\$ 1,681,155	\$ 1,969,194	\$ 1,869,194	\$ 1,969,606	\$ 412	0.02%

Line-Item Explanations

43011 Contractual Services. Includes 50% of broker fee (\$29,150), annual audit (\$10,000) and actuarial study.

43210 Transportation/Subsistence. Travel to KPB and KPBSD facilities for safety reviews and for continuing education on safety and workers compensation.

43260 Training. Cost to attend classes for continuing education on safety and workers' compensation. Limiting WC training to Alaska Public Employers specific seminars.

43508 Workers' Compensation. Estimated cost of claims, fees, excess insurance, and third party administration based upon most recent actuarial analysis. Coverage includes both the Borough and School District. Excess insurance to be purchased from third-party vendor at \$250,000 per claim retention. Includes brokerage fees for excess insurance.

43530 Disability Coverage. Supplemental disability insurance policy for volunteer firefighters.

60000 Charges to Other Depts. Allocation of risk management administration costs to insurances provided by the fund: (50%) Workers Compensation, (20%) Property Insurance, and (30%) General Liability.

Fund: 700	Department Function
Dept: 11237	Risk Management - Property

Program Description

- Property Insurance including claims is for coverage of the buildings, contents, emergency equipment and vehicles of the Borough, School District, and Service Areas.

Major Long Term Issues and Concerns

- Impact of the world economy on the insurance market and concerns that changing market conditions will change the market from a "Soft Market" to a "Hard Market", resulting in higher insurance cost.
- Older buildings in KPB and KPBSD resulting in increased repairs to bring up to current building codes.

FY2017 Accomplishments

- Worked with insurance carriers, broker, Purchasing & Contract department, and KPBSD to coordinate handling of Susan B. English school (Seldovia) shop fire property claim and resolved outstanding issues through a challenging claims process.

- Secured Equipment Breakdown insurance renewal with enhanced coverages.
- Completed annual update of schedule of property, equipment and vehicle values with ongoing additional updates as changes were identified during the year.

FY2018 New Initiatives

- Work with insurance carrier on schedule for appraisals on selected/high value buildings (\$5 million or over) to confirm insured values are adequate.
- Migrate property SOV and risk allocation spreadsheet data to multi-user platform.
- Work with new team at insurance broker to ensure market position.

Performance Measures

Priority/Goal: Property Claims, including auto and equipment damage claims

Goal: Reduce Claims

- Objective:**
1. Reduce vandalism claims
 2. Reduce auto / equipment damage claims

Measures:

	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Number of claims	65	58	55	55
Average claim payment, including auto, property damage and vandalism	\$2,250*	\$2,050*	\$1,550	\$1,600

*Seldovia Fire on 11/24/2014 has impacted FY15 and FY16 average claim costs. Without this claim the FY15 average payment is \$1,615 and the FY 16 average payment is \$1,550 without this claim.

**Kenai Peninsula Borough
Budget Detail**

**Fund 700
Department 11237 - Risk Management - Property**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Services							
43011 Contractual Services	\$ 14,150	\$ 16,907	\$ 11,660	\$ 11,660	\$ 11,660	\$ -	0.00%
43511 Fire and Extended Coverage	618,631	625,630	650,000	650,000	630,000	(20,000)	-3.08%
43999 Claim Reserves	286,886	206,947	300,000	300,000	300,000	-	0.00%
Total: Services	919,667	849,484	961,660	961,660	941,660	(20,000)	-2.08%
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	148,420	127,827	136,703	136,703	135,968	(735)	-0.54%
Total: Interdepartmental Charges	148,420	127,827	136,703	136,703	135,968	(735)	-0.54%
Department Total	\$ 1,068,087	\$ 977,311	\$ 1,098,363	\$ 1,098,363	\$ 1,077,628	\$ (20,735)	-1.89%

Line-Item Explanations

43011 Contractual Services. 20% of broker contract (\$11,660).

43511 Fire and Extended Coverage. Costs for excess property insurance above our various self-insured retention/deductible levels, which covers Borough, Service Areas and School District buildings and vehicles.

43999 Claim Reserves. To cover estimated costs of self-insured losses for property losses. Estimate based on a 5-year average of actual property losses.

60000 Charges to Other Depts. Allocation of risk management administration costs to insurances provided by the fund; (50%) Workers Compensation, (20%) Property Insurance, and (30%) General Liability.

Department Function
Risk Management – Liability
Fund: 700
Dept: 11238

Program Description

- Liability Insurance including claims is for coverage of the activities of the Borough, School District and Service Areas.

Major Long Term Issues and Concerns:

- Borough and School District exposures, loss history and medical costs continue to present difficulties securing reasonably priced excess insurance.
- Increasing litigation costs on complex claims

FY2017 Accomplishments

Administration

- Researched and added insurance coverages for KPBSD drones and scheduled musical instruments; 2) provided renewal quote program improvements/coverage options for Excess Cyber Liability, Earthquake and Environmental / Pollution Liability for landfills/transfer sites (only the Pollution Liability coverage was purchased); 3) increased our Loss Control Incentive Plan credit by nearly \$20K; and 4) researched and reported to Finance Director and Risk Management Committee on impact of early withdrawal from AML and AMLJIA.

- Provided a current fuel tank inventory schedule to our spill prevention insurance carrier for tanks at KPB and SD owned and operated facilities to ensure proper coverage. Coverage costs increased slightly due to the addition of existing tanks that were not on the previous schedule, improving coverage protection.
- Updated 11 SPCC plans. Provided the required annual training and monthly inspections.
- Conducted preliminary environmental assessments of all properties on the KPB Foreclosure list.

FY2018 New Initiatives:

- Complete annual update of KPBSD's schedule of aboveground fuel tanks to ensure the schedule covers all tanks at Service Area locations. Goal remains to reduce the number of above ground tanks where possible and remove old tanks no longer needed.
- Provide hazardous material training to KPBSD head custodians and other KPBSD facility managers/operators where needed-move to eliminate or significantly reduce use of hazardous materials.
- Reevaluate options for excess cyber liability, earthquake and any other suggested coverage improvements for FY2018 renewal.

Performance Measures

Priority/Goal: Insurance Liability

Goal: Reduce Liability Accidents

Objective: 1. Reduce Liability Claims

Measures:

Key Measures	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Number of Claims	10	12	10	10
Average claim payment	\$8,500	\$8,800	\$8,800	\$9,000

**Kenai Peninsula Borough
Budget Detail**

**Fund 700
Department 11238 - Risk Management - Liability**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget	%
Services							
43011 Contractual Services	\$ 7,000	\$ 33,941	\$ 22,490	\$ 22,490	\$ 22,490	\$ -	0.00%
43511 Extended Coverage	11,387	(94,045)	-	-	-	-	-
43515 CGL Excess Liability	507,023	507,023	475,000	475,000	460,000	(15,000)	-3.16%
43519 Finance Officer Bond	-	-	3,000	3,000	3,000	-	0.00%
43520 Employee Bond	200	600	5,000	5,000	5,000	-	0.00%
43521 Other Bonds	205	360	2,500	2,500	2,500	-	0.00%
43525 Travel Accident Coverage	1,345	-	4,000	4,000	-	(4,000)	-100.00%
43528 Aviation Liability	14,900	12,096	12,000	12,000	12,100	100	0.83%
43529 Other Miscellaneous Coverage	5,000	10,496	114,000	114,000	128,000	14,000	12.28%
43999 Claim Reserves	395,225	(175,083)	250,000	250,000	250,000	-	0.00%
Total: Services	942,285	295,388	887,990	887,990	883,090	(4,900)	-0.55%
Interdepartmental Charges							
60000 Charges (To) From Other Depts.	222,629	191,741	205,054	205,054	203,952	(1,102)	-0.54%
Total: Interdepartmental Charges	222,629	191,741	205,054	205,054	203,952	(1,102)	-0.54%
Department Total	\$ 1,164,914	\$ 487,129	\$ 1,093,044	\$ 1,093,044	\$ 1,087,042	\$ (6,002)	-0.55%

Line-Item Explanations

43011 Contractual Services. 30% portion of broker fee (\$22,490).

43515 CGL Excess Liability. Cost of excess commercial general liability insurance.

43519 Finance Officer Bond. Bonds for Borough and School District finance officials as required by law.

43520 Employee Bond. Blanket fidelity bond for public employees.

43521 Other Bonds. For State of Alaska notary bond fees.

43528 Aviation Liability. To cover the cost of liability insurance on Borough and School District employees traveling on chartered aircraft.

43529 Other Miscellaneous Coverage. Includes excess GL coverage (X\$15M) \$45,700, pollution liability for storage tanks (\$15,586), boiler and machinery (\$29,556), professional liability (\$5,000), and pollution liability for landfill (\$32,080).

43999 Claim Reserves. To cover estimated costs of self-insured losses for liability. Estimate based on a 5-year average of actual property losses.

60000 Charges (To) From Other Depts. Allocation of risk management administration costs to insurances provided by the fund: (50%) Workers Compensation, (20%) Property Insurance, and (30%) General Liability.

**Kenai Peninsula Borough
Budget Detail**

**Fund 700
Expenditure Summary By Line Item**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Personnel							
40110 Regular Wages	\$ 294,359	\$ 309,697	\$ 332,123	\$ 332,123	\$ 332,659	\$ 536	0.16%
40120 Temporary Wages	2,106	429	5,000	5,000	5,000	-	0.00%
40130 Overtime Wages	791	-	-	-	-	-	-
40210 FICA	25,696	26,577	30,325	30,325	29,411	(914)	-3.01%
40221 PERS	210,800	89,945	73,612	73,612	73,743	131	0.18%
40321 Health Insurance	89,580	87,910	96,640	96,640	96,640	-	0.00%
40322 Life Insurance	480	507	803	803	805	2	0.25%
40410 Leave	33,649	37,206	41,013	41,013	33,453	(7,560)	-18.43%
40511 Other Benefits	701	324	144	144	144	-	0.00%
Total: Personnel	658,162	552,595	579,660	579,660	571,855	(7,805)	-1.35%
Supplies							
42120 Computer Software	284	-	1,205	1,205	900	(305)	-25.31%
42210 Operating Supplies	6,703	2,596	5,000	5,000	5,000	-	0.00%
42263 Training Supplies	3,263	1,475	2,000	2,000	2,000	-	0.00%
42310 Repair/Maintenance Supplies	2,371	2,447	1,500	1,500	1,500	-	0.00%
42410 Small Tools	169	2,205	1,500	1,500	500	(1,000)	-66.67%
Total: Supplies	12,790	8,723	11,205	11,205	9,900	(1,305)	-11.65%
Services							
43011 Contractual Services	81,279	135,075	114,150	114,150	114,150	-	0.00%
43110 Communications	4,758	4,146	3,900	3,900	3,900	-	0.00%
43140 Postage	303	58	550	550	350	(200)	-36.36%
43210 Transportation/Subsistence	20,797	14,591	14,449	14,449	18,364	3,915	27.10%
43220 Car Allowance	10,108	10,357	10,800	10,800	10,800	-	0.00%
43260 Training	6,825	3,517	3,415	3,415	5,350	1,935	56.66%
43310 Advertising	-	725	-	-	-	-	-
43508 Workers Compensation	1,675,611	1,242,177	1,575,000	1,475,000	1,575,000	-	0.00%
43510 Insurance Premium	6,500	9,928	9,928	9,928	9,928	-	0.00%
43511 Fire and Extended Coverage	630,018	531,585	650,000	650,000	630,000	(20,000)	-3.08%
43515 CGL Liability	507,023	507,023	475,000	475,000	460,000	(15,000)	-3.16%
43519 Finance Officer Bond	-	-	3,000	3,000	3,000	-	0.00%
43520 Employee Bond	200	600	5,000	5,000	5,000	-	0.00%
43521 Other Bonds	205	360	2,500	2,500	2,500	-	0.00%
43525 Travel Accident Coverage	1,345	-	4,000	4,000	-	(4,000)	-100.00%
43528 Aviation Liability	14,900	12,096	12,000	12,000	12,100	100	0.83%
43529 Other Misc Coverage	5,000	10,496	114,000	114,000	128,000	14,000	12.28%
43530 Disability Coverage	8,457	7,052	7,052	7,052	7,052	-	0.00%
43610 Utilities	5,813	6,122	5,524	5,524	5,524	-	0.00%
43720 Equipment Maintenance	2,840	2,721	3,000	3,000	3,000	-	0.00%
43780 Building/Grounds Maintenance	10,851	4,586	3,000	3,000	3,000	-	0.00%
43920 Dues and Subscriptions	3,260	2,947	2,718	2,718	5,203	2,485	91.43%
43999 Claim Reserves	689,465	73,578	550,000	550,000	550,000	-	0.00%
Total: Services	3,685,558	2,579,740	3,568,986	3,468,986	3,552,221	(16,765)	-0.48%
Capital Outlay							
48710 Minor Office/Communications Equipment	2,805	3,505	250	250	100	(150)	-60.00%
48720 Minor Office Furniture	111	1,033	500	500	200	(300)	-60.00%
Total: Capital Outlay	2,916	4,538	750	750	300	(450)	-60.00%
Department Total	\$ 4,359,426	\$ 3,145,595	\$ 4,160,601	\$ 4,060,601	\$ 4,134,276	\$ (26,325)	-0.65%

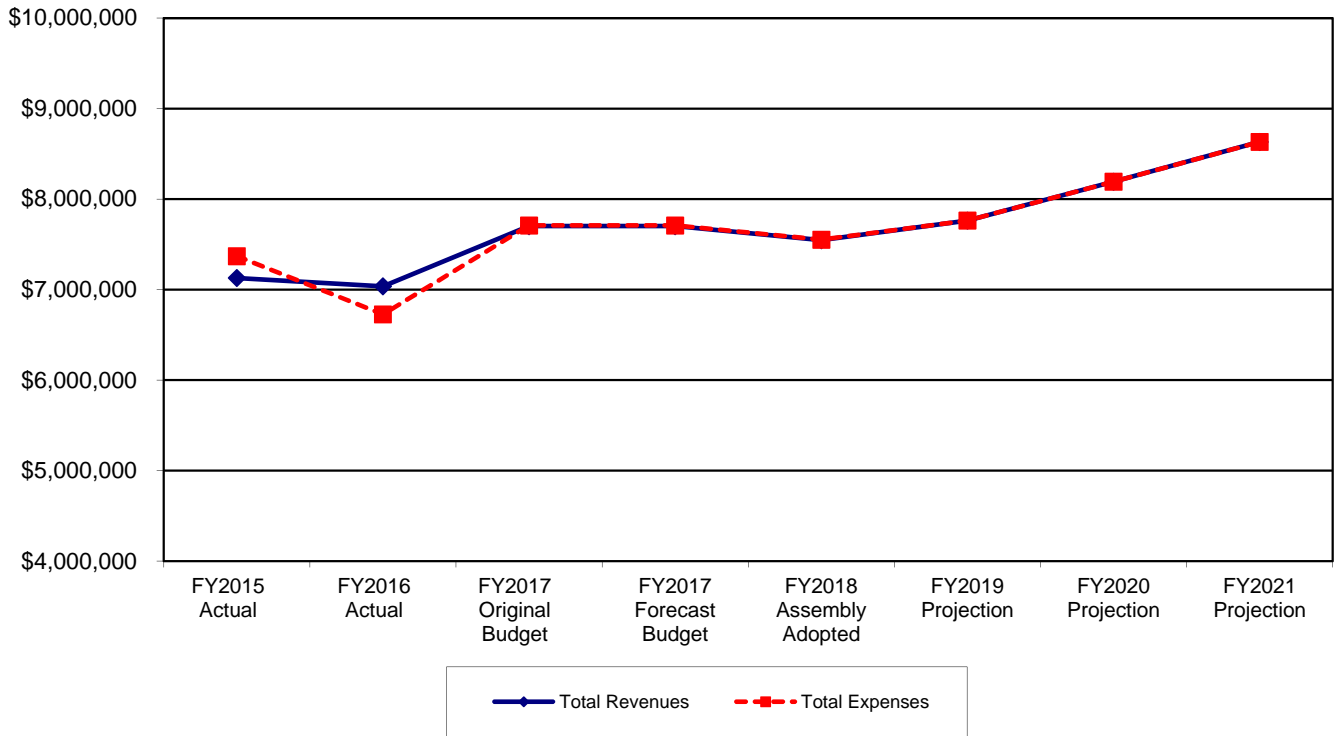
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Fund: 701 Health Insurance Reserve Fund - Budget Projection

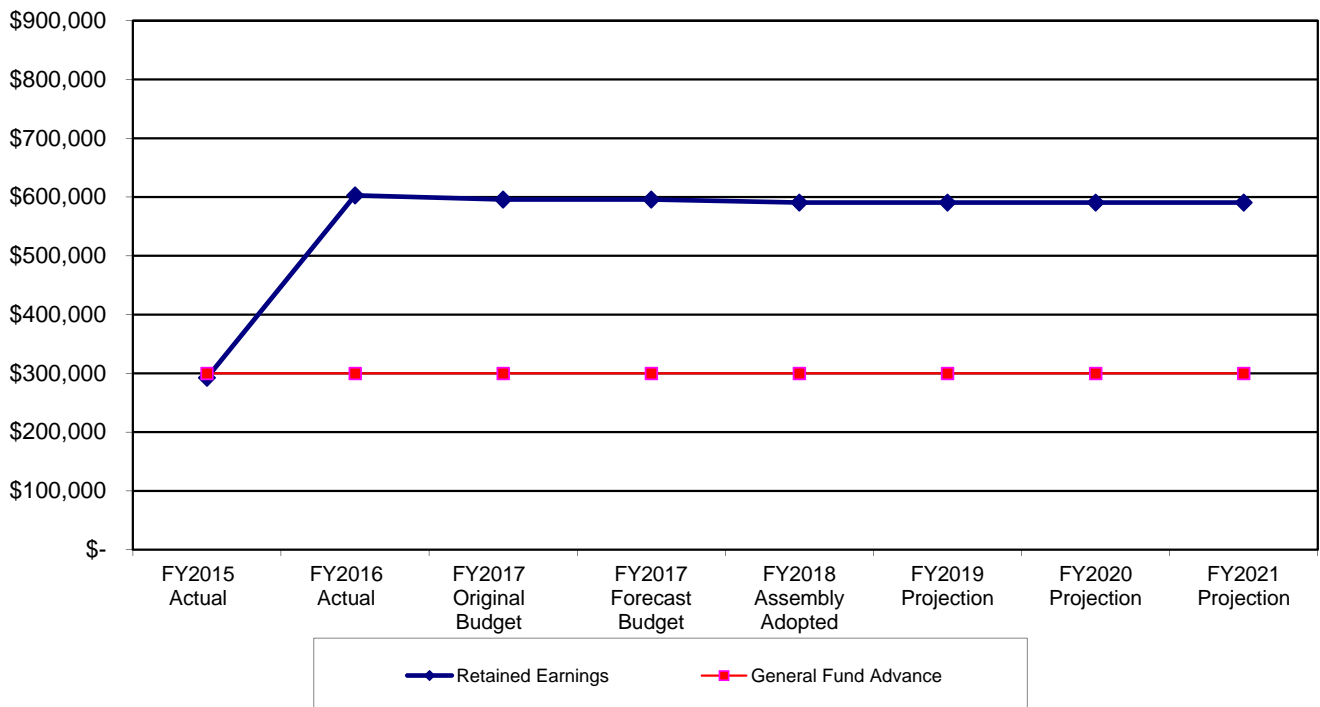
Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues:								
Interest Revenue	\$ 4,845	\$ 18,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Insurance Premiums	584,098	727,075	768,000	768,000	816,870	823,000	889,883	998,250
Charges From Other Depts	6,539,732	6,289,820	6,933,920	6,933,920	6,729,576	6,939,900	7,302,521	7,634,381
Other Revenue	-	1,180	-	-	-	-	-	-
Total Revenues:	7,128,675	7,036,339	7,701,920	7,701,920	7,546,446	7,762,900	8,192,404	8,632,631
Expenses:								
Services	7,369,823	6,725,823	7,709,107	7,709,107	7,551,666	7,762,900	8,192,404	8,632,631
Total Expenses:	7,369,823	6,725,823	7,709,107	7,709,107	7,551,666	7,762,900	8,192,404	8,632,631
Net Results From Operations	(241,148)	310,516	(7,187)	(7,187)	(5,220)	-	-	-
Beginning Retained Earnings	533,561	292,413	602,929	602,929	595,742	590,522	590,522	590,522
Ending Retained Earnings *	\$ 292,413	\$ 602,929	\$ 595,742	\$ 595,742	\$ 590,522	\$ 590,522	\$ 590,522	\$ 590,522

* Includes \$300,000 advance from the General Fund.

Health Insurance Reserve Fund Revenues and Expenditures



Health Insurance Reserve Fund Retained Earnings



Department Function

Fund: 701 Health Insurance Reserve Fund – Medical, Prescription, Dental & Vision
Dept: 11240

Program Description

- This fund provides payment of Borough employees healthcare expenses (medical, prescriptions, dental, and vision) as well as claims administration and other benefit plan expenses.

Major Long Term Issues and Concerns:

- Rising cost of health care benefits, changing compliance issues and administrative requirements under the Affordable Care Act.
- Continued rise in pharmaceutical costs on the national market.
- High cost of health care services in Alaska.

FY2017 Accomplishments

- Negotiated a new collective bargaining agreement which included significant health plan design changes, including the introduction of a high deductible health plan. Plans redesigned to encourage active medical consumerism.
- Increased employee contributions in premiums, deductibles and out-of-pocket maximums.
- Employee and family health fairs offered in Soldotna and Homer with increased participation.
- Renewed third-party administrator and broker contracts without increases.

FY2018 New Initiatives:

- Monitor design changes for increased member awareness and participation in medical spending and saving.
- Review vendor contracts and consider market alternatives where improved service and efficiency may be found.

Performance Measures

Priority/Goal: Health Insurance

Goal: To provide appropriate, economical health coverage for our employees

- Objective:**
1. To decrease our per-employee cost by implementing effective utilization controls in plan design
 2. To decrease our cost per employee by engaging in provider contracts
 3. To continue to explore partnering with other organizations to benefit from economies of scale
 4. While decreasing overall costs, to continue to provide appropriate healthcare coverage for our employees and their families.

Measures:

Key Measures	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Monthly Cost per Employee (net of employee contributions)	\$1,527	\$1,922	\$1,739	\$2,017	\$1,954

Commentary

The cost of employee health care continues to be a major expense for the Borough. While plan designs have been improved to increase consumer awareness, the cost of health care delivery in Alaska continues to rise. The Borough continues to work with their consultant and employees in an attempt to control and reduce these costs. Plan design offerings and changes in the new collective bargaining agreement will encourage member-driven health choices that are intended to reduce costs for the Borough and the member.

**Kenai Peninsula Borough
Budget Detail**

**Fund 701
Department 11240 - Medical, Dental & Vision**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget %	
Services							
43011 Contractual Services	\$ 137,316	\$ 169,108	\$ 119,162	\$ 119,162	\$ 136,920	\$ 17,758	14.90%
43210 Transportation/Subsistence	1,308	1,102	-	-	-	-	-
43260 Training	580	750	-	-	-	-	-
43501 Medical, Dental and Vision Coverage	6,814,845	6,062,846	7,056,504	6,905,704	6,841,940	(214,564)	-3.04%
43502 Medical Stop Loss Coverage	415,774	492,017	533,441	533,441	572,806	39,365	7.38%
43503 Healthcare Savings Account	-	-	-	150,800	-	-	-
Total: Services	7,369,823	6,725,823	7,709,107	7,709,107	7,551,666	(157,441)	-2.04%
Department Total	\$ 7,369,823	\$ 6,725,823	\$ 7,709,107	\$ 7,709,107	\$ 7,551,666	\$ (157,441)	-2.04%

Line-Item Explanations

43011 Contract Services. Claims administrator services.

43502 Medical Stop Loss Coverage. Coverage purchase to limit plan payments to no more than \$200,000 per covered incident per year.

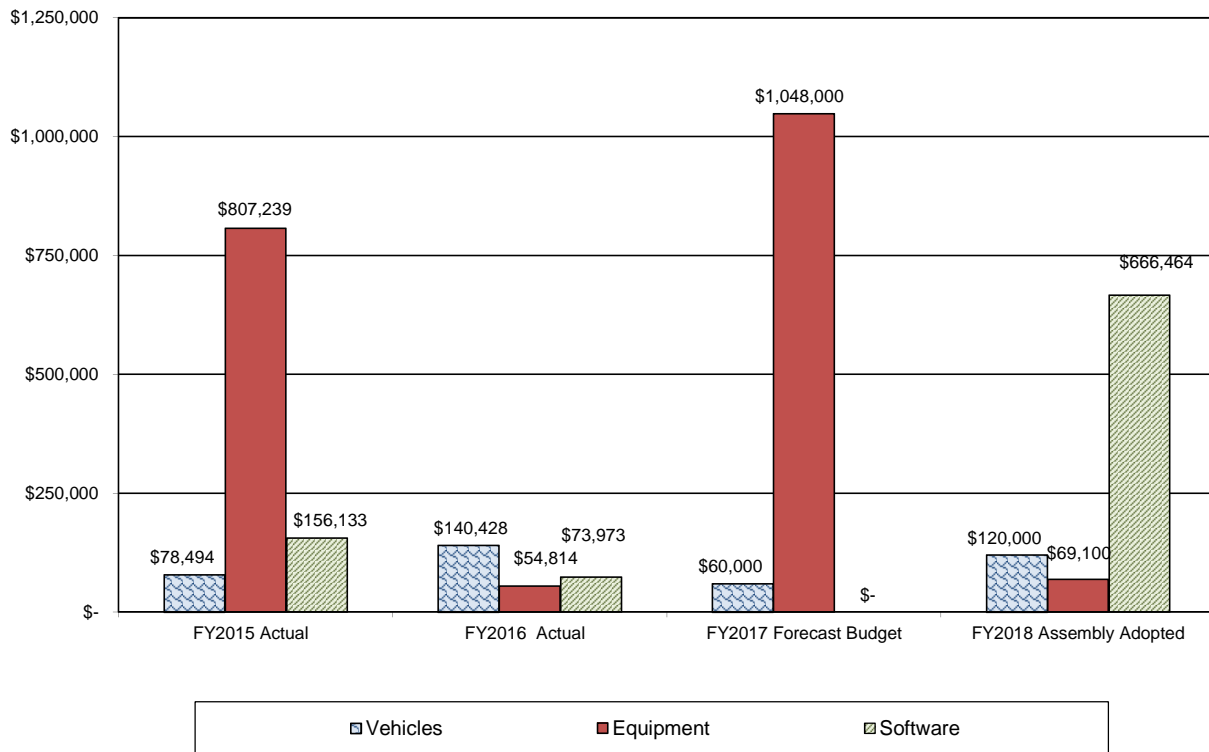
43501 Medical, Dental, & Vision Coverage. Payments made for actual medical, dental, and vision claims by plan participants.

Fund: 705 Equipment Replacement Fund - Budget Projection

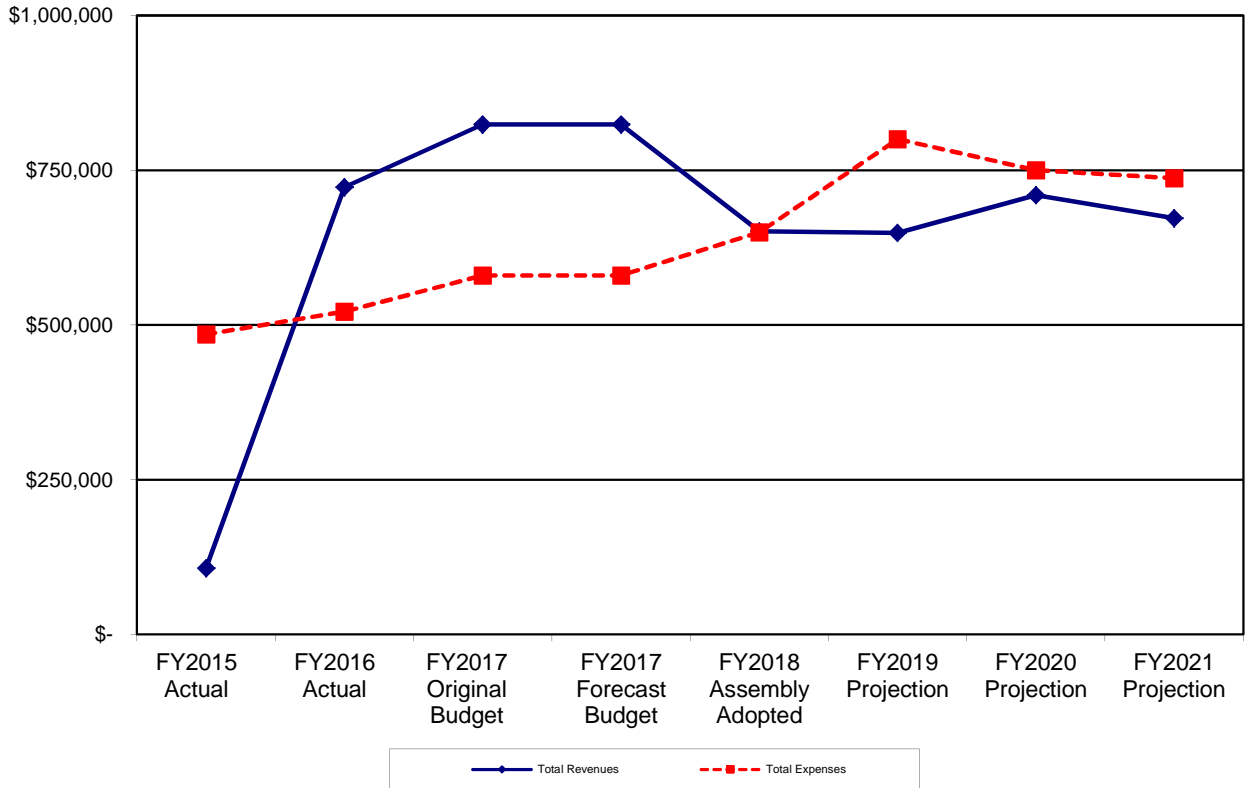
Fund Budget:	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	FY2019 Projection	FY2020 Projection	FY2021 Projection
Revenues:								
Interest Revenue	\$ 28,292	\$ 52,390	\$ 61,706	\$ 61,706	\$ 72,360	\$ 73,084	\$ 73,815	\$ 74,553
Charges from Other Depts.	588,922	670,037	712,162	712,162	529,000	528,000	591,000	555,000
Sale of Fixed Assets	(509,919)	-	50,000	50,000	50,000	47,500	45,125	42,869
Total Revenues:	107,295	722,427	823,868	823,868	651,360	648,584	709,940	672,422
Expenses								
Services	484,656	521,476	580,000	580,000	650,000	800,000	750,000	737,000
Total Expenses:	484,656	521,476	580,000	580,000	650,000	800,000	750,000	737,000
Operating Transfers To:								
General Fund	-	-	-	-	-	-	-	-
Total Operating Transfers:	-	-	-	-	-	-	-	-
Total Expenses and Operating Transfers	484,656	521,476	580,000	580,000	650,000	800,000	750,000	737,000
Net Results From Operations	(377,361)	200,951	243,868	243,868	1,360	(151,416)	(40,060)	(64,578)
Beginning Retained Earnings	5,721,355	5,343,994	5,544,945	5,544,945	5,788,813	5,790,173	5,638,757	5,598,697
Ending Retained Earnings	\$ 5,343,994	\$ 5,544,945	\$ 5,788,813	\$ 5,788,813	\$ 5,790,173	\$ 5,638,757	\$ 5,598,697	\$ 5,534,119

Retained Earnings Committed								
Retained Earnings estimated to be committed to future depreciation expense	\$ 2,455,237	\$ 2,202,977	\$ 1,950,716	\$ 1,950,716	2,478,716	\$ 2,684,280	\$ 2,221,280	\$ 2,701,280
Retained Earnings committed to unexpended authorized expenses	1,041,866	269,215	1,188,000	1,188,000	855,564	337,000	1,230,000	500,000
Uncommitted Retained Earnings	\$ 1,846,891	\$ 3,072,753	\$ 2,650,097	\$ 2,650,097	\$ 2,455,893	\$ 2,617,477	\$ 2,147,417	\$ 2,332,839

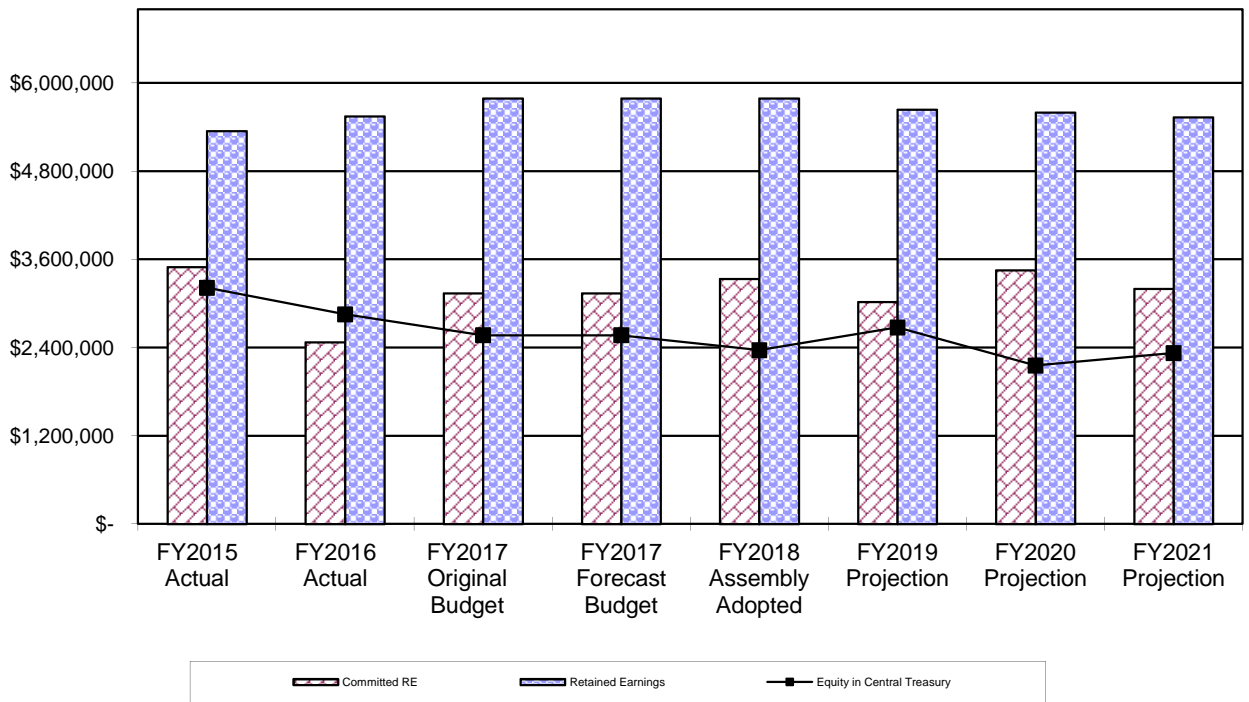
Vehicle, Equipment & Software Purchases



Equipment Replacement Fund Revenues



Equipment Replacement Fund Retained Earnings



Department Function

Fund: 705
Dept: 94910

Equipment Replacement Fund – Administration

Mission

To provide a funding mechanism for departments to purchase vehicles and other equipment with the cost to be recaptured over time.

Program Description

This is a revolving fund which provides funding for user departments to purchase vehicles and equipment. The purchases are then recaptured through an annual billing process for the original cost of the vehicle or equipment plus accrued interest. The fund also provides an extended rental option for vehicles that have exceeded their original useful life of 5 years. The repayment and rental schedule is designed to recapture the original cost, depreciation and inflation factor within the life of the asset. This will replenish the fund resources in order to facilitate the scheduled replacement of vehicles and equipment.

Major Long Term Issues and Concerns:

- The expected useful life of vehicle and equipment extending beyond the life cycles currently being assigned.
- Having adequate equity and uncommitted retained earnings to fund any unanticipated expenditure requests that departments may have.

FY2017 Accomplishments

- Purchase vehicles and equipment for various departments within the borough.

FY2018 New Initiatives

- Purchase vehicles and equipment for various departments within the borough.

Performance Measures

Priority/Goal – Asset acquisition and funding

Goal: Provide funding mechanism for Borough Departments to purchase vehicles and equipment.

Objective: Continue to provide funding for vehicle and equipment purchases through annual billings amounts.

Measures:

Purchases	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Estimated
Vehicle purchases	4 / \$78,494	5 / \$140,428	2 / \$60,000	2 / \$120,000
Equipment purchases	2 / \$807,239	14 / \$54,814	8 / \$1,048,000	8 / \$774,996
Software purchases	1 / \$156,133	1 / \$73,973	-	3 / \$666,464

**Kenai Peninsula Borough
Budget Detail**

**Fund 705
Department 94910 - Non-Departmental**

	FY2015 Actual	FY2016 Actual	FY2017 Original Budget	FY2017 Forecast Budget	FY2018 Assembly Adopted	Difference Between Assembly Adopted & Original Budget	%
Services							
43916 Equipment Depreciation	\$ 484,656	\$ 521,476	\$ 600,000	\$ 600,000	\$ 650,000	\$ 50,000	8.33%
Total: Services	484,656	521,476	600,000	600,000	650,000	50,000	8.33%
Department Total	\$ 484,656	\$ 521,476	\$ 600,000	\$ 600,000	\$ 650,000	\$ 50,000	8.33%

Line-Item Explanations

43916 Equipment Depreciation. The Equipment Replacement Fund Policy requires assets of this fund be depreciated on a 7 to 15 year life cycle. Depreciation is the allowance provided for the reduction in value of the asset, usually by use or age.

Details of FY2018 Equipment Replacement Purchases

<u>Department</u>	<u>Quantity</u>	<u>Description</u>	<u>Cost Each</u>	<u>Total Cost</u>
Maintenance	4	Vehicle/pickup/van	\$ 30,000	\$ 120,000
Information Technology	1	10 gig switch fabric	30,000	30,000
Print Shop	1	Letter opener/Paper Drill/Coil Machine/Cutter	39,100	39,100
Finance - Sales Tax	1	Software Upgrade	282,464	282,464
Finance - Financial Services	1	Software Upgrade	284,000	284,000
Finance - Financial Services	1	Timekeeping software	100,000	100,000
	<u>9</u>		Grand Total	<u>\$ 855,564</u>

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Appendix

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Kenai Peninsula Borough
Salary Schedule
Effective July 1, 2017

Classified

40 hour

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>
G	17.32	17.97	18.62	18.99	19.37	19.76	20.15	20.56	20.97	21.39	21.81	22.25
H	18.53	19.22	19.92	20.32	20.73	21.14	21.56	21.99	22.43	22.88	23.34	23.81
I	19.82	20.57	21.31	21.74	22.18	22.62	23.07	23.53	24.00	24.48	24.97	25.47
J	21.21	22.01	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26
K	22.69	23.55	24.40	24.89	25.39	25.90	26.41	26.94	27.48	28.03	28.59	29.16
L	24.28	25.20	26.11	26.63	27.17	27.71	28.26	28.83	29.40	29.99	30.59	31.20
M	25.98	26.96	27.94	28.50	29.07	29.65	30.24	30.85	31.46	32.09	32.73	33.39
N	27.80	28.85	29.89	30.49	31.10	31.72	32.36	33.00	33.66	34.34	35.02	35.72
O	29.75	30.87	31.99	32.63	33.28	33.94	34.62	35.31	36.02	36.74	37.48	38.22
P	31.83	33.03	34.22	34.91	35.61	36.32	37.04	37.79	38.54	39.31	40.10	40.90
Q	34.06	35.34	36.62	37.35	38.10	38.86	39.64	40.43	41.24	42.06	42.90	43.76
R	36.44	37.81	39.18	39.97	40.77	41.58	42.41	43.26	44.12	45.01	45.91	46.83

56 hour

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>
K	15.94	16.54	17.14	17.48	17.83	18.19	18.55	18.93	19.30	19.69	20.08	20.48
L	17.06	17.70	18.34	18.71	19.08	19.46	19.85	20.25	20.65	21.07	21.49	21.92
M	18.25	18.94	19.62	20.02	20.42	20.83	21.24	21.67	22.10	22.54	22.99	23.45
N	19.53	20.26	21.00	21.42	21.85	22.28	22.73	23.18	23.65	24.12	24.60	25.09
O	20.90	21.68	22.47	22.92	23.38	23.84	24.32	24.81	25.30	25.81	26.32	26.85
P	22.36	23.20	24.04	24.52	25.01	25.51	26.02	26.54	27.07	27.61	28.17	28.73
Q	23.92	24.82	25.72	26.24	26.76	27.30	27.84	28.40	28.97	29.55	30.14	30.74
R	25.60	26.56	27.52	28.07	28.63	29.21	29.79	30.39	30.99	31.61	32.25	32.89

Management

Amounts authorized by Resolution 2016-047

<u>Level</u>	<u>Minimum</u>	<u>Mid point</u>	<u>Maximum</u>
1	60,913	73,217	85,521
2	65,165	78,329	91,492
3	69,705	83,785	97,865
4	74,683	88,825	102,968
5	79,963	95,955	111,948
6	85,543	104,846	124,149
7	91,579	112,299	133,018

Kenai Peninsula Borough
Full-time Equivalent Employees by Function - FY2018 and Last Ten Fiscal Years

	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	Change between FY2008 & FY2018
Assembly												
Clerk's Office	3.67	3.67	3.67	3.67	3.67	3.67	3.67	3.67	3.67	3.67	3.67	0.00
Records Management	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	0.00
Department Total	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	0.00
Mayor	6.00	6.00	6.00	5.00	4.00	5.00	5.00	6.00	6.00	6.00	5.00	(1.00)
Purchasing, Contracting and Capital Projects	** 12.00	13.00	12.50	10.50	10.00	11.00	12.00	14.00	14.00	10.00	9.00	(3.00)
Office of Emergency Mgmt	3.55	3.55	4.55	4.55	4.00	4.00	4.25	4.25	4.00	4.00	4.00	0.45
General Services												
Administration/Human Resources	3.70	4.00	4.50	4.50	4.50	4.50	5.00	5.00	5.00	5.00	5.00	1.30
Printing/Mail	1.80	1.80	1.80	1.80	1.80	1.80	1.25	1.25	1.25	1.25	1.25	(0.55)
Custodial Maintenance	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	0.00
Department Total	6.80	7.10	7.60	7.60	7.60	7.60	7.55	7.55	7.55	7.55	7.55	0.75
3 8 0 IT	11.00	11.00	11.00	11.00	11.00	11.00	11.50	11.50	11.50	11.50	11.50	0.50
Legal	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00
Finance												
Administration	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Financial Services	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00
Property Tax and Collections	8.00	8.00	8.00	8.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	(1.00)
Sales Tax	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00
Department Total	23.00	23.00	23.00	23.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	(1.00)
Assessing												
Administration	9.00	9.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	1.00
Appraisal	13.00	13.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	(1.00)
Department Total	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00	0.00
Resource Planning												
Administration	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	0.00
GIS	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00
River Center	4.50	5.00	6.00	6.00	6.00	6.00	6.00	5.00	5.00	5.00	5.00	0.50
Department Total	17.50	18.00	19.00	19.00	19.00	19.00	19.00	18.00	18.00	18.00	18.00	0.50
Total General Government	112.35	114.15	116.15	113.15	110.10	112.10	113.80	115.80	115.55	111.55	109.55	-2.80

** Capital Projects was combined into Purchasing and Contracting in 2016

Kenai Peninsula Borough
Full-time Equivalent Employees by Function - FY2018 and Last Ten Fiscal Years

	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	Change between FY2008 & FY2018
Other Funds:												
School												
Custodial Maintenance	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	0.00
Maintenance Department	44.00	45.00	45.00	45.00	44.00	45.00	45.00	45.00	45.00	45.00	45.00	1.00
Department Total	45.30	46.30	46.30	46.30	45.30	46.30	46.30	46.30	46.30	46.30	46.30	1.00
Nikiski Fire Service Area	23.00	21.00	21.00	21.00	20.00	20.00	20.00	20.75	21.75	21.75	21.75	(1.25)
Bear Creek Fire Service Area	0.40	0.75	0.75	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.10
Anchor Point Fire & Emergency Medical Service Area	1.00	1.00	1.00	1.00	2.50	2.50	2.50	3.50	4.00	4.00	4.00	3.00
Central Emergency Service Area	33.50	33.50	37.50	37.50	38.50	42.00	42.00	41.00	39.00	41.00	41.00	7.50
Kachemak Emergency Service Area	0.75	1.00	2.00	3.00	3.50	3.50	4.00	4.00	4.00	4.00	4.00	3.25
911 Communication	8.70	8.70	10.70	10.70	11.25	11.25	11.75	12.25	12.50	12.50	13.00	4.30
Seward-Bear Creek Flood Service Area	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	1.50	0.75
North Peninsula Recreation Service Area	13.25	13.25	14.25	14.25	14.25	14.65	14.65	14.65	14.65	14.65	14.65	1.40
Roads Service Area	7.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	1.00
Land Trust	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00
Nikiski Senior Service Area	1.00	-	-	-	-	-	-	-	-	-	-	(1.00)
Solid Waste												
Administration	4.25	4.75	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.75
Central Peninsula Landfill	11.80	12.00	12.00	12.00	11.00	12.00	12.00	12.00	12.00	10.50	10.50	(1.30)
Seward Landfill/Transfer Facility	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.20)
Homer Baler	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	(4.00)
Department Total	20.25	20.75	21.00	21.00	20.00	21.00	17.00	17.00	17.00	15.50	15.50	-4.75
Insurance and Litigation	4.60	3.50	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	(0.60)
Total Other Funds	164.50	163.50	172.25	174.00	174.55	180.45	177.45	178.70	178.45	178.95	180.20	15.70
Total - All Funds	276.85	277.65	288.40	287.15	284.65	292.55	291.25	294.50	294.00	290.50	289.75	12.90

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2017

FY2018 Adopted
 Current fee fee change

Clerk

Public records request up to 5 hrs staff time per month	\$0.25 per page
Public records request taking longer than 5 hrs staff time per month	actual costs
Copies	\$0.25 per page
Certified copies	\$5.00 plus copy costs
Audio / Data CD	\$2.50 per copy
Assembly agenda and minutes mailing	\$12.50
Assembly packet, complete (black and white copy only)	\$90.00
Borough code, complete	\$150.00
Code supplement service - annual fee	\$50.00
Appeal to Board of Adjustment (BOA)	\$300.00
Valuation and flat tax appeal (BOE), refundable if appeal upheld	
Assessed value less than \$100K	\$30.00
Assessed value \$100K to less than \$500K	\$100.00
Assessed value \$500K to less than \$2 million	\$200.00
Assessed value \$2 million or greater	\$1,000.00
Election recount (may be refundable or additional may apply)	\$100.00
Initiative/Referendum Petition Application (Refunded Upon Certification)	\$100.00

Emergency Medical

Ambulance billing

Basic Life Support (BLS)	\$300.00
Basic Life Support Emergency (BLS-E)	\$500.00
Advanced Life Support (ALS)	\$400.00
Advanced Life Support (ALS 1)	\$600.00
Advanced Life Support (ALS 2)	\$800.00
Mileage	\$11.00
Mileage in excess of 17	\$7.00
Ambulance billing - air transport (if needed)	\$3,500 per hour + fuel charge

note - fees are subject to change to meet Medicare definitions and rates for maximum reimbursement

Finance

Tax foreclosure recording fees including advertising	direct pass through cost from vendor
Litigation report fees	direct pass through cost from vendor
Redemption fee	\$50.00
Personal property tax return, late filing or failure to file	10%
Sales tax exemption card - owner builder	\$100.00
Sales tax exemption card - nonprofit or govt	\$10.00
Sales tax exemption card - reseller	\$10.00
Sales tax exemption card replacement	\$10.00
Sales tax return not filed	\$25.00
Reinstatement of business to active roll	\$100.00
Audit estimate preparation	\$25.00 per hr NTE \$100.00
Annual audit, paper copy	\$25.00
Annual audit, electronic copy	no charge
Annual Budget, paper copy	\$25.00
Annual Budget, electronic copy	no charge
wire transfer fee	\$25.00
Returned Check/e-check fee (NSF)	\$25.00
Utility special assessment district application fee (USAD)	\$1,000.00
USAD administration fee (USAD), plus estimated cost parcel share	\$6,000 plus \$70 per parcel

Geographic Information (GIS)

8 1/2 x 11 color map	\$1.50
11 x 17 color map	\$3.00
11 x 17 b&w map	\$1.00
18 x 24 b&w map	\$1.00
18 x 24 color map	\$6.00
24 x 36 b&w map	\$2.00

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2017

	Current fee	FY2018 Adopted fee change
24 x 36, 34 x 44 color map	\$12.00	
Digital DVD map books (complete set)	\$25.00	
Map books - hardcopy (each)	\$50.00	
Land Management		
Temporary land use permit application fee	\$100.00	
Right Of Way or easement	\$500.00	
Negotiated sale. Lease or exchange	\$500.00	
Commercial quantity material extractions	\$300.00	
Small quantity material extraction application	\$25.00	
Temporary land use permit annual fee	\$400.00	
General utility Right Of Way use (base fee)	\$250.00	
Individual utility construction project (base fee)	\$50.00	
Individual utility construction project (line fee)	\$0.10 per foot after first 200 feet (\$2500 Max)	
Classify or reclassify Borough land	\$500.00	
Modify conveyance document restrictions	\$500.00	
Borough financed land sales	Prime + 2%	
Minimum down payment amount	10%	
late fees, more than 10 days late	10% of payment amt	
911 Communcations Department		
E911 surcharge	\$2.00	
Planning Department		
Preliminary plats	\$200.00	
Time extensions	no charge	
Counter permit (material extraction)	\$50.00	
Conditional (material site) land use permit (CLUP)	\$300.00	
Modification of CLUP	\$300.00	
Variance to CLUP	\$300.00	
Local option zoning petition	\$300.00	
Building setback exception	\$50.00	
Correctional community residential center (CCRC)	\$300.00	
Concentrated animal feeding operation (CAFO)	\$0.20 per animal	
Easement vacation not requiring public hearing	\$75.00	
Section line esmt & ROW vacations	\$500.00	
Plat amendment	\$50.00	
Plat waivers	\$50.00	
Abbreviated plat	\$200.00	
Appeal to BOA	\$300.00	
Street naming/renaming petition	\$300.00	
Installation of new street sign & post	\$150.00	
Replacement of existing sign	\$80.00	
Uniform address sign fee	\$20.00	
8 1/2 x 11 color copy	\$1.50	
11 x 17 color copy	\$3.00	
11 x 17 b&w copy	\$1.00	
18 x 24 b&w copy	\$1.00	
24 x 36 b&w copy	\$2.00	
Purchasing		
Contract award appeal (refundable if appellant prevails)	\$300.00	
River Center *		
Floodplain permit (staff)	\$0.00	
Floodplain development permit (staff)	\$0.00	
Floodway development permit (staff)	\$300.00	
Floodplain variance (PC)	\$300.00	
Habitat protection permit (staff)	\$0.00	
Habitat protection prior existing permit (staff)	\$0.00	
Habitat protection limited commercial permit (PC)	\$300.00	
Habitat protection conditional use permit (PC)	\$0.00	
Habitat protection variance (PC)	\$300.00	

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2017

	Current fee	FY2018 Adopted fee change
* If a project requires more than one borough River Center Department permit then only the single highest value fee will be charged		
Roads		
Right of Way use permit, annual	\$250.00	
Right of Way service connection	\$1.00	
Encroachment Permit, upon approval of application	\$100.00	
Utility construction project permit (base fee for start up includes first 200 linear feet of construction, then \$.10 per linear foot)	\$50 minimum \$2,500 maximum	
Road Improvement district application fee (RIAD)		
Assessed value \$2 million or less	\$1,000.00	
Assessed value greater than \$2 million up to \$3 million	\$1,400.00	
Assessed value greater than \$3 million up to \$4 million	\$1,800.00	
Assessed value greater than \$4 million up to \$5 million	\$2,200.00	
	\$2,200 plus \$400 for each add'l million	
Assessed value greater than \$5 million		
Road Improvement district administration fee, included in the total cost of the project	\$6,000 plus \$70 per parcel	
Solid Waste		
Non commercial waste (residential)		
Asbestos	\$200.00 per ton	
Automobiles	No charge	
Household small batteries	No charge	
Misc (animal carcasses, ashes, etc)	No charge	
Refrigerators and freezers	No charge	
Used oil (limits apply)	No charge	
Vehicle batteries (limits apply)	No charge	
Hazardous waste - 3 drums per year	No charge	
Fluorescent lamps and bulbs (limits apply)	No charge	
Hazardous waste - violations	\$300.00	
Commercial waste		
Solid waste	\$20.00 per ton	
Asbestos	\$200.00 per ton	
Construction and demolition, land clearing, tires, etc		
per ton	\$45.00	
5-10 cubic yards	\$90.00	
10-20 cubic yards	\$180.00	
20-30 cubic yards	\$270.00	
30-40 cubic yards	\$360.00	
Acids/bases, liquid pesticides, etc. per gallon	\$30.00	
Animal carcasses, ashes, etc per animal	\$5.00	
Automobiles, per vehicle	\$10.00	
Batteries, per pound	\$1.50	
Empty drum, each	\$35.00	
Fluorescent lamps and bulbs, each	\$0.52	
Fuses and flares, per pound	\$30.00	
Hazardous waste - violations	\$300.00	
Household appliances, per unit	\$20.00	
Mercury, per gallon	\$15.00	
Oxidizers, per pound	\$60.00	
Paint, solvent, fuel, oil, etc. per gallon	\$8.00	
Solid pesticides, per pound	\$6.00	
Solids or sludge, per gallon	\$12.00	
Special waste, per ton	\$85.00	

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2017

	Current fee	FY2018 Adopted fee change
North Peninsula Recreation		
Pool		
General admission	\$4.00	
General admission -punch card (10 punches)	\$35.00	
Senior citizen (60+)	\$2.00	
Service Area resident	no charge	
Pool Annual Membership - Family of 2	\$100.00	
Pool Annual Membership - Family of 3	\$200.00	
Pool Annual Membership - Family of 4	\$300.00	
Pool Annual Membership - Family of 5 or more	\$400.00	
General admission with water slide	\$7.00	
General admission with water slide - service area resident	\$1.50	
General admission with water slide - service area resident (20 punches)	\$20.00	
Log rolling classes		\$20.00
Water aerobics, per class	\$5.00	
Water aerobics punch card (10 punches)	\$45.00	
Swimming lessons	\$40.00	
Swimming lessons, service area residents	\$35.00	
Swimming lessons, tiny tots	\$18.00	
Swimming lessons, semi-private	\$50.00	
Swimming lessons, private	\$100.00	
Red Cross Lifeguard class	\$175.00	
Water safety classes for school groups, per participant (in addition to admission)	\$3.00	
Idita-swim competition	\$20.00	
Pool rental per hour (up to 30 people)	\$125.00	
Pool rental per hour, service area resident (up to 30 people)	\$100.00	
Additional people per hour (addition to base rate)		
31-70 people	\$25.00	
71-100 people	\$50.00	
100+ people	\$75.00	
Waterslide rental per hour, (in addition to pool rental)	\$75.00	
Waterslide rental per hour, service area resident (in addition to pool rental)	\$50.00	
Each additional 20 people	\$10.00	
Fitness Room & Racquetball Courts		
Fitness room	\$5.00	
Fitness room, punch card		\$45.00
Fitness room service area resident	\$3.00	
Fitness room service area resident, punch card (10 punches)	\$30.00	
Fitness membership fee - 6 months	\$225.00	
Fitness membership fee - 12 months	\$425.00	
Racquetball courts per hour	\$9.00	
Racquetball courts per hour, service area resident	\$6.00	
Walleyball per hour	\$12.00	
Jason Peterson memorial ice rink		
Zammed ice per hour	\$60.00	
Practice rates for ice 1.5 hours (Nikiski teams, High school, USA hockey)	\$75.00	
Game 2 hours (with clock and zam between periods)	\$175.00	
Game 1.5 hours (with clock and no zam between periods)	\$100.00	
Open skate	no charge	
Nikiski Community Recreation Center		
Room rental, gym, classroom, multipurpose (hourly base rate)	\$30.00	
Room rental with kitchen, gym, classroom, multipurpose (hourly base rate)	\$50.00	
Support, hourly (projector, sound system, computer)	\$5.00	
Full day room rental, gym, classroom, multipurpose	\$175.00	
Full day room rental, gym, classroom, multipurpose with kitchen	\$225.00	
Refundable Cleaning Deposit	\$100.00	
Gym floor covering (must provide labor)	\$100.00	

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2017

	Current fee	FY2018 Adopted fee change
Dance floor	\$100.00	
Gym equipment	\$25.00	
Gym use, per participant	\$1.00	
Gym use, family limit	\$5.00	
Teen center, per participant	\$1.00	
Teen center, annual membership	\$75.00	
Teen night, per participant	\$2.00	
Teen dance, per participant	\$2.00-\$5.00	
Spinning class	\$5.00	
Spinning class punch card (10 punches)	\$45.00	
Spinning class punch card (5 punches)	\$22.50	
Arts n Craft class, per class	\$3.00	
Arts n Craft class, punch class (10 punches)	\$25.00	
Full Swing Golf per hour (Monday-Thursday)	\$20.00	
Full Swing Golf per hour (Friday-Saturday)	\$24.00	
Skate Park, daily	\$1.00	
Skate Park - Summer pass (includes ID)	\$10.00	
Summer Camp		
Summer pass, eight weeks	\$200.00	
Summer pass, eight weeks (two or more children)	\$175.00	
Daily rate	\$16.00	
Per Activity	\$4.00	
Punch Card (day punches - good for 6 camp days)	\$75.00	
Sports Leagues		
Flag football (4th - 8th grade)	\$30 - \$40	
Youth basketball (1st - 6th grade)	\$30 - \$40	
Women's basketball	\$40 - \$50	
Youth volleyball (4th - 6th grade)	\$30 - \$40	
Adult volleyball	\$40 - \$50	
Adult dodge ball	\$30 - \$40	
Adult kickball	\$30 - \$50	
Adult flag football		\$30 - \$50
Youth hockey (Nikiski)	\$40.00	
Youth hockey (USA Hockey)	\$40.00	\$45.00
Community events		
Community garage sale, per space	\$10.00	
Craft fair, per space	\$10.00	
Geocache events	varies	
Family fund event, booth space	\$25-\$35	
Walleyball & Volleyball tournaments	varies	
5K Fall Costume Run/Fun Run	varies	
Howl O' Ween Dog Costume Contest		\$5/entry
Turkey Hoop Shoot		varies
Dodgeball/Disc Golf Tournaments	varies	
Nikiski Pool Pumpkin Plunge	varies	
World's Largest Swimming Lesson	varies	
Idita-Swim Challenge	\$20.00	
Nikiski Pool "Hop n Splash" Easter Event		varies
Community Dances		varies

The North Peninsula Recreation Service Area accepts Visa and MasterCard. There is a 3% consumer processing fee for credit card transactions.

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2017

	Current fee	FY2018 Adopted fee change
Seldovia Recreational Service Area		
Sea Otter Community Center		
Facility Rental, non-profit/civic entity, free public event (hourly)	\$10.00	
Facility Rental, non-profit/civic entity, fundraising event (hourly)	\$15.00	
Facility Rental, for-profit entity (hourly)	\$15.00	
Facility Rental, individual, free public event (hourly)	free	
Facility Rental, individual, private event (hourly)	\$15.00	
Facility Rental, individual, community education event (hourly)	10% of receipts	
Cleaning fee (refundable)	\$50.00	
Kitchen use, basic	included in rental	
Kitchen use, extensive	\$20.00	

CHART OF ACCOUNTS (FY2018)

Personnel Services - 40XXX

- 40110 Regular Wages:** Wages paid to budgeted staff.
- 40120 Temporary Wages:** Wages paid to temporary help.
- 40111 Special Pay:** Employee taxable commutes and contractual meals for emergency personnel.
- 40130 Overtime Wages:** Wages paid to regular staff for time exceeding 40 hours per week and wages paid to firemen and paramedics for holidays worked, overtime and double-time fire, additional meal allowances, and Fair Labor Standards Act settlement.
- 40210 FICA:** Federal Insurance Contributions Act. Social security payroll taxes.
- 40221 PERS:** Payment to the Public Employees Retirement System.
- 40321 Health Insurance:** Cost of health insurance for employees.
- 40322 Life Insurance:** Cost of life insurance for employees.
- 40410 Annual Leave:** Annual leave benefits.
- 40411 Sick Leave:** Sick leave benefits.
- 40511 Other Benefits:** Other employee benefits including unemployment and flexible benefits program administrative fees.

Supplies & Materials – 42XXX

- 42020 Signage Supplies:** Supplies purchased for signs and installation of signs.
- 42021 Promotional Supplies:** Supplies purchases for the promotion of the Borough at various community functions. Mayor approval required.
- 42120 Computer Software:** Software purchased separately from computer hardware. To include software purchased and/or downloaded via the internet.
- 42210 Operating Supplies:** All operating type supplies, such as office supplies, institutional supplies, cleaning and sanitation supplies and general consumable supplies.
- 42220 Fire/Medical/Rescue Supplies:** All supplies purchased for the process of extinguishing fires, administering of medical attention by EMS personnel and performing rescue.
- 42230 Vehicle/Equipment Fuel:** Gasoline/diesel used for the operations of vehicles or other machinery.
- 42250 Uniforms:** Clothing, boots and uniform purchases required for daily performance of job duties. Items should be specific to an individual, not to be placed in general use areas.

- 42263 Training Supplies:** Video tapes, fluids, manikins, slides/photos, building materials and provider cards.
- 42310 Repair & Maintenance Supplies:** All repair and maintenance type supplies, such as building materials and supplies, paint and painting supplies, plumbing supplies electrical supplies. These items should be fully consumed during project or end up as a component in the final product.
- 42360 Vehicle Repair & Maintenance Supplies:** All repair/replacement parts and other supplies used to repair and maintain motorized vehicles and heavy equipment.
- 42410 Small Tools & Equipment:** Small tools, minor machinery and equipment and furniture with a cost of less than \$1,000.00.
- 42960 Recreation Supplies:** Supplies used for recreational or fitness programs.

Services – 43XXX

- 43006 - 43011 Contractual Services:** All contracted services, such as consulting services and other contract services.
- 43012 Audit Services:** Fees for annual audit of Borough and Service areas.
- 43014 Physical Examinations:** Cost for new employee and renewal physical examinations. To include physician, testing and lab fees.
- 43015 Sample Testing:** Costs to administer water, air, soil and lead monitoring tests.
- 43017 Investment Portfolio Fees:** Fees paid to external investment advisors charged with investing borough funds.
- 43019 Software Licensing:** Periodic/reoccurring charges for software updates and product enhancements. To cover licensing, maintenance and support.
- 43021 Peninsula Promotion:** Services purchased for the promotion of the Borough at various community functions. Mayor approval required.
- 43023 Kenai Peninsula College:** Funding provided to the Kenai Peninsula College for funding of post secondary education.
- 43031 Litigation:** Fees paid for process server services, court and execution related costs.
- 43034 Legal Services:** For the hiring of outside counsel in situations where a conflict of interest may exist.
- 43050 Solid Waste Fees:** Fees for the disposal of refuse.
- 43095 Solid Waste Closure:** Costs associated with closing out landfills and Post Closure and monitoring those landfills after closure.

CHART OF ACCOUNTS (FY2018)

- 43110 Communications:** Telephone and long distance phone charges, data plans, autodial-up services and satellite.
- 43140 Postage:** Stamps, certified mail, registered letters and cost of delivering purchases.
- 43210 Transportation and Subsistence:** All transportation and subsistence, such as mileage, per diem, meals, airfare, hotels, cab fare, parking fees, baggage fees, meeting allowance, Call-outs.
- 43215 Travel Out of State – Assembly Members only:** Airfare, cab fare, hotel bills for travel out of state by Assembly members.
- 43216 Travel in State – Assembly Members only:** Airfare, cab fare, hotel bills for travel in state by Assembly Members.
- 43220 Car Allowance:** For those employees who receive car allowance.
- 43221 Car Allowance – Planning Commissioners:** For planning commissioners who receive car allowance.
- 43260 Training:** All cost of educational, training, and developmental classes, seminars and courses. Cost of transportation to and from the event should NOT be in this account.
- 43270 Employee Development:** Per employees' contract, Borough-related training through career development grants.
- 43310 Advertising:** Newspaper and radio advertising.
- 43410 Printing:** Costs of external printing of forms, including tax bills, letterhead and envelopes, assessment notices, pamphlets, booklets, etc.; printing paper, ink, and other printing machine supplies.
- 43500 Insurance Premiums:** All insurance premiums.
- 43501 Medical/Dental/Vision Coverage:** Medical, dental and vision expenses for employees of the Borough, School District or services areas.
- 43503 Worker's Compensation:** Premium for coverage on occupational injuries or illnesses.
- 43510 Insurance and Litigation Fund Premiums:** Premiums paid to the Borough Self-insurance fund.
- 43520 Employee Bond:** Fidelity bonds for all Kenai Peninsula Borough and School district employees except for the Borough finance Director.
- 43600 Project Management:** Fees charged by the Borough's Major Projects department for the management of capital projects.
- 43610 Utilities:** Electricity, gas, water, sewer, heating fuel, trash removal.
- 43720 Equipment Maintenance:** Maintenance of office and other equipment. Does not include maintenance of vehicles, buildings and grounds.
- 43750 Vehicle Maintenance:** Repair and maintenance of motorized vehicles, heavy equipment and bailer equipment. To include all items that move on wheels or tracks.
- 43765 Security and Surveillance:** Services related to providing security and surveillance for all facilities.
- 43780 Building and Grounds Maintenance:** All contracted repairs and Maintenance. To also include sanding, snowplowing and sweeping.
- 43810 Rents and Operating Leases:** Includes rents and operating lease payments on land, buildings, machinery, post office boxes and equipment.
- 43812 Equipment Replacement Payment:** Rental payments to the Borough's Equipment Replacement Fund for equipment.
- 43920 Dues and Subscriptions:** Dues for professional organizations, re-certification cards; subscriptions to newspapers, magazines, trade journals, and publications.
- 43931 Recording Fees:** Fees to record land sales and transfers of property.
- 43932 Litigation Reports:** The purchase of title and other reports required in the real property tax collection process.
- 43933 Collection Fees:** Escrow charges on payment contracts.
- 43936 USAD Assessment:** Utility Special Assessment District - Assessment for Borough-owned properties.
- 43952 Road Maintenance:** Services purchase in the maintenance of all Borough maintained roads.
- 43951 Dust Control:** Dust control program on roads within the Roads Service Area system.
- 43960 Recreational Program Expenses:** Services utilized in providing recreational services.
- 43999 Contingency:** Amount for emergency or unexpected outflow of funds.
- 45110 Land Sale Property Tax:** The payment of property taxes on land retained for ownership by the Borough's Land Trust Fund.
- Debt Services – 44XXX**
- 44010 Principal on Bonds:** Principal payments on bonds and note payables.
- 44020 Interest and fees on Debt:** Interest and fees on payments on bonds and note payables.

CHART OF ACCOUNTS (FY2018)

Capital Outlay – 48XXX

- 48110 Furniture and Furnishings:** Office furniture and furnishings costing \$5,000 or more (each item).
- 48120 Office Equipment:** Includes typewriters, copy machines, communication equipment, machines for sorting, batching, stamping or folding, etc., with a cost of \$5,000 or more (each item).
- 48310 Vehicles:** Automobile, trucks, ATV, Snow machines, etc. **DOES NOT** include emergency response vehicles.
- 48311 Machinery and Equipment:** Purchase of machinery and equipment, with a cost of \$5,000 or more.
- 48513 Recreational Equipment:** Recreational/Physical fitness equipment with a cost of \$5,000 or more.
- 48514 Fire Fighting/Rescue Equipment:** Purchase of fire fighting and rescue equipment costing \$5,000 or more (each item).
- 48515 Medical Equipment:** Purchase of medical equipment costing \$5,000 or more (each item).
- 48516 Hospital Equipment:** Purchase of hospital equipment costing \$1,000 or more (each item.)
- 48520 Storage Equipment/units:** Purchase of storage containers/units costing more than \$5,000.
- 48521 Playground Equipment:** Purchase of playground equipment costing more than \$5,000.
- 48522 Surveillance Equipment:** Purchase of surveillance equipment costing more than \$5,000.
- 48610 Land Purchase:** Land Purchases
- 48620 Building Purchase:** Buildings purchases.
- 48630 Improvements Other Than Buildings:** Fences, parking lots, garage doors, lockers, bleachers, etc. costing over \$5,000.
- 48710 Minor Office Equipment:** Capital office machines/equipment and communication equipment costing less than \$5,000 with a life of more than one year.
- 48720 Minor Office Furniture:** Capital furniture, furnishings and cabinetry costing less than \$5,000 with a life of more than one year.
- 48740 Minor Machinery and Equipment:** Machinery and equipment costing less than \$5,000 with a life of more than one year.
- 48750 Minor Medical Equipment:** Medical equipment costing less than \$5,000 with a life of more than one year.
- 48755 Minor Recreation Equipment:** Fitness equipment (Recreational/Physical) costing

less than \$5,000 with a life of more than one year.

- 48760 Minor Fire Fighting/Rescue Equipment:** Fire fighting equipment and rescue equipment costing less than \$5,000, with a life of more than one year.
- 49101 Construction:** Costs associated with new construction or major remodel.
- 49125 Remodel:** Office Renovations
- 49311 Design:** New building design.
- 49313 Reimbursable:** Reimbursed fees paid to architects/engineers.
- 49424 Surveying:** Survey costs on new construction.
- 49433 Plan Reviews/Permit Fees:** Fees paid for the review of plans for compliance with fire and building codes.

Transfers – 50XXX

- 50*** Interfund Transfers:** Transfer of funds from one fund to another. *** denotes receiving fund number.

Interdepartmental Charges – 6XXXX

- 60000 Charges (To) From Other Depts.:** Interdepartmental charges.
- 61*** Admin. Service Fee:** Fees charged to cover portion of costs associated with providing general government services.

GLOSSARY OF KEY TERMS

Accrual Basis - The basis of accounting under which the financial effects of a transaction and other events and circumstances that have cash consequences for the governmental entity are recorded in the period in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the entity.

Adopted Budget - Refers to the budget amounts as originally approved by the Kenai Peninsula Borough assembly at the beginning of the year and also to the budget document which consolidates all beginning of the year operating appropriations and new capital project appropriations.

Annual Budget - A budget developed and enacted to apply to a single fiscal year.

Appraise - To estimate the value, particularly the value of property. If the property is valued for taxations, the narrower term "assess" is substituted.

Appropriation Ordinance - The official enactment by the borough assembly establishing the legal authority for the borough administrative staff to obligate and expend resources.

Assess - To establish an official property value for taxation.

Assessed Valuation - The valuation set upon all real and personal property in the borough that is used as a basis for levying taxes. Tax-exempt property is excluded from the assessable base.

Assessment Roll - With real property, the official list contains the legal description of each parcel of property and its assessed valuation, as well as the name and address of the last known owner. With personal property, the assessment roll contains the name and address of the owner, a description of the personal property and its assessed value.

Audit - A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspections, observation, inquiries and confirmations with third parties.

Automatic Aid: A plan developed between two or more fire departments for immediate joint response on first alarms. Defines area of response and defines what will respond, including initial response vehicle and manning.

Available Fund Balance - The difference between fund assets and fund liabilities of governmental and proprietary fund types that is not reserved for specific purposes.

Baler - Specialized equipment used to compress solid waste materials into compact bales such that the useful lives of landfills are extended.

Basis of Accounting - A term used to refer to when revenues, expenditures, expenses, and transfers - and the related assets and liabilities - are recognized in the accounts and reported in the financial statements.

Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

Bond - Most often, a written promise to pay a specified sum of money, called the par value or principal, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and bond is that the latter is issued for a longer period and requires greater legal formality.

Bond Ordinance - An ordinance authorizing a bond issue.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Sometimes the term "budget" designates the financial plan presented to the appropriating governing body for adoption, and sometimes, the plan finally approved by that body.

Budgetary Control - The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

Budget Document - The official written statement prepared by the borough's administrative staff to present a comprehensive financial program to the borough assembly. The first part provides overview information, together with a message from the budget-making authority, and a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of personnel and salary schedules, the chart of accounts, and a glossary.

Capital Improvement Plan - A plan that identifies: (a) all capital improvements which are proposed to be undertaken during a five fiscal year period; (b) the cost estimate for each improvement; (c) method of financing each improvement; and (d) the recommended time schedule for each project.

Capital Projects - Projects which purchase or construct fixed assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

Capital Projects Funds - Funds established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than proprietary and trust funds).

Component Unit - A separate government unit, agency or nonprofit corporation that is combined with other component units to constitute the reporting entity in conformity with GAAP.

Comprehensive Annual Financial Report (CAFR) - The official annual report of a government. It includes: (a) the five combined financial statements in the combined statement-overview and their related notes and (b) combining statements by fund type and individual fund and account group financial statements prepared in conformity

GLOSSARY OF KEY TERMS

with GAAP and organized into a financial report pyramid. It also includes support schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, required supplementary information, extensive introductory material and detailed statistical sections.

Contingency - Those funds included in the budget for the purpose of providing a means to cover minor unexpected costs during the budget year.

Contractual Services - Items of expenditure from services the borough receives primarily from an outside company.

Debt Service Funds – Funds established to account for the accumulation of resources for and the payment of, general long-term debt principal and interest that resulted from the issuance of bonds.

Deficit - The excess of expenditures over revenues during an accounting period, or in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

Department – The borough administration is divided into departments. While a department may refer to a single activity, it usually indicates a grouping of related activities.

Depreciation – In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of the asset. Each period is charged with a portion of the cost. Through this process, the entire cost of the asset less the salvage value is ultimately charged off as an expense.

Division – A major organization unit within a department. Usually divisions are responsible for carrying out a major component of the department.

Employee Benefits – Contributions made by the borough to designated funds to meet commitments or obligations for employee fringe benefits. Included is the borough's share of costs for social security and the various pension, medical, and life insurance plans.

Encumbrances – Commitments related to unperformed contracts, in the form of purchase orders or contracts, for goods or services. Used in budgeting, encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures that will result if unperformed contracts in process are completed.

Enterprise Fund - A proprietary fund established to account for operations that are financed and operated in a manner similar to private business enterprises. In this case the intent of the governing body is that the expenses including depreciation of providing goods as services to the general public on a continuing basis be financed or recovered primarily through user charges. Included in this category are two hospitals.

Expenditure - Decreases in net financial resources. Expenditures include current operating expenses, requiring the present or future use of net current assets, debt service and capital outlays, and inter-governmental grants, entitlements and shared revenues.

Expenses - Outflows or other using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

Fiduciary Fund Types - The trust and agency funds used to account for assets held by a government unit in a trustee capacity or an agent for individuals, private organizations, other government units and/or other funds.

Financial Resources - Cash and other assets that, in the normal course of operations, will become cash.

Fiscal Year - The twelve-month period to which the annual operating budget applies and at the end of which a government determines the financial position and results of its operations. The borough's fiscal year extends from July 1 to the following June 30.

Fixed Assets - long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, and improvements other than buildings and land.

Foreclosure - The seizure of property as payment for delinquent tax. Ordinarily, property foreclosed is sold to liquidate delinquent tax, but on occasion governments retain possession for their own needs.

Function - A group of related activities aims at accomplishing a major service for which a government is responsible.

Fund - A fiscal and accounting entity with a self-balancing set of accounts in which cash and/or other financial resources, all related liabilities, and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance - The difference between fund assets and fund liabilities of governmental and similar trust funds.

Fund Balance Appropriated - The amount of fund balance budgeted as a revenue source.

Fund Categories - Funds used in governmental accounting are classified into three broad categories: governmental, proprietary and fiduciary.

Fund Type - The three broad fund categories of governmental accounting are subdivided into seven fund types. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and fiduciary.

General Fund - A type of governmental fund used to account for revenues and expenditures for regular day-to-day operations of the borough, including the school district, which is not accounted for in specific purpose funds. The primary sources of revenue for this fund are local taxes and federal and state revenues.

GLOSSARY OF KEY TERMS

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial account and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general applications, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

Governmental Fund Types - Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in the proprietary funds and fiduciary fund. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

Grants - Contributions or gifts of cash or other assets from another government or other organization to be used for a specified purpose, activity or facility. Typically, these contributions are made to local governments from the state and federal governments.

Interfund Transfers - Amounts transferred from one fund to another fund. This includes reimbursements, residual equity transfers and operating transfers.

Intergovernmental Revenues - Revenues from other governments in the form of grants, entitlements, or shared revenues or payments in lieu of taxes.

Internal Service Fund - A proprietary fund type used to account for the financing of goods or services provided by one department of a government to other departments.

Investment - Securities held for the production of income in the form of interest in compliance with the policies set out by the borough code of ordinances.

Landfill Closure/Postclosure - Funds used for municipal solid waste landfill closure and postclosure care costs that are required to be incurred by federal, state, or local laws or regulations.

Levy - To impose taxes, special assessments or service charges for the support of government activities. Also used to denote the total amount of taxes, special assessments or service charges imposed by a government.

Liabilities - Debt or other legal obligations, arising from present obligations of a particular entity, to transfer assets or provide services to other entities in the future as a result of past transactions or events.

Measurement Focus - The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

Mill - A measure of the rate of property taxation, representing one one-thousandth of a dollar of assessed value.

Mill Rate - The tax rate on property, based on mill(s). A rate of 1 mill applied to a taxable value of \$100,000 would yield \$100 in tax.

Modified Accrual Basis of Accounting - A basis of accounting in which revenues and other financial resources are recognized when they become susceptible to accrual, that is when they are both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Mutual Aid: Reciprocal assistance by emergency services under a prearranged plan. Not an automatic response, but a requested response. Request identifies resources requested and manning. Does not need to be a defined area but generally is between adjacent entities or those relatively close in proximity of each other.

Non-Departmental - Refers to a group of governmental activities, which are not associated with and cannot be allocated to any particular department.

Ordinance - A formal legislative enactment by the legislative body which, if not in conflict with any higher form of law, has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

Other Financing Sources - Increase in current financial resources that is reported separately from revenues to avoid distorting revenue trends.. Governmental fund general long-term debt proceeds, land lease payments, land sale payments, proceeds from the sale of fixed assets, operating transfers in, service charges, and fees for governmental services.

Performance Measures - Specific quantitative productivity measures of work performed within an activity or program. Also, a specific quantitative measure of results obtained through a program or activity.

Personnel Services - Items of expenditures in the operating budget for salaries and wages paid for services performed by borough employees, including employee benefit costs such as the borough's contribution for retirement, social security, and health and life insurance.

Program - Group activities, operations or organizational units directed to attaining specific purposes or objectives.

Property Tax - A tax levied on the assessed value of property.

GLOSSARY OF KEY TERMS

Proprietary Funds - A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the borough include the enterprise and internal service funds.

Purchase Order - A document authorizing the delivery of specified merchandise or the rendering of certain services for a stated estimated price. Outstanding purchase orders at the end of the fiscal year are called encumbrances.

Replacement Cost - The amount of cash or other consideration that would be required today to obtain the same asset or its equivalent.

Retained Earnings - An equity account reflecting the accumulated earning of an enterprise or internal service fund.

Revenue - Increases in the net current assets of a governmental fund type other than expenditure refunds and residual equity transfers. General long-term debt proceeds and operating transfers are classified as 'other financing sources' rather than as revenues. Increases in the net total assets of a proprietary fund type other than expense refunds, capital contributions, and residual equity transfers. Operating transfers, as in governmental fund types, are classified separately from revenues.

Sales Tax - State legislation allows local governments to levy a sales tax on retail sales in its jurisdiction. The borough currently levies and collects 3% on all taxable retail sales and also collects 3% sales tax on behalf of the cities located within the borough.

Self-Insurance - The retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses.

Single Audit - An audit performed in accordance with the single audit act of 1984 and the office of management and budget (OMB) circular a-128, audits of state and local governments. The single audit act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes.

Tax Levy - The total dollar amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.

Telemedicine - The practice of health care delivery, evaluation, diagnosis, consultation, or treatment, using the transfer of medical data through audio, video, or data communications that are engaged in over two or more locations between providers who are physically separated from the patient or from each other.

Acronyms

AAAO	Alaska Association of Assessing Officers
AAMC	Alaska Association of Municipal Clerks
ACA	Affordable Care Act
ACLS	Advanced Cardiac Life Support
ACMP	Alaska Coastal Management Program
ADA	Americans with Disabilities Act
ADEC	Alaska Department of Environmental Conservation
AGFOA	Alaska Government Finance Officers Association
AKDOT/PF	Alaska Department of Transportation/Public Facilities
AML	Alaska Municipal League
BOA	Board of Adjustments
BOE	Board of Equalization
CAFR	Comprehensive Annual Financial Report
CARTS	Central Area Rural Transit System
CBA	Collective Bargaining Agreement
CEDD	Community and Economic Development Division
CES	Central Emergency Services
CIP	Capital Improvement Projects
CIRCAC	Cook Inlet Regional Citizens Advisory Council
CPAP	Continuous Positive Airway Pressure
CPGH	Central Peninsula General Hospital
CPEMSA	Central Peninsula Emergency Medical Service Area
DEPTS	Departments
EDD	Economic Development District
EFD	Emergency Fire Dispatch
EMD	Emergency Medical Dispatch
EMS	Emergency Medical
EMT	Emergency Medical Technician
EOC	Emergency Operation Center
EPA	Environmental Protection Agency
ETT	Emergency Trauma Technician
FEMA	Federal Emergency Management Agency
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
GRM	Government Revenue Management
HBF	Homer Baling Facility
HR	Human Resources
HVAC	Heating, Ventilation and Air Conditioning
IAAO	International Association of Assessing Officers
IIMC	International Institute of Municipal Clerks
IT	Information Technology Department
KCHS	Kenai Central High School
KES	Kachemak Emergency Services
KPB	Kenai Peninsula Borough
KPTMC	Kenai Peninsula Tourism Marketing Council
LEPC	Local Emergency Planning Committee
LNG	Liquid Natural Gas
NACO	National Association of Counties
NFSA	Nikiski Fire Service Area
NPRSA	North Peninsula Recreation Service Area
OEM	Office of Emergency Management
PACS	Picture Archiving and Communication System
PERS	Public Employees Retirement System
PPACA	Patient Protection and Affordable Care Act
RIAD	Road Improvement Assessment District
RC	River Center
ROW	Right-of-Way
SBA	Small Business Administration
SBCFSA	Seward Bear Creek Flood Service Area
SOHI	Soldotna High School
SPH	South Peninsula Hospital
TFR	Transfer
USGS	United States Geological Survey

Tax Exemptions

\$10,000 Volunteer Firefighter/EMS Provider – Exempts \$10,000 of assessed value of the home of an active volunteer firefighter or EMS provider. Maximum of 2 per household allowed. Also recognized by Seward, Homer and Kachemak cities.

Homeowner - Available to any Borough resident who owns their own home and occupies it as their permanent place of residence. The exemption is a maximum of \$50,000 assessed value of the home and the land on which it sits. The cities of Kenai, Soldotna, Seward, Seldovia do not recognize this exemption; the City of Homer recognizes a \$20,000 exemption.

\$100,000 Personal Property – Exempts the first \$100,000 of personal property owned by a taxpayer, excluding motor vehicles and watercraft.

\$300,000 Senior Citizen - Available to any Borough resident, who is at least 65 years old, owns and occupies their home as their primary residence and permanent place of abode, and qualifies for a PFD. The State exempts up to \$150,000 of their total assessment. The Borough exempts an additional \$150,000. If a senior citizen lives inside city boundaries, the city only recognizes the exemption to \$150,000 value. The amount of exemption is proportional to the seniors' ownership and/or use of the property.

Agriculture Deferment - Mandated by the State of Alaska, this deferment is available to people whose farmlands produce a minimum of 10% of their annual income. Qualifying property shall be assessed on the basis of full and true value for farm use.

ANCSA Native - Exempts property deeded to Alaskan native corporations under the Alaska Native Claims Settlement Act.

Cemetery - Exempts properties owned by a non-profit entity and used exclusively for cemetery purposes.

Charitable - Exempts properties owned by non-profit organizations that are used exclusively for charitable purposes.

Community Purpose - Exempts property of an organization not organized for business or profit-making purposes and used exclusively for community purposes.

Conservation Easement Deferment - To secure this deferment, the property owner of land subject to a conservation easement created under AS 34.17 must apply annually by May 15th. The Assessor shall maintain records valuing the land for both full and true value and value subject to the easement.

Disabled Resident - Available to any disabled resident who receives Social Security disability payments. Qualified applicants receive a tax credit up to \$500 of borough tax and \$250 of City of Kenai tax.

Disabled Veteran - Granted to honorably discharged veterans of the US armed forces who have a service connected disability rating of 50% or more. The State exempts up to \$150,000 of their total assessment. The borough exempts the remainder. If a disabled veteran lives inside city boundaries, the city only recognizes the exemption

to \$150,000 value. The amount of exemption is proportional to the veteran's ownership and/or use of the property, up to the full value of the property.

Electrical Cooperative - Exempts property held by electricity producing cooperatives.

Fire Suppression – Exempts 2% of the value of commercial properties whose owners have installed fire prevention systems approved by the Fire Marshall.

Government - Completely exempts all City, Borough, State, and Federal properties from taxation.

Habitat Protection - Provides tax credits as partial reimbursement for habitat protection and restoration project expenses to promote the health of designated rivers within the borough. One half of the tax on land for 3 years following completion of the approved project or until all costs are recovered, whichever comes first.

Hospital - Exempts properties owned by nonprofit organizations and used exclusively for hospital purposes.

Housing Authority - Granted in accordance with rules governing the Housing and Urban Development Authority and subject to a Cooperation Agreement with the borough.

Mental Health Trust - Exempts Mental Health Trust property from taxation as a branch of state government.

Multi Purpose Senior Center – Exempts a parcel which has a multi-purpose senior center developed and operated by a nonprofit corporation.

Native Allotment - BIA holds in trust and issues to native individuals a restricted deed for homestead purposes, which expressly states that the land is inalienable and nontaxable until otherwise provided by Congress.

Religious - Exempts properties owned by non-profit organizations that are used exclusively for nonprofit religious purposes.

River Restoration and Rehabilitation – Exempts all or part of the improvement value for 4 years when the improvement meets the criteria defined for habitat protection and restoration along the river.

Educational – Exempts property owned by non-profit entities and used exclusively for non-profit educational purposes.

Vessel Exclusion - Vessels having a homeport location outside the Borough, but are brought into the Borough solely for lay-up or repair, are not deemed to have established taxable situs. This exclusion does not apply to city tax.

Veteran - Exempts property of a non-business organization or its auxiliary composed entirely of persons with 90 days or more of active service in the armed services of the United States.

University - Exempts property owned by the University of Alaska as a branch of state government.

Miscellaneous Demographics

Area

25,600 square miles. The Kenai Peninsula Borough (KPB) lies directly south of Anchorage, the State's principal population center. The waters of the Gulf of Alaska and Prince William Sound border the borough on the south and east with the dramatic Chigmit Mountains of the Alaska Range rimming the borough to the west. The Cook Inlet divides the borough into two land masses. The peninsula itself encompasses 99 percent of the borough's population and most of the development. The Kenai Mountains run north and south through the peninsula, contrasting to the lowlands lying to their west. The west side of the Inlet is sparsely inhabited, with the village of Tyonek being the largest populated settlement. The boundaries of the borough encompass a total of 25,600 square miles, of which 15,700 square miles are land. In comparison, the total land mass of the borough equals that of Massachusetts and New Jersey combined. However, the total borough population is less than 1/400th of that same area.

Population

The Alaska Department of Labor & Workforce Development (AK DOL & WD) prepares annual population estimates for Alaska. Estimates include Armed Forces member serving in Alaska, but excludes seasonal populations. The KPB's population as of July 2016 is estimated at 58,060, a 4.8% increase from the 2010 Census.

Median Age

The KPB's median age increased from 36.3 years, as of the 2000 census, to 40.6 years as of the 2010 census. Alaska's median age was 33.8 years while the U.S. was 37.2, per the 2010 Census. The KPB median age is estimated at 41.1 years.

Median Income

The most current information on median income from the State of Alaska DOL & WD, is for 2013, when the Alaska per capita personal income was \$50,150 and the KPB per capita personal income was \$48,485, while the U.S. per capita personal income was \$44,765.

Unemployment Rate

The KPB's annual average employment data for 2015 is as follows: average labor force 27,486; average number employed 25,331; the average number unemployed 2,155 for an unemployment rate of 7.8%. The average unemployment rate is a better indication of the economy due to the vast number of seasonal employment. New oil and gas discoveries have helped ward off expected employment declines. Oil and gas are of major importance to the economy, in part due to the high wages that prevail in the industry. In spite of a downturn in prices related to increased competition from farmed salmon, seafood harvesting and processing remain a central part of the region's economy.

Education

The Kenai Peninsula Borough School District consists of 43 schools in a variety of configurations: elementary, middle and secondary schools, small K-12 schools with fewer than 100 students and various combinations of age groupings. The student population is just under the 9,000 mark and the school bus system transports over 2,500 students daily, traveling more than 7,700 miles per day. In addition to the public school system, several private schools operate within the KPB. Four of these schools provide K-12 education while the others provide services to students ranging from pre-school through eighth grade. Post secondary education opportunities include the Kenai Peninsula College, which has three campuses in the Borough and operates as part of the University of Alaska System. The campuses are located in the central region near Soldotna, the Southern region in Homer and on the east side of the peninsula in Seward. The Alaska Vocational-Technical Center, located in Seward, also offers post-secondary training with a focus on industrial, technical and nursing curriculums.

Kenai Peninsula Borough

Property Tax Rates
Direct and Overlapping Governments
Last Ten Fiscal Years

Fiscal Year	Borough wide		Overlapping Rates (2)											
	General Fund		City of Homer		City of Kachemak		City of Kenai		City of Seldovia		City of Seward		City of Soldotna	
	Maximum rate (1)	Approved rate (1)	Operating (5)	Special (4)	Operating (5)	Special (4)	Operating (5)	Special (4)	Operating (5)	Special (4)	Operating (5)	Special (4)	Operating (5)	Special (4)
2007	8.30	6.50	4.50	1.75	2.00	1.75	4.50	1.00	4.60	0.00	3.12	0.50	1.65	3.35
2008	8.21	5.50	4.50	2.00	2.00	2.00	4.50	1.00	4.60	0.00	3.12	0.50	1.65	3.55
2009	8.27	4.50	4.50	2.30	1.00	2.30	4.50	0.90	4.60	0.00	3.12	0.50	1.65	3.35
2010	8.24	4.50	4.50	2.30	1.00	2.30	4.00	0.50	4.60	0.00	3.12	0.50	1.65	2.95
2011	8.40	4.50	4.50	2.30	1.00	2.30	3.85	0.02	4.60	0.00	3.12	0.50	1.65	2.47
2012	8.40	4.50	4.50	2.30	1.00	2.30	3.85	0.02	4.60	0.75	3.12	0.50	0.65	2.67
2013	8.40	4.50	4.50	2.30	1.00	2.30	3.85	0.02	4.60	0.75	3.12	0.50	0.65	2.67
2014	8.40	4.50	4.50	2.30	1.00	2.30	4.35	0.02	4.60	0.75	3.12	0.50	0.50	2.67
2015	8.33	4.50	4.50	2.30	1.00	2.30	4.35	0.01	4.60	0.75	3.12	0.50	0.50	2.66
2016	8.17	4.50	4.50	2.30	1.00	2.30	4.35	0.01	4.60	0.75	3.12	0.50	0.50	2.66

(1) The Borough's General Fund maximum mill rate and approved rate

(2) Overlapping rates are those of the first class cities located within the Borough. The mill rates shown consist of two components: the mill rate for the operating entity and the mill rate for special districts, which include fire and emergency response, higher education, and local support for hospitals.

(3) The mill rate for the special district, the Post Secondary Fund, was combined into the Operating fund mill rate.

Sources:

(4) Data provided from Kenai Peninsula Borough's resolution approving the mill rates for each respective year.

(5) Data provided by the City Clerk's Office for each respective City.

Kenai Peninsula Borough
Ratios of Outstanding Debt by Type and Per Capita
Last Ten Fiscal Years

Fiscal Year	Governmental Activities		Discretely Presented Component Units (1)		General Bonded Debt Per Capita (2) (3)									
	General Obligation Bonds (Area Wide) (Net of premiums/discounts/adjustments)	General Obligation Bonds (Service Area) (Net of premiums/discounts/adjustments)	General Obligation Bonds (Net of premiums/discounts/adjustments)	Capital Leases/Notes payable	Total	General Bonded debt as a percentage of total Personal Income (4)	General Bonded Debt as a percentage of actual value of taxable property (6)(area wide)	Area Wide	Central Emergency Services Area	Bear Creek Fire Service Area	South Peninsula Hospital Service Area	Central Peninsula Hospital Service Area		
2007	\$ 22,399,000	\$ 2,425,000	\$ 54,560,844	\$ 1,450,192	\$ 80,835,036	4.87%	1.54%	\$ 428	\$ 123	\$ -	\$ 764	\$ 1,353		
2008	20,174,000	2,345,000	66,998,700	1,109,570	90,627,270	5.06%	1.57%	381	115	-	1,893	1,290		
2009	17,904,000	2,260,000	64,201,793	754,730	85,120,523	4.34%	1.33%	338	116	-	1,787	1,209		
2010	20,526,000	2,170,000	61,319,887	385,079	84,400,966	3.93%	1.24%	383	111	-	1,716	1,153		
2011	34,036,000	2,075,000	58,322,981	631,745	95,065,726	4.43%	1.38%	614	113	-	1,604	1,070		
2012	30,730,000	1,975,000	-	-	32,705,000	1.44%	0.46%	545	88	-	-	-		
2013	26,820,000	3,085,000	-	-	29,905,000	1.15%	0.41%	473	83	793	-	-		
2014	45,055,000	2,940,000	-	-	47,995,000	1.75%	0.64%	794	78	770	-	-		
2015	41,820,000	2,685,000	-	-	44,505,000	1.53%	0.57%	732	68	744	-	-		
2016	39,340,000	4,985,000	-	-	44,325,000	1.52%	0.54%	681	158	714	-	-		

Note: Details regarding the Borough's outstanding debt can be found in the notes to the financial statements.

(1) For fiscal years 2003-2011 Business-type activities debt is for the South Peninsula Hospital Service Area and Central Peninsula Hospital Service Area and is debt of the Service Areas, not the Primary Government.

(2) Other Governmental Fund type debt is for the Central Emergency Services Service Area and is debt of the Service Area not the Primary Government.

(3) Due to overlapping taxing jurisdictions, the Debt Per Capita of the Area Wide must be combined with each overlapping Service Area to determine the total Debt Per Capita within each Tax Code Area.

(4) Personal income data is provided by the Bureau of Economic Analysis, <http://www.bea.gov>.

(5) In fiscal year 2012 the Borough adopted GASB Statement 61, which changed accounting and financial reporting for CPH and SPH. These units were previously presented as Business-Type Activities, a Blended Component units.

(6) Assessed values and Tax exempt values represent only those values/exemptions provided by the Borough.

It does not include those values/exemptions provided by federal or state requirements.

Population data can be found in Table XIV

Kenai Peninsula Borough
Assessed Value and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years
(in thousands of dollars)

Fiscal Year	Assessed Values (1)				Tax Exempt Values (1)		Total Taxable Assessed Value	Total Direct Tax Rate	Assessed Value as a Percentage of Actual Value
	Real	Oil & Gas	Personal Property	Real	Personal	Personal			
2007	\$ 4,402,946	\$ 558,190	\$ 295,431	\$ 340,356	\$ 28,161	\$ 4,888,050	6.50	92.99%	
2008	4,940,180	607,052	224,479	374,395	27,938	5,369,378	5.50	93.03%	
2009	5,533,794	635,272	220,272	394,457	28,124	5,966,757	4.50	93.39%	
2010	5,883,881	703,063	245,915	434,556	29,205	6,369,098	4.50	93.21%	
2011	5,901,904	713,954	259,714	451,127	30,914	6,393,531	4.50	92.99%	
2012	6,180,464	698,991	257,619	472,878	30,955	6,633,241	4.50	92.94%	
2013	7,137,074	810,065	286,399	520,490	32,511	6,716,010	4.50	92.39%	
2014	6,172,547	989,766	292,407	492,565	31,906	6,960,196	4.50	92.99%	
2015	6,202,494	1,142,158	324,853	826,802 (2)	32,999	6,937,316	4.50	88.97%	
2016	6,330,106	1,224,525	305,492	876,982	33,986	7,244,412	4.50	88.83%	
	Total estimated actual value of property less mandatory federal and state exemptions (1)								
	\$ 5,256,567								

Note: Borough code requires a revaluation of all property no less than every 5 years, current average is approximately every 7 years. Figures in this table have been revised from the FY05 CAFR to exclude state and federal exemptions previously included.

(1) Assessed values and Tax exempt values represent only those values/exemptions provided by the Borough. It does not include those values/exemptions provided by federal or state requirements.

(2) Increase in real property exempt amount due to increase of residential exemption from \$20,000 to \$50,000 in FY15.

Source: Data is provided by the Kenai Peninsula Borough's Assessing Department. Does not include federal and state exempt property.

Kenai Peninsula Borough
Principal Property Taxpayers
Current and Nine Years Ago

Taxpayer	2016			2007		
	Taxable Assessed Value (1)	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value (1)	Rank	Percentage of Total Taxable Assessed Value
Hilcorp Alaska, LLC	\$ 573,714,820	1	7.92%	\$ -	-	-
ConocoPhillips Inc.	243,080,912	2	3.36%	168,917,252	3	3.46%
Tesoro Alaska	188,467,683	3	2.60%	179,655,937	2	3.68%
Cook Inlet Natural Gas Storage AK LLC	115,424,328	4	1.59%	-	-	-
Cook Inlet Energy, LLC	84,438,950	5	1.17%	-	-	-
Alaska Communications Systems	75,645,592	6	1.04%	62,074,266	6	1.27%
Alaska Pipeline	63,142,458	7	0.87%	-	-	-
XTO Energy INC	58,045,010	8	0.80%	44,130,000	8	0.90%
Harvest Alaska	55,207,130	9	0.76%	-	-	-
Enstar Natural Gas	44,495,401	10	0.61%	-	-	-
Union Oil/Unocal	-	-	-	199,577,410	1	4.08%
Fred Meyer	-	-	-	19,266,051	10	0.39%
Kenai Kachemak Pipeline	-	-	-	41,813,070	9	0.86%
BP Exploration Alaska, Inc.	-	-	-	72,223,458	5	1.48%
Agrium US, Inc.	-	-	-	49,010,610	7	1.00%
Marathon Oil Co.	-	-	-	116,871,260	4	2.39%
	<u>\$ 1,501,662,284</u>		<u>20.72%</u>	<u>\$ 953,539,314</u>		<u>19.51%</u>

(1) **Source:** Data is provided by the Kenai Peninsula Borough's Assessing Department.

Total Assessed value based on total tax levy for FY2016 and FY2007 respectively.

\$ 7,244,412,000

\$ 4,888,050,000

Kenai Peninsula Borough
Demographic and Economic Statistics
Last Ten Fiscal Years

Fiscal Year	Population (1)	Personal Income (amount expressed in thousands) (3)	Per Capita Personal Income (3)	Median Age (2)	School Enrollment (5)	Unemployment Rate (2)	Number of employed (2)
2007	52,370	\$ 1,660,353	\$ 31,704	39.1	9,368	8.10%	23,338
2008	52,990	1,791,892	33,816	39.2	9,250	7.60%	23,775
2009	52,990	1,959,462	36,978	39.2	9,256	7.80%	24,226
2010	53,578	2,145,309	40,041	39.4	9,145	9.80%	24,187
2011	55,400	2,148,001	38,773	40.6	8,978	10.00%	24,212
2012	56,369	2,271,490	40,297	40.6	8,922	9.50%	24,675
2013	56,756	2,591,281	45,657	41.4	8,886	8.60%	25,013
2014	56,862	2,739,471	48,022	40.0	8,756	8.00%	25,604
2015	57,147	2,917,537	50,760	40.5	8,837	7.80%	25,797
2016	57,763	2,917,537 (4)	50,760 (4)	40.0	8,820	7.80%	25,331

Sources:

(1) Alaska Department of Labor estimates as of July 1 of each fiscal year

Data is provided by the State of Alaska Department of Labor and is for 12 months ending December of the prior calendar year. The Alaska Department of Labor amends every month the unemployment rate data for the previous month and again at the end of every calendar year. Some prior fiscal year has been updated to

(2) match updated statistical reported information.

(3) Data is provided by the US Department of Commerce, Bureau of Economic Analysis (BEA) and is for the 12 month period ending December of the prior calendar year

(4) Calendar year 2015 data currently unavailable from BEA

(5) Information provided from the Kenai Peninsula Borough School District.

As shown above, the unemployment rate went up during FY2010; however, the actual number of employed stayed approximately the same as FY2009. The rise in the unemployment rate was due to the number of individuals from the lower 48 States moving into the area looking for work.