

THE CITY OF KENAI, ALASKA



ANNUAL BUDGET



July 01, 2013 – June 30, 2014



ANNUAL OPERATING BUDGET
OF THE
CITY OF KENAI, ALASKA

For the Fiscal Year Beginning
July 1, 2013

Rick R. Koch
City Manager

Prepared by
FINANCE DEPARTMENT

Terry Eubank, CPA
Finance Director

City of Kenai
Fiscal Year 2014 Operating Budget

Organization and Principal City Officials

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

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

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

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

<u>Position</u>	<u>Member</u>	<u>Term Ends</u>
Mayor	Pat Porter	2013
Council Members	Terry Bookey	2013
	Brian Gabriel, Sr.	2013
	Mike Boyle	2014
	Tim Navarre	2014
	Robert Molloy	2015
	Ryan Marquis	2015

City Administration

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



Suggested by: Administration

CITY OF KENAI

ORDINANCE NO. 2689-2013

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2014.

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

WHEREAS, the Council held two work sessions on the budget on April 8, 2013, and April 22, 2013.

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

Section 1: Form: This is a non-code ordinance.

Section 2: That the document entitled "City of Kenai Fiscal Year 2014 Annual Budget" which is available for examination by the public in the Office of the City Clerk, the City's website and is incorporated herein by reference is hereby adopted as the budget for the City of Kenai for the fiscal year commencing July 1, 2013 and ending June 30, 2014.

Section 3: The following sums of money are hereby appropriated for the operations of the City of Kenai for the fiscal year commencing on the first day of July, 2013, and ending the 30th day of June, 2014, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the Code and Charter of the City of Kenai and to be expended substantially by line item in the manner shown in the budget adopted by Section 2 hereof:

General Fund	\$15,239,262
Enterprise Funds:	
Congregate Housing	472,637
Capital Projects Management Fund	103,053
Special Revenue Funds:	
Personal Use Fishery Fund	483,152
Water and Sewer Fund	2,646,103
Airport Fund	2,828,898
Senior Citizen Fund	878,309


Debt Service Fund	178,598
Permanent Funds	
Airport Land Sales Permanent Fund	1,090,572
General Land Sales Permanent Fund	137,732

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15th day of May, 2013.


PAT PORTER, MAYOR

ATTEST:


Sandra Modigh, City Clerk

Approved by Finance: 

Introduced: May 1, 2013
Adopted: May 15, 2013
Effective: July 1, 2013



Suggested by: Administration

CITY OF KENAI

RESOLUTION NO. 2013-28

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA FIXING THE RATE OF LEVY OF PROPERTY TAX FOR THE FISCAL YEAR COMMENCING JULY 1, 2013 AND ENDING JUNE 30, 2014.

WHEREAS, the Code of the City of Kenai requires that the rate of levy of property tax be set annually not later than the 10th day of June; and,

WHEREAS, the Council has adopted the "City of Kenai 2014 Annual Budget," which estimates property tax revenue based upon a tax rate of 3.85 mills.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, that the rate of levy of property tax for the fiscal year commencing July 1, 2013 and ending June 30, 2014 be fixed at 3.85 mills.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 15th day of May, 2013.

PAT PORTER, MAYOR

ATTEST:

Sandra Modigh, City Clerk

Approved by Finance:

**CITY OF KENAI
FISCAL YEAR 2014 CONSOLIDATED OPERATING BUDGET**

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FISCAL YEAR 2014 CONSOLIDATED OPERATING BUDGET**

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**CITY OF KENAI
FISCAL YEAR 2014 CONSOLIDATED OPERATING BUDGET**

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OVERVIEW

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

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

**City of Kenai
Fiscal Year 2014 Operating Budget**

Revenue and Expenditure Summary of All Funds

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Enterprise Funds</u>	<u>Permanent Funds</u>	<u>Debt Service Fund</u>	<u>Total All Funds</u>
REVENUES						
Taxes	\$ 9,958,255	\$ -	\$ -	\$ -	\$ -	\$ 9,958,255
State/Federal	1,751,824	674,774	11,601	-	34,264	2,472,463
Interest	75,000	42,786	5,000	1,745,381	-	1,868,167
Other	1,084,449	5,042,293	554,842	-	-	6,681,584
Transfers In	<u>1,640,286</u>	<u>1,090,572</u>	<u>-</u>	<u>-</u>	<u>144,334</u>	<u>2,875,192</u>
Total Revenues	<u>14,509,814</u>	<u>6,850,425</u>	<u>571,443</u>	<u>1,745,381</u>	<u>178,598</u>	<u>23,855,661</u>
EXPENDITUES/EXPENSES	15,239,262	6,836,462	575,690	1,228,304	178,598	24,058,316
Contributions to (from) Fund Balance/Retained Earnings	(729,448)	13,963	(4,247)	517,077	-	(202,655)
Add Credit From Depreciation	-	-	132,438	-	-	132,438
Projected lapse/encumbrances	<u>754,746</u>	<u>264,788</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,019,534</u>
Adjusted Deficit/Surplus	25,298	278,751	128,191	517,077	-	949,317
Beginning Fund Balance/ Net Assets	<u>9,867,699</u>	<u>5,557,739</u>	<u>375,129</u>	<u>24,627,467</u>	<u>-</u>	<u>40,428,034</u>
Ending Fund Balance/ Net Assets	<u>\$ 9,892,997</u>	<u>\$ 5,836,490</u>	<u>\$ 503,320</u>	<u>\$ 25,144,544</u>	<u>\$ -</u>	<u>\$ 41,377,351</u>

**City of Kenai
Fiscal Year 2014 Operating Budget**

Components of General Fund, Fund Balance

	<u>Projected Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Projected Ending Balance</u>
General Fund				
Nonspendable Fund Balance	\$ -	\$ -	\$ -	\$ -
Restricted Fund Balance				
Athletic Expenditure Reserve (Proceeds resulting from Daubenspeck property & mineral rights donation)	329,486	275,809	-	605,295
Committed Fund Balance				
Capital Improvement Reserve Fund	550,746	-	-	550,746
Working Capital	400,000	-	-	400,000
Senior Programs Reserve	<u>112,044</u>	<u>-</u>	<u>-</u>	<u>112,044</u>
Total Committed Fund Balance	1,062,790	-	-	1,062,790
Assigned Fund Balance				
Encumbrances	100,000	-	-	100,000
Subsequent Years Expenditures	729,448	70,888	-	800,336
Compensated Absences	700,644	-	-	700,644
Insurance Risk Retention	<u>103,475</u>	<u>-</u>	<u>-</u>	<u>103,475</u>
Total Assigned Fund Balance	1,633,567	70,888	-	1,704,455
Unassigned Fund Balance	<u>6,841,856</u>	<u>-</u>	<u>321,399</u>	<u>6,520,457</u>
Total General Fund, Fund Balance	<u>\$ 9,867,699</u>	<u>\$ 346,697</u>	<u>\$ 321,399</u>	<u>\$ 9,892,997</u>



"Village with a Past, City with a Future"

FINANCE DEPARTMENT

210 Fidalgo Avenue, Kenai, Alaska 99611-7794
Telephone: 907-283-7535 ext 221 / FAX: 907-283-3014

May 16, 2013

Mayor, Council Members, City of Kenai Citizens:

In accordance with the provisions of Chapter 7.25 of the Kenai Municipal Code, the Fiscal Year 2014 (FY14) Operating Budget of the City of Kenai is hereby presented for your approval. The budget contains the operating budgets for the General Fund; two enterprise funds (Congregate Housing Fund and Capital Projects Management Fund); four special revenue funds (Personal Use Fishery Fund, Water and Sewer Fund, Airport Fund, and Senior Citizens Fund); the Debt Service Fund, and two permanent funds (General Land Sales and Airport Land Sales).

Budget Comparison FY 2013 to FY 2014 And Contribution To (From) Fund Balance

	Original FY 2013 <u>Budget</u>	Current FY 2013 <u>Budget</u>	FY 2014 Proposed <u>Budget</u>	Change From FY2013 <u>Original</u>	Percent <u>Change</u>	Contribution To (From) <u>Fund Bal.</u>
General Fund	\$15,094,517	\$17,428,010	\$15,239,262	\$144,745	0.96%	\$(729,448)
Congregate Housing	439,693	450,263	472,637	32,944	7.49%	(121,294)
Capital Projects Management	109,259	109,259	103,053	(6,206)	(5.68%)	117,047
Permanent Funds	1,175,479	1,175,479	1,228,304	52,825	4.49%	517,077
Water and Sewer	2,251,154	2,251,333	2,646,103	394,949	17.54%	(143,493)
Airport Fund	2,735,110	2,759,438	2,828,898	93,788	3.43%	273,719
Senior Citizens Fund	835,625	842,119	878,309	42,684	5.11%	(116,263)
Personal Use Fishery Fund	-	-	483,152	483,152	-	-
Debt Service Fund	<u>175,848</u>	<u>175,848</u>	<u>178,598</u>	<u>2,750</u>	<u>1.56%</u>	<u>-</u>
Total	<u>\$22,816,685</u>	<u>\$25,191,749</u>	<u>\$24,058,316</u>	<u>\$1,241,631</u>	<u>5.44%</u>	<u>\$(202,655)</u>

GENERAL OVERVIEW

The total budget for the City is \$24,058,316, which is an increase of \$1,241,631 or 5.44% from last year. Several factors contributing to the increase include staffing changes, a cost of living adjustment to the City's salary schedule, an increase in Fire and Police Department overtime, an increase in employee health care costs, increased utility costs, and the establishment of a new fund to account for annual operations of the Personal Use Fishery.

This budget includes a 2.00% cost of living increase to the salary schedule. The 2.00% increase is based upon the increase in Anchorage's Consumer Price Index for 2012 as there is no such index available for the City or Kenai Peninsula Borough. The budgetary impact of the cost of living increase is \$237,501 for all funds comprised of \$152,516 in employee pay increases and \$84,985 in associated benefits. The following personnel changes are also included:

Police Department: The budget for departmental overtime has always been reduced in anticipation of staffing vacancies resulting from employee initiated changes such as retirement or career changes. In the past these employee initiated changes have provided sufficient funds in regular wages to cover overages in department overtime. This trend appears to be ending due to the lower average age of department staff. As a result overtime has increased this year to the department's expected level with no anticipated reduction for employee vacancies. The estimated cost of this new level of overtime with associated benefits is \$57,210.

Fire Department: To enhance the department's response capabilities, each Firefighter is trained to drive and operate all department apparatus. The department is requesting this additional level of responsibility be compensated with a new qualification pay item entitled Driver/Operator Qualified. Driver/Operator Qualified firefighters would receive a one pay range increase from range 13 to range 14. The estimated cost of this new qualification pay item with associated benefits is \$28,693.

Each of the last two fiscal years, the Department's budget has required supplemental funding as overtime expenditures have risen due to staffing changes and greater call volume. The City's Administration carefully analyzed the Department's overtime expenditures to determine the proper amount for future budgets. The increased level being budgeted is expected to be sufficient under current operations. The estimated cost of this new overtime with associated benefits is \$138,203.

Senior Center: Increase the Kitchen Assistant position from 35 hours per week to 40 hours due to growth in meals served. The estimated cost of the increased hours with associated benefits is \$5,398.

Increase half-time Meals Driver position from 20 to 24 hours per week due to increased demand for delivered meals. The estimated cost of the increased hours with associated benefits is \$5,033.

Due to the increase in meals served and delivered, the department is requesting an additional 14 hour per week Meals Driver. The estimated cost of this new position with associated benefits is \$12,573.

Water & Sewer: As a result of increased demands with the addition of the new Water Treatment Facility, the department is requesting an additional Water and Sewer Operator. The estimated cost of this new position with associated benefits is \$102,548.

Summary of Personnel Changes by Fund

	General Fund	Personal Use Fishery Fund	Water & Sewer Fund	Airport Fund	Senior Citizen Fund	Congregate Housing Fund	Capital Project Management Fund	Total
COLA @ 2.0%	\$196,807	\$2,865	\$15,389	\$12,368	\$7,746	\$940	\$1,386	\$237,501
Police Department								
Overtime Increase	57,210	-	-	-	-	-	-	57,210
Driver/Operator								
Qualified								
Qualification Pay	28,693	-	-	-	-	-	-	28,693
Fire Department								
Overtime Increase	138,203	-	-	-	-	-	-	138,203
Increase Kitchen								
Assistant to 40								
hours/week	-	-	-	-	5,398	-	-	5,398
Increase Meals Driver								
to 24 hours/week	-	-	-	-	5,033	-	-	5,033
Addition of 14								
hour/week Meals								
Driver	-	-	-	-	12,573	-	-	12,573
Addition of Water								
Sewer Operator	-	-	102,548	-	-	-	-	102,548
Total	<u>\$420,913</u>	<u>\$2,865</u>	<u>\$117,937</u>	<u>\$12,368</u>	<u>\$30,750</u>	<u>\$940</u>	<u>\$1,386</u>	<u>\$587,159</u>

GENERAL FUND

The General Fund budget of \$15,239,262 is up \$144,745 or 0.96% from last year. This includes an increase of \$460,964 in Personal Services, an increase of \$2,603 in Maintenance and Operations and a decrease of \$318,822 in Capital Outlay and Transfers. Revenues and transfers in for FY14 are projected to be \$14,509,814 up \$80,653 compared to the FY13 adopted budget.

Sales tax projection for FY14 is \$6.8 million, which is \$100,625 more than FY13 budgeted revenues. Sales tax revenue is projected to increase 1.5% over FY13 estimated amounts.

Property taxes, absent the new Cook Inlet Natural Gas Storage Alaska (CINGSA) facility, are up 0.8% on average. The assessed, real property value of CINGSA is approximately \$124.15 million resulting in an overall 6.89% increase in real property values. Oil and gas (AS 43.56) property increased \$19.3 million, 62.33% in value. Of the total \$50.2 million in oil and gas (AS 43.56) property, \$23.1 million is from production and office facilities, \$3.1 million represents transmission pipelines, and \$24.0 million is drilling rigs and the assets of oilfield service companies. The \$24.0 million of assessed value resulting from drilling rigs and oilfield service company assets should be closely monitored as it is transient in nature and could be absent from the property rolls in future years. Overall property tax values are estimated to have increased 9.72% an increase of \$249,927 with no mill rate change.

The FY13 Community Revenue Sharing program received an additional \$25.0 million from the legislature an act that has not yet been repeated for FY14. As a result, the City expects to receive \$190,138 less than the FY13 budgeted amount of \$623,676.

Shared fisheries tax is projected to decrease \$75,000 from FY13 based upon a weaker salmon year in 2012. Revenues associated with Personal Use Fishery fees have been removed from the General Fund and now exist as the funding source for the newly created Personal Use Fishery Special Revenue Fund. The result is a decrease of \$307,000 in General Fund revenues compared to FY13 amounts.

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

ENTERPRISE FUNDS

The City maintains two enterprise funds.

Congregate Housing Fund

The Congregate Housing Fund's budget increased \$32,944 (7.49%) to \$472,637 from FY13 budgeted amounts. The Congregate Housing Fund's revenue sources are rent and interest. Using the results of a rent study commissioned by the City to determine the market value of rents for comparable units, the City is implementing a plan which will raise rents \$50.00 per unit in FY14 and by a percentage equal to Anchorage's Consumer Price Index for the preceding calendar year or a maximum of \$35.00 per unit in subsequent until each unit reaches fair market value as determined by a rate study to be completed on years ending in zero or five. This increase will result in a projected increase of rental revenue in FY14 of \$22,750. Even with this increase, rents will only be funding 7.9% of the facilities depreciation. Depreciation represents the accumulation of funds for the replacement and upgrade of major building components to assure the facility is available and in its current condition for future generation of Kenai seniors.

Capital Project Management Fund

The Capital Projects Management Fund was established to manage the significant number of major capital projects of the City. The single employee of the fund has combined project management duties with Public Works Manager duties. The FY14 budget once again includes only half of the positions costs. The Fund's intent remains to recover the cost of managing projects through an hourly billing rate. The FY14 billing rate is estimated at \$238.31 per hour.

SPECIAL REVENUE FUNDS

The City maintains four special revenue funds.

Personal Use Fishery Fund

The proposed budget includes a new fund for FY14. The Personal Use Fishery Fund will account for the operational costs of the City protecting the assets of its residents from the State of Alaska's Personal Use Fishery that brings tens-of-thousands of Alaskan's to the beaches and City Dock of Kenai each July 10 – 31. Departments providing direct operations support include Public Safety (Police, Fire, and Communications), Streets, the City Dock, and Parks, Recreation and Beautification. Indirect support is provided by many City departments and will be recovered through an administrative service fee. The proposed administrative service fee is the same fee charged to all other special revenue and enterprise funds of the City.

User fees for the 2014 Personal Use Fishery are proposed to increase. The increased fees will provide funding for a new management plan designed to reduce the amount of fish waste on the City's north and south beaches. Fees for the fishery are set to assure the residents of Kenai are not bearing the cost of this State imposed fishery. Proposed fees for the 2014 with a comparison to 2013 rates are as follows:

	<u>FY13</u>	<u>FY14</u>
Parking (North & South Beaches)	\$15.00	\$20.00
Camping (North & South Beaches)	\$20.00	\$25.00
Dock Parking	\$10.00	\$15.00
Dock Launch and Parking	\$20.00	\$25.00

Airport Special Revenue Fund

The Airport Fund budget is \$2,828,898, an increase of \$93,788, 3.43% from last year. The fund is projected to have an adjusted surplus of \$356,974. This budget includes increased revenues resulting from a 2% increase in landing fees and tenant rents. This increase is equal to the change in Anchorage's Consumer Price Index for 2012 and is a conservative estimate of the upcoming change in landing fee costs. The City is in the process of renegotiating its airport operating agreements with its two signatory airlines which includes a rate comparison with other similar airports. The actual increase in terminal rents and landing fees may be higher as the City intends for its terminal rents and landing fees to be comparable with market rents at other comparable airport.

One of the primary revenue sources of the Airport Fund are earnings from the Airport Land Sale Permanent Fund (ALSPF). Due to excellent performance of the ALSPF under the new management method employed in late 2009, the revenue received from the ALSPF is projected to be \$1,090,572.

The FY2014 budget represents the fourth consecutive year the Airport Fund is projected to have a surplus.

Water & Sewer Special Revenue Fund

The Water and Sewer Fund appropriation of \$2,646,103 is up \$394,949, 17.54% from FY13 and the Fund is expected to produce an adjusted deficit of \$14,307. The FY14 proposed budget continues implementation of rate increases recommended by the FY11 water and sewer rate study. The recommended 12% increase in water rates will increase rates \$2.73 per month or from \$22.78 per month to \$25.51 for an unmetered residential customer. The recommended 3% increase in sewer rates will increase rates \$1.35 per month or from \$45.28 per month to \$46.63 for an unmetered residential customer.

The proposed budget includes the addition of one full-time water and sewer operator position. Workload has increased with the opening of the new Water Treatment Facility and the department is requesting an additional position to assure the current level of service to customers is maintained. The estimated cost of this new position with associated benefits is \$102,548.

The FY14 proposed budget also includes a transfer to the Water & Sewer Capital Project fund of \$223,500 to provide the 30% local match required by the State of Alaska Municipal Matching Grant that will replace a 10" AC water main from the City's production well #3 to Swires Road.

The current AC line is failing and installation of a new line will maintain the redundancy within the system to bring water into town from the City's production wells. The total cost of the project is estimated at \$745,000.

Senior Citizen Fund

Funding for the City's Senior Center is largely dependent upon grants from the State of Alaska, grants from the Kenai Peninsula Borough, and Choice Waiver meal reimbursement rates. For many years these grants and meal reimbursement rates remained unchanged resulting in increased levels of annual funding from the City's General Fund. Funding from State of Alaska grants remained almost unchanged and may shrink due to Federal Sequestration.

Choice Waiver meal reimbursement rates have seen substantial increases since 2012. The Kenai Senior Center and other senior centers in the state demonstrated that 2012 rates were grossly insufficient to cover the cost of providing a meal. Choice waiver rates have increased substantially and the FY14 revenue from Choice Waiver is projected to be approximately 100% higher than the FY2011 actual amount.

The grant from the Kenai Peninsula Borough is dependent upon total funding for senior centers within the borough and the population served, as determined by the most recent U.S. Census. The projected FY14 grant from the Borough is \$126,207.

The transfer from the General Fund to support these programs decreased to \$0 for FY14, the decrease was made possible by the increase in meal reimbursement rates and utilization of \$93,916 in fund balance of the Senior Citizens Funds. Had no Fund Balance been available, the General Fund contribution would have been \$93,916 higher. With a projected beginning fund balance of \$251,341 no transfer is projected through FY15 but transfers will be needed in the future to maintain the current level of service to area seniors.

DEBT SERVICE FUND

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

The voters of the City of Kenai authorized the issuance of \$2,000,000 of general obligation bonds at the City's October 2, 2007 general election for the expansion of the Kenai Library. These bonds were issued on March 11, 2010 in the amount of \$2,000,000 with a term of 20 years. The bonds were issued under authority of the American Recovery and Reinvestment Act Recovery Zone Economic Development Bond Program. The Program entitles the city to a 45% subsidy on its interest payments. Recent Federal Sequestration is projected to reduce the City's overall subsidy by \$3,265. The status of future subsidies are in question due to Federal Sequestration.

The FY13 budget includes \$178,598 in debt service. Debt service is being funded by a transfer from the General Fund in the amount of \$144,334 and a 35% federal interest subsidy (reduced by Federal Sequestration from 45%) through the American Recovery and Reinvestment Act's Recovery Zone Economic Development Bond Program of \$34,264. Future debt payments will range from \$178,798 and \$143,560 with the City receiving federal interest subsidies, subject to reductions by Federal Sequestration, ranging from \$37,529 to \$3,852.

APPENDIX

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

ACKNOWLEDGMENT

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

CONCLUSION

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

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

Respectfully Submitted,



Rick R. Koch
City Manager



Terry A. Eubank, CPA
Finance Director

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STAFFING

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

City of Kenai
Fiscal Year 2014 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2013 Grade</u>	<u>FY2014 Grade</u>	<u>FY2013 Full Time Equivalent Positions</u>	<u>FY2014 Full Time Equivalent Positions</u>
<u>General Fund</u>					
<u>Legislative</u>	Mayor	Non-Graded	Non-Graded		
	Council Members	Non-Graded	Non-Graded		
<u>City Clerk</u>	City Clerk	Non-Graded	Non-Graded	1.00	1.00
	Administrative Assistant I	8.00	8.00	0.50	0.50
<u>Legal Department</u>	City Attorney	Non-Graded	Non-Graded	1.00	1.00
	Legal Administrative Assistant I	9.00	9.00	1.00	1.00
<u>City Manager</u>	City Manager	Non-Graded	Non-Graded	1.00	1.00
	Assistant to the City Manager	12.00	12.00	-	-
	Assistant to the City Manager/Human Resource Specialist	15.00	15.00	0.67	0.67
<u>Finance Department</u>	Finance Director	24.00	24.00	1.00	1.00
	IT Manager	18.00	18.00	1.00	1.00
	Accountant	16.00	16.00	1.00	1.00
	Accounting Tech. I - Utility Billing	10.00	10.00	0.50	0.50
	Accounting Tech. II - Accounts Payable/Payroll	11.00	11.00	1.00	1.00
	Administrative Assistant I	8.00	8.00	0.25	0.25
<u>Planning & Zoning Department</u>	City Planner	16.00	16.00	1.00	1.00
	Administrative Assistant III	10.00	10.00	1.00	1.00
	Temporary Lands Assistant	3.00	3.00	0.25	-
<u>Police Department</u>	Police Chief	23.00	23.00	1.00	1.00
	Police Lieutenant	20.00	20.00	1.00	1.00
	Police Sergeant	18.00	18.00	3.00	3.00
	Police Officer	16.00	16.00	14.00	14.00
	Temporary Enforcement Officer	3.00	3.00	0.88	0.65
	Administrative Assistant I	8.00	8.00	1.00	1.00
<u>Fire Department</u>	Fire Chief	22.00	22.00	1.00	1.00
	Fire Marshall	17.00	17.00	1.00	1.00
	Battalion/Training Chief	17.00	17.00	1.00	1.00
	Fire Captain	16.00	16.00	3.00	3.00
	Fire Engineer	15.00	15.00	3.00	3.00
	Firefighter/EMT	13.00	13.00	9.00	9.00
	Administrative Assistant I	8.00	8.00	1.00	1.00
<u>Communications Department</u>	Communications Supervisor	12.00	12.00	1.00	1.00
	Police Dispatcher/Clerk	9.00	9.00	7.00	7.00
<u>Animal Control Department</u>	Chief Animal Control Officer	11.00	11.00	1.00	1.00
	Assistant Animal Control Officer	9.00	9.00	1.60	1.60
	Department Assistant II	7.00	7.00	0.30	0.30
<u>Public Works Administration</u>	Public Works Director	23.00	23.00	0.50	0.50
	Administrative Assistant III	10.00	10.00	1.00	1.00
<u>Shop Department</u>	Shop Foreman	16.00	16.00	1.00	1.00
	Shop Mechanic II	14.00	14.00	2.00	2.00
<u>Street Department</u>	Street Foreman	16.00	16.00	1.00	0.98
	Street & Airport Lead Operator	14.00	14.00	1.00	1.00
	Equipment Operator I	11.00	11.00	3.52	3.40

City of Kenai
Fiscal Year 2014 Consolidated Operating Budget

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<u>Department</u>	<u>Position Title</u>	<u>FY2013 Grade</u>	<u>FY2014 Grade</u>	<u>FY2013 Full Time Equivalent Positions</u>	<u>FY2014 Full Time Equivalent Positions</u>
<u>Building Department</u>	Building Official	15.00	15.00	1.00	1.00
	Building Maintenance Lead Technician	12.00	12.00	0.66	0.66
	Building Maintenance Technician	11.00	11.00	0.66	0.66
<u>Library</u>	Library Director	18.00	18.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	1.00	1.00
	Library Assistant II	6.00	6.00	3.00	3.00
	Library Aide (52 week 14 hr/week position)	2.50	2.50	1.05	0.70
	Library Aide (52 week 24 hr/week position)	2.50	2.50	2.40	2.40
<u>Parks, Recreation & Beautification Department</u>	Parks & Recreation Director	17.00	17.00	1.00	0.96
	Parks & Recreation Operator	9.00	9.00	2.00	1.92
	Parks, Recreation & Beautification Laborer	2.40	2.40	1.00	0.94
	Temporary Parks & Grounds Maintenance Crew Leader	2.30	2.30	0.25	0.19
	Temporary Parks & Grounds Maintenance Worker	2.10	2.10	4.32	3.31
	Temporary Parks & Grounds Gardener	2.20	2.20	0.29	0.29
<u>Dock</u>	Equipment Operator I	11.00	11.00	0.68	0.43
	Dock Worker	3.00	3.00	0.06	-
<u>General Fund Totals</u>				<u>93.34</u>	<u>90.81</u>
<u>Water and Sewer Fund</u>					
<u>Water</u>	Water & Sewer Foreman	15.00	15.00	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	0.50	0.50
	Water & Sewer Operator	13.00	13.00	0.50	1.00
	Accounting Technician I - Utility Billing	10.00	10.00	0.25	0.25
	Administrative Assistant I	8.00	8.00	0.13	0.13
<u>Sewer</u>	Water & Sewer Foreman	15.00	15.00	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	0.50	0.50
	Water & Sewer Operator	13.00	13.00	0.50	1.00
	Accounting Technician I - Utility Billing	10.00	10.00	0.25	0.25
	Administrative Assistant I	8.00	8.00	0.13	0.13
<u>Sewer Treatment Plant</u>	Sewer Treatment Plant Foreman	15.00	15.00	1.00	1.00
	Sewer Treatment Plant Lead Operator	14.00	14.00	1.00	1.00
	Sewer Treatment Plant Operator	13.00	13.00	1.00	1.00
<u>Water and Sewer Fund Totals</u>				<u>6.76</u>	<u>7.76</u>
<u>Airport Fund</u>					
<u>Administration</u>	Airport Manager	20.00	20.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	0.67	0.67
<u>Airfield</u>	Airport Operations Supervisor	15.00	15.00	1.00	1.00
	Airport Operations Specialist	11.00	11.00	0.50	0.50
	Equipment Operator I	11.00	11.00	0.80	0.80
<u>Other Buildings & Areas</u>	Assistant to the City Manager/Human Resource Specialist	15.00	15.00	0.33	0.33
	Building Maintenance Lead Technician	12.00	12.00	0.17	0.17
	Building Maintenance Technician	11.00	11.00	0.17	0.17
	Temporary Lands Assistant	3.00	3.00	0.25	-

City of Kenai
Fiscal Year 2014 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2013 Grade</u>	<u>FY2014 Grade</u>	<u>FY2013 Full Time Equivalent Positions</u>	<u>FY2014 Full Time Equivalent Positions</u>
<u>Airport Terminal</u>	Building Maintenance Lead Technician	12.00	12.00	0.17	0.17
	Building Maintenance Technician	11.00	11.00	0.17	0.17
	Administrative Assistant II	9.00	9.00	0.33	0.33
	Airport Operations Specialist	11.00	11.00	0.50	0.50
<u>Airport Fund Totals</u>				<u>6.06</u>	<u>5.81</u>
<u>Capital Project Management Fund</u>					
<u>Capital Project Management</u>	Capital Project Manager	23.00	23.00	0.50	0.50
<u>Capital Project Management Fund Totals</u>				<u>0.50</u>	<u>0.50</u>
<u>Congregate Housing Fund</u>					
<u>Congregate Housing</u>	Senior Center Director	18.00	18.00	0.25	0.25
	Administrative Assistant III	10.00	10.00	0.10	0.20
<u>Congregate Housing Fund Totals</u>				<u>0.35</u>	<u>0.45</u>
<u>Senior Citizens Fund</u>					
<u>Title III Access</u>	Senior Center Director	18.00	18.00	0.40	0.40
	Administrative Assistant III	10.00	10.00	0.30	0.10
	Activities & Volunteer Coordinator	2.40	2.40	1.00	0.90
	Outreach Worker	1.00	1.00	0.35	0.25
	Receptionist	1.10	1.10	-	0.02
	Temporary Maintenance Assistant	1.00	1.00	0.02	0.05
	Security Aide	2.40	2.40	-	0.08
<u>Congregate Meals</u>	Senior Center Director	18.00	18.00	0.08	0.05
	Administrative Assistant III	10.00	10.00	0.16	0.10
	Outreach Worker	1.00	1.00	-	0.03
	Activities & Volunteer Coordinator	2.40	2.40	-	0.10
	Receptionist	1.10	1.10	0.18	0.02
	Janitor, 14 Hours/Week	1.00	1.00	0.11	0.35
	Temporary Maintenance Assistant	1.00	1.00	0.01	0.01
	Cook, 40 Hours/Week	2.40	2.40	0.32	0.30
	Kitchen Assistant, 40 Hours/Week	2.20	2.20	0.28	0.25
	Temporary Kitchen Assistant	2.40	2.40	0.01	0.01
	Driver, 14 Hours/Week	1.00	1.00	0.03	-
	Meals Driver, 24 Hours/Week	2.40	2.40	0.16	-
	Security Aide	2.40	2.40	0.03	-
<u>Home Meals</u>	Senior Center Director	18.00	18.00	0.07	0.05
	Administrative Assistant III	10.00	10.00	0.13	0.10
	Outreach Worker	1.00	1.00	-	0.07
	Cook, 40 Hours/Week	2.40	2.40	0.27	0.20
	Kitchen Assistant, 40 Hours/Week	2.20	2.20	0.24	0.20
	Temporary Kitchen Assistant	2.40	2.40	0.01	0.01
	Meals Driver, 24 Hours/Week	2.40	2.40	0.14	0.15
	Meals Driver, 14 Hours/Week	2.40	2.40	-	0.09
	Janitor, 14 Hours/Week	1.00	1.00	0.09	-
	Driver, 14 Hours/Week	1.00	1.00	0.02	-
	Receptionist	1.10	1.10	0.18	-
	Security Aide	2.40	2.40	0.02	-
	Temporary Maintenance Assistant	1.00	1.00	0.01	-

City of Kenai
Fiscal Year 2014 Consolidated Operating Budget

Authorized Personnel Staffing Table

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<u>Transportation</u>	Senior Center Director	18.00	18.00	0.10	0.05
	Administrative Assistant III	10.00	10.00	0.10	0.10
	Driver, 14 Hours/Week	1.00	1.00	0.62	0.70
	Summer Grounds Maintenance Worker	1.00	1.00	0.01	-
<u>Choice Waiver</u>	Senior Center Director	18.00	18.00	0.10	0.20
	Administrative Assistant III	10.00	10.00	0.21	0.40
	Receptionist	1.10	1.10	-	0.31
	Cook, 40 Hours/Week	2.40	2.40	0.41	0.50
	Kitchen Assistant, 40 Hours/Week	2.20	2.20	0.36	0.55
	Temporary Kitchen Assistant	2.40	2.40	0.02	0.02
	Meals Driver, 24 Hours/Week	2.40	2.40	0.21	0.45
	Meals Driver, 14 Hours/Week	2.40	2.40	-	0.26
	Janitor, 14 Hours/Week	1.00	1.00	0.14	-
	Driver, 14 Hours/Week	1.00	1.00	0.03	-
	Security Aide	2.40	2.40	0.03	-
	Temporary Maintenance Assistant	1.00	1.00	0.01	-
<u>Senior Citizen Fund Total</u>				<u>6.97</u>	<u>7.43</u>
<u>Personal Use Fishery Fund</u>					
<u>Public Safety</u>	Temporary Enforcement Officer	3.00	3.00	-	0.58
<u>Streets</u>	Street Foreman	16.00	16.00	-	0.02
	Equipment Operator	11.00	11.00	-	0.17
<u>Parks, Recreation & Beautification Department</u>	Parks & Recreation Director	17.00	17.00	-	0.04
	Parks & Recreation Operator	9.00	9.00	-	0.08
	Parks, Recreation & Beautification Laborer	2.40	2.40	-	0.06
	Parks & Grounds Maintenance Crew Leader	2.30	2.30	-	0.06
	Parks & Grounds Maintenance Worker	2.10	2.10	-	1.05
<u>Dock</u>	Equipment Operator	11.00	11.00	-	0.20
	Dock Worker	2.10	2.10	-	0.23
<u>Personal Use Fishery Fund Total</u>				<u>-</u>	<u>2.49</u>
All Funds Totals				<u>113.98</u>	<u>115.25</u>

**City of Kenai
Fiscal Year 2014 Operating Budget**

Salary Schedule

Employee's Excluding those engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	9.71	9.95	10.19	10.43	10.68	10.92	11.16	11.40	11.65
1.1	10.18	10.43	10.68	10.94	11.19	11.45	11.70	11.96	12.21
2	10.84	11.11	11.38	11.65	11.92	12.19	12.46	12.73	13.00
2.1	11.41	11.70	11.98	12.27	12.55	12.84	13.12	13.41	13.69
2.2	12.07	12.37	12.68	12.98	13.28	13.58	13.88	14.18	14.49
2.3	12.68	12.99	13.31	13.63	13.95	14.26	14.58	14.90	15.21
2.4	14.81	15.18	15.55	15.92	16.29	16.66	17.03	17.40	17.77
2.5	16.77	17.19	17.61	18.02	18.44	18.86	19.28	19.70	20.12
3	16.88	17.30	17.72	18.14	18.57	18.99	19.41	19.83	20.25
4	17.72	18.17	18.61	19.05	19.50	19.94	20.38	20.83	21.27
5	18.61	19.08	19.54	20.01	20.47	20.94	21.40	21.87	22.34
6	19.54	20.03	20.52	21.01	21.50	21.98	22.47	22.96	23.45
7	20.52	21.04	21.55	22.06	22.57	23.09	23.60	24.11	24.63
8	21.56	22.10	22.64	23.18	23.71	24.25	24.79	25.33	25.87
9	22.63	23.19	23.76	24.32	24.89	25.45	26.02	26.59	27.15
10	23.75	24.35	24.94	25.53	26.13	26.72	27.32	27.91	28.50
11	24.94	25.56	26.18	26.81	27.43	28.06	28.68	29.30	29.93
12	26.20	26.85	27.50	28.16	28.81	29.47	30.12	30.78	31.43
13	27.49	28.17	28.86	29.55	30.24	30.92	31.61	32.30	32.98
14	28.88	29.60	30.32	31.05	31.77	32.49	33.21	33.94	34.66
15	30.32	31.08	31.84	32.60	33.36	34.12	34.87	35.63	36.39
16	31.83	32.62	33.42	34.21	35.01	35.80	36.60	37.39	38.19
17	33.42	34.26	35.09	35.93	36.77	37.60	38.44	39.27	40.11
18	35.09	35.97	36.85	37.72	38.60	39.48	40.36	41.23	42.11
19	36.84	37.76	38.68	39.60	40.52	41.44	42.37	43.29	44.21
20	38.70	39.67	40.63	41.60	42.57	43.54	44.50	45.47	46.44
21	40.64	41.65	42.67	43.68	44.70	45.71	46.73	47.74	48.76
22	42.64	43.71	44.78	45.84	46.91	47.97	49.04	50.11	51.17
23	44.78	45.90	47.02	48.14	49.26	50.38	51.50	52.62	53.74
24	47.08	48.26	49.43	50.61	51.79	52.97	54.14	55.32	56.50

Employee's Engaged in Fire Protection Activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	19.64	20.12	20.61	21.11	21.60	22.09	22.58	23.07	23.56
14	20.63	21.14	21.66	22.18	22.69	23.21	23.72	24.24	24.76
15	21.66	22.20	22.74	23.29	23.83	24.37	24.91	25.45	25.99
16	22.74	23.30	23.87	24.44	25.01	25.57	26.14	26.71	27.28

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GENERAL FUND

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

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

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

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**City of Kenai
Fiscal Year 2014 Operating Budget**

**General Fund
Budget Projection**

	Actual FY2011	Actual FY2012	Original Budget FY2013	Projection FY2013	Adopted Budget FY2014
TOTAL ASSESSED VALUE	\$ 599,191,558	\$ 659,139,746	\$ 732,660,764	\$ 738,973,565	\$ 803,889,505
MILL RATE	4.00	3.85	3.85	3.85	3.85
REVENUES					
Property & Sales Taxes					
Property Tax	2,629,324	2,638,783	2,892,909	2,871,031	3,149,274
Sales Tax	6,260,403	6,576,657	6,708,356	6,708,356	6,808,981
Total Property & Sales Taxes	8,889,727	9,215,440	9,601,265	9,579,387	9,958,255
State/Federal Revenue:					
PERS Funding	458,795	693,606	855,138	868,890	887,741
Municipal Assistance	452,829	598,635	623,676	623,676	433,538
Fish Tax	152,249	282,804	325,000	292,000	250,000
Other	270,229	416,126	180,545	277,351	180,545
Total State/Federal Revenue	1,334,102	1,991,171	1,984,359	2,061,917	1,751,824
Other Revenue					
Licenses and Permits	98,173	99,708	60,000	179,500	60,000
Ambulance Fees	444,129	393,637	400,000	400,000	400,000
Interest	74,654	58,970	75,000	60,000	75,000
Other	1,047,776	795,122	870,801	877,839	624,449
Total Other Revenue	1,664,732	1,347,437	1,405,801	1,517,339	1,159,449
Total Revenues	11,888,561	12,554,048	12,991,425	13,158,643	12,869,528
Transfer From Other Funds					
Charges to other funds	1,259,000	1,304,600	1,252,700	1,252,700	1,448,500
Capital Projects / Special Revenue	-	-	-	-	-
Enterprise	-	-	42,800	42,800	47,300
Trust Fund	-	-	142,236	142,236	144,486
Total Transfers	1,259,000	1,304,600	1,437,736	1,437,736	1,640,286
Total Revenues and Transfers	13,147,561	13,858,648	14,429,161	14,596,379	14,509,814
EXPENDITURES/APPROPRIATIONS					
General Government	2,800,889	2,878,527	3,467,847	3,500,323	3,540,505
Public Safety	5,915,902	6,441,968	6,681,287	6,831,397	7,161,890
Public Works	2,262,909	2,173,767	2,483,410	2,510,044	2,402,263
Parks, Recreation & Cultural	1,615,094	1,914,767	2,109,998	2,234,271	1,990,270
Total Operating Expenditures	12,594,794	13,409,029	14,742,542	15,076,035	15,094,928
Transfers or Non-Operating	681,969	530,955	351,975	2,351,975	144,334
Total Expenditures/Appropriations	13,276,763	13,939,984	15,094,517	17,428,010	15,239,262
Total Surplus (Deficit)	(129,202)	(81,336)	(665,356)	(2,831,631)	(729,448)
Projected Lapse - 5%	-	-	737,127	753,802	754,746
Adjusted Surplus (Deficit)	(129,202)	(81,336)	71,771	(2,077,829)	25,298
Beginning Fund Balance	12,156,066	12,026,864	11,903,212	11,945,528	9,867,699
Ending Fund Balance	12,026,864	11,945,528	11,974,983	9,867,699	9,892,997
Restricted	(279,486)	(279,486)			
Committed	(1,070,290)	(1,070,290)			
Assigned	(859,454)	(859,454)			
Unreserved/Undesignated					
Fund Balance	\$ 9,817,634	\$ 9,736,298	\$ 11,974,983	\$ 9,867,699	\$ 9,892,997

**City of Kenai
Fiscal Year 2014 Operating Budget**

**General Fund
Budget Projection**

	Projection FY2015	Projection FY2016	Projection FY2017
TOTAL ASSESSED VALUE	\$ 828,006,190	\$ 852,846,376	\$ 878,431,767
MILL RATE	3.85	3.85	3.85
REVENUES			
Property & Sales Taxes			
Property Tax	3,222,824	3,318,459	3,416,962
Sales Tax	<u>7,013,250</u>	<u>7,223,648</u>	<u>7,440,357</u>
Total Property & Sales Taxes	<u>10,236,074</u>	<u>10,542,107</u>	<u>10,857,319</u>
State/Federal Revenue:			
PERS Funding	914,373	941,804	970,058
Municipal Assistance	411,861	391,268	371,705
Fish Tax	257,500	265,225	273,182
Other	<u>50,000</u>	<u>50,001</u>	<u>50,002</u>
Total State/Federal Revenue	<u>1,633,734</u>	<u>1,648,298</u>	<u>1,664,947</u>
Other Revenue			
Licenses and Permits	61,800	63,654	65,564
Ambulance Fees	412,000	424,360	437,091
Interest	247,325	293,475	338,365
Other	<u>532,457</u>	<u>548,431</u>	<u>564,884</u>
Total Other Revenue	<u>1,253,582</u>	<u>1,329,920</u>	<u>1,405,904</u>
Total Revenues	<u>13,123,390</u>	<u>13,520,325</u>	<u>13,928,170</u>
Transfer From Other Funds			
Charges to other funds	1,491,955	1,536,714	1,582,815
Capital Projects / Special Revenue	-	-	-
Enterprise	48,719	50,181	51,686
Trust Fund	<u>144,486</u>	<u>144,486</u>	<u>144,486</u>
Total Transfers	<u>1,685,160</u>	<u>1,731,381</u>	<u>1,778,987</u>
Total Revenues and Transfers	<u>14,808,550</u>	<u>15,251,706</u>	<u>15,707,157</u>
EXPENDITURES/APPROPRIATIONS			
General Government	3,646,720	3,756,122	3,868,806
Public Safety	7,376,747	7,598,049	7,825,990
Public Works	2,474,331	2,548,561	2,625,018
Parks, Recreation & Cultural	<u>2,049,978</u>	<u>2,111,477</u>	<u>2,174,821</u>
Total Operating Expenditures	15,547,776	16,014,209	16,494,635
Transfers or Non-Operating	<u>148,664</u>	<u>153,124</u>	<u>157,718</u>
Total Expenditures/Appropriations	15,696,440	16,167,333	16,652,353
Total Surplus (Deficit)	(887,890)	(915,627)	(945,196)
Projected Lapse - 5%	<u>777,389</u>	<u>800,710</u>	<u>824,732</u>
Adjusted Surplus (Deficit)	(110,501)	(114,917)	(120,464)
Beginning Fund Balance	<u>9,892,997</u>	<u>9,782,496</u>	<u>9,667,579</u>
Ending Fund Balance	9,782,496	9,667,579	9,547,115
Restricted			
Committed			
Assigned			
Unreserved/Undesignated			
Fund Balance	<u>\$ 9,782,496</u>	<u>\$ 9,667,579</u>	<u>\$ 9,547,115</u>

City of Kenai
Fiscal Year 2014 Operating Budget

General Fund Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2013 Original Budget	FY2014 Adopted Budget	Difference	FY2013 Original Budget	FY2014 Adopted Budget	Difference
<u>General Government</u>						
City Clerk	\$ 169,478	\$ 176,004	\$ 6,526	\$ 69,609	\$ 75,345	\$ 5,736
Visitor Center	-	-	-	187,856	185,303	(2,553)
Legislative	52,817	51,855	(962)	120,728	123,398	2,670
Legal	259,973	256,688	(3,285)	55,648	53,240	(2,408)
City Manager	286,433	306,773	20,340	89,453	101,530	12,077
Finance	534,285	564,005	29,720	49,052	55,215	6,163
Land Administration	9,509	-	(9,509)	24,000	18,206	(5,794)
Non-Departmental	855,138	887,741	32,603	428,014	410,098	(17,916)
Planning and Zoning	195,177	222,775	27,598	47,377	44,729	(2,648)
Safety	-	-	-	8,300	7,600	(700)
Total General Government	2,362,810	2,465,841	103,031	1,080,037	1,074,664	(5,373)
<u>Public Safety</u>						
Police	2,516,390	2,670,463	154,073	232,860	265,103	32,243
Fire	2,383,141	2,599,100	215,959	367,838	378,968	11,130
Communications	712,098	749,595	37,497	49,754	61,417	11,663
Animal Control	243,852	256,992	13,140	97,654	104,586	6,932
Total Public Safety	5,855,481	6,276,150	420,669	748,106	810,074	61,968
<u>Public Works</u>						
Public Works Administration	156,840	164,740	7,900	14,659	11,835	(2,824)
Shop	336,259	355,008	18,749	305,409	332,442	27,033
Streets	607,823	574,610	(33,213)	403,209	413,478	10,269
Buildings	239,251	238,404	(847)	97,118	100,784	3,666
Street Lighting	-	-	-	158,642	147,909	(10,733)
Total Public Works	1,340,173	1,332,762	(7,411)	979,037	1,006,448	27,411
<u>Library</u>	581,287	591,735	10,448	260,668	239,850	(20,818)
<u>Parks and Recreation</u>						
Boating Facility	70,876	40,139	(30,737)	85,890	58,843	(27,047)
Parks, Recreation & Beautification	479,786	444,750	(35,036)	556,991	523,453	(33,538)
Total Parks and Recreation	550,662	484,889	(65,773)	642,881	582,296	(60,585)
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	\$ 10,690,413	\$ 11,151,377	\$ 460,964	\$ 3,710,729	\$ 3,713,332	\$ 2,603

City of Kenai
Fiscal Year 2014 Operating Budget
General Fund Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2013 Original Budget	FY2014 Adopted Budget	Difference	FY2013 Budget	Original FY2014 Adopted Budget	Difference	
\$ -	\$ -	\$ -	\$ 239,087	\$ 251,349	\$ 12,262	<u>General Government</u>
-	-	-	187,856	185,303	(2,553)	City Clerk
-	-	-	173,545	175,253	1,708	Visitor Center
-	-	-	315,621	309,928	(5,693)	Legislative
-	-	-	375,886	408,303	32,417	Legal
25,000	-	(25,000)	608,337	619,220	10,883	City Manager
-	-	-	33,509	18,206	(15,303)	Finance
(178,980)	-	178,980	1,104,172	1,297,839	193,667	Land Administration
-	-	-	242,554	267,504	24,950	Non-Departmental
-	-	-	8,300	7,600	(700)	Planning and Zoning
(153,980)	-	153,980	3,288,867	3,540,505	251,638	Safety
						Total General Government
						<u>Public Safety</u>
70,200	75,666	5,466	2,819,450	3,011,232	191,782	Police
7,500	-	(7,500)	2,758,479	2,978,068	219,589	Fire
-	-	-	761,852	811,012	49,160	Communications
-	-	-	341,506	361,578	20,072	Animal Control
77,700	75,666	(2,034)	6,681,287	7,161,890	480,603	Total Public Safety
						<u>Public Works</u>
-	-	-	171,499	176,575	5,076	Public Works Administration
-	-	-	641,668	687,450	45,782	Shop
-	18,053	18,053	1,011,032	1,006,141	(4,891)	Streets
164,200	45,000	(119,200)	500,569	384,188	(116,381)	Buildings
-	-	-	158,642	147,909	(10,733)	Street Lighting
164,200	63,053	(101,147)	2,483,410	2,402,263	(81,147)	Total Public Works
						<u>Library</u>
-	-	-	841,955	831,585	(10,370)	
						<u>Parks and Recreation</u>
10,000	-	(10,000)	166,766	98,982	(67,784)	Boating Facility
64,500	91,500	27,000	1,101,277	1,059,703	(41,574)	Parks, Recreation & Beautification
74,500	91,500	17,000	1,268,043	1,158,685	(109,358)	Total Parks and Recreation
530,955	144,334	(386,621)	530,955	144,334	(386,621)	Non-Departmental Transfers
\$ 693,375	\$ 374,553	\$ (318,822)	\$ 15,094,517	\$ 15,239,262	\$ 144,745	Total General Fund

**City of Kenai
Fiscal Year 2013 Operating Budget**

**General Fund
Expenditure Summary**

	FY2012	Original	Amended	Council	Increase	%
	Actual	Budget	Budget	Adopted	(Decrease)	%
	FY2013	FY2013	FY2013	FY2014	FY2013 Original	Change
<u>General Government</u>						
01 City Clerk	\$ 183,452	\$ 239,087	\$ 241,660	\$ 251,349	\$ 12,262	5.13%
03 Visitor Center	176,922	187,856	183,388	185,303	(2,553)	(1.36%)
11 Legislative	156,826	173,545	173,545	175,253	1,708	0.98%
12 Legal	265,157	315,621	315,694	309,928	(5,693)	(1.80%)
13 City Manager	360,611	375,886	379,019	408,303	32,417	8.62%
15 Finance	524,033	608,337	611,254	619,220	10,883	1.79%
16 Land Administration	17,457	33,509	33,509	18,206	(15,303)	(45.67%)
18 Non-Departmental	947,618	1,283,152	1,306,922	1,297,839	14,687	1.14%
19 Planning and Zoning	242,855	242,554	245,561	267,504	24,950	10.29%
20 Safety	3,596	8,300	9,771	7,600	(700)	(8.43%)
Total General Government	<u>\$ 2,878,527</u>	<u>\$ 3,467,847</u>	<u>\$ 3,500,323</u>	<u>\$ 3,540,505</u>	<u>72,658</u>	<u>2.10%</u>
<u>Public Safety</u>						
21 Police	2,746,115	2,819,450	2,840,554	3,011,232	191,782	6.80%
22 Fire	2,651,721	2,758,479	2,886,946	2,978,068	219,589	7.96%
23 Communications	741,459	761,852	762,318	811,012	49,160	6.45%
29 Animal Control	302,673	341,506	341,579	361,578	20,072	5.88%
Total Public Safety	<u>6,441,968</u>	<u>6,681,287</u>	<u>6,831,397</u>	<u>7,161,890</u>	<u>480,603</u>	<u>7.19%</u>
<u>Public Works</u>						
31 Public Works Administration	159,376	171,499	171,554	176,575	5,076	2.96%
32 Shop	593,118	641,668	652,128	687,450	45,782	7.13%
33 Streets	935,349	1,011,032	1,027,070	1,006,141	(4,891)	(0.48%)
34 Buildings	368,045	500,569	500,650	384,188	(116,381)	(23.25%)
35 Street Lighting	117,879	158,642	158,642	147,909	(10,733)	(6.77%)
Total Public Works	<u>2,173,767</u>	<u>2,483,410</u>	<u>2,510,044</u>	<u>2,402,263</u>	<u>(81,147)</u>	<u>(3.27%)</u>
<u>Library</u>						
40 Library	<u>762,134</u>	<u>841,955</u>	<u>850,144</u>	<u>831,585</u>	<u>(10,370)</u>	<u>(1.23%)</u>
<u>Parks and Recreation</u>						
36 Boating Facility	160,548	166,766	167,112	98,982	(67,784)	(40.65%)
45 Parks, Recreation & Beautification	992,085	1,101,277	1,217,015	1,059,703	(41,574)	(3.78%)
Total Parks and Recreation	<u>1,152,633</u>	<u>1,268,043</u>	<u>1,384,127</u>	<u>1,158,685</u>	<u>(109,358)</u>	<u>(8.62%)</u>
<u>Total Operating Expenditures</u>	<u>13,409,029</u>	<u>14,742,542</u>	<u>15,076,035</u>	<u>15,094,928</u>	<u>352,386</u>	<u>2.39%</u>
<u>Transfers to other funds</u>						
Senior Citizens	119,666	93,656	-	-	(93,656)	(100.00%)
Debt Service	139,819	138,319	-	144,334	6,015	4.35%
Other non-operating	271,470	120,000	2,351,975	-	(120,000)	(100.00%)
Total Transfers to other funds	<u>530,955</u>	<u>351,975</u>	<u>2,351,975</u>	<u>144,334</u>	<u>(207,641)</u>	<u>(58.99%)</u>
Total General Fund	<u>\$ 13,939,984</u>	<u>\$ 15,094,517</u>	<u>\$ 17,428,010</u>	<u>\$ 15,239,262</u>	<u>\$ 144,745</u>	<u>0.96%</u>

City of Kenai
Fiscal Year 2014 Operating Budget

General Fund Summary by Line Item

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 5,523,987	\$ 5,001,986	\$ 6,043,081	\$ 6,040,419	\$ 6,149,983	\$ 106,902	1.77%
0200	Overtime	437,136	325,733	262,864	378,283	397,949	135,085	51.39%
0250	Holiday Pay	142,441	133,363	152,828	152,828	158,503	5,675	3.71%
0300	Leave	168,982	165,812	233,343	233,343	250,116	16,773	7.19%
0400	Medicare	86,803	76,778	93,986	95,574	98,760	4,774	5.08%
0450	Social Security	15,042	13,017	22,962	23,535	13,461	(9,501)	(41.38%)
0500	PERS	1,987,800	1,706,637	2,214,465	2,250,259	2,315,396	100,931	4.56%
0600	Unemployment Insurance	13,410	10,884	33,179	33,224	34,506	1,327	4.00%
0700	Workers Compensation	133,482	142,464	166,433	170,385	174,774	8,341	5.01%
0800	Health & Life Insurance	1,215,040	941,779	1,336,397	1,339,394	1,429,819	93,422	6.99%
0900	Supplemental Retirement	109,229	109,432	130,875	130,875	128,110	(2,765)	(2.11%)
	Total Salaries & Benefits	\$ 9,833,352	\$ 8,627,885	\$ 10,690,413	\$ 10,848,119	\$ 11,151,377	\$ 460,964	4.31%
<u>Maintenance and Operations</u>								
2021	Office Supplies	28,196	30,148	35,420	35,420	34,050	(1,370)	(3.87%)
2022	Operating & Repair Supplies	604,319	580,765	652,395	648,920	656,798	4,403	0.67%
2024	Small Tools/Minor Equipment	112,407	182,778	126,950	143,063	156,619	29,669	23.37%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	67,656	36,825	48,461	54,732	80,547	32,086	66.21%
4531	Professional Services	647,190	520,987	651,038	758,310	621,801	(29,237)	(4.49%)
4532	Communications	78,725	69,953	89,649	89,649	71,289	(18,360)	(20.48%)
4533	Travel & Transportation	122,507	98,713	147,590	146,989	150,265	2,675	1.81%
4534	Advertising	30,171	40,026	45,250	45,509	38,300	(6,950)	(15.36%)
4535	Printing & Binding	33,435	29,996	40,620	47,161	40,305	(315)	(0.78%)
4536	Insurance	98,162	152,192	155,888	155,888	145,085	(10,803)	(6.93%)
4537	Utilities	537,694	489,032	564,156	564,156	629,004	64,848	11.49%
4538	Repair & Maintenance	364,154	386,299	402,985	392,723	363,770	(39,215)	(9.73%)
4539	Rentals	156,326	147,778	173,270	174,326	128,170	(45,100)	(26.03%)
4540	Equip. Fund Pmts.	250,505	102,446	287,236	287,236	306,018	18,782	6.54%
4541	Postage	9,161	6,827	9,500	9,500	17,365	7,865	82.79%
4666	Books	66,096	68,697	71,900	78,600	73,875	1,975	2.75%
4667	Dues & Publications	25,818	21,249	28,365	28,390	31,305	2,940	10.36%
4999	General Contingency	-	-	75,000	75,000	75,000	-	-
5041	Miscellaneous	57,646	65,906	77,556	77,686	65,666	(11,890)	(15.33%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	31,957	38,467	27,500	36,518	28,100	600	2.18%
	Total Maint. and Operations	\$ 3,322,125	\$ 3,069,084	\$ 3,710,729	\$ 3,849,776	\$ 3,713,332	\$ 2,603	0.07%
<u>Capital Outlay & Transfers</u>								
8061	Land	2,425	80,305	-	-	-	-	-
8062	Buildings	38,331	41,538	174,200	174,200	75,000	(99,200)	(56.95%)
8063	Improvements	36,885	25,147	40,000	67,498	25,000	(15,000)	(37.50%)
8064	Machinery & Equipment	175,911	194,949	127,200	136,442	130,219	3,019	2.37%
9090	Transfers	530,955	472,064	351,975	2,351,975	144,334	(207,641)	(58.99%)
	Total Capital Outlay and Transfers	\$ 784,507	\$ 814,003	\$ 693,375	\$ 2,730,115	\$ 374,553	\$ (318,822)	(45.98%)
	Manager Total:	\$ 13,939,984	\$ 12,510,972	\$ 15,094,517	\$ 17,428,010	\$ 15,239,262	\$ 144,745	0.96%

City of Kenai
Fiscal Year 2014 Operating Budget

General Fund Central Administration Cost Allocation

	<u>FY 2013</u>	<u>FY 2014</u>	<u>Difference</u>	<u>Percent</u>
Water	\$ 70,700	\$ 93,800	\$ 23,100	32.67%
Sewer	48,500	53,900	5,400	11.13%
Sewer Treatment	102,100	121,800	19,700	19.29%
Airport - Airfield	776,300	813,300	37,000	4.77%
Airport - Administration Including Land	60,200	54,200	(6,000)	(9.97%)
Airport - Terminal	58,500	73,800	15,300	26.15%
Senior - Access	37,338	30,100	(7,238)	(19.39%)
Senior - Cong Meals	30,606	28,800	(1,806)	(5.90%)
Senior - Home Meals	23,802	22,700	(1,102)	(4.63%)
Senior - Transportation	12,531	14,800	2,269	18.11%
Senior - Choice Waiver	32,123	37,000	4,877	15.18%
Dipnet - Public Safety	-	68,600	68,600	-
Dipnet - Streets	-	7,100	7,100	-
Dipnet - Parks, Recreation & Beautification	-	20,700	20,700	-
Dipnet - Dock	-	7,900	7,900	-
Capital Project Management	13,100	9,700	(3,400)	(25.95%)
Congregate Housing	<u>29,700</u>	<u>37,600</u>	<u>7,900</u>	<u>26.60%</u>
 Total	 <u><u>\$ 1,295,500</u></u>	 <u><u>\$ 1,495,800</u></u>	 <u><u>\$ 200,300</u></u>	 <u><u>15.46%</u></u>

DEPARTMENT NARRATIVE

GENERAL FUND - CITY CLERK

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

KMC 1.25.010, Position

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

KMC 1.25.020, Duties

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

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

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

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 89,858	\$ 96,291	\$ 108,677	\$ 108,677	\$ 111,365	\$ 2,688	2.47%
0200	Overtime	1,148	2,593	4,500	4,500	4,667	167	3.71%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	6,838	2,530	2,530	3,507	977	38.62%
0400	Medicare	1,416	597	1,677	1,677	1,734	57	3.40%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	20,021	21,751	24,899	24,899	25,527	628	2.52%
0600	Unemployment Insurance	-	-	579	579	597	18	3.11%
0700	Workers Compensation	454	587	441	441	450	9	2.04%
0800	Health & Life Insurance	16,656	17,136	23,925	23,973	25,907	1,982	8.28%
0900	Supplemental Retirement	1,025	2,063	2,250	2,250	2,250	-	-
<u>Total Salaries & Benefits</u>		\$ 130,578	\$ 147,856	\$ 169,478	\$ 169,526	\$ 176,004	\$ 6,526	3.85%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,212	1,904	1,500	1,500	1,500	-	-
2022	Operating & Repair Supplies	95	60	820	820	320	(500)	(60.98%)
2024	Small Tools/Minor Equipment	302	1,816	2,750	2,750	1,700	(1,050)	(38.18%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	13,736	5,127	2,246	2,246	18,125	15,879	706.99%
4531	Professional Services	17,258	21,982	32,818	31,818	23,255	(9,563)	(29.14%)
4532	Communications	853	820	1,720	1,720	1,620	(100)	(5.81%)
4533	Travel & Transportation	9,574	5,756	7,900	10,425	8,000	100	1.27%
4534	Advertising	8,645	9,314	16,000	16,000	11,800	(4,200)	(26.25%)
4535	Printing & Binding	-	949	1,780	2,780	6,800	5,020	282.02%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	1,898	750	750	750	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	55	39	200	200	200	-	-
4667	Dues & Publications	336	564	825	825	975	150	18.18%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	330	322	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 52,396	\$ 50,551	\$ 69,609	\$ 72,134	\$ 75,345	\$ 5,736	8.24%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	478	7,216	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 478	\$ 7,216	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 183,452	\$ 205,623	\$ 239,087	\$ 241,660	\$ 251,349	\$ 12,262	5.13%

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2024	<u>Small Tools/Minor Equipment</u>	
	Table	1,200
	Miscellaneous	500
		<u>1,700</u>
2026	<u>Computer Software</u>	
	Dreamweaver subscriptions	480
	ArcView (GIS software for Cemetery)	330
	Laserfiche LSAP	7,400
	Laserfiche forms module	635
	Email Archiving Software	8,000
	Software for three computers	780
	Miscellaneous	500
		<u>18,125</u>
4531	<u>Professional Services</u>	
	E-Docs support	5,000
	Granicus video streaming maintenance	12,000
	Network Solution (Web hosting)	175
	Election judges	2,200
	Microfilming	1,500
	Shredding documents	1,030
	Miscellaneous	1,350
		<u>23,255</u>
4533	<u>Transportation</u>	
	Car allowance	720
	Alaska Assoc. of Municipal Clerk's (AAMC)	1,455
	IIMC Advanced Academy	1,200
	(2) Laserfiche Annual Conference	3,455
	Miscellaneous	1,170
		<u>8,000</u>
4534	<u>Advertising</u>	
	Elections Notices	2,450
	Meeting Agendas, Public Notices	8,650
	Miscellaneous	700
		<u>11,800</u>
4535	<u>Printing and Binding</u>	
	Election ballots, misc.	1,500
	Copier/Printer	5,000
	Misc.	300
		<u>6,800</u>
4667	<u>Dues and Publications</u>	
	IIMC (2)	250
	AAMC (2)	200
	Clarion	150
	National Association of Parliamentarians	75
	Miscellaneous	300
		<u>975</u>

DEPARTMENT NARRATIVE

GENERAL FUND - VISITORS CENTER

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

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

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

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,256	1,275	1,800	1,800	1,800	-	-
2024	Small Tools/Minor Equipment	-	1,090	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	125,000	101,520	125,000	125,000	125,000	-	-
4532	Communications	910	182	2,308	2,308	1,680	(628)	(27.21%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	160	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	29,716	30,730	33,448	33,448	36,103	2,655	7.94%
4538	Repair & Maintenance	20,040	12,238	25,300	20,832	20,720	(4,580)	(18.10%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 176,922	\$ 147,195	\$ 187,856	\$ 183,388	\$ 185,303	\$ (2,553)	(1.36%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 176,922	\$ 147,195	\$ 187,856	\$ 183,388	\$ 185,303	\$ (2,553)	(1.36%)

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u> Cleaning/restroom supplies	1,800
4531	<u>Professional Services</u> Professional Management contract with Kenai CVB	125,000
4532	<u>Communications</u> Metro Ethernet	1,680
4538	<u>Repairs and Maintenance</u> Janitorial service Security monitoring Window washing	20,000 420 300 <hr/> 20,720

DEPARTMENT NARRATIVE

GENERAL FUND - LEGISLATIVE

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

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 48,000	\$ 44,220	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	74	15	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	697	641	696	696	696	-	-
0450	Social Security	2,976	2,742	3,936	3,936	2,976	(960)	(24.39%)
0500	PERS	16	3	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	177	259	185	185	183	(2)	(1.08%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ 51,940	\$ 47,880	\$ 52,817	\$ 52,817	\$ 51,855	\$ (962)	(1.82%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	44	189	200	200	200	-	-
2022	Operating & Repair Supplies	4,737	1,299	2,600	2,550	6,178	3,578	137.62%
2024	Small Tools/Minor Equipment	1,113	1,193	400	636	3,000	2,600	650.00%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	348	77	1,458	1,458	1,800	342	23.46%
4531	Professional Services	48,568	43,505	52,400	52,400	46,400	(6,000)	(11.45%)
4532	Communications	6	351	500	500	500	-	-
4533	Travel & Transportation	9,269	8,468	9,850	9,850	11,200	1,350	13.71%
4534	Advertising	6,090	15,334	7,400	7,400	9,100	1,700	22.97%
4535	Printing & Binding	-	655	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	1,995	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	85	200	200	200	-	-
4667	Dues & Publications	7,450	6,664	8,070	8,070	8,070	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	6,286	14,228	9,650	9,464	8,150	(1,500)	(15.54%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	20,975	7,090	27,500	27,500	28,100	600	2.18%
	<u>Total Maint. and Operations</u>	\$ 104,886	\$ 101,133	\$ 120,728	\$ 120,728	\$ 123,398	\$ 2,670	2.21%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 156,826	\$ 149,013	\$ 173,545	\$ 173,545	\$ 175,253	\$ 1,708	0.98%

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 001 - General Fund
Department: 11 - Legislative

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Miscellaneous - Food/refreshments/awards	2,678
	Volunteer appreciation event supplies	3,500
		<u>6,178</u>
2024	<u>Small Tools & Minor Equipment</u>	
	Replacement of chamber computer	1,100
	Sound equipment maintenance	1,500
	Miscellaneous	400
		<u>3,000</u>
4531	<u>Professional Services</u>	
	Annual Audit	38,000
	PZ Commission Stipend	8,400
		<u>46,400</u>
4533	<u>Transportation</u>	
	Annual AML Conference - Anchorage	3,200
	Summer AML Conference - Nome	2,000
	Winter AML Conference - Juneau	2,300
	NEO Training	1,500
	Alaska stand alone pipeline	1,200
	Miscellaneous	1,000
		<u>11,200</u>
4534	<u>Advertising</u>	
	Milepost Advertisement	3,500
	T-shirt/cap replenishment	1,800
	KCHA Ads	600
	City Souvenirs & Pins	2,700
	Miscellaneous	500
		<u>9,100</u>
4667	<u>Dues and Publications</u>	
	AML Dues	7,000
	Kenai Chamber of Commerce	500
	Alaska Conference of Mayors	120
	Publications: Miscellaneous	450
		<u>8,070</u>
5041	<u>Miscellaneous</u>	
	Presentation Gifts	950
	Mini-Grants	2,500
	Mayor Reimbursements	2,000
	Miscellaneous	2,700
		<u>8,150</u>
5047	<u>Grants to Agencies</u>	
	Kenai Watershed Forum Water Testing	5,000
	Oilers Park Water & Sewer	1,600
	Kenai Chamber of Commerce Fireworks	3,500
	Kenai Chamber of Commerce Forth of July Celebration	2,500
	Industry Appreciation Day	500
	Kenai Boys & Girls Club Grant	10,000
	Grants To Be Determined by City Council	5,000
		<u>28,100</u>

DEPARTMENT NARRATIVE

GENERAL FUND - LEGAL

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

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

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

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

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

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 169,579	\$ 159,391	\$ 176,837	\$ 161,837	\$ 173,288	\$ (3,549)	(2.01%)
0200	Overtime	-	-	351	351	367	16	4.56%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	5,209	4,761	4,761	3,253	(1,508)	(31.67%)
0400	Medicare	2,451	2,383	2,638	2,638	2,565	(73)	(2.77%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	37,306	34,806	38,981	38,981	38,204	(777)	(1.99%)
0600	Unemployment Insurance	-	-	910	910	884	(26)	(2.86%)
0700	Workers Compensation	499	738	595	595	585	(10)	(1.68%)
0800	Health & Life Insurance	30,618	24,259	31,900	31,973	34,542	2,642	8.28%
0900	Supplemental Retirement	3,185	2,855	3,000	3,000	3,000	-	-
	<u>Total Salaries & Benefits</u>	\$ 243,638	\$ 229,641	\$ 259,973	\$ 245,046	\$ 256,688	\$ (3,285)	(1.26%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	598	548	720	720	750	30	4.17%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	750	995	2,700	2,700	2,000	(700)	(25.93%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	138	598	598	300	(298)	(49.83%)
4531	Professional Services	3,856	7,002	29,000	44,000	29,000	-	-
4532	Communications	168	109	200	200	920	720	360.00%
4533	Travel & Transportation	9,300	7,474	11,070	11,070	10,720	(350)	(3.16%)
4534	Advertising	-	872	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	3,929	3,561	6,155	6,155	5,530	(625)	(10.15%)
4667	Dues & Publications	2,483	1,555	2,955	2,955	2,070	(885)	(29.95%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	310	890	2,250	2,250	1,950	(300)	(13.33%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 21,394	\$ 23,144	\$ 55,648	\$ 70,648	\$ 53,240	\$ (2,408)	(4.33%)
<u>Capital Outlay & Transfers</u>								
8061	Land	125	25	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ 125	\$ 25	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 265,157	\$ 252,810	\$ 315,621	\$ 315,694	\$ 309,928	\$ (5,693)	(1.80%)

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 001 - General Fund
Department: 12 - Legal

Account Number	Description	Council Adopted
2024	<u>Small Tools and Minor Equipment</u>	
	Laptop computer	1,500
	Miscellaneous	500
		<u>2,000</u>
4531	<u>Professional Services</u>	
	Consulting Services	29,000
4533	<u>Transportation</u>	
	Car Allowance	720
	Continuing education, ABA, AMAA conferences	8,500
	Training for Admin.	500
	Travel for litigation	1,000
		<u>10,720</u>
4666	<u>Books</u>	
	Westlaw	4,100
	LexisNexis	850
	Attorney directory	80
	Miscellaneous	500
		<u>5,530</u>
4667	<u>Dues and Publications</u>	
	Alaska Bar Assoc. dues	700
	International Municipal Lawyers Assoc.	480
	Kenai Bar Assoc.	50
	Alaska Municipal Attorneys Assoc.	90
	FLSA handbook	450
	Miscellaneous	300
		<u>2,070</u>
5041	<u>Miscellaneous</u>	
	Recording fees	850
	Filing fees	600
	Miscellaneous	500
		<u>1,950</u>

DEPARTMENT NARRATIVE

GENERAL FUND - CITY MANAGER

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

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

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 170,250	\$ 154,519	\$ 201,111	\$ 204,189	\$ 214,878	\$ 13,767	6.85%
0200	Overtime	-	7	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	12,902	9,469	7,078	7,078	8,073	995	14.06%
0400	Medicare	2,649	2,381	3,018	3,018	3,233	215	7.12%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	37,454	33,915	44,244	44,244	47,274	3,030	6.85%
0600	Unemployment Insurance	-	-	1,041	1,041	1,115	74	7.11%
0700	Workers Compensation	656	860	804	804	852	48	5.97%
0800	Health & Life Insurance	22,958	18,559	26,637	26,692	28,843	2,206	8.28%
0900	Supplemental Retirement	2,268	2,117	2,500	2,500	2,505	5	0.20%
	<u>Total Salaries & Benefits</u>	\$ 249,137	\$ 221,827	\$ 286,433	\$ 289,566	\$ 306,773	\$ 20,340	7.10%
<u>Maintenance and Operations</u>								
2021	Office Supplies	812	790	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	40	817	1,500	2,400	-	(1,500)	(100.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	145	373	373	930	557	149.33%
4531	Professional Services	89,185	29,485	60,000	60,000	75,500	15,500	25.83%
4532	Communications	938	964	1,500	1,500	1,400	(100)	(6.67%)
4533	Travel & Transportation	13,571	12,950	16,300	15,400	16,300	-	-
4534	Advertising	1,156	875	4,500	4,500	2,000	(2,500)	(55.56%)
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	2,494	1,752	1,780	1,780	1,900	120	6.74%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	3,278	6,617	2,500	2,500	2,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 111,474	\$ 54,395	\$ 89,453	\$ 89,453	\$ 101,530	\$ 12,077	13.50%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 360,611	\$ 276,222	\$ 375,886	\$ 379,019	\$ 408,303	\$ 32,417	8.62%

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
4531	<u>Professional Services</u>	
	External legal services	10,000
	Position classification study	30,000
	Fire Department Management Consultant	30,000
	Training for supervisors	<u>5,500</u>
		75,500
4533	<u>Transportation</u>	
	Auto allowance	4,800
	AML/AMMA	2,000
	Anchorage / Juneau travel	4,500
	Miscellaneous	<u>5,000</u>
		16,300
4534	<u>Advertising</u>	
	State of the City Publication	1,000
	Miscellaneous	<u>1,000</u>
		2,000
4667	<u>Dues and Publications</u>	
	Subscriptions	200
	ICMA Dues	1,200
	AMMA Dues	200
	AML Publications	100
	SHRM/IPMA Dues	<u>200</u>
		1,900
5041	<u>Miscellaneous</u>	
	Chamber lunches/prof. meeting meals	2,500

DEPARTMENT NARRATIVE

GENERAL FUND - FINANCE

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

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

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 330,065	\$ 263,237	\$ 354,865	\$ 354,865	\$ 367,855	\$ 12,990	3.66%
0200	Overtime	758	968	300	300	2,550	2,250	750.00%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,636	10,019	10,307	10,307	13,987	3,680	35.70%
0400	Medicare	4,794	3,912	5,299	5,299	5,574	275	5.19%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	70,267	56,964	78,138	78,138	81,489	3,351	4.29%
0600	Unemployment Insurance	-	-	1,826	1,826	1,922	96	5.26%
0700	Workers Compensation	1,270	1,511	1,411	1,411	1,465	54	3.83%
0800	Health & Life Insurance	70,125	48,795	75,763	75,930	82,038	6,275	8.28%
0900	Supplemental Retirement	5,607	5,670	6,376	6,376	7,125	749	11.75%
<u>Total Salaries & Benefits</u>		\$ 492,522	\$ 391,076	\$ 534,285	\$ 534,452	\$ 564,005	\$ 29,720	5.56%
<u>Maintenance and Operations</u>								
2021	Office Supplies	3,945	5,053	6,150	6,150	6,400	250	4.07%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	5,426	4,446	4,500	4,500	5,200	700	15.56%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	660	5,315	18,632	21,382	23,895	5,263	28.25%
4531	Professional Services	360	1,187	1,500	1,500	1,500	-	-
4532	Communications	1,150	1,084	1,940	1,940	1,740	(200)	(10.31%)
4533	Travel & Transportation	7,580	5,722	12,000	11,600	12,000	-	-
4534	Advertising	1,495	712	500	500	500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	8,736	9,916	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,961	1,571	1,830	1,830	1,980	150	8.20%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	198	222	1,000	1,400	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 31,511	\$ 35,228	\$ 49,052	\$ 51,802	\$ 55,215	\$ 6,163	12.56%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	25,000	25,000	-	(25,000)	(100.00%)
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ (25,000)	(100.00%)
Manager Total:		\$ 524,033	\$ 426,304	\$ 608,337	\$ 611,254	\$ 619,220	\$ 10,883	1.79%

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u> Office supplies, printer cartridges	6,400
2024	<u>Small Tools and Minor Equipment</u> Misc. office equipment Replace 2 each staff computers Payroll and A/P check printer replacement	1,500 2,200 1,500 <hr/> 5,200
2026	<u>Computer Software</u> Software for 7 computers Visio for IT Manager Adobe subscription AutoCAD maintenance SQL Server 2012 vShere maintenance Caselle Software Support Misc. Software Go to Assist for IT Manager	1,905 90 600 200 2,500 1,500 15,000 1,500 600 <hr/> 23,895
4531	<u>Professional Services</u> FICA administration Caselle Support	500 1,000 <hr/> 1,500
4533	<u>Transportation</u> F.D. : AGFOA F.D. : Training West Coast F.D. : Misc. Anchorage ACCT: AGFOA Caselle User Conference (1 Staff Member) ACCT: Training Anchorage Car Allow. (2) IT Manager Training (VM Ware Course)	1,500 2,500 590 1,500 1,500 590 720 3,100 <hr/> 12,000
4667	<u>Dues and Publications</u> AGFOA, GFOA, AICPA dues GFOA Certificate of Achievement Alaska Employment Law Letter Miscellaneous	840 550 290 300 <hr/> 1,980

DEPARTMENT NARRATIVE

GENERAL FUND - LAND

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

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ 8,603	\$ 8,603	\$ -	\$ (8,603)	(100.00%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	125	125	-	(125)	(100.00%)
0450	Social Security	-	-	705	705	-	(705)	(100.00%)
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	43	43	-	(43)	(100.00%)
0700	Workers Compensation	-	-	33	33	-	(33)	(100.00%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ 9,509	\$ 9,509	\$ -	\$ (9,509)	(100.00%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	223	150	800	800	200	(600)	(75.00%)
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	120	800	800	200	(600)	(75.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	400	400	590	190	47.50%
4531	Professional Services	13,360	10,939	20,000	20,000	15,000	(5,000)	(25.00%)
4532	Communications	-	-	-	-	216	216	-
4533	Travel & Transportation	-	30	-	-	-	-	-
4534	Advertising	-	175	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	1,376	1,530	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	198	2,591	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 15,157	\$ 15,535	\$ 24,000	\$ 24,000	\$ 18,206	\$ (5,794)	(24.14%)
<u>Capital Outlay & Transfers</u>								
8061	Land	2,300	54,780	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ 2,300	\$ 54,780	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 17,457	\$ 70,315	\$ 33,509	\$ 33,509	\$ 18,206	\$ (15,303)	(45.67%)

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
4531	<u>Professional Services</u>	
	Surveying, platting, appraising city-owned lands, litigation reports, site assessments	10,000
	Miscellaneous Engineering	5,000
		<hr/> 15,000

DEPARTMENT NARRATIVE

GENERAL FUND – NON-DEPARTMENTAL

The Non-Departmental budget provides for administrative expenditures that are not accounted for in another specific department. It includes in the day-to-day activities of City operations, including insurance (less than what is allocated to Airport, Water and Sewer, Senior Center, Personal Use Fishery, Congregate Housing and Workers' Compensation), professional services for website maintenance, utilities, operating supplies, repairs and maintenance, printing and binding, and postage for City Hall. The Non-Departmental budget also includes rent to the Airport Land System for General Fund use of the City Shop property, Contingency, and Transfers.

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 001 - General Fund
Department: Non-Departmental

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	693,606	550,936	855,138	868,890	887,741	32,603	3.81%
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ 693,606	\$ 550,936	\$ 855,138	\$ 868,890	\$ 887,741	\$ 32,603	3.81%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,426	1,755	2,500	2,500	2,500	-	-
2022	Operating & Repair Supplies	1,832	3,473	2,500	2,500	2,500	-	-
2024	Small Tools/Minor Equipment	7,108	7,399	4,500	4,500	4,500	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,910	1,745	2,150	2,150	2,150	-	-
4531	Professional Services	11,674	39,551	3,300	8,800	3,000	(300)	(9.09%)
4532	Communications	17,598	13,484	18,211	18,211	17,350	(861)	(4.73%)
4533	Travel & Transportation	(14,815)	(10,313)	-	-	-	-	-
4534	Advertising	-	11	-	-	-	-	-
4535	Printing & Binding	10,271	9,566	10,500	14,000	10,500	-	-
4536	Insurance	98,162	152,192	155,888	155,888	145,085	(10,803)	(6.93%)
4537	Utilities	40,345	40,046	45,327	45,327	46,575	1,248	2.75%
4538	Repair & Maintenance	16,474	18,829	31,725	23,025	24,025	(7,700)	(24.27%)
4539	Rentals	37,085	31,183	38,336	38,336	38,336	-	-
4540	Equip. Fund Pmts.	-	-	22,777	22,777	22,777	-	-
4541	Postage	9,161	6,827	9,500	9,500	9,500	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	36	-	-	-	-	-
4999	General Contingency	-	-	75,000	75,000	75,000	-	-
5041	Miscellaneous	4,799	3,088	5,800	6,500	6,300	500	8.62%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	10,982	29,928	-	9,018	-	-	-
	<u>Total Maint. and Operations</u>	\$ 254,012	\$ 348,800	\$ 428,014	\$ 438,032	\$ 410,098	\$ (17,916)	(4.19%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	25,500	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,835	-	-	-	-	-
9090	Transfers	530,955	472,064	351,975	2,351,975	144,334	(207,641)	(58.99%)
	<u>Total Capital Outlay and Transfers</u>	\$ 530,955	\$ 502,399	\$ 351,975	\$ 2,351,975	\$ 144,334	\$ (207,641)	(58.99%)
	Manager Total:	\$ 1,478,573	\$ 1,402,135	\$ 1,635,127	\$ 3,658,897	\$ 1,442,173	\$ (192,954)	(11.80%)

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2024	<u>Small Tools & Minor Equipment</u>	
	Network Misc. Hardware	2,500
	Miscellaneous computer items	2,000
		<u>4,500</u>
4531	<u>Professional Services</u>	
	Web maintenance	3,000
4532	<u>Communication</u>	
	Telephone	5,500
	Long Distance	11,850
		<u>17,350</u>
4535	<u>Printing and Binding</u>	
	Copier Maintenance	7,000
	Paper	3,500
		<u>10,500</u>
4536	<u>Insurance</u>	
	All insurance & deductibles, less that attributed to Airport, Water and Sewer, Dock, Congregate Housing and Worker's Comp	145,085
4538	<u>Repairs and Maintenance</u>	
	City Hall janitorial services	20,000
	City Hall window cleaning	300
	Fax machine maintenance	425
	Security monitoring	300
	Carpet rental and cleaning	3,000
		<u>24,025</u>
4539	<u>Rentals</u>	
	Rental of postage meter & scale	3,300
	Shop Property	35,036
		<u>38,336</u>
4541	<u>Postage</u>	
	All City Hall (excluding water and sewer bills)	9,500
5041	<u>Miscellaneous</u>	
	Employee appreciation	5,000
	Hope Health Newsletter	800
	Miscellaneous	500
		<u>6,300</u>
9090	<u>Transfers</u>	
	Debt Service (Library Expansion Bonds)	144,334

DEPARTMENT NARRATIVE

GENERAL FUND - PLANNING & ZONING

The Planning Department consists of the City Planner and an Administrative Assistant III who provide staff services in the areas of planning, zoning, historic preservation, code enforcement, and geographic information system (GIS). This Department is responsible for administering and coordinating the City's planning and zoning functions as required under Title 14 and code enforcement in Title 9 and 12 of the Kenai Municipal Code.

Staff provides administrative support to the Planning & Zoning Commission acting as a liaison and advisor and is the first step in any process to be brought to the Commission from the public or agencies. The Commission reviews and acts upon requests for variances, encroachments, rezones, conditional use permits, home occupation permits and is responsible for reviewing amendments to the zoning code and the annual review of the City's Comprehensive Plan. The Commission also acts in an advisory capacity to the City Council and Kenai Peninsula Borough in matters of rezoning, city and airport land lease or sale petitions, capital improvements programming, subdivision plat proposals, and right-of-way and easement vacation petitions.

The department maintains and manages development and expansion of the City's GIS system. The department continues to experience increased demands for assistance with land issues and mapping in the City. The GIS system's capabilities allow staff to provide immediate parcel data and maps to other City departments and the public.

The Planning staff collaborates with Borough personnel, the City's Building Official, Public Works Director, and other City department personnel to compile information for the Planning & Zoning Commission.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 134,363	\$ 122,880	\$ 125,443	\$ 125,443	\$ 142,169	\$ 16,726	13.33%
0200	Overtime	1,409	637	2,000	2,000	2,411	411	20.55%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,529	506	5,852	5,852	6,689	837	14.30%
0400	Medicare	1,881	1,714	1,933	1,933	2,194	261	13.50%
0450	Social Security	521	380	689	689	521	(168)	(24.38%)
0500	PERS	28,047	25,841	26,190	26,190	29,960	3,770	14.39%
0600	Unemployment Insurance	-	-	624	624	714	90	14.42%
0700	Workers Compensation	519	706	512	512	575	63	12.30%
0800	Health & Life Insurance	30,599	24,822	29,189	29,262	34,542	5,353	18.34%
0900	Supplemental Retirement	3,056	3,108	2,745	2,745	3,000	255	9.29%
<u>Total Salaries & Benefits</u>		\$ 202,924	\$ 180,594	\$ 195,177	\$ 195,250	\$ 222,775	\$ 27,598	14.14%
<u>Maintenance and Operations</u>								
2021	Office Supplies	2,397	2,360	2,100	2,100	1,600	(500)	(23.81%)
2022	Operating & Repair Supplies	380	328	600	600	600	-	-
2024	Small Tools/Minor Equipment	2,093	4,223	900	900	1,460	560	62.22%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,675	1,542	2,097	2,097	2,890	793	37.82%
4531	Professional Services	5,850	3,862	18,000	18,000	15,000	(3,000)	(16.67%)
4532	Communications	237	187	420	420	769	349	83.10%
4533	Travel & Transportation	9,986	7,331	8,720	11,654	8,720	-	-
4534	Advertising	4,991	5,835	7,500	7,500	6,500	(1,000)	(13.33%)
4535	Printing & Binding	292	355	600	600	600	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	879	340	1,600	1,600	1,500	(100)	(6.25%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	199	184	300	300	300	-	-
4667	Dues & Publications	1,033	929	1,340	1,340	1,590	250	18.66%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,650	3,121	3,200	3,200	3,200	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 32,662	\$ 30,597	\$ 47,377	\$ 50,311	\$ 44,729	\$ (2,648)	(5.59%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	7,269	1,454	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 7,269	\$ 1,454	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 242,855	\$ 212,645	\$ 242,554	\$ 245,561	\$ 267,504	\$ 24,950	10.29%

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u>	
	Misc. Office Supplies	1,100
	Replacement cartridges for color printer	500
		<u>1,600</u>
2024	<u>Small Tools/Minor Equipment</u>	
	Replacement Dymo label writer printer	200
	LaserJet Printer	700
	Wide format printhead replacement	560
		<u>1,460</u>
2026	<u>Computer Software</u>	
	ArcView License (GIS)	1,050
	AutoCAD License	500
	Misc. upgrades/licenses	160
	Software for 3 computers	780
	Adobe Acrobat upgrade	400
		<u>2,890</u>
4531	<u>Professional Services</u>	
	GIS technical support	5,000
	Ongoing conversion of lands databases to GIS	5,000
	GIS scanning/hyperlink project with training	3,000
	Miscellaneous services	2,000
		<u>15,000</u>
4533	<u>Transportation</u>	
	Car allowances	720
	Planner Conference	3,500
	Misc. Training (GIS, Planning, Code Enf. Etc)	4,500
		<u>8,720</u>
4534	<u>Advertising</u>	
	Public hearing notices, and meeting agendas as required by code	6,500
4535	<u>Printing and Binding</u>	
	Zoning maps, mapping paper for wide-format printer	600
4538	<u>Repairs and Maintenance</u>	
	Extended warranty GIS wide-format printer	900
	Repairs and maintenance for desktop printers	600
		<u>1,500</u>
4667	<u>Dues and Publications</u>	
	American Planning Assn./AICP Dues	900
	Western Planner Magazine	100
	Alaska Assn of Historical Preservation	50
	The Commissioner	150
	National Assn. of Preservation Commissions	40
	National Preservation Forum Membership	100
	Toastmaster Dues	250
		<u>1,590</u>
5041	<u>Miscellaneous</u>	
	Junk Vehicle disposal	2,500
	College classes	700
		<u>3,200</u>

DEPARTMENT NARRATIVE

GENERAL FUND - SAFETY

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

The Safety Program is directed by the Public Works Director.

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 001 - General Fund
Department: Safety

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	200	200	200	-	-
2022	Operating & Repair Supplies	152	66	600	600	600	-	-
2024	Small Tools/Minor Equipment	-	198	450	450	450	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	400	400	-	(400)	(100.00%)
4531	Professional Services	3,232	1,629	5,000	6,471	5,000	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	130	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	300	300	-	(300)	(100.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	212	721	750	750	750	-	-
4667	Dues & Publications	-	47	600	600	600	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 3,596	\$ 2,791	\$ 8,300	\$ 9,771	\$ 7,600	\$ (700)	(8.43%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 3,596	\$ 2,791	\$ 8,300	\$ 9,771	\$ 7,600	\$ (700)	(8.43%)

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
4531	<u>Professional Services</u>	
	Drug & alcohol testing	4,200
	Safety Training	800
		<hr/> 5,000
4666	<u>Books</u>	
	Training videos, pamphlets, reference books, OSHA regulations	750
4667	<u>Dues & Publications</u>	
	ASSE, National Safety Council, Safety & Health magazine	600

DEPARTMENT NARRATIVE

GENERAL FUND - POLICE

The Police Department has nineteen (19) full-time sworn personnel and one (1) full-time department assistant/evidence custodian. Part time staffing includes six (6) temporary enforcement officers.

In CY2012, the Police Department responded to 8,297 calls for service. The calls for service are comprised of criminal offenses, motor vehicle crashes, municipal ordinance violations, suspicious circumstances, welfare checks, civil/non-criminal offenses, agency assists, and a variety of dipnet-related calls for service (during the annual personal use fishery).

The basic patrol mission of the department in FY14 will be met by the assignment of two sergeants and ten officers to the patrol function. The City of Kenai has a minimum of two police officers on duty at all times. Patrol teams are also supplemented by assistance from the investigations unit, which is staffed by a sergeant and two investigators (one of whom is the school resource officer 9 months out of the year).

Two investigators are assigned to the Alaska Bureau of Alcohol and Drug Enforcement (ABADE) task force. The salary and overtime of one of these positions is reimbursed to the City through a Justice Assistance Grant (JAG). This unit has a significant role in suppressing illicit drug activities and associated crimes.

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

The School Resource Officer acts as the department liaison to the local schools as well as other public and community agencies that interact with juveniles. The SRO is based out of KCHS, and provides crime prevention education to students at all of the local schools. The SRO is also the primary officer assigned to investigate crimes occurring at the schools.

The Police Department has three primary areas of focus for FY14: 1. Suppressing criminal activity by serious/repeat offenders. 2. Highway safety for Kenai citizens and people traveling through Kenai. 3. Crime prevention through school programs and other community outreach programs.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,412,847	\$ 1,288,446	\$ 1,538,905	\$ 1,538,905	\$ 1,590,721	\$ 51,816	3.37%
0200	Overtime	113,871	104,716	62,738	74,567	103,822	41,084	65.49%
0250	Holiday Pay	65,614	61,654	71,194	71,194	73,851	2,657	3.73%
0300	Leave	58,579	52,950	57,222	57,222	63,414	6,192	10.82%
0400	Medicare	23,672	21,664	25,087	25,087	26,563	1,476	5.88%
0450	Social Security	1,814	1,806	2,509	2,509	1,413	(1,096)	(43.68%)
0500	PERS	345,489	313,347	361,293	361,293	384,034	22,741	6.29%
0600	Unemployment Insurance	1,041	1,201	8,652	8,652	9,160	508	5.87%
0700	Workers Compensation	33,971	38,020	39,790	39,790	42,065	2,275	5.72%
0800	Health & Life Insurance	296,841	228,878	319,000	319,732	345,420	26,420	8.28%
0900	Supplemental Retirement	25,422	25,214	30,000	30,000	30,000	-	-
	<u>Total Salaries & Benefits</u>	\$ 2,379,161	\$ 2,137,896	\$ 2,516,390	\$ 2,528,951	\$ 2,670,463	\$ 154,073	6.12%
<u>Maintenance and Operations</u>								
2021	Office Supplies	2,797	2,286	3,000	3,000	3,000	-	-
2022	Operating & Repair Supplies	76,635	67,007	66,800	66,800	72,800	6,000	8.98%
2024	Small Tools/Minor Equipment	17,527	45,639	15,950	15,950	20,175	4,225	26.49%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	16,874	6,074	4,273	7,761	10,823	6,550	153.29%
4531	Professional Services	10,137	16,168	17,100	17,233	17,300	200	1.17%
4532	Communications	15,963	12,437	14,240	14,240	10,280	(3,960)	(27.81%)
4533	Travel & Transportation	37,246	23,810	26,650	23,390	26,650	-	-
4534	Advertising	229	397	-	-	-	-	-
4535	Printing & Binding	3,486	2,540	3,940	3,940	4,055	115	2.92%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	38,401	35,754	42,077	42,077	48,532	6,455	15.34%
4538	Repair & Maintenance	18,298	13,881	16,500	18,168	25,243	8,743	52.99%
4539	Rentals	1,528	488	300	1,356	300	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	3,865	3,865	-
4666	Books	1,364	1,312	1,450	1,450	1,450	-	-
4667	Dues & Publications	4,060	3,083	3,480	3,480	3,530	50	1.44%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	14,987	14,650	17,100	16,316	17,100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	1,449	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 259,532	\$ 246,975	\$ 232,860	\$ 235,161	\$ 265,103	\$ 32,243	13.85%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	107,422	91,764	70,200	76,442	75,666	5,466	7.79%
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ 107,422	\$ 91,764	\$ 70,200	\$ 76,442	\$ 75,666	\$ 5,466	7.79%
Manager Total:		\$ 2,746,115	\$ 2,476,635	\$ 2,819,450	\$ 2,840,554	\$ 3,011,232	\$ 191,782	6.80%

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 001 - General Fund
Department: 21 - Police

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u> Misc. office supplies, codes, statutes, special forms, etc.	3,000
2022	<u>Operating and Repair Supplies</u> Investigative supplies, film, and photo processing, chemicals, ammunition, uniform issue items, video supplies, vehicle supplies & fuel, kitchen supplies, crime prevention materials, janitorial supplies, electrical supplies, parts and supplies for radar units, weapons, video cameras, etc.	72,800
2024	<u>Small Tools and Minor Equipment</u> Miscellaneous computer hardware Replacement computers (3) and 1 Digital Media PC for squad room Soft Body Armor Digital Cameras Digital Audio Recorders Miscellaneous small investigative tools Transient Hard Drives Radars (2) Laptop docking stations (5) Replace computers (2) Printer for squad room New tasers (2) New squad room chairs (2) Trail cam Less lethal launcher	500 1,800 900 600 500 500 500 4,700 2,000 2,200 1,400 2,400 500 575 1,100 <hr/> 20,175
2026	<u>Computer Software</u> Licensing for 31 computers Leads Online (annual sub. Cost) Digital Ally Update	8,100 2,128 595 <hr/> 10,823
4531	<u>Professional Services</u> Investigative and other impounds Lab exams & Emergency Room charges Applicant psychological exams Applicant medical exam Snow shoe gun club range reservations	7,400 8,000 700 900 300 <hr/> 17,300

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 001 - General Fund
Department: 21 - Police

Account Number	Description	Council Adopted
4533	<u>Transportation</u> Death Inv. Training, Sexual Assault Training, Sexual abuse/child exploitation training AK Assoc. Chief of Police meetings, interview/interrogation training, MVA training, Field training, DARE office training, Firearms/Tactical training, Less lethal weapons training, crime stoppers conference, drug training, APOA Crime Conference, polygraph school.	26,650
4535	<u>Printing and Binding</u> Copy Machine maintenance Copy paper and supplies TRACS paper	1,615 1,940 500 <hr/> 4,055
4538	<u>Repairs and Maintenance</u> Building repairs & maintenance, pro-rata share of heating system inspection and repairs, minor vehicle repairs not covered Janitorial contract Printer maintenance Taser repairs Mobile/Portable radio programming/maintenance Digital Ally Video Camera repairs Veripic Evidence software annual maintenance	2,100 15,668 1,000 1,600 600 2,000 2,275 <hr/> 25,243
4539	<u>Rentals</u> Misc. tool rental	300
4541	<u>Postage</u> Postage Postage annual rental fee Postage hardware maintenance contract	3,000 492 373 <hr/> 3,865
4667	<u>Dues and Publications</u> Civil Liability updates, Peninsula Clarion/Anc. Daily News, APSC certifications fees (5), Snowshoe Gun Club dues, Dues to professional organizations, and Professional publications	3,530
5041	<u>Miscellaneous</u> Uniform allowance College tuition Biohazard & sensitive doc. disposal	15,500 200 1,400 <hr/> 17,100
8064	<u>Machinery and Equipment</u> Patrol vehicle - SUV interceptor with accessories Patrol vehicle - SUV interceptor with accessories Winter tires	28,833 28,833 18,000 <hr/> 75,666

DEPARTMENT NARRATIVE

GENERAL FUND - FIRE

The City of Kenai Fire Department is responsible for fire suppression, airport crash fire rescue, hazardous materials, water rescue, emergency medical services, fire prevention, code enforcement and fire investigations within the incorporated City limits of Kenai. The department serves an area of approximately thirty-three square miles and a population of approximately 7,000. The fire department is located in the Public Safety Building at 105 South Willow Street, with a second station on the Kenai Airport.

The department has a total of eighteen personnel and provides around the clock response service. Staffing consists of: Fire Chief, Fire Marshal, Battalion/Training Chief, Administrative Assistant I, and fifteen line personnel consisting of three Captains, three Engineers, and nine Firefighters. All line personnel are State Firefighter II certified in addition to their EMT/Paramedic qualifications and are cross-trained in fire prevention, structural firefighting, hazardous materials, and airport crash rescue, and numerous other specialized fields.

There are many facets of the department that personnel are responsible to maintain, including fire hoses, hydrants, inventory, equipment, apparatus and training.

Emergency response equipment consists of a 95' aerial platform, three Class A tanker/pumpers, two airport crash trucks, two advanced life support ambulances, one rescue squad truck, three staff vehicles, one off road a.t.v. and an 18 foot rigid hull inflatable boat.

The department responded to 1,195 emergency responses during 2012. Of these, 888 were EMS related call with 701 patients being transported by ambulance. The remainders of the calls included 28 fire calls that comprised of 8 building fires, and the remaining consisting of wild land, vehicle, chimney and other associated type fires. Other hazardous conditions responded to included 16 natural gas leaks, 18 carbon monoxide calls and other gasoline leaks from cars and "hot wire" calls. 96 calls for 2012 were associated with service calls or good intent calls such as assisting invalids, cover assignments for Nikiski Fire Department and CES, dispatched to an emergency and canceled in route and assisting other government agencies. The estimated property loss for 2011 was \$219,250 and an estimated content loss of \$64,000 for a total of \$283,250 total dollar loss due to fire.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,264,303	\$ 1,077,461	\$ 1,339,359	\$ 1,339,359	\$ 1,386,580	\$ 47,221	3.53%
0200	Overtime	227,091	150,255	135,000	235,190	233,065	98,065	72.64%
0250	Holiday Pay	54,307	51,005	57,785	57,785	59,957	2,172	3.76%
0300	Leave	32,206	36,778	74,367	74,367	78,325	3,958	5.32%
0400	Medicare	22,379	18,705	23,295	24,748	25,493	2,198	9.44%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	340,044	281,215	337,071	359,113	369,514	32,443	9.62%
0600	Unemployment Insurance	-	-	8,032	8,032	8,790	758	9.44%
0700	Workers Compensation	60,358	52,443	76,682	80,297	80,727	4,045	5.28%
0800	Health & Life Insurance	289,511	210,472	303,050	303,745	328,149	25,099	8.28%
0900	Supplemental Retirement	26,400	23,820	28,500	28,500	28,500	-	-
	<u>Total Salaries & Benefits</u>	\$ 2,316,599	\$ 1,902,154	\$ 2,383,141	\$ 2,511,136	\$ 2,599,100	\$ 215,959	9.06%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,302	1,606	1,800	1,800	1,800	-	-
2022	Operating & Repair Supplies	58,259	55,273	63,025	63,025	61,000	(2,025)	(3.21%)
2024	Small Tools/Minor Equipment	25,058	41,113	31,700	31,700	40,450	8,750	27.60%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	818	1,009	2,869	2,869	1,000	(1,869)	(65.14%)
4531	Professional Services	61,953	34,013	65,000	65,472	63,000	(2,000)	(3.08%)
4532	Communications	5,405	5,884	7,300	7,300	7,940	640	8.77%
4533	Travel & Transportation	16,437	13,945	24,550	21,550	24,550	-	-
4534	Advertising	500	883	1,400	1,400	1,400	-	-
4535	Printing & Binding	2,481	1,701	3,000	3,000	3,000	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	44,773	41,838	41,811	41,811	49,121	7,310	17.48%
4538	Repair & Maintenance	4,413	5,562	4,460	4,460	4,450	(10)	(0.22%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	99,336	40,147	101,472	101,472	101,816	344	0.34%
4541	Postage	-	-	-	-	-	-	-
4666	Books	1,695	1,753	5,520	5,520	5,520	-	-
4667	Dues & Publications	3,411	2,259	3,035	3,035	3,025	(10)	(0.33%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	9,281	7,798	10,896	10,896	10,896	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 335,122	\$ 254,784	\$ 367,838	\$ 365,310	\$ 378,968	\$ 11,130	3.03%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	10,870	7,500	10,500	-	(7,500)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ 10,870	\$ 7,500	\$ 10,500	\$ -	\$ (7,500)	(100.00%)
Manager Total:		\$ 2,651,721	\$ 2,167,808	\$ 2,758,479	\$ 2,886,946	\$ 2,978,068	\$ 219,589	7.96%

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	General operating supplies, EMS supplies, fuel, oils, lubricants, cleaners, film, compressor filters, fire prevention/investigation supplies, batteries, turnouts, boots, videos, helmets, gloves, hoods, jackets, Soldotna Prof. Pharmacy, New Hire Cost Allocation	61,000
2024	<u>Small Tools and Minor Equipment</u>	
	Misc. fire equipment	3,250
	Misc. EMS equipment	3,000
	Turnout boots, helmet, gloves, hoods (3 sets)	13,600
	Intake Valves (2)	2,800
	New computers (2)	2,200
	Scott air bottles	7,600
	Replace two mobile radios	8,000
		<hr/> 40,450
4531	<u>Professional Services</u>	
	Medical Advisor Fee	12,000
	Physical Costs	8,550
	Imagetrend Maintenance Fee	3,000
	SCBA Annual Fit Testing	1,190
	Fire Instructors Fees	500
	LifPac Cardiac Monitor Service / Support Contract	2,600
	Bench Testing Scott Airpacks	1,500
	Ambulance Billing Services	29,160
	Paramedic Refresher Course Instructor Fees	4,500
		<hr/> 63,000
4533	<u>Transportation</u>	
	International Association Firefighters & Chiefs Conf.	3,500
	AK Firefighters Conference	5,500
	Office Development Course	2,300
	EMS Symposium	2,000
	Paramedic Refresher	1,500
	EMT III Refresher	2,500
	National Fire Academy	1,500
	ACLS Training	375
	PALS Training	375
	Image Trend Users Group Training	5,000
		<hr/> 24,550
4535	<u>Printing and Binding</u>	
	Misc. printing & binding, maint. contract, copy paper, toner	3,000

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
4538	<u>Repairs and Maintenance</u>	
	Miscellaneous Repair and Maintenance	1,500
	ACS Maintenance Contract	800
	Boiler Inspection	200
	Carpet Cleaning	600
	Ladder Testing	750
	SCBA air sample test kits	600
		<hr/> 4,450
4666	<u>Books</u>	
	ACLS & PALS Manuals, IFSTA Manual and National Fire Code Updates	5,520
4667	<u>Dues and Publications</u>	
	EMS Council dues, NFPA, AK Fire Chiefs Dues, AK Firefighters Dues, Promotional exams, recertification fees and various publications	3,025
5041	<u>Miscellaneous</u>	
	Uniform Allowances	9,000
	Fundamentals of Supervision Course	1,896
		<hr/> 10,896

DEPARTMENT NARRATIVE

GENERAL FUND – COMMUNICATIONS

The Communications Department is comprised of seven dispatchers and the Communications Supervisor. Staffing levels are one dispatcher minimum on duty at all times, 24 hours a day, 7 days a week. During times of higher workloads and special events two or more dispatchers may be on duty.

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

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

During the 2012 calendar year Communications processed 8,297 police calls for service and 1,212 Fire/EMS calls for service. 3,131 calls were received via 9-1-1 during the course of the year. During the course of the year Communications averaged 3,300 non-emergency administrative calls a month. They also monitor city alarms for the Airport and Water & Sewer sites. Dispatchers process calls received from commercial alarm companies covering various businesses, residential and financial institutions throughout the city. Staff routinely handle walk-in customers for “fix-it tickets”, report requests, officer interviews or informational inquiries.

The Communications staff provides wide-ranging administrative support to the Police Department in the way of record keeping and case file construction for submission to various criminal justice system agencies. Statistical data is gathered and forwarded as needed, including FBI Uniform Crime Reporting, National Crime Information Center reporting, Alaska Public Safety Information Network and Crime Stoppers. Archiving Police and Communications Department records is a task performed constantly.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 394,187	\$ 361,929	\$ 418,599	\$ 418,599	\$ 433,450	\$ 14,851	3.55%
0200	Overtime	12,781	13,532	6,630	6,630	11,714	5,084	76.68%
0250	Holiday Pay	22,520	20,704	23,849	23,849	24,695	846	3.55%
0300	Leave	6,553	10,670	13,818	13,818	14,910	1,092	7.90%
0400	Medicare	6,032	5,744	6,712	6,712	7,029	317	4.72%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	92,639	87,227	98,797	98,797	103,369	4,572	4.63%
0600	Unemployment Insurance	-	593	2,314	2,314	2,424	110	4.75%
0700	Workers Compensation	1,628	2,375	1,779	1,779	1,836	57	3.20%
0800	Health & Life Insurance	119,881	95,082	127,600	127,893	138,168	10,568	8.28%
0900	Supplemental Retirement	10,077	9,308	12,000	12,000	12,000	-	-
	<u>Total Salaries & Benefits</u>	\$ 666,298	\$ 607,164	\$ 712,098	\$ 712,391	\$ 749,595	\$ 37,497	5.27%
<u>Maintenance and Operations</u>								
2021	Office Supplies	3,489	2,782	2,570	2,570	2,570	-	-
2022	Operating & Repair Supplies	564	974	800	800	800	-	-
2024	Small Tools/Minor Equipment	3,365	4,169	3,600	3,600	5,400	1,800	50.00%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	26,793	6,320	2,109	2,109	10,179	8,070	382.65%
4531	Professional Services	311	469	720	893	3,146	2,426	336.94%
4532	Communications	4,093	4,095	4,950	4,950	1,350	(3,600)	(72.73%)
4533	Travel & Transportation	8,812	7,958	9,300	9,300	9,300	-	-
4534	Advertising	-	103	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	24,617	21,562	21,250	21,250	24,757	3,507	16.50%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	310	241	300	300	300	-	-
4667	Dues & Publications	222	317	595	595	595	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,585	2,510	3,560	3,560	3,020	(540)	(15.17%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 75,161	\$ 51,500	\$ 49,754	\$ 49,927	\$ 61,417	\$ 11,663	23.44%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	13,926	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ 13,926	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 741,459	\$ 672,590	\$ 761,852	\$ 762,318	\$ 811,012	\$ 49,160	6.45%

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u> Radio logs, typewriter ribbons, microfilm, and other misc. office supplies	2,570
2022	<u>Operating and Repair Supplies</u> Uniform items, training material and films	800
2024	<u>Small Tools & Minor Equipment</u> Miscellaneous Computer Hardware and Upgrades New Computer for 3rd Computer Aided Dispatch Console Replacement computers (2) Headsets and replacement batteries (4)	1,000 1,500 2,200 700 <hr/> 5,400
2026	<u>Computer Software</u> Miscellaneous Software Computer Aided Dispatch Software for 3rd Console	2,679 7,500 <hr/> 10,179
4531	<u>Professional Services</u> Drug Screening HEP A and B series for new hires Flash motobridge consolettes to get station 2 completely ALMR compatible for KFD/PW channels at that facility	270 450 2,426 <hr/> 3,146
4533	<u>Transportation</u> Emergency Communications Professional Development Training EMD training/certification APSIM user, TSO & UCS training NENA/APCO conference National Academy Navigator Seminar	 2,250 2,000 1,000 1,800 2,250 <hr/> 9,300
4538	<u>Repairs and Maintenance</u> Spillman maintenance contract IBM RS 6000 maintenance Radio maintenance Annual licensing for 3rd Computer Aided Dispatch Console Stancil Recorder Annual Maintenance Contract APSIM Printer Maintenance Misc. maintenance contingency Pro-rata share for Maintenance contingency	8,861 2,943 9,000 1,200 558 500 300 1,395 <hr/> 24,757
5041	<u>Miscellaneous</u> Notary bonds and seals Uniform allowance 911 elementary educational materials	250 2,400 370 <hr/> 3,020

DEPARTMENT NARRATIVE

GENERAL FUND - ANIMAL CONTROL

The Animal Control Department is currently staffed by four employees (two full time officers, one part time officer, and one part time assistant). Ten volunteers provide support to the shelter year round. The Chief Animal Control Officer oversees the total operation of the shelter, including enforcement matters, employees, and an active volunteer program.

The primary responsibility of the Animal Control Department is to enforce Title 3 of the Kenai Municipal Code. The code covers many areas of animal welfare and restraint. In CY2012, the Department handled 1,631 animals and 869 field investigations.

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

The Department performs regular patrols of neighborhoods, investigates complaints, issues citations to violators, answers emergency calls, and assists other agencies with animal related issues.

The 3,500 square foot Kenai Animal Shelter has an office, staff room, animal kennels, quarantine kennels, medical room, garage, and feed room. The shelter can safely house 30 adult dogs and 25 cats.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 138,522	\$ 129,580	\$ 157,986	\$ 157,986	\$ 163,139	\$ 5,153	3.26%
0200	Overtime	5,342	6,458	6,000	6,000	6,283	283	4.72%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,900	2,424	4,742	4,742	5,241	499	10.52%
0400	Medicare	1,262	1,200	1,493	1,493	1,549	56	3.75%
0450	Social Security	474	316	1,716	1,716	1,323	(393)	(22.90%)
0500	PERS	29,965	28,785	31,473	31,473	32,577	1,104	3.51%
0600	Unemployment Insurance	-	1,534	844	844	874	30	3.55%
0700	Workers Compensation	2,708	2,890	3,563	3,563	3,953	390	10.95%
0800	Health & Life Insurance	30,581	24,337	31,900	31,973	37,893	5,993	18.79%
0900	Supplemental Retirement	3,831	3,643	4,135	4,135	4,160	25	0.60%
	<u>Total Salaries & Benefits</u>	\$ 215,585	\$ 201,167	\$ 243,852	\$ 243,925	\$ 256,992	\$ 13,140	5.39%
<u>Maintenance and Operations</u>								
2021	Office Supplies	812	947	1,180	1,180	1,180	-	-
2022	Operating & Repair Supplies	11,691	10,230	13,800	13,800	13,800	-	-
2024	Small Tools/Minor Equipment	338	693	1,500	1,500	5,900	4,400	293.33%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	73	373	373	520	147	39.41%
4531	Professional Services	418	495	1,000	1,000	1,000	-	-
4532	Communications	1,966	1,939	1,790	1,790	2,500	710	39.66%
4533	Travel & Transportation	4,315	2,575	4,900	4,900	5,000	100	2.04%
4534	Advertising	400	431	1,200	1,200	1,200	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	18,975	19,247	21,727	21,727	23,302	1,575	7.25%
4538	Repair & Maintenance	464	629	1,600	1,600	1,600	-	-
4539	Rentals	46,334	46,519	46,334	46,334	46,334	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	101	300	300	300	-	-
4667	Dues & Publications	125	99	150	150	150	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,250	1,296	1,800	1,800	1,800	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 87,088	\$ 85,274	\$ 97,654	\$ 97,654	\$ 104,586	\$ 6,932	7.10%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,316	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ 4,316	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 302,673	\$ 290,757	\$ 341,506	\$ 341,579	\$ 361,578	\$ 20,072	5.88%

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u>	
	Miscellaneous office supplies, Vouchers, License Forms, Door Tags	1,180
2022	<u>Operating and Repair Supplies</u>	
	Euthanasia drugs / supplies	3,250
	Dog/Cat vaccines	2,000
	Animal Feed / litter	2,300
	Cleaning Supplies	900
	Volunteer staff supplies	800
	Misc. (film, batteries, kitchen, etc)	800
	Fuel	3,000
	New Uniform items, Winter parka	600
	Officer safety protection, OC, protective gloves	150
		<hr/> 13,800
2024	<u>Small Tools and Minor Equipment</u>	
	Capture/restraint tools, bite sticks	300
	Animal Traps	500
	Replacement Computer (1)	1,100
	Overhead amber light bar for pickup	1,400
	Ballistic vests x 2	1,300
	Carrier vests for external vested x 2	600
	Miscellaneous Small Tools	700
		<hr/> 5,900
4531	<u>Professional Services</u>	
	Veterinary services	1,000
4533	<u>Transportation</u>	
	Shelter Manager's Training	200
	National Animal Control Conference	2,400
	Euthanasia School	2,400
		<hr/> 5,000
4538	<u>Repairs and Maintenance</u>	
	Guardian Security Alarm monitoring	1,100
	Alarm repair & maintenance	500
		<hr/> 1,600
4539	<u>Rentals</u>	
	Payment to Airport Fund: Shelter	46,334
4667	<u>Dues and Publications</u>	
	American Humane & NACA dues	150
5041	<u>Miscellaneous</u>	
	Uniform allowance	1,500
	Miscellaneous	300
		<hr/> 1,800

DEPARTMENT NARRATIVE

GENERAL FUND - PUBLIC WORKS ADMINISTRATION

The Public Works Administration (PWA) consists of the Public Works Director (partially funded by Capital Projects Management) and an Administrative Assistant III. Department responsibilities include supervision and coordination of Public Works including building maintenance, building code inspections, street maintenance, street lighting, water distribution, wastewater collection, waste water treatment, and the City shop. PWA also coordinates City environmental projects and policies, the City Health and Safety Program, and provides engineering support to other departments and project management as required.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 92,906	\$ 116,692	\$ 101,742	\$ 101,742	\$ 105,886	\$ 4,144	4.07%
0200	Overtime	3,244	1,937	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	6,187	7,740	4,068	4,068	4,821	753	18.51%
0400	Medicare	1,478	1,646	1,534	1,534	1,605	71	4.63%
0450	Social Security	-	17	-	-	-	-	-
0500	PERS	21,121	27,059	22,383	22,383	23,295	912	4.07%
0600	Unemployment Insurance	-	-	529	529	554	25	4.73%
0700	Workers Compensation	364	779	409	409	422	13	3.18%
0800	Health & Life Insurance	21,839	21,298	23,925	23,980	25,907	1,982	8.28%
0900	Supplemental Retirement	2,017	2,607	2,250	2,250	2,250	-	-
	<u>Total Salaries & Benefits</u>	\$ 149,156	\$ 179,775	\$ 156,840	\$ 156,895	\$ 164,740	\$ 7,900	5.04%
<u>Maintenance and Operations</u>								
2021	Office Supplies	914	1,245	1,800	1,800	1,250	(550)	(30.56%)
2022	Operating & Repair Supplies	105	73	-	-	-	-	-
2024	Small Tools/Minor Equipment	758	1,476	1,000	1,000	1,500	500	50.00%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	657	1,232	674	674	850	176	26.11%
4531	Professional Services	-	50	1,000	1,000	-	(1,000)	(100.00%)
4532	Communications	975	566	610	610	560	(50)	(8.20%)
4533	Travel & Transportation	425	901	1,525	1,525	1,000	(525)	(34.43%)
4534	Advertising	1,635	805	500	500	800	300	60.00%
4535	Printing & Binding	206	221	1,650	1,650	1,000	(650)	(39.39%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	1,000	1,000	-	(1,000)	(100.00%)
4539	Rentals	4,000	800	4,000	4,000	4,000	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	47	-	-	-	-	-
4667	Dues & Publications	278	365	650	650	625	(25)	(3.85%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	267	139	250	250	250	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 10,220	\$ 7,920	\$ 14,659	\$ 14,659	\$ 11,835	\$ (2,824)	(19.26%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 159,376	\$ 187,695	\$ 171,499	\$ 171,554	\$ 176,575	\$ 5,076	2.96%

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u> Engineering supplies, maps, drafting supplies, plans and specs, tapes and other miscellaneous office supplies	1,250
2024	<u>Small Tools and Minor Equipment</u> Computer and miscellaneous	1,500
4533	<u>Transportation</u> Seminars, travel, training etc.	1,000
4535	<u>Printing and Binding</u> Miscellaneous supplies, HP Design Jet Toner	1,000
4539	<u>Rentals</u> Vehicle rental from Capital Project Management Fund	4,000

DEPARTMENT NARRATIVE

GENERAL FUND - SHOP

The City Shop, under the supervision of the Public Works Director, is responsible for the repair and preventative maintenance of approximately 415 pieces of City-owned equipment. The department includes three full-time employees: a Shop Foreman and two Mechanics. Examples of equipment serviced for department are listed below.

Administration: passenger vehicles

Animal Control: passenger vehicles, animal lift

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

Beacon Training Center: Airport Emergency Training Vehicles, UTV

Boating Facility: boats, cranes, forklift, passenger vehicle

Building Maintenance: Passenger vehicles / Maintenance Van

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

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

Parks & Recreation: vehicles, tractors, mowers, trimmers, snow machines, trailers, trencher, seeders, sprinkler equipment, snow blowers, land plane

Senior Center: Handicap vehicle, passenger vans, delivery van

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

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

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

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

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 203,390	\$ 196,289	\$ 215,163	\$ 224,423	\$ 221,121	\$ 5,958	2.77%
0200	Overtime	5,285	2,430	800	4,200	5,284	4,484	560.50%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	454	8,979	8,979	10,058	1,079	12.02%
0400	Medicare	1,980	1,916	2,160	2,295	2,296	136	6.30%
0450	Social Security	-	-	-	573	-	-	-
0500	PERS	45,973	43,610	47,512	47,512	49,809	2,297	4.83%
0600	Unemployment Insurance	-	-	1,124	1,169	1,183	59	5.25%
0700	Workers Compensation	6,781	8,033	8,171	8,508	8,944	773	9.46%
0800	Health & Life Insurance	45,890	37,255	47,850	47,960	51,813	3,963	8.28%
0900	Supplemental Retirement	4,571	4,522	4,500	4,500	4,500	-	-
	Total Salaries & Benefits	\$ 313,870	\$ 294,509	\$ 336,259	\$ 350,119	\$ 355,008	\$ 18,749	5.58%
<u>Maintenance and Operations</u>								
2021	Office Supplies	333	520	800	800	800	-	-
2022	Operating & Repair Supplies	175,116	185,790	179,000	175,600	187,000	8,000	4.47%
2024	Small Tools/Minor Equipment	9,042	9,580	8,000	8,000	12,659	4,659	58.24%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	1,388	447	480	780	333	74.50%
4531	Professional Services	300	184	200	200	200	-	-
4532	Communications	2,557	2,353	2,000	2,000	4,570	2,570	128.50%
4533	Travel & Transportation	-	381	1,000	1,000	2,000	1,000	100.00%
4534	Advertising	-	172	-	259	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	62,870	59,722	64,712	64,712	74,758	10,046	15.52%
4538	Repair & Maintenance	24,043	27,219	40,000	39,708	39,950	(50)	(0.13%)
4539	Rentals	-	96	550	550	550	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	2,887	2,172	3,725	3,725	3,925	200	5.37%
4667	Dues & Publications	60	18	475	475	750	275	57.89%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,040	1,946	4,500	4,500	4,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 279,248	\$ 291,541	\$ 305,409	\$ 302,009	\$ 332,442	\$ 27,033	8.85%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 593,118	\$ 586,050	\$ 641,668	\$ 652,128	\$ 687,450	\$ 45,782	7.13%

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 001 - General Fund
Department: 32 - Shop

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Miscellaneous Parts	160,000
	Oil and Lube	14,000
	Fuel	4,500
	Freight	4,000
	Summer Tire Order	4,500
		<hr/> 187,000
2024	<u>Small Tools and Minor Equipment</u>	
	Misc. small tools	4,500
	Wireless Bore Scope	560
	55 gal. drum oil pump (Sampson oil pump kit)	870
	Caterpillar hydraulic test kit	4,354
	Wireless Access point	725
	Color printer	1,500
	Pre-paid phone	150
		<hr/> 12,659
4531	<u>Professional Services</u>	
	CDL License	200
4533	<u>Transportation</u>	
	Maintenance and safety classes	2,000
4538	<u>Repairs and Maintenance</u>	
	Crash repairs for vehicles	29,000
	Crane, hoists, bucket truck inspections	3,000
	Crash truck Inspections	5,300
	Hazardous Waste Cleanup	2,000
	Oil Furnace Service	650
		<hr/> 39,950
4539	<u>Rentals</u>	
	Rental of nonessential equipment	550
4666	<u>Books</u>	
	All Data Subscription	2,700
	Parts and service manuals	1,225
		<hr/> 3,925
5041	<u>Miscellaneous</u>	
	Laundry service, vehicle licenses	4,500

DEPARTMENT NARRATIVE

GENERAL FUND - STREETS

The Street Department consists of one Street Foreman, one Lead Operator, and three full-time Equipment Operators. In addition the Street Department includes 2 Operators that split their time between the Airport during the winter and the Streets Department during the summer.

Under the supervision of the Public Works Director the Streets Department is responsible for year-round street maintenance, clearing, cleaning and repair activities for approximately 50 miles of paved and 15 miles of gravel roads. Duties include road grading, street cleaning, snow plowing, maintenance of drainage ditches and culverts and parking lots, dust control, and crack sealing. The department also staffs the Boating Facility during the summer and provides assistance to other departments as needed.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 322,113	\$ 304,955	\$ 357,085	\$ 357,085	\$ 333,855	\$ (23,230)	(6.51%)
0200	Overtime	40,151	25,269	20,000	20,000	24,885	4,885	24.43%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,269	7,435	15,643	15,643	12,046	(3,597)	(22.99%)
0400	Medicare	4,512	3,938	4,699	4,699	5,376	677	14.41%
0450	Social Security	-	1	414	414	-	(414)	(100.00%)
0500	PERS	85,842	73,925	81,847	81,847	78,924	(2,923)	(3.57%)
0600	Unemployment Insurance	-	-	1,963	1,963	1,855	(108)	(5.50%)
0700	Workers Compensation	12,120	17,074	16,048	16,048	16,680	632	3.94%
0800	Health & Life Insurance	81,606	67,541	101,124	101,355	92,919	(8,205)	(8.11%)
0900	Supplemental Retirement	8,174	8,490	9,000	9,000	8,070	(930)	(10.33%)
	<u>Total Salaries & Benefits</u>	\$ 563,787	\$ 508,628	\$ 607,823	\$ 608,054	\$ 574,610	\$ (33,213)	(5.46%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	97	320	500	500	500	-	-
2022	Operating & Repair Supplies	155,422	127,934	176,000	176,000	163,400	(12,600)	(7.16%)
2024	Small Tools/Minor Equipment	7,860	6,682	6,000	20,977	8,200	2,200	36.67%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	348	922	298	298	520	222	74.50%
4531	Professional Services	743	568	1,000	1,000	1,000	-	-
4532	Communications	3,602	3,619	3,700	3,700	3,140	(560)	(15.14%)
4533	Travel & Transportation	271	699	1,825	1,825	1,825	-	-
4534	Advertising	1,022	933	1,250	1,250	1,000	(250)	(20.00%)
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	7,568	6,899	7,860	7,860	8,429	569	7.24%
4538	Repair & Maintenance	20,213	48,591	28,500	29,330	35,000	6,500	22.81%
4539	Rentals	1,571	5,024	14,000	14,000	10,000	(4,000)	(28.57%)
4540	Equip. Fund Pmts.	145,904	58,112	157,576	157,576	176,014	18,438	11.70%
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	200	200	2,450	2,250	1,125.00%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	985	1,055	4,000	4,000	1,500	(2,500)	(62.50%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 345,606	\$ 261,358	\$ 403,209	\$ 419,016	\$ 413,478	\$ 10,269	2.55%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	25,956	20,723	-	-	18,053	18,053	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ 25,956	\$ 20,723	\$ -	\$ -	\$ 18,053	\$ 18,053	-
Manager Total:		\$ 935,349	\$ 790,709	\$ 1,011,032	\$ 1,027,070	\$ 1,006,141	\$ (4,891)	(0.48%)

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Welding and cutting supplies, barricades, gloves, safety supplies, paper towels, coffee, cleaning supplies, soap, tissue paper, foul weather gear, safety boots, hoses, saw blades, chains, wire, ripe, hot mix, pea gravel, chip rock, tar, sealer, pipe and steel, propane, culverts, catch basins, lids, building supplies, cable concrete, gravel, sewer rock, paint and paint supplies and salt.	18,000
	Sign and sign materials;	5,500
	Urea and salt for winter ice removal	10,000
	Gravel	8,000
	Sand	20,000
	Cal-Chloride for dust control	27,000
	Fuel	74,900
		<hr/> 163,400
2024	<u>Small Tools and Minor Equipment</u>	
	Miscellaneous hand tools	6,000
	New chairs for crew building (13)	2,200
		<hr/> 8,200
4531	<u>Professional Services</u>	
	CDL License physicals	1,000
4533	<u>Transportation</u>	
	Travel expenses for classes and seminars	1,825
4538	<u>Repairs and Maintenance</u>	
	Crack sealing	14,000
	Culvert maintenance	5,000
	Contracted services	6,000
	Seal coating and traffic marking	5,000
	Hazardous waste removal	5,000
		<hr/> 35,000
4539	<u>Rentals</u>	
	Excavator and dump trucks	10,000
5041	<u>Miscellaneous</u>	
	Laundry service	1,500
8064	<u>Machinery & Equipment</u>	
	Trackless blower head	5,356
	Remote Water Jet for Sidewalk Cleaning	6,708
	2 yard stainless steel sander	5,989
		<hr/> 18,053

DEPARTMENT NARRATIVE

GENERAL FUND - BUILDINGS

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

The Building Official ensures that new construction in private and public buildings is in compliance with established codes, laws, and regulations. The work involves plan review, inspection, record keeping and issuance of permits, code violations or stop work orders. The Building Official assists the Public Works Director with planning and executing City owned buildings' maintenance as needed. The Building Official must have knowledge of construction, skilled trades, building code regulations, planning and zoning requirements, and code enforcement procedures.

The Building Maintenance team performs preventative maintenance, emergency response, and general repair of City owned buildings. Work may be performed by department staff or subcontracted as directed by the Public Works Director.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 136,529	\$ 133,669	\$ 150,364	\$ 150,364	\$ 148,977	\$ (1,387)	(0.92%)
0200	Overtime	2,639	1,543	2,500	2,500	1,007	(1,493)	(59.72%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	73	4,122	5,939	5,939	5,351	(588)	(9.90%)
0400	Medicare	1,996	2,058	2,303	2,303	2,253	(50)	(2.17%)
0450	Social Security	-	25	-	-	-	-	-
0500	PERS	30,911	29,653	33,630	33,630	32,996	(634)	(1.89%)
0600	Unemployment Insurance	8,826	2,324	794	794	777	(17)	(2.14%)
0700	Workers Compensation	2,653	5,256	3,217	3,217	3,494	277	8.61%
0800	Health & Life Insurance	33,837	27,835	37,004	37,085	40,069	3,065	8.28%
0900	Supplemental Retirement	3,302	3,271	3,500	3,500	3,480	(20)	(0.57%)
	Total Salaries & Benefits	\$ 220,766	\$ 209,756	\$ 239,251	\$ 239,332	\$ 238,404	\$ (847)	(0.35%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	285	328	300	300	500	200	66.67%
2022	Operating & Repair Supplies	17,681	19,441	30,000	29,975	40,000	10,000	33.33%
2024	Small Tools/Minor Equipment	4,538	3,155	3,000	3,000	6,025	3,025	100.83%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	329	743	698	698	590	(108)	(15.47%)
4531	Professional Services	2,800	6,696	6,000	5,800	6,000	-	-
4532	Communications	1,798	2,170	1,920	1,920	1,674	(246)	(12.81%)
4533	Travel & Transportation	768	1,664	3,500	3,500	3,500	-	-
4534	Advertising	840	467	250	250	500	250	100.00%
4535	Printing & Binding	322	218	250	250	250	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	58,401	106,519	50,000	50,000	40,000	(10,000)	(20.00%)
4539	Rentals	300	60	500	500	500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	55	545	400	600	400	-	-
4667	Dues & Publications	345	330	250	275	845	595	238.00%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	50	50	-	(50)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 88,462	\$ 142,336	\$ 97,118	\$ 97,118	\$ 100,784	\$ 3,666	3.77%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	38,331	40,240	164,200	164,200	45,000	(119,200)	(72.59%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	20,486	8,864	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ 58,817	\$ 49,104	\$ 164,200	\$ 164,200	\$ 45,000	\$ (119,200)	(72.59%)
	Manager Total:	\$ 368,045	\$ 401,196	\$ 500,569	\$ 500,650	\$ 384,188	\$ (116,381)	(23.25%)

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Film, Fuel, foul weather gear, nails, drill bits, safety supplies, miscellaneous supplies, paint and paint supplies, wire and electrical supplies, plumbing supplies, etc. (All General Fund Bldgs & Sr. Ctr.)	40,000
2024	<u>Small Tools & Minor Equipment</u>	
	Combustion analyzer	1,000
	Locksmithing tools	300
	Thawing machine	1,500
	Snake tool	1,500
	Wireless access point (IT)	725
	Miscellaneous	1,000
		<hr/> 6,025
4531	<u>Professional Services</u>	
	Contract for Building's Official's absence	4,000
	Misc. engineering services	2,000
		<hr/> 6,000
4533	<u>Transportation</u>	
	Building maintenance & repair & safety training, ICBO seminar	3,500
4534	<u>Advertising</u>	
	Permits, bids	500
4538	<u>Repairs and Maintenance</u>	
	General building repair and maintenance	40,000
8062	<u>Buildings</u>	
	Public Safety Building new fire alarm system	5,000
	Bathroom repairs at Kenai Recreation Center	5,000
	City Hall Carpet Replacement	35,000
		<hr/> 45,000

DEPARTMENT NARRATIVE

GENERAL FUND - STREET LIGHTING

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

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 001 - General Fund
Department: Street Lighting

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	4,997	12,000	12,000	6,000	(6,000)	(50.00%)
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	280	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	106,122	95,426	116,642	116,642	123,909	7,267	6.23%
4538	Repair & Maintenance	11,757	42,164	30,000	30,000	18,000	(12,000)	(40.00%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 117,879	\$ 142,867	\$ 158,642	\$ 158,642	\$ 147,909	\$ (10,733)	(6.77%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 117,879	\$ 142,867	\$ 158,642	\$ 158,642	\$ 147,909	\$ (10,733)	(6.77%)

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u> Replacement poles, bulbs and fixtures	6,000
4538	<u>Repairs and Maintenance</u> LED Street Lights and Street light repairs	18,000

DEPARTMENT NARRATIVE

GENERAL FUND - LIBRARY

The Kenai Community Library began in the halls of the Territorial School building in 1949. The construction of a new 5,000 sq ft. facility located on Main Street Loop in 1976 made the Library more visible, easier to use and a more pleasant place to visit. An additional 5,000 sq. ft. addition which included four sound proof rooms, a closed stack area and activity room was constructed in 1986. By 2000 the library web site <http://www.kenailibrary.org> was created allowing users to access the Library catalog from home. The library expansion project to double the size of the building to approximately 20,000 sq. ft. was completed with a grand opening of the new facility in July 2011. The new facility includes more seating for adults, a fireplace, a separate children's room and study rooms that may be booked for use. It also includes a conference room and two meeting rooms. With two entrances, the library now provides more parking space and better access to City Hall.

Library staff and volunteers provide a variety of programs of interest to patrons of all ages. Of interest to adults with children are the weekly story times, summer reading program, and monthly Tween Book club. Adult programming includes a Book Club, the Writer's Group and Totem Tracers and Genealogical Society group. The library now has a dedicated teen area and new teen oriented programs including Xbox Kinect events.

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

The library has over 11,000 registered borrowers. Approximately 65% of those registered borrowers do not live in the city limits. This budget includes a new fee for full access to the collection for those living outside the service area of Kenai. As part of the new comprehensive plan, Kenai residents were surveyed and supported a charge for non-residents to use the library. The modest fee will help the library continue to provide service to the broader community.

The Library is open 60 hours per week, including Saturdays and Sundays (open Sundays from Labor Day until Memorial Day). Five full-time and five part-time employees service approximately 14,000 registered library users. The Library collection includes approximately 80,000 books, periodicals, video, audiotapes, music CD's, DVDs and reference materials. Eight computers are available for patrons to access the Internet, electronic full-text databases, and City of Kenai Municipal Code and government sites. The Library a dedicated Rosetta Stone station for the study of foreign languages. Thanks to a grant from the Rasmuson Foundation the library offers in-house lending of laptops to reduce waiting time for computer use and provide more flexibility.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 343,849	\$ 306,763	\$ 386,749	\$ 386,749	\$ 387,297	\$ 548	0.14%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	18,528	4,534	11,035	11,035	12,632	1,597	14.47%
0400	Medicare	5,140	4,482	5,768	5,768	5,798	30	0.52%
0450	Social Security	1,095	948	3,029	3,029	1,590	(1,439)	(47.51%)
0500	PERS	72,079	64,170	76,960	76,960	79,567	2,607	3.39%
0600	Unemployment Insurance	-	-	1,991	1,991	2,001	10	0.50%
0700	Workers Compensation	1,395	1,774	1,535	1,535	1,526	(9)	(0.59%)
0800	Health & Life Insurance	83,633	63,507	83,202	83,391	90,207	7,005	8.42%
0900	Supplemental Retirement	7,576	9,012	11,018	11,018	11,117	99	0.90%
	Total Salaries & Benefits	\$ 533,295	\$ 455,190	\$ 581,287	\$ 581,476	\$ 591,735	\$ 10,448	1.80%
<u>Maintenance and Operations</u>								
2021	Office Supplies	7,317	7,226	7,900	7,900	7,900	-	-
2022	Operating & Repair Supplies	4,293	3,277	7,000	7,000	7,000	-	-
2024	Small Tools/Minor Equipment	5,042	15,697	7,000	7,000	2,100	(4,900)	(70.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	3,160	4,252	8,068	8,068	3,825	(4,243)	(52.59%)
4531	Professional Services	1,666	2,829	2,000	2,000	2,000	-	-
4532	Communications	12,190	11,872	17,540	17,540	8,920	(8,620)	(49.14%)
4533	Travel & Transportation	9,408	7,901	7,000	8,500	8,000	1,000	14.29%
4534	Advertising	2,444	1,770	2,000	2,000	2,000	-	-
4535	Printing & Binding	10,191	8,477	10,000	10,000	10,000	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	48,780	34,987	53,310	53,310	52,460	(850)	(1.59%)
4538	Repair & Maintenance	60,400	30,969	77,000	77,000	67,275	(9,725)	(12.63%)
4539	Rentals	7,058	7,595	6,900	6,900	6,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	4,000	4,000	-
4666	Books	55,390	57,936	52,500	59,000	55,000	2,500	4.76%
4667	Dues & Publications	1,410	1,504	1,450	1,450	1,470	20	1.38%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	90	213	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 228,839	\$ 196,505	\$ 260,668	\$ 268,668	\$ 239,850	\$ (20,818)	(7.99%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 762,134	\$ 651,695	\$ 841,955	\$ 850,144	\$ 831,585	\$ (10,370)	(1.23%)

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u>	
	Supplies: books, jackets, covers, glue, tape etc	2,900
	Security system supplies	2,500
	Office Supplies	1,000
	AV supplies	1,500
		<u>7,900</u>
2024	<u>Small Tools and Minor Equipment</u>	
	Replace public printer	1,500
	Contingency (mice, keyboards, scanners)	600
		<u>2,100</u>
2026	<u>Computer Software</u>	
	Wilson Web Online	1,000
	Freegal	2,500
	RDA toolkit subscription (cataloging software)	325
		<u>3,825</u>
4533	<u>Transportation</u>	
	Travel for Alaska Library Assoc. Conference, and other conferences as determined necessary. DirLead Meeting and Workshops includes car allowance.	8,000
4535	<u>Printing and Binding</u>	
	Copier maintenance, paper supplies, book rebinding, ink cartridges	10,000
4538	<u>Repairs and Maintenance</u>	
	SirsiDynix maintenance	8,000
	Guardian security	1,000
	Janitorial	39,520
	Carpet cleaning	6,000
	Equipment Repair	1,000
	Deep Freeze maintenance	430
	CASSIE support and maintenance	575
	Computrace for laptops	700
	Contingency	1,000
	SIP2 license for self-check	1,300
	Dreamhost maintenance	250
	Holiday artwork	500
	OCLC	7,000
		<u>67,275</u>
4539	<u>Rentals</u>	
	McNaughton rental books/tapes/DVD	6,000
	Movie Licensing	400
	Postage meter	500
		<u>6,900</u>

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 001 - General Fund
Department: 40 - Library

Account <u>Number</u>	<u>Description</u>	Council <u>Adopted</u>
4667	<u>Dues and Publications</u>	
	Professional subscription	600
	Library science reference materials	300
	Alaska Library Network Dues	200
	American Library Assoc. Dues	120
	Alaska Library Assoc. Dues	250
		<hr/> 1,470

DEPARTMENT NARRATIVE

GENERAL FUND – PARKS, RECREATION, BEAUTIFICATION

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

The City's parks and open space system includes approximately 360 acres. This system is made up of twelve parks and a variety of open space areas. Of this total, 130 acres are actively maintained by the department. Amenities and features include four youth baseball fields, four adult softball fields, six soccer fields, playground and picnic areas, community gardens, skate/BMX park, 2.5 miles of walking/bike trails, 3.2 miles of Nordic ski trails (Kenai Golf Course), outdoor skating pond, swimming beach, wildlife viewing platforms, and 2 disc golf courses. Other City owned property (facilities) and greenways (right-of-ways) make up another 40 acres that are maintained seasonally throughout the summer months.

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

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

Assigned FT Personnel: Parks & Recreation Director, two (2) Parks & Recreation Operators, one (1) Parks & Recreation Laborer; temporary staffing meet seasonal maintenance needs.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 236,656	\$ 209,366	\$ 316,239	\$ 316,239	\$ 297,117	\$ (19,122)	(6.05%)
0200	Overtime	11,140	7,726	13,342	13,342	1,894	(11,448)	(85.80%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,620	6,460	6,015	6,015	7,014	999	16.61%
0400	Medicare	3,760	3,160	4,866	4,866	4,438	(428)	(8.80%)
0450	Social Security	7,679	6,225	9,632	9,632	5,638	(3,994)	(41.47%)
0500	PERS	28,469	25,923	46,666	46,666	45,773	(893)	(1.91%)
0600	Unemployment Insurance	3,543	5,232	1,678	1,678	1,530	(148)	(8.82%)
0700	Workers Compensation	6,460	7,332	9,447	9,447	9,863	416	4.40%
0800	Health & Life Insurance	30,933	23,743	63,800	63,897	65,975	2,175	3.41%
0900	Supplemental Retirement	1,500	2,459	8,101	8,101	5,508	(2,593)	(32.01%)
	<u>Total Salaries & Benefits</u>	\$ 339,760	\$ 297,626	\$ 479,786	\$ 479,883	\$ 444,750	\$ (35,036)	(7.30%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	151	96	200	200	-	(200)	(100.00%)
2022	Operating & Repair Supplies	89,430	76,699	85,050	85,050	82,000	(3,050)	(3.59%)
2024	Small Tools/Minor Equipment	21,987	30,986	28,000	28,000	34,200	6,200	22.14%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	348	343	298	298	780	482	161.74%
4531	Professional Services	251,960	196,135	185,000	270,723	185,000	-	-
4532	Communications	7,852	7,304	7,800	7,800	3,260	(4,540)	(58.21%)
4533	Travel & Transportation	360	1,291	1,000	1,000	1,000	-	-
4534	Advertising	335	624	1,000	1,000	500	(500)	(50.00%)
4535	Printing & Binding	3,727	3,706	5,600	7,320	2,600	(3,000)	(53.57%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	130,818	116,065	128,652	128,652	154,872	26,220	20.38%
4538	Repair & Maintenance	30,399	23,743	47,300	48,000	36,500	(10,800)	(22.83%)
4539	Rentals	50,520	51,247	52,850	52,850	16,100	(36,750)	(69.54%)
4540	Equip. Fund Pmts.	5,265	4,187	5,411	5,411	5,411	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	100	100	-	(100)	(100.00%)
4667	Dues & Publications	-	21	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	7,988	5,080	8,200	8,200	700	(7,500)	(91.46%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 601,140	\$ 517,527	\$ 556,991	\$ 645,134	\$ 523,453	\$ (33,538)	(6.02%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	1,298	-	-	30,000	30,000	-
8063	Improvements	36,885	25,147	15,000	42,498	25,000	10,000	66.67%
8064	Machinery & Equipment	14,300	30,981	49,500	49,500	36,500	(13,000)	(26.26%)
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ 51,185	\$ 57,426	\$ 64,500	\$ 91,998	\$ 91,500	\$ 27,000	41.86%
	Manager Total:	\$ 992,085	\$ 872,579	\$ 1,101,277	\$ 1,217,015	\$ 1,059,703	\$ (41,574)	(3.78%)

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Ice Paint	1,500
	Parks restroom supplies and maintenance	8,950
	Soccer goal replacement nets	350
	Zamboni propane	3,250
	Fertilizer, Ag lime, herbicides	24,500
	Grass seed	1,500
	Sand, gravel and topsoil	4,000
	Misc. supplies (baseball chalk, etc.)	3,450
	Fuel	19,000
	Circle planter flowers & boxes	8,500
	Misc. flowers	6,000
	Winter decorations, lights, bulbs, etc.	1,000
		<hr/> 82,000
2024	<u>Small Tools and Minor Equipment</u>	
	Hand tools, tables and chairs	3,000
	Hand trimmers	500
	Disc Golf Rubber Tee Pads	4,200
	Picnic tables, benches, grills and trash receptacles	7,500
	Misc. playground equipment	2,000
	Winter/summer banners	2,000
	Winter pole decorations	7,000
	Static light displays	4,500
	Push mower	1,000
	Utility trailer	2,500
		<hr/> 34,200
4531	<u>Professional Services</u>	
	Rec services	130,000
	Ice maintenance	45,000
	Ice maintenance (summer session/two months)	10,000
		<hr/> 185,000
4535	<u>Printing & Binding</u>	
	Brochures	300
	Park time cards	300
	Printer Ink	1,000
	Receipt Books	1,000
		<hr/> 2,600

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
4538	<u>Repairs and Maintenance</u>	
	Restroom pumping, fence repair, sandblasting/painting, brush clear	10,000
	Scoreboard replacement	4,500
	Bernie Huss trail fencing	4,500
	Repair transformers	2,500
	Replace transformers	4,000
	Planting of circle planters and flower boxes	2,500
	Rec. Center gym floor maintenance	6,000
	Miscellaneous	2,500
		<hr/> 36,500
4539	<u>Rentals</u>	
	Machinery & equipment	1,500
	Park dumpsters	6,500
	Park portable toilets	5,500
	Portable toilets - Nordic trails	2,600
		<hr/> 16,100
4667	<u>Dues and Publications</u>	
	NRPA and ARPA Dues	530
8062	<u>Buildings</u>	
	Preliminary Design for Multipurpose Permanent Locker Rooms	30,000
8063	<u>Improvements Other Than Buildings</u>	
	LH Memorial Park Landscape Improvements	25,000
8064	<u>Machinery & Equipment</u>	
	Wide area mower - used	30,000
	Ski trail grooming equipment	6,500
		<hr/> 36,500

DEPARTMENT NARRATIVE

GENERAL FUND - BOATING FACILITY

The Boating Facility is staffed with two Equipment Operators from the Streets Department during part of the summer. Additional temporary positions may be utilized at times of high volume use, typically in July during the personal use fishery.

These personnel are responsible for the operation, maintenance, and repair of the facility which includes the dock, 3 cranes, fueling facilities, and a boat launch ramp and floats. The staff collects money for boat launching, and supervises the use of the waste oil disposal, restrooms, and trash dumpsters.

The Public Works Department is responsible for the management of the Kenai Boating Facility including leases with private enterprises for fuel sales, boat storage, and crane operations. Direct supervision of the facility is provided by the Streets Foreman. This includes startup and shutdown operations as well as daily activity.

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY2013 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 36,570	\$ 36,298	\$ 37,354	\$ 37,354	\$ 24,285	\$ (13,069)	(34.99%)
0200	Overtime	12,203	7,647	8,703	8,703	-	(8,703)	(100.00%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	204	987	987	795	(192)	(19.45%)
0400	Medicare	704	637	683	683	364	(319)	(46.71%)
0450	Social Security	483	557	332	332	-	(332)	(100.00%)
0500	PERS	8,551	7,507	9,243	9,243	5,343	(3,900)	(42.19%)
0600	Unemployment Insurance	-	-	235	235	126	(109)	(46.38%)
0700	Workers Compensation	1,469	1,827	1,811	1,811	1,154	(657)	(36.28%)
0800	Health & Life Insurance	9,532	8,260	10,528	10,553	7,427	(3,101)	(29.45%)
0900	Supplemental Retirement	1,218	1,273	1,000	1,000	645	(355)	(35.50%)
	Total Salaries & Benefits	\$ 70,730	\$ 64,210	\$ 70,876	\$ 70,901	\$ 40,139	\$ (30,737)	(43.37%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	42	43	200	200	200	-	-
2022	Operating & Repair Supplies	6,671	22,569	10,000	10,000	11,000	1,000	10.00%
2024	Small Tools/Minor Equipment	60	1,291	2,700	2,700	1,500	(1,200)	(44.44%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	100	-	-	-	-	-
4531	Professional Services	(1,441)	2,718	25,000	25,000	4,500	(20,500)	(82.00%)
4532	Communications	464	533	1,000	1,000	900	(100)	(10.00%)
4533	Travel & Transportation	-	40	500	500	500	-	-
4534	Advertising	389	153	750	750	-	(750)	(100.00%)
4535	Printing & Binding	2,459	1,608	2,000	2,321	500	(1,500)	(75.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	7,950	6,788	8,590	8,590	10,943	2,353	27.39%
4538	Repair & Maintenance	65,020	20,244	25,000	25,000	23,000	(2,000)	(8.00%)
4539	Rentals	7,930	4,766	9,500	9,500	5,150	(4,350)	(45.79%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	150	135	150	150	150	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	124	140	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	Total Maint. and Operations	\$ 89,818	\$ 61,128	\$ 85,890	\$ 86,211	\$ 58,843	\$ (27,047)	(31.49%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	10,000	10,000	-	(10,000)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	Total Capital Outlay and Transfers	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ (10,000)	(100.00%)
	Manager Total:	\$ 160,548	\$ 125,338	\$ 166,766	\$ 167,112	\$ 98,982	\$ (67,784)	(40.65%)

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u> Fuel, lubricants, oil absorbent boom, cleaning supplies, safety equipment, miscellaneous supplies	11,000
2024	<u>Small Tools and Minor Equipment</u> Miscellaneous	1,500
4531	<u>Professional Services</u> Water tests, crane certification, hydro testing of fuel hoses	4,500
4538	<u>Repair and Maintenance</u> Required inspections Install power to shack at top of boat launch ramps	20,000 3,000 <hr/> 23,000
4539	<u>Rentals</u> Dumpsters, toilets, backhoe, zoom broom, light plant	5,150
5041	<u>Miscellaneous</u> Coveralls and laundry	500

SPECIAL REVENUE FUNDS

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

1. PERSONAL USE FISHERY FUND

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

2. WATER AND SEWER FUND

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

3. AIRPORT FUND

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

4. SENIOR CITIZEN FUND

This fund accounts for revenues and expenditures related to the Senior Citizens Program. The fund's sources of revenue include a grant from the Kenai Peninsula Borough, a State of Alaska nutrition, transportation and support services grant, customer charges, and a transfer from the City's General Fund. This fund includes the Senior Citizens Access, Congregate Meals, Home Meals and Senior Transportation Departments. This fund also accounts for the activities of the Senior Citizen Program, which is substantially financed by a grant from the State of Alaska (from federally financed sources). This fund includes the Choice Waiver program.

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City of Kenai
Fiscal Year 2014 Operating Budget

Special Revenue Funds Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2013 Original Budget	FY2014 Council Adopted	Difference	FY2013 Original Budget	FY2014 Council Adopted	Difference
<u>Personal Use Fishery Fund</u>						
Public Safety	\$ -	\$ 34,618	\$ 34,618	\$ -	\$ 7,644	\$ 7,644
Streets	-	20,408	20,408	-	40,952	40,952
Parks, Recreation & Beautification	-	76,653	76,653	-	93,988	93,988
Dock	-	57,299	57,299	-	17,290	17,290
Total Personal Use Fishery Fund	-	188,978	188,978	-	159,874	159,874
<u>Water and Sewer Fund</u>						
Water	\$ 219,529	\$ 223,972	\$ 4,443	\$ 507,077	\$ 495,519	\$ (11,558)
Sewer	219,460	326,806	107,346	116,776	133,199	16,423
Wastewater Treatment Plant	373,821	383,406	9,585	527,467	541,001	13,534
Total Water and Sewer Fund	812,810	934,184	121,374	1,151,320	1,169,719	18,399
<u>Airport Fund</u>						
Terminal	116,859	122,586	5,727	381,513	420,166	38,653
Airfield	268,591	325,711	57,120	529,830	529,587	(243)
Administration	209,087	218,535	9,448	65,162	39,300	(25,862)
Other Buildings & Areas	103,314	72,822	(30,492)	70,004	64,227	(5,777)
Training Facility	-	-	-	42,750	34,664	(8,086)
Total Airport Fund	697,851	739,654	41,803	1,089,259	1,087,944	(1,315)
<u>Senior Citizen Fund</u>						
Access	161,481	135,387	(26,094)	30,784	31,332	548
Congregate Meals	83,181	75,175	(8,006)	76,668	80,045	3,377
Home Meals	70,674	56,899	(13,775)	52,170	56,164	3,994
Transportation	38,288	34,658	(3,630)	18,460	15,890	(2,570)
Choice Waiver	102,381	180,047	77,666	65,138	79,312	14,174
Total Senior Citizen Funds	456,005	482,166	26,161	243,220	262,743	19,523
Total Special Revenue Funds	\$ 1,966,666	\$ 2,344,982	\$ 378,316	\$ 2,483,799	\$ 2,680,280	\$ 196,481

**City of Kenai
Fiscal Year 2014 Operating Budget**

Special Revenue Funds Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2013 Original Budget	FY2014 Council Adopted	Difference	FY2013 Original Budget	FY2014 Council Adopted	Difference	
\$ -	\$ 68,600	\$ 68,600	\$ -	\$ 110,862	\$ 110,862	<u>Personal Use Fishery Fund</u>
-	7,100	7,100	-	68,460	68,460	Public Safety
-	20,700	20,700	-	191,341	191,341	Streets
-	37,900	37,900	-	112,489	112,489	Parks, Recreation & Beautification
-	134,300	134,300	-	483,152	483,152	Dock
						Total Personal Use Fishery Fund
						<u>Water and Sewer Fund</u>
\$ 95,520	\$ 346,500	\$ 250,980	\$ 822,126	\$ 1,065,991	\$ 243,865	Water
89,404	73,900	(15,504)	425,640	533,905	108,265	Sewer
102,100	121,800	19,700	1,003,388	1,046,207	42,819	Wastewater Treatment Plant
287,024	542,200	255,176	2,251,154	2,646,103	394,949	Total Water and Sewer Fund
						<u>Airport Fund</u>
111,500	133,800	22,300	609,872	676,552	66,680	Terminal
776,300	813,300	37,000	1,574,721	1,668,598	93,877	Airfield
60,200	54,200	(6,000)	334,449	312,035	(22,414)	Administration
-	-	-	173,318	137,049	(36,269)	Other Buildings & Areas
-	-	-	42,750	34,664	(8,086)	Training Facility
948,000	1,001,300	53,300	2,735,110	2,828,898	93,788	Total Airport Fund
						<u>Senior Citizen Fund</u>
37,338	30,100	(7,238)	229,603	196,819	(32,784)	Access
30,606	28,800	(1,806)	190,455	184,020	(6,435)	Congregate Meals
23,802	22,700	(1,102)	146,646	135,763	(10,883)	Home Meals
12,531	14,800	2,269	69,279	65,348	(3,931)	Transportation
32,123	37,000	4,877	199,642	296,359	96,717	Choice Waiver
136,400	133,400	(3,000)	835,625	878,309	42,684	Total Senior Citizen Funds
<u>\$ 1,371,424</u>	<u>\$ 1,811,200</u>	<u>\$ 439,776</u>	<u>\$ 5,821,889</u>	<u>\$ 6,836,462</u>	<u>\$ 1,014,573</u>	<u>Total Special Revenue Funds</u>

City of Kenai
Fiscal Year 2014 Operating Budget

Budget Projection
Fund: 006 - Personal Use Fishery Fund

	<u>Actual</u> <u>FY 2011</u>	<u>Actual</u> <u>FY 2012</u>	<u>Original</u> <u>Budget</u> <u>FY 2013</u>	<u>Projection</u> <u>FY 2013</u>	<u>Council</u> <u>Adopted</u> <u>FY 2014</u>
Revenues					
Beach Parking	\$ -	\$ -	\$ -	\$ -	\$ 300,640
Beach Camping	-	-	-	-	62,850
Dock Launch & Park	-	-	-	-	85,275
Dock Parking Only	-	-	-	-	27,195
PERS Grant	-	-	-	-	7,192
Total Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>483,152</u>
Expenditures					
Public Safety	-	-	-	-	110,862
Streets	-	-	-	-	68,460
Boating Facility	-	-	-	-	112,489
Parks, Recreation & Beautification	-	-	-	-	191,341
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>483,152</u>
Contribution To/(From) Fund Balance:	-	-	-	-	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2014 Operating Budget

Personal Use Fishery Fund Summary by Line Item

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ 84,273	\$ 84,273	-
0200	Overtime	-	-	-	-	60,990	60,990	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	1,133	1,133	-
0400	Medicare	-	-	-	-	2,122	2,122	-
0450	Social Security	-	-	-	-	5,746	5,746	-
0500	PERS	-	-	-	-	18,758	18,758	-
0600	Unemployment Insurance	-	-	-	-	731	731	-
0700	Workers Compensation	-	-	-	-	4,690	4,690	-
0800	Health & Life Insurance	-	-	-	-	9,844	9,844	-
0900	Supplemental Retirement	-	-	-	-	691	691	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ 188,978	\$ 188,978	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	19,865	19,865	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	150	150	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	750	750	-
4535	Printing & Binding	-	-	-	-	5,500	5,500	-
4536	Insurance	-	-	-	-	881	881	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	77,747	77,747	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	47,481	47,481	-
5041	Miscellaneous	-	-	-	-	7,500	7,500	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ -	\$ -	\$ -	\$ -	\$ 159,874	\$ 159,874	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	30,000	30,000	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	104,300	104,300	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ 134,300	\$ 134,300	-
	Department Total:	\$ -	\$ -	\$ -	\$ -	\$ 483,152	\$ 483,152	-

DEPARTMENT NARRATIVE

PERSONAL USE FISHERY - DIPNET PUBLIC SAFETY

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

In CY2012, the Police Department responded to 142 dipnet calls for service. By providing a continuous presence of police officers and TEOs at dipnet locations, the department is able to maintain order and prevent a much larger number of calls for service. The calls for service are comprised of criminal offenses, motor vehicle crashes, traffic violations, stuck vehicles, lost children, lost property, fights, intoxicated people causing disturbances, and a variety of other calls. During the fishery, 17 out of the Police Department's 19 officers are utilized for dipnet operations. The two officers assigned to the drug unit are the only two not involved with dipnet operations. The Police Chief and Lieutenant are involved with dipnet planning as well as ongoing operations during the fishery. Most of the Police Department's vehicles are utilized during the fishery, including police cruisers, pick-ups, and all-terrain vehicles.

The Kenai Communications Center has 8 dispatchers who dispatch for Police and Fire personnel during the fishery. Dispatchers are often the first line of communications on dipnet calls for service. In July of 2012, Dispatchers answered 4,347 administrative phone calls and 360 9-1-1 calls, many of which are dipnet-related.

The Kenai Fire Department responds to a variety of calls for service involving dipnet participants. Those calls vary from dumpster fires to heart attack patients to rescuing boaters whose boat capsized. The Fire Department has a rigid inflatable boat which is utilized for river rescues, and has a Polaris Ranger which can be utilized for beach rescues.

For the 2013 dipnet fishery, the Police Department plans to expand the number of TEOs from 4 to 6. The additional TEOs will help ensure better compliance with litter laws and will greatly assist with other dipnet operations. The two new 4-wheelers will be utilized by the added personnel, and also by other Police personnel during dipnet operations.

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ 20,255	\$ 20,255	-
0200	Overtime	-	-	-	-	11,140	11,140	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	455	455	-
0450	Social Security	-	-	-	-	1,946	1,946	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	157	157	-
0700	Workers Compensation	-	-	-	-	665	665	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ -	\$ -	\$ -	\$ -	\$ 34,618	\$ 34,618	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	7,644	7,644	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ -	\$ -	\$ -	\$ -	\$ 7,644	\$ 7,644	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	68,600	68,600	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ 68,600	\$ 68,600	-
Department Total:		\$ -	\$ -	\$ -	\$ -	\$ 110,862	\$ 110,862	-

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	<u>Description</u>	Council <u>Adopted</u>
9090	<u>Transfer to Other Funds</u> Transfer to General Fund: Central Administrative Costs	68,600

DEPARTMENT NARRATIVE

GENERAL FUND – PERSONAL USE FISHERY / STREETS

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

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

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

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ 11,496	\$ 11,496	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	460	460	-
0400	Medicare	-	-	-	-	173	173	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	4,103	4,103	-
0600	Unemployment Insurance	-	-	-	-	60	60	-
0700	Workers Compensation	-	-	-	-	550	550	-
0800	Health & Life Insurance	-	-	-	-	3,281	3,281	-
0900	Supplemental Retirement	-	-	-	-	285	285	-
<u>Total Salaries & Benefits</u>		\$ -	\$ -	\$ -	\$ -	\$ 20,408	\$ 20,408	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	12,600	12,600	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	200	200	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	18,152	18,152	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	10,000	10,000	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ -	\$ -	\$ -	\$ -	\$ 40,952	\$ 40,952	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	7,100	7,100	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ 7,100	\$ 7,100	-
Department Total:		\$ -	\$ -	\$ -	\$ -	\$ 68,460	\$ 68,460	-

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Fuel	5,100
	Gravel	2,000
	Calcium Chloride	3,000
	Signage	<u>2,500</u>
		12,600
4539	<u>Rentals</u>	
	General Fund Equipment	17,552
	Light Tower	<u>600</u>
		18,152
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	
		7,100

DEPARTMENT NARRATIVE

PERSONAL USE FISHERY – DIPNET PARKS & REC

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

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

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ 35,649	\$ 35,649	-
0200	Overtime	-	-	-	-	26,289	26,289	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	302	302	-
0400	Medicare	-	-	-	-	902	902	-
0450	Social Security	-	-	-	-	3,005	3,005	-
0500	PERS	-	-	-	-	4,805	4,805	-
0600	Unemployment Insurance	-	-	-	-	310	310	-
0700	Workers Compensation	-	-	-	-	2,026	2,026	-
0800	Health & Life Insurance	-	-	-	-	3,109	3,109	-
0900	Supplemental Retirement	-	-	-	-	256	256	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ 76,653	\$ 76,653	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	6,800	6,800	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	150	150	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	4,000	4,000	-
4536	Insurance	-	-	-	-	456	456	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	55,245	55,245	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	19,837	19,837	-
5041	Miscellaneous	-	-	-	-	7,500	7,500	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ -	\$ -	\$ -	\$ -	\$ 93,988	\$ 93,988	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	20,700	20,700	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ 20,700	\$ 20,700	-
Department Total:		\$ -	\$ -	\$ -	\$ -	\$ 191,341	\$ 191,341	-

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Fuel	2,000
	Signage	300
	Shack Repair Supplies	1,250
	Miscellaneous Supplies	3,250
		<u>6,800</u>
4532	<u>Communications</u>	
	Prepaid Cell Phone Minutes	150
4535	<u>Printing & Binding</u>	
	Brochure and Iron Ranger Envelope Printing	4,000
4539	<u>Rentals</u>	
	General Fund Equipment	2,245
	Portable Toilets	26,000
	Dumpsters	27,000
		<u>55,245</u>
5041	<u>Miscellaneous</u>	
	KCHS Nordic Ski Team Beach Clean-up	7,500
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	20,700

DEPARTMENT NARRATIVE

GENERAL FUND – PERSONAL USE FISHERY / BOATING FACILITY

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

During the Kenai River Personal-Use Fishery, the City of Kenai Boating Facility is staffed with 2 of the Streets Division Operators, and 1 to 3 Temporary Dock Assistants. The services they provide include distributing fee envelopes and brochures, litter control, facility cleaning, traffic control, parking assistance, boat launch management, crane operation, and dock float repair. Solid waste dumpsters and temporary restrooms are provided during the fishery.

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ 16,873	\$ 16,873	-
0200	Overtime	-	-	-	-	23,561	23,561	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	371	371	-
0400	Medicare	-	-	-	-	592	592	-
0450	Social Security	-	-	-	-	795	795	-
0500	PERS	-	-	-	-	9,850	9,850	-
0600	Unemployment Insurance	-	-	-	-	204	204	-
0700	Workers Compensation	-	-	-	-	1,449	1,449	-
0800	Health & Life Insurance	-	-	-	-	3,454	3,454	-
0900	Supplemental Retirement	-	-	-	-	150	150	-
<u>Total Salaries & Benefits</u>		\$ -	\$ -	\$ -	\$ -	\$ 57,299	\$ 57,299	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	465	465	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	750	750	-
4535	Printing & Binding	-	-	-	-	1,500	1,500	-
4536	Insurance	-	-	-	-	225	225	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	4,350	4,350	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	10,000	10,000	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ -	\$ -	\$ -	\$ -	\$ 17,290	\$ 17,290	-
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	30,000	30,000	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	7,900	7,900	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ 37,900	\$ 37,900	-
Department Total:		\$ -	\$ -	\$ -	\$ -	\$ 112,489	\$ 112,489	-

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Misc. supplies	465
4534	<u>Advertising</u>	
	Temporary Position Recruitment	300
	Low Tide Public Service Announcements	450
		<u>750</u>
4535	<u>Printing & Binding</u>	
	Boat Launch Envelopes & Public Use Fishery Brochures	1,500
4539	<u>Rentals</u>	
	Portable Toilets	3,750
	Dumpsters	600
		<u>4,350</u>
8063	<u>Improvements Other Than Buildings</u>	
	Replace (5) five dock sections	30,000
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	7,900

City of Kenai
Fiscal Year 2014 Operating Budget

Budget Projection
Fund: 010 - Water and Sewer Fund

	<u>Actual FY 2011</u>	<u>Actual FY 2012</u>	<u>Original Budget FY 2013</u>	<u>Projection FY 2013</u>	<u>Council Adopted FY 2014</u>
Revenues					
PERS Grant	\$ 38,559	\$ 53,235	\$ 57,595	\$ 57,595	\$ 74,848
Usage Fees					
Service Hook-up	4,400	8,728	5,000	8,000	8,000
Residential Water	316,052	321,276	519,011	519,011	583,327
Commercial Water	132,103	144,048	227,594	227,594	255,797
Residential Sewer	939,579	940,005	1,037,619	1,037,619	1,072,488
Commercial Sewer	351,521	379,626	443,300	443,300	458,197
Total Usage Fees	<u>1,743,655</u>	<u>1,793,683</u>	<u>2,232,524</u>	<u>2,235,524</u>	<u>2,377,809</u>
Miscellaneous Revenues					
Penalty and Interest	25,109	36,088	26,000	35,000	35,000
Special Assessment Principal	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Interest Earnings	18,319	5,755	12,419	12,419	11,953
Other	5,612	33,036	3,000	3,000	3,000
Total Miscellaneous Revenues	<u>49,040</u>	<u>74,879</u>	<u>41,419</u>	<u>50,419</u>	<u>49,953</u>
Total Revenues	<u>1,831,254</u>	<u>1,921,797</u>	<u>2,331,538</u>	<u>2,343,538</u>	<u>2,502,610</u>
Expenditures					
Water Department	1,080,395	676,868	822,126	822,126	1,065,991
Sewer Department	373,694	359,273	425,640	425,709	533,905
Wastewater Treatment Plant Department	<u>869,653</u>	<u>904,202</u>	<u>1,003,388</u>	<u>1,003,498</u>	<u>1,046,207</u>
Total Expenditures	<u>2,323,742</u>	<u>1,940,343</u>	<u>2,251,154</u>	<u>2,251,333</u>	<u>2,646,103</u>
Contribution To/(From) Fund Balance:	(492,488)	(18,546)	80,384	92,205	(143,493)
Projected Lapse (6%)	-	-	121,791	121,802	129,186
Adjusted (Deficit)/Surplus			202,175	214,007	(14,307)
Beginning Fund Balance	<u>1,492,369</u>	<u>999,881</u>	<u>827,931</u>	<u>981,335</u>	<u>1,195,342</u>
Residual Equity Transfers	-	-	-	-	-
Ending Fund Balance	<u>\$ 999,881</u>	<u>\$ 981,335</u>	<u>\$ 1,030,106</u>	<u>\$ 1,195,342</u>	<u>\$ 1,181,035</u>

City of Kenai
Fiscal Year 2014 Operating Budget

Water and Sewer Fund Summary by Line Item

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 402,725	\$ 406,236	\$ 448,918	\$ 448,918	\$ 520,145	\$ 71,227	15.87%
0200	Overtime	26,930	22,898	20,720	20,720	14,912	(5,808)	(28.03%)
0250	Holiday Pay	11,202	10,554	11,758	11,758	12,064	306	2.60%
0300	Leave	22,532	27,544	17,878	17,878	20,318	2,440	13.65%
0400	Medicare	6,583	6,687	7,240	7,240	8,228	988	13.65%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	150,246	142,983	172,534	172,534	195,215	22,681	13.15%
0600	Unemployment Insurance	-	-	2,496	2,496	2,834	338	13.54%
0700	Workers Compensation	12,679	14,632	13,407	13,407	14,987	1,580	11.78%
0800	Health & Life Insurance	97,058	82,292	107,733	107,912	133,855	26,122	24.25%
0900	Supplemental Retirement	8,931	9,860	10,126	10,126	11,626	1,500	14.81%
<u>Total Salaries & Benefits</u>		\$ 738,886	\$ 723,686	\$ 812,810	\$ 812,989	\$ 934,184	\$ 121,374	14.93%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,441	1,843	2,943	2,943	2,450	(493)	(16.75%)
2022	Operating & Repair Supplies	219,778	167,300	257,988	257,988	291,637	33,649	13.04%
2024	Small Tools/Minor Equipment	9,667	13,013	27,625	27,625	21,008	(6,617)	(23.95%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	16,398	4,564	8,691	10,310	7,980	(711)	(8.18%)
4531	Professional Services	28,753	27,493	63,425	61,806	51,650	(11,775)	(18.57%)
4532	Communications	23,948	22,713	31,635	31,635	10,952	(20,683)	(65.38%)
4533	Travel & Transportation	3,907	5,959	8,818	8,818	11,000	2,182	24.74%
4534	Advertising	3,521	1,825	1,500	1,500	300	(1,200)	(80.00%)
4535	Printing & Binding	1,757	1,655	1,500	1,500	2,500	1,000	66.67%
4536	Insurance	10,321	16,676	20,727	20,727	19,437	(1,290)	(6.22%)
4537	Utilities	510,578	461,185	576,154	576,154	577,368	1,214	0.21%
4538	Repair & Maintenance	95,616	65,050	72,400	72,400	83,600	11,200	15.47%
4539	Rentals	12,407	8,658	10,500	10,500	13,107	2,607	24.83%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	9,430	9,430	-
4666	Books	-	-	1,275	1,275	1,025	(250)	(19.61%)
4667	Dues & Publications	312	570	1,225	1,225	1,875	650	53.06%
4999	General Contingency	-	-	60,000	60,000	60,000	-	-
5041	Miscellaneous	5,066	4,393	4,914	4,914	4,400	(514)	(10.46%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 943,470	\$ 802,897	\$ 1,151,320	\$ 1,151,320	\$ 1,169,719	\$ 18,399	1.60%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	15,000	15,000	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	38,887	33,369	65,724	65,724	34,200	(31,524)	(47.96%)
9090	Transfers	219,100	568,702	221,300	221,300	493,000	271,700	122.77%
<u>Total Capital Outlay and Transfers</u>		\$ 257,987	\$ 602,071	\$ 287,024	\$ 287,024	\$ 542,200	\$ 255,176	88.90%
<u>Department Total:</u>		\$ 1,940,343	\$ 2,128,654	\$ 2,251,154	\$ 2,251,333	\$ 2,646,103	\$ 394,949	17.54%

DEPARTMENT NARRATIVE

WATER AND SEWER FUND - WATER

The City's water distribution system consists of three wells with well houses, one pump house, a 3,000,000-gallon tank and 53.8 miles of water pipe. The system serves approximately 2,000 service connections. The system meets all state, local, and federal mandates applying to all safety standards and the Clean Water Act.

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

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

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 103,135	\$ 111,075	\$ 121,514	\$ 121,514	\$ 125,372	\$ 3,858	3.17%
0200	Overtime	13,891	10,647	8,300	8,300	5,602	(2,698)	(32.51%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,716	7,461	4,592	4,592	5,256	664	14.46%
0400	Medicare	1,734	1,846	1,949	1,949	1,975	26	1.33%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	39,979	39,626	46,527	46,527	46,732	205	0.44%
0600	Unemployment Insurance	-	-	672	672	680	8	1.19%
0700	Workers Compensation	3,218	4,349	3,186	3,186	3,157	(29)	(0.91%)
0800	Health & Life Insurance	25,631	22,775	29,976	29,976	32,385	2,409	8.04%
0900	Supplemental Retirement	2,183	2,699	2,813	2,813	2,813	-	-
<u>Total Salaries & Benefits</u>		\$ 194,487	\$ 200,478	\$ 219,529	\$ 219,529	\$ 223,972	\$ 4,443	2.02%
<u>Maintenance and Operations</u>								
2021	Office Supplies	690	828	1,200	1,200	1,200	-	-
2022	Operating & Repair Supplies	83,463	53,068	124,308	124,308	150,000	25,692	20.67%
2024	Small Tools/Minor Equipment	5,542	6,037	10,945	10,945	6,000	(4,945)	(45.18%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	6,257	1,829	4,122	4,122	3,360	(762)	(18.49%)
4531	Professional Services	17,242	14,706	22,000	22,000	25,000	3,000	13.64%
4532	Communications	17,296	16,185	22,973	22,973	6,062	(16,911)	(73.61%)
4533	Travel & Transportation	518	1,977	2,500	2,500	2,500	-	-
4534	Advertising	2,860	1,475	1,500	1,500	150	(1,350)	(90.00%)
4535	Printing & Binding	1,757	1,592	1,500	1,500	2,000	500	33.33%
4536	Insurance	2,399	5,453	7,610	7,610	9,123	1,513	19.88%
4537	Utilities	195,609	168,192	250,469	250,469	215,902	(34,567)	(13.80%)
4538	Repair & Maintenance	50,420	29,377	26,500	26,500	33,000	6,500	24.53%
4539	Rentals	12,107	8,568	10,000	10,000	13,107	3,107	31.07%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	5,915	5,915	-
4666	Books	-	-	250	250	250	-	-
4667	Dues & Publications	170	360	500	500	1,250	750	150.00%
4999	Contingency	-	-	20,000	20,000	20,000	-	-
5041	Miscellaneous	1,051	730	700	700	700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 397,381	\$ 310,377	\$ 507,077	\$ 507,077	\$ 495,519	\$ (11,558)	(2.28%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	15,000	15,000	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	10,800	9,315	24,820	24,820	14,200	(10,620)	(42.79%)
9090	Transfers Out	74,200	424,842	70,700	70,700	317,300	246,600	348.80%
<u>Total Capital Outlay and Transfers</u>		\$ 85,000	\$ 434,157	\$ 95,520	\$ 95,520	\$ 346,500	\$ 250,980	262.75%
Department Total:		\$ 676,868	\$ 945,012	\$ 822,126	\$ 822,126	\$ 1,065,991	\$ 243,865	29.66%

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u> Water and sewer applications, door tags, daily receipts, and utility bills	1,200
2022	<u>Operating and Repair Supplies</u> Repair and maintenance of wells houses, reservoir, lift stations, WTF, water lines, valves, pumps, and hydrants. Purchase lab supplies, work gear, transducers, PPE, fittings, etc. Nalco Ultrion 8185 (coagulant) 3,240 gal. @\$25.69 Nalco Nalclean 7689 (polymer) 105 gal. @ \$27.48 NaCl (chlorine) 8,162 gallons @ \$3.44/Ga.	35,850 83,250 2,900 28,000 <hr/> 150,000
2024	<u>Small Tools and Minor Equipment</u> Replace SCADA computer Misc. Tools/Equipment	1,100 4,900 <hr/> 6,000
2026	<u>Computer Software</u> Symantec Virus, Microsoft Office, Microsoft Core Cal, Wonderware, misc.	3,360
4531	<u>Professional Services</u> SCADA, Wonderware, WTF troubleshooting and programming Cathodic protection testing (reservoir) Lab testing of water and other miscellaneous tests, work on water charts and instruments, medical testing and exams	6,800 1,200 <hr/> 17,000 25,000
4538	<u>Repairs and Maintenance</u> Repair and maintenance of water treatment facility, water lines, well houses, hydrants, fences and reservoir.	33,000
4539	<u>Rentals</u> Reservoir land lease DNR water rights permits Generator or light plan rental	11,057 1,050 1,000 <hr/> 13,107
4541	<u>Postage</u> Water quality notices Arsenic notices Yearly postage permit split with sewer Water/Sewer bills split with sewer	800 1,600 95 3,420 <hr/> 5,915
8062	<u>Buildings</u> Urethane repairs at reservoir and WH2	15,000
8064	<u>Machinery & Equipment</u> 60 HP fire pump motor	14,200
9090	<u>Transfer to Other Funds</u> Transfer to General Fund: Central Administrative Costs Matching funds for MMG 47552 (10" AC line replacement total project amount \$745,000, 30% local match	93,800 <hr/> 223,500 317,300

DEPARTMENT NARRATIVE

WATER AND SEWER FUND - SEWER

The sewer collection system of the City of Kenai collects sewage from approximately 2,000 customers. The City maintains approximately 46 miles of sewer pipe and 17 lift stations.

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

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

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 103,135	\$ 111,075	\$ 121,514	\$ 121,514	\$ 183,562	\$ 62,048	51.06%
0200	Overtime	10,365	9,640	8,300	8,300	6,646	(1,654)	(19.93%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,716	7,461	4,592	4,592	6,146	1,554	33.84%
0400	Medicare	1,682	1,832	1,949	1,949	2,847	898	46.07%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	39,142	39,311	46,527	46,527	67,868	21,341	45.87%
0600	Unemployment Insurance	-	-	672	672	980	308	45.83%
0700	Workers Compensation	3,218	4,349	3,186	3,186	4,787	1,601	50.25%
0800	Health & Life Insurance	25,555	22,734	29,907	29,976	49,657	19,750	66.04%
0900	Supplemental Retirement	2,183	2,699	2,813	2,813	4,313	1,500	53.32%
<u>Total Salaries & Benefits</u>		\$ 189,996	\$ 199,101	\$ 219,460	\$ 219,529	\$ 326,806	\$ 107,346	48.91%
<u>Maintenance and Operations</u>								
2021	Office Supplies	694	808	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	24,917	20,778	22,700	22,700	22,700	-	-
2024	Small Tools/Minor Equipment	2,871	4,556	6,500	6,500	6,500	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	6,257	1,824	4,122	4,122	2,310	(1,812)	(43.96%)
4531	Professional Services	555	3,802	6,000	6,000	8,000	2,000	33.33%
4532	Communications	4,255	4,109	4,881	4,881	730	(4,151)	(85.04%)
4533	Travel & Transportation	90	1,803	2,500	2,500	2,500	-	-
4534	Advertising	541	108	-	-	150	150	-
4535	Printing & Binding	-	63	-	-	500	500	-
4536	Insurance	2,399	4,101	4,278	4,278	3,363	(915)	(21.39%)
4537	Utilities	18,357	16,383	18,395	18,395	21,281	2,886	15.69%
4538	Repair & Maintenance	31,230	25,123	25,000	25,000	40,000	15,000	60.00%
4539	Rentals	300	90	500	500	-	(500)	(100.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	3,515	3,515	-
4666	Books	-	-	250	250	-	(250)	(100.00%)
4667	Dues & Publications	36	102	150	150	150	-	-
4999	Contingency	-	-	20,000	20,000	20,000	-	-
5041	Miscellaneous	1,188	514	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 93,690	\$ 84,164	\$ 116,776	\$ 116,776	\$ 133,199	\$ 16,423	14.06%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	28,087	19,769	40,904	40,904	20,000	(20,904)	(51.11%)
9090	Transfers Out	47,500	50,100	48,500	48,500	53,900	5,400	11.13%
<u>Total Capital Outlay and Transfers</u>		\$ 75,587	\$ 69,869	\$ 89,404	\$ 89,404	\$ 73,900	\$ (15,504)	(17.34%)
Department Total:		\$ 359,273	\$ 353,134	\$ 425,640	\$ 425,709	\$ 533,905	\$ 108,265	25.44%

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u> Water and sewer applications, door tags, daily receipts, and utility bills	1,000
2022	<u>Operating and Repair Supplies</u> Foul weather gear, boots, fuel, gloves, hoses, visqueen, cleaning acid, masonry and metal saw blades, wire and chains, oxygen and acetylene, lubricant, plumbing supplies, and misc.	22,700
2024	<u>Small Tools & Minor Equipment</u> Rodder head attachments Small tools	1,500 5,000 <hr/> 6,500
4531	<u>Professional Services</u> SCADA and Wonderware issues	8,000
4533	<u>Transportation</u> Safety classes, AWWA Training, maintenance classes	2,500
4538	<u>Repair & Maintenance</u> Repair and maintenance of lift stations, manholes, sewer lines, pump repair, equipment calibration, generator maintenance Install thaw cables in problem sewer lines	30,000 10,000 <hr/> 40,000
4541	<u>Postage</u> Yearly postage permit split with water Water/Sewer bills split with water	95 3,420 <hr/> 3,515
5041	<u>Miscellaneous</u> Laundry, truck permit	500
8064	<u>Machinery and Equipment</u> Three (3) Five HP pumps (2 installed, 1 spare)	20,000
9090	<u>Transfer to Other Funds</u> Transfer to General Fund: Central Administrative Costs	53,900

DEPARTMENT NARRATIVE

WATER AND SEWER FUND - WASTEWATER TREATMENT PLANT

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

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

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 196,455	\$ 184,086	\$ 205,890	\$ 205,890	\$ 211,211	\$ 5,321	2.58%
0200	Overtime	2,674	2,611	4,120	4,120	2,664	(1,456)	(35.34%)
0250	Holiday Pay	11,202	10,554	11,758	11,758	12,064	306	2.60%
0300	Leave	13,100	12,622	8,694	8,694	8,916	222	2.55%
0400	Medicare	3,167	3,009	3,342	3,342	3,406	64	1.92%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	71,125	64,046	79,480	79,480	80,615	1,135	1.43%
0600	Unemployment Insurance	-	-	1,152	1,152	1,174	22	1.91%
0700	Workers Compensation	6,243	5,934	7,035	7,035	7,043	8	0.11%
0800	Health & Life Insurance	45,872	36,783	47,850	47,960	51,813	3,963	8.28%
0900	Supplemental Retirement	4,565	4,462	4,500	4,500	4,500	-	-
<u>Total Salaries & Benefits</u>		\$ 354,403	\$ 324,107	\$ 373,821	\$ 373,931	\$ 383,406	\$ 9,585	2.56%
<u>Maintenance and Operations</u>								
2021	Office Supplies	57	207	743	743	250	(493)	(66.35%)
2022	Operating & Repair Supplies	111,398	93,454	110,980	110,980	118,937	7,957	7.17%
2024	Small Tools/Minor Equipment	1,254	2,420	10,180	10,180	8,508	(1,672)	(16.42%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	3,884	911	447	2,066	2,310	1,863	416.78%
4531	Professional Services	10,956	8,985	35,425	33,806	18,650	(16,775)	(47.35%)
4532	Communications	2,397	2,419	3,781	3,781	4,160	379	10.02%
4533	Travel & Transportation	3,299	2,179	3,818	3,818	6,000	2,182	57.15%
4534	Advertising	120	242	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	5,523	7,122	8,839	8,839	6,951	(1,888)	(21.36%)
4537	Utilities	296,612	276,610	307,290	307,290	340,185	32,895	10.70%
4538	Repair & Maintenance	13,966	10,550	20,900	20,900	10,600	(10,300)	(49.28%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	775	775	775	-	-
4667	Dues & Publications	106	108	575	575	475	(100)	(17.39%)
4999	Contingency	-	-	20,000	20,000	20,000	-	-
5041	Miscellaneous	2,827	3,149	3,714	3,714	3,200	(514)	(13.84%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 452,399	\$ 408,356	\$ 527,467	\$ 527,467	\$ 541,001	\$ 13,534	2.57%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,285	-	-	-	-	-
9090	Transfers Out	97,400	93,760	102,100	102,100	121,800	19,700	19.29%
<u>Total Capital Outlay and Transfers</u>		\$ 97,400	\$ 98,045	\$ 102,100	\$ 102,100	\$ 121,800	\$ 19,700	19.29%
Department Total:		\$ 904,202	\$ 830,508	\$ 1,003,388	\$ 1,003,498	\$ 1,046,207	\$ 42,819	4.27%

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u> Chemicals, lime, polymer, consumables, lab supplies, generator fuel, repair and maintenance supplies	118,937
2024	<u>Small Tools and Minor Equipment</u> Small tools Replacement computer (1) Trash pump	5,080 1,100 <u>2,328</u> 8,508
4531	<u>Professional Services</u> Sludge and effluent wet testing CDL physicals Update O&M and Master Plan	8,200 450 <u>10,000</u> 18,650
4533	<u>Transportation</u> Conferences and lab training	6,000
4538	<u>Repairs and Maintenance</u> Contract repair & maint. services	10,600
4667	<u>Dues and Publications</u> AWWA, WEF memberships, Misc.	475
5041	<u>Miscellaneous</u> Coverall laundry	3,200
9090	<u>Transfer to Other Funds</u> Transfer to General Fund: Central Administrative Costs	121,800

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

	Actual FY 2011	Actual FY 2012	Original Budget FY 2013	Projection FY 2013	Council Adopted FY 2014
Revenues					
State & Federal Grants	\$ 42,518	\$ 57,730	\$ 70,595	\$ 70,595	\$ 71,943
Usage Fees					
Fuel Sales	18,754	21,506	12,000	20,000	20,000
Fuel Flowage	38,448	80,376	60,000	60,000	60,000
Float Plane	2,609	1,428	1,800	1,800	1,800
Tie Down	10,274	12,489	10,000	10,000	10,000
Landing	300,004	358,010	329,423	329,423	336,011
Plane Parking	26,335	15,209	25,000	15,000	15,000
Total Usage Fees	396,424	489,018	438,223	436,223	442,811
Rents and Leases					
Land	527,921	591,423	552,761	675,000	707,849
Fish Hauling	4,458	836	5,000	-	1,000
Total Rents and Leases	532,379	592,259	557,761	675,000	708,849
Miscellaneous					
Penalty and Interest	6,223	11,759	3,000	11,500	11,500
Interest on Investments	22,986	13,296	55,243	25,000	30,833
Other	38,301	14,929	15,000	15,000	15,000
Total Miscellaneous	67,510	39,984	73,243	51,500	57,333
Terminal Revenue					
Parking Fees	191,147	200,909	190,000	200,000	240,000
Rents and Leases	196,759	190,921	240,748	240,748	255,109
Penalty and Interest	7,108	6,557	1,000	1,000	1,000
Car Rental Commissions	150,292	180,243	180,000	195,000	195,000
Advertising Commissions	3,538	3,534	5,000	3,500	3,500
Grants	-	-	-	-	-
Miscellaneous	9,333	14,064	6,500	6,500	6,500
Total Terminal Revenue	558,177	596,228	623,248	646,748	701,109
Transfers In					
Capital Project Fund	54,747	-	-	-	-
Airport Land Trust Fund	999,976	1,011,485	1,033,243	1,031,773	1,090,572
Total Transfers In	1,054,723	1,011,485	1,033,243	1,031,773	1,090,572
Total Revenues	2,651,731	2,786,704	2,796,313	2,911,839	3,072,617
Expenditures					
Airport Terminal	517,071	575,759	609,872	609,914	676,552
Airport Airfield	1,454,334	1,551,142	1,574,721	1,578,916	1,668,598
Airport Administration	233,276	274,984	334,449	334,510	312,035
Airport Other Buildings and Areas	328,871	177,797	173,318	193,348	137,049
Airport Training Facility	63,483	41,373	42,750	42,750	34,664
Total Expenditures	2,597,035	2,621,055	2,735,110	2,759,438	2,828,898

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

	<u>Actual FY 2011</u>	<u>Actual FY 2012</u>	<u>Original Budget FY 2013</u>	<u>Projection FY 2013</u>	<u>Council Adopted FY 2014</u>
Contribution To/(From) Fund Balance:	54,696	165,649	61,203	152,401	243,719
Projected Lapse (6%)	<u>-</u>	<u>-</u>	<u>110,406</u>	<u>110,665</u>	<u>113,255</u>
Adjusted (Deficit)/Surplus			171,609	263,066	356,974
Beginning Fund Balance	<u>3,627,645</u>	<u>3,682,341</u>	<u>3,682,850</u>	<u>3,847,990</u>	<u>4,111,056</u>
Ending Fund Balance	<u>\$ 3,682,341</u>	<u>\$ 3,847,990</u>	<u>\$ 3,854,459</u>	<u>\$ 4,111,056</u>	<u>\$ 4,468,030</u>

City of Kenai
Fiscal Year 2014 Operating Budget

Airport Fund Summary by Line Item

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 361,453	\$ 331,957	\$ 391,265	\$ 391,265	\$ 396,225	\$ 4,960	1.27%
0200	Overtime	44,704	41,138	33,500	33,500	42,130	8,630	25.76%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,872	10,340	14,899	14,899	16,627	1,728	11.60%
0400	Medicare	5,674	5,491	6,377	6,377	6,599	222	3.48%
0450	Social Security	631	396	-	-	464	464	-
0500	PERS	127,177	116,360	149,149	149,149	153,734	4,585	3.07%
0600	Unemployment Insurance	4,546	1,198	2,198	2,198	2,276	78	3.55%
0700	Workers Compensation	8,081	11,643	9,991	9,991	12,545	2,554	25.56%
0800	Health & Life Insurance	91,838	71,216	82,465	82,653	100,344	17,879	21.68%
0900	Supplemental Retirement	8,212	8,197	8,007	8,007	8,710	703	8.78%
<u>Total Salaries & Benefits</u>		\$ 657,188	\$ 597,936	\$ 697,851	\$ 698,039	\$ 739,654	\$ 41,803	5.99%
<u>Maintenance and Operations</u>								
2021	Office Supplies	2,252	1,780	2,450	2,450	1,950	(500)	(20.41%)
2022	Operating & Repair Supplies	194,002	174,343	198,040	198,040	204,000	5,960	3.01%
2024	Small Tools/Minor Equipment	35,632	24,333	43,120	43,120	30,850	(12,270)	(28.46%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	329	678	1,369	1,369	1,560	191	13.95%
4531	Professional Services	35,588	51,546	31,071	31,071	28,500	(2,571)	(8.27%)
4532	Communications	23,637	22,526	30,682	31,372	17,148	(13,534)	(44.11%)
4533	Travel & Transportation	19,012	11,215	13,164	13,164	13,628	464	3.52%
4534	Advertising	8,063	7,915	12,300	12,600	11,550	(750)	(6.10%)
4535	Printing & Binding	1,987	2,652	4,230	4,230	4,030	(200)	(4.73%)
4536	Insurance	67,251	91,479	89,417	89,417	93,370	3,953	4.42%
4537	Utilities	304,990	277,102	324,081	324,081	344,778	20,697	6.39%
4538	Repair & Maintenance	270,947	284,579	281,210	284,660	279,250	(1,960)	(0.70%)
4539	Rentals	11,332	12,214	15,685	15,685	14,250	(1,435)	(9.15%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	119	400	400	400	-	-
4667	Dues & Publications	345	350	640	755	630	(10)	(1.56%)
4999	General Contingency	-	-	40,000	39,585	40,000	-	-
5041	Miscellaneous	1,934	17,287	1,400	1,400	2,050	650	46.43%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 977,301	\$ 980,118	\$ 1,089,259	\$ 1,093,399	\$ 1,087,944	\$ (1,315)	(0.12%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	20,600	-	-	-	-	-
8062	Buildings	29,024	24,805	48,000	48,000	40,000	(8,000)	(16.67%)
8063	Improvements	-	38,759	5,000	5,000	20,000	15,000	300.00%
8064	Machinery & Equipment	-	7,861	-	-	-	-	-
9090	Transfers	957,542	1,020,773	895,000	915,000	941,300	46,300	5.17%
<u>Total Capital Outlay and Transfers</u>		\$ 986,566	\$ 1,112,798	\$ 948,000	\$ 968,000	\$ 1,001,300	\$ 53,300	5.62%
<u>Department Total:</u>		\$ 2,621,055	\$ 2,690,852	\$ 2,735,110	\$ 2,759,438	\$ 2,828,898	\$ 93,788	3.43%

DEPARTMENT NARRATIVE

AIRPORT FUND – TERMINAL

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

The Kenai Airport Terminal is a two-story building, which was constructed in 1968, expanded in 1983, and renovated in 1989 and 2001. The terminal has three enplanement gates and one deplanement gate to accommodate approximately 95,000 enplanements per year.

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

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

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

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

A contract security company is employed to provide supplemental patrol capability. Custodial services and the snow plowing services are also provided by contract.

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

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

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 60,633	\$ 54,876	\$ 65,732	\$ 65,732	\$ 66,262	\$ 530	0.81%
0200	Overtime	664	2,900	1,250	1,250	3,317	2,067	165.36%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	19	1,559	2,455	2,455	2,451	(4)	(0.16%)
0400	Medicare	908	859	1,007	1,007	1,045	38	3.77%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	25,630	20,196	24,005	24,005	24,825	820	3.42%
0600	Unemployment Insurance	2,273	599	347	347	361	14	4.03%
0700	Workers Compensation	1,542	2,264	1,810	1,810	2,363	553	30.55%
0800	Health & Life Insurance	17,627	13,649	18,503	18,545	20,207	1,704	9.21%
0900	Supplemental Retirement	1,726	1,534	1,750	1,750	1,755	5	0.29%
<u>Total Salaries & Benefits</u>		\$ 111,022	\$ 98,436	\$ 116,859	\$ 116,901	\$ 122,586	\$ 5,727	4.90%
<u>Maintenance and Operations</u>								
2021	Office Supplies	229	108	250	250	250	-	-
2022	Operating & Repair Supplies	17,970	16,251	24,090	24,090	25,000	910	3.78%
2024	Small Tools/Minor Equipment	4,285	3,109	3,760	3,760	11,500	7,740	205.85%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	85	-	-	-	-	-
4531	Professional Services	-	1,264	1,500	1,500	1,500	-	-
4532	Communications	4,988	4,687	4,400	4,400	6,343	1,943	44.16%
4533	Travel & Transportation	2,275	1,408	3,928	3,928	3,428	(500)	(12.73%)
4534	Advertising	229	512	1,000	1,000	900	(100)	(10.00%)
4535	Printing & Binding	133	331	370	370	370	-	-
4536	Insurance	5,830	8,504	7,431	7,431	7,470	39	0.52%
4537	Utilities	132,526	119,515	139,679	139,679	154,365	14,686	10.51%
4538	Repair & Maintenance	197,012	190,581	178,050	178,050	192,000	13,950	7.83%
4539	Rentals	6,360	5,123	7,055	7,055	6,540	(515)	(7.30%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	10,000	10,000	-	-
5041	Miscellaneous	376	626	-	-	500	500	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 372,213	\$ 352,104	\$ 381,513	\$ 381,513	\$ 420,166	\$ 38,653	10.13%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	29,024	5,805	48,000	48,000	60,000	12,000	25.00%
8063	Improvements	-	3,183	5,000	5,000	-	(5,000)	(100.00%)
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	63,500	56,920	58,500	58,500	73,800	15,300	26.15%
<u>Total Capital Outlay and Transfers</u>		\$ 92,524	\$ 65,908	\$ 111,500	\$ 111,500	\$ 133,800	\$ 22,300	20.00%
Department Total:		\$ 575,759	\$ 516,448	\$ 609,872	\$ 609,914	\$ 676,552	\$ 66,680	10.93%

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Generator Diesel fuel	6,000
	Janitorial supplies	9,000
	Vehicle parking permits	400
	Air filters - terminal air handling units	800
	Flowers	3,200
	Winter receipt paper - LUKE	600
	Misc. parts plumbing repairs	5,000
		<hr/> 25,000
2024	<u>Small Tools and Minor Equipment</u>	
	Camera maintenance	1,500
	Backup LUKE Parts	10,000
		<hr/> 11,500
4533	<u>Transportation</u>	
	DBE conference, Alaska Airmens Fed Ex Trade show and	
	ANTN Digicast Subscription	3,428
4538	<u>Repairs and Maintenance</u>	
	Janitorial Services	70,000
	Security services	60,000
	Snow Plowing Contract	25,000
	Christmas decorations	4,000
	Holiday window painting	1,500
	Otis Elevator Service Contract	2,300
	SOA elevator inspection	350
	Sprinkler system startup and shutdown	500
	Quarterly drain flush	800
	Landscape maintenance/flowers	2,000
	LUKE warranty	1,100
	LUKE Monitoring	980
	Painting (walls, stairway walls, lobby walls, etc.)	2,500
	Annual fire test, inspection, misc. repairs, boiler inspection	3,500
	Miscellaneous repairs	17,470
		<hr/> 192,000
4539	<u>Rentals</u>	
	FY14 Plant lease	6,540
8062	<u>Buildings</u>	
	Recarpet Terminal lobby	45,000
	Boiler repair	15,000
		<hr/> 60,000
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	
		73,800

DEPARTMENT NARRATIVE

AIRPORT FUND - AIRFIELD

The Kenai Municipal Airport is the primary commercial service airport on the Kenai Peninsula and is owned and operated by the City of Kenai. It has a grooved 7,830 ft. x 150-ft. CAT III runway, a 4,500-ft. x 150-ft. floatplane facility, and a 2,000-ft. x 60-ft. gravel runway. A full length parallel taxiway was completed in 2006 and major renovations to the runway were completed in 2007. An apron rehab and extension was completed in 2010. Itinerant aircraft parking is provided at the southern end of the apron. The apron north of the terminal is designated for helicopter, medivacs, and large aircraft operations.

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

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

The Airport Manager is responsible for overall management of the airport. The Airport Operation's Supervisor position is responsible for the day-to-day maintenance and operations of the airport including daily inspections, planning and allocation of resources, overseeing contractors, addressing complaints, interfacing with airport tenants and users. The Operations Supervisor participates in snow removal and maintenance activities as well as supervising City employees working on airport maintenance. There is also an Airport Operations Specialist position that is split evenly between the Airfield and Terminal accounts.

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

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 143,520	\$ 126,683	\$ 136,799	\$ 136,799	\$ 159,068	\$ 22,269	16.28%
0200	Overtime	42,595	37,338	31,000	31,000	36,500	5,500	17.74%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	2,451	4,392	4,392	6,705	2,313	52.66%
0400	Medicare	2,317	2,321	2,497	2,497	2,933	436	17.46%
0450	Social Security	631	334	-	-	464	464	-
0500	PERS	45,853	46,634	60,138	60,138	67,110	6,972	11.59%
0600	Unemployment Insurance	-	-	860	860	1,011	151	17.56%
0700	Workers Compensation	5,352	7,719	6,730	6,730	8,747	2,017	29.97%
0800	Health & Life Insurance	36,385	28,598	23,925	23,980	39,723	15,798	66.03%
0900	Supplemental Retirement	2,739	2,952	2,250	2,250	3,450	1,200	53.33%
<u>Total Salaries & Benefits</u>		\$ 279,392	\$ 255,030	\$ 268,591	\$ 268,646	\$ 325,711	\$ 57,120	21.27%
<u>Maintenance and Operations</u>								
2021	Office Supplies	492	415	500	500	500	-	-
2022	Operating & Repair Supplies	157,961	144,192	159,450	159,450	165,000	5,550	3.48%
2024	Small Tools/Minor Equipment	27,417	17,096	23,860	23,860	17,125	(6,735)	(28.23%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	75	-	-	520	520	-
4531	Professional Services	3,411	1,056	4,000	4,000	4,500	500	12.50%
4532	Communications	11,781	13,753	13,360	14,050	8,520	(4,840)	(36.23%)
4533	Travel & Transportation	5,710	3,363	3,356	3,356	4,000	644	19.19%
4534	Advertising	170	115	300	600	500	200	66.67%
4535	Printing & Binding	495	449	1,120	1,120	1,120	-	-
4536	Insurance	60,055	81,362	80,205	80,205	84,135	3,930	4.90%
4537	Utilities	150,894	138,057	155,469	155,469	168,757	13,288	8.55%
4538	Repair & Maintenance	54,722	50,868	73,160	76,610	60,800	(12,360)	(16.89%)
4539	Rentals	3,742	5,631	4,900	4,900	3,960	(940)	(19.18%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	68	150	150	150	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	9,700	10,000	-	-
5041	Miscellaneous	-	167	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 476,850	\$ 456,667	\$ 529,830	\$ 533,970	\$ 529,587	\$ (243)	(0.05%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	(20,000)	(20,000)	-
8063	Improvements	-	3,480	-	-	20,000	20,000	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	794,900	778,765	776,300	776,300	813,300	37,000	4.77%
<u>Total Capital Outlay and Transfers</u>		\$ 794,900	\$ 782,245	\$ 776,300	\$ 776,300	\$ 813,300	\$ 37,000	4.77%
Department Total:		\$ 1,551,142	\$ 1,493,942	\$ 1,574,721	\$ 1,578,916	\$ 1,668,598	\$ 93,877	5.96%

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Cracksealing material	10,000
	Broom bristles	12,000
	Fuel	48,000
	Equipment blades	20,000
	Runway lights/signs	10,000
	Gate parts	5,000
	Urea	22,500
	Clearway E36	25,000
	Cracker shells, pyrotechniques	1,000
	Propane ARFF training at Beacon	5,000
	Snowblower cutting edges	2,500
	Nitrogen - ARFF	1,000
	Personal protection gear	1,000
	Replace M Runway/taxiway sign	2,000
		<hr/> 165,000
2024	<u>Small Tools and Minor Equipment</u>	
	Windsock kits	2,500
	Wireless Access Point	725
	Conex	5,700
	Radios	1,500
	ARFF Gear	5,700
	Miscellaneous	1,000
		<hr/> 17,125
4531	<u>Professional Services</u>	
	DOT physicals, pre-employment tests	1,500
	Miscellaneous engineering services	3,000
		<hr/> 4,500
4533	<u>Transportation</u>	
	Part 139 Operations training/Seminars/WHA trainer class	3,144
	ANTN Digicast Subscription 1/2 cost	856
		<hr/> 4,000
4538	<u>Repairs and Maintenance</u>	
	Annual fire test and inspection	2,000
	Install lighted windsock	500
	Boiler inspections	700
	Cracksealing - 2 pallets	15,000
	Fence repairs	1,500
	Hydroaxing	6,000
	Misc. overhead door repairs and heating repairs	10,000
	Calibrate bownmonk and tapley meters	1,500
	Misc. automatic gate repairs	2,500
	Replace bulbs in light poles	600
	Miscellaneous repairs	15,000
	Crane inspection	500
	Miscellaneous painting	5,000
		<hr/> 60,800
4539	<u>Rentals</u>	
	Portable toilets	1,850
	Stage Air Fair/Tent - KPAF	800
	Tables/Chairs - KPAF	400
	Portable toilets - KPAF	210
	Compactor	700
		<hr/> 3,960
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	813,300

DEPARTMENT NARRATIVE

AIRPORT FUND– ADMINISTRATION

The Airport Manager works under the direction of the City Manager and is responsible for Federal Aviation Administration compliance, grant eligibility, airport development, general management and operation of the Kenai Municipal Airport. The Airport Manager receives secretarial support and assistance with public contact, terminal lease agreements, and FAA compliance from one Administrative Assistant II. The Administrative Assistant has the responsibility for the City's Disadvantaged Business Enterprise Program (DBE), terminal janitorial and security contracts and the terminal parking lot enforcement. One-half of this Administrative Assistant II position is charged to Airport Administration and one-half to Airport terminal to properly account for the duties and responsibilities.

Support for legal, finance, engineering, planning, public works, police and fire is funded through transfers to the City's Central Administration budget. The City Manager's Assistant supports the City Manager's oversight of airport lands and one-half of that position is charged directly to the Airport Lands budget.

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

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 008 - Airport Fund
Department: 61 - Airport Administration

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 111,258	\$ 104,712	\$ 125,927	\$ 125,927	\$ 129,116	\$ 3,189	2.53%
0200	Overtime	1,053	659	-	-	2,100	2,100	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,834	5,804	5,813	5,813	5,962	149	2.56%
0400	Medicare	1,785	1,649	1,911	1,911	1,990	79	4.13%
0450	Social Security	-	62	-	-	-	-	-
0500	PERS	39,749	34,531	45,132	45,132	46,817	1,685	3.73%
0600	Unemployment Insurance	-	-	659	659	686	27	4.10%
0700	Workers Compensation	463	665	508	508	521	13	2.56%
0800	Health & Life Insurance	26,312	19,448	26,637	26,698	28,843	2,206	8.28%
0900	Supplemental Retirement	2,526	2,549	2,500	2,500	2,500	-	-
<u>Total Salaries & Benefits</u>		\$ 187,980	\$ 170,079	\$ 209,087	\$ 209,148	\$ 218,535	\$ 9,448	4.52%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,158	997	1,500	1,500	1,000	(500)	(33.33%)
2022	Operating & Repair Supplies	138	360	1,000	1,000	1,000	-	-
2024	Small Tools/Minor Equipment	3,251	3,031	15,500	15,500	2,225	(13,275)	(85.65%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	329	453	1,369	1,369	1,040	(329)	(24.03%)
4531	Professional Services	1,845	2,292	2,600	2,600	2,500	(100)	(3.85%)
4532	Communications	4,975	3,654	11,622	11,622	1,070	(10,552)	(90.79%)
4533	Travel & Transportation	11,027	6,444	5,880	5,880	6,200	320	5.44%
4534	Advertising	6,992	7,144	10,000	10,000	8,650	(1,350)	(13.50%)
4535	Printing & Binding	984	1,797	1,620	1,620	1,420	(200)	(12.35%)
4536	Insurance	1,366	1,613	1,781	1,781	1,765	(16)	(0.90%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	51	250	250	250	-	-
4667	Dues & Publications	345	350	640	755	630	(10)	(1.56%)
4999	Contingency	-	-	10,000	9,885	10,000	-	-
5041	Miscellaneous	894	803	1,400	1,400	1,550	150	10.71%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 33,304	\$ 28,989	\$ 65,162	\$ 65,162	\$ 39,300	\$ (25,862)	(39.69%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	53,700	48,880	60,200	60,200	54,200	(6,000)	(9.97%)
<u>Total Capital Outlay and Transfers</u>		\$ 53,700	\$ 48,880	\$ 60,200	\$ 60,200	\$ 54,200	\$ (6,000)	(9.97%)
Department Total:		\$ 274,984	\$ 247,948	\$ 334,449	\$ 334,510	\$ 312,035	\$ (22,414)	(6.70%)

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Miscellaneous	300
	Fuel, Apt Mgr. Vehicle	700
		<hr/> 1,000
2024	<u>Small Tools and Minor Equipment</u>	
	Replacement computer	1,500
	Wireless access point	725
		<hr/> 2,225
4531	<u>Professional Services</u>	
	KMA website maintenance	550
	AIT domain host fee	100
	AIT domain name renewal fee	150
	Miscellaneous	1,700
		<hr/> 2,500
4533	<u>Transportation</u>	
	ANTN Digicast Subscription	430
	NWAAAE Annual Conference	2,500
	Car allowance	360
	2013 WRAPm Conference	1,500
	FedEx Trade Show	500
	10th Annual DBE Business Summit	250
	Misc. travel coupons	660
		<hr/> 6,200
5041	<u>Miscellaneous</u>	
	Miscellaneous shipping fees	150
	Water dispenser/water	700
	Refreshments for meetings	700
		<hr/> 1,550
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	54,200

DEPARTMENT NARRATIVE

AIRPORT FUND – OTHER BUILDINGS AND AREAS

Airport Land is the real estate that lies within the boundary of the lands deeded to the City of Kenai by the Federal Aviation Administration (FAA) in 1963. The acquisition gave the City title to nearly 2,000 acres. Most of the land is located in the business district surrounding the airport. The FAA requires that revenues from airport land sales be deposited in the Airport Land Sale Permanent Fund. The principal of the fund cannot be spent; however, interest generated on the principal is available to support the Kenai Municipal Airport.

The Administrative Assistant III position that is physically located at City Hall is responsible for the administration of airport lands under the direction of the City Manager. One-half of this position is charged to the Other Buildings and Areas budget. This reflects the duties of the position as an Assistant to the City Manager as well as supporting the administration of airport lands.

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

The basin is closed to all operations during winter months.

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 46,042	\$ 45,686	\$ 62,807	\$ 62,807	\$ 41,779	\$ (21,028)	(33.48%)
0200	Overtime	392	241	1,250	1,250	213	(1,037)	(82.96%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	19	526	2,239	2,239	1,509	(730)	(32.60%)
0400	Medicare	664	662	962	962	631	(331)	(34.41%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	15,945	14,999	19,874	19,874	14,982	(4,892)	(24.62%)
0600	Unemployment Insurance	2,273	599	332	332	218	(114)	(34.34%)
0700	Workers Compensation	724	995	943	943	914	(29)	(3.08%)
0800	Health & Life Insurance	11,514	9,521	13,400	13,430	11,571	(1,829)	(13.65%)
0900	Supplemental Retirement	1,221	1,162	1,507	1,507	1,005	(502)	(33.31%)
<u>Total Salaries & Benefits</u>		\$ 78,794	\$ 74,391	\$ 103,314	\$ 103,344	\$ 72,822	\$ (30,492)	(29.51%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	373	260	200	200	200	-	-
2022	Operating & Repair Supplies	17,933	13,279	13,500	13,500	13,000	(500)	(3.70%)
2024	Small Tools/Minor Equipment	679	1,097	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	65	-	-	-	-	-
4531	Professional Services	16,053	19,067	22,971	22,971	20,000	(2,971)	(12.93%)
4532	Communications	969	247	1,300	1,300	1,215	(85)	(6.54%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	672	144	1,000	1,000	1,500	500	50.00%
4535	Printing & Binding	375	75	1,120	1,120	1,120	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	3,792	5,062	2,683	2,683	2,442	(241)	(8.98%)
4538	Repair & Maintenance	10,821	9,904	13,500	13,500	11,000	(2,500)	(18.52%)
4539	Rentals	1,230	1,460	3,730	3,730	3,750	20	0.54%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	10,000	10,000	-	-
5041	Miscellaneous	664	15,588	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 53,561	\$ 66,248	\$ 70,004	\$ 70,004	\$ 64,227	\$ (5,777)	(8.25%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	20,600	-	-	-	-	-
8062	Buildings	-	19,000	-	-	-	-	-
8063	Improvements	-	32,096	-	-	-	-	-
8064	Machinery & Equipment	-	7,861	-	-	-	-	-
9090	Transfers Out	45,442	126,408	-	20,000	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 45,442	\$ 205,965	\$ -	\$ 20,000	\$ -	\$ -	-
Department Total:		\$ 177,797	\$ 346,604	\$ 173,318	\$ 193,348	\$ 137,049	\$ (36,269)	(20.93%)

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Bldg and ground maintenance	3,000
	100 LL Fuel - FPB	10,000
		<hr/> 13,000
4531	<u>Professional Services</u>	
	Misc. Appraisals, Surveying	15,000
	Storm water sampling - Spring and Fall	5,000
		<hr/> 20,000
4535	<u>Printing & Binding</u>	
	Group B Service - Konica Minolta	120
	Misc. brochures, etc.	1,000
		<hr/> 1,120
4538	<u>Repairs and Maintenance</u>	
	Misc. maintenance	2,500
	Snowplowing/sanding	6,500
	Annual fire test, inspection, and misc. repairs	2,000
		<hr/> 11,000
4539	<u>Rentals</u>	
	Porta-toilets	1,250
	Slip Maintenance	2,500
		<hr/> 3,750

DEPARTMENT NARRATIVE

AIRPORT FUND – ALASKA FIRE TRAINING FACILITY

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

The first floor is currently leased to Beacon Occupational Health and Safety Services (Beacon). Beacon also leases approximately 625 square feet on the second floor. The current contract with Beacon expires December 31, 2012 but shall annually renew automatically absent 180 day notice of termination by either the City or Beacon.

Approximately 3,800 square feet of the second floor is leased to Homer Electric Association (HEA). The current lease expires August 31, 2015 and allows two extensions of one year each, approved by mutual consent of the City and HEA.

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

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	261	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	14,279	27,867	-	-	-	-	-
4532	Communications	924	185	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	17,778	14,468	26,250	26,250	19,214	(7,036)	(26.80%)
4538	Repair & Maintenance	8,392	33,226	16,500	16,500	15,450	(1,050)	(6.36%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	103	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 41,373	\$ 76,110	\$ 42,750	\$ 42,750	\$ 34,664	\$ (8,086)	(18.91%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	9,800	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 9,800	\$ -	\$ -	\$ -	\$ -	-
Department Total:		\$ 41,373	\$ 85,910	\$ 42,750	\$ 42,750	\$ 34,664	\$ (8,086)	(18.91%)

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account <u>Number</u>	<u>Description</u>	Council <u>Adopted</u>
4538	<u>Repairs and Maintenance</u>	
	Fire test, inspection & misc. repairs	2,000
	FY14 snow plow contract	6,500
	FY14 Elevator contract	1,950
	Miscellaneous repairs	5,000
		<hr/> 15,450

City of Kenai
Fiscal Year 2014 Operating Budget

Budget Projection
Fund: 019 - Senior Citizen Fund

	Actual FY 2011	Actual FY 2012	Original Budget FY 2013	Projection FY 2013	Council Adopted FY 2014
Revenues					
State Grants	\$ 187,726	\$ 204,757	\$ 210,313	\$ 210,313	\$ 210,791
USDA Grant	11,786	10,217	12,248	10,000	10,000
Choice Waiver	153,153	234,488	175,000	300,000	300,000
KPB Grant	115,337	117,644	125,276	126,207	126,207
United Way	22,612	16,812	16,812	16,900	16,900
Rents and Leases	9,093	18,748	15,000	13,000	15,000
Donations	26,718	27,748	20,000	38,920	25,000
Meal Donations	67,750	61,699	68,000	56,648	58,148
Transfer from General Fund	118,546	119,666	93,656	93,656	-
Residual Equity Transfer Senior Citizen Fund	-	58,380	-	-	-
Other	309	21,566	-	-	-
Total Revenue	713,030	891,725	736,305	865,644	762,046
Expenditures					
Senior Citizen Access	203,296	213,844	229,603	230,996	196,819
Congregate Meals	161,132	177,347	190,455	192,985	184,020
Home Meals	131,381	153,044	146,646	149,171	135,763
Senior Transportation	65,405	64,583	69,279	69,286	65,348
Choice Waiver	162,770	182,396	199,642	199,681	296,359
Total Expenditures	723,984	791,214	835,625	842,119	878,309
Contribution To/(From) Fund Balance:	(10,954)	100,511	(99,320)	23,525	(116,263)
Projected Lapse (3%)	-	-	-	21,172	22,347
Adjusted (Deficit)/Surplus	(10,954)	100,511	(99,320)	44,697	(93,916)
Beginning Fund Balance	117,087	106,133	99,320	206,644	251,341
Ending Fund Balance	\$ 106,133	\$ 206,644	\$ -	\$ 251,341	\$ 157,425

City of Kenai
Fiscal Year 2014 Operating Budget

Senior Citizen Fund Summary by Line Item

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 262,564	\$ 224,890	\$ 269,733	\$ 269,733	\$ 286,628	\$ 16,895	6.26%
0200	Overtime	-	-	-	-	855	855	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,029	7,893	11,119	11,119	10,298	(821)	(7.38%)
0400	Medicare	3,831	3,319	4,074	4,074	4,319	245	6.01%
0450	Social Security	2,707	1,893	3,494	3,494	3,373	(121)	(3.46%)
0500	PERS	74,034	62,730	81,396	81,396	83,232	1,836	2.26%
0600	Unemployment Insurance	-	306	1,403	1,403	1,491	88	6.27%
0700	Workers Compensation	3,206	3,666	3,712	3,712	5,258	1,546	41.65%
0800	Health & Life Insurance	71,032	45,942	74,171	74,334	79,447	5,276	7.11%
0900	Supplemental Retirement	6,767	6,150	6,903	6,903	7,265	362	5.24%
<u>Total Salaries & Benefits</u>		\$ 433,170	\$ 356,789	\$ 456,005	\$ 456,168	\$ 482,166	\$ 26,161	5.74%
<u>Maintenance and Operations</u>								
2021	Office Supplies	446	757	1,265	1,265	1,565	300	23.72%
2022	Operating & Repair Supplies	128,777	115,147	140,810	145,810	150,955	10,145	7.20%
2024	Small Tools/Minor Equipment	3,955	2,188	8,610	8,610	9,770	1,160	13.47%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	79	675	675	3,482	2,807	415.85%
4531	Professional Services	9,339	4,405	10,475	11,806	11,350	875	8.35%
4532	Communications	5,626	3,661	9,007	9,007	6,216	(2,791)	(30.99%)
4533	Travel & Transportation	2,023	3,141	6,630	6,630	7,175	545	8.22%
4534	Advertising	150	139	700	700	982	282	40.29%
4535	Printing & Binding	1,114	613	2,131	2,131	2,772	641	30.08%
4536	Insurance	6,208	3,162	8,321	8,321	7,661	(660)	(7.93%)
4537	Utilities	42,053	32,485	43,815	43,815	49,229	5,414	12.36%
4538	Repair & Maintenance	3,784	3,514	3,750	3,750	3,750	-	-
4539	Rentals	-	2,170	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	675	675	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	740	643	1,681	1,681	1,686	5	0.30%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	100	38	450	450	575	125	27.78%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 204,315	\$ 172,142	\$ 243,220	\$ 249,551	\$ 262,743	\$ 19,523	8.03%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	22,429	8,472	-	-	-	-	-
9090	Transfers	131,300	105,466	136,400	136,400	133,400	(3,000)	(2.20%)
<u>Total Capital Outlay and Transfers</u>		\$ 153,729	\$ 113,938	\$ 136,400	\$ 136,400	\$ 133,400	\$ (3,000)	(2.20%)
Department Total:		\$ 791,214	\$ 642,869	\$ 835,625	\$ 842,119	\$ 878,309	\$ 42,684	5.11%

DEPARTMENT NARRATIVE

SENIOR CITIZENS TITLE III ACCESS-CONGREGATE MEALS-HOME MEALS

The Senior Center directs its services to the elderly with the greatest social and economic need and those persons aged 60 and older. The Center serves the City of Kenai, Salamatof, Kalifornsky Beach, Chohoe, Kasilof, Clam Gulch. The Center's service area has 26% of the total population aged 60 and above in the Kenai Peninsula Borough. Our target population focuses on persons 75+ who are the frailest, low-income or minority.

Services and programs are available five days a week year around from 8:00 am until 4:00 pm. The center remains open on Thanksgiving and Christmas for seniors that don't have anywhere to go, with volunteers setting up and cleaning a potluck dinner and cleaning afterwards. The Center's experienced and caring staff make every effort to ensure the continued independence of each individual. Center staff is always available to provide emergency services no matter what time of the day or night.

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

The following services offered are directed to promote the continued independence of the older adult within our service district.

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

During the past year, over 46% of program participants were from our target age group 75+. We feel this percentage demonstrates our care in addressing the needs of the "frail" older adults.

The Department of Senior and Disability Services, Kenai Peninsula Borough, United Way, USDA, City of Kenai, program income, private donations, center rentals and fundraising efforts provide funding for the Kenai Senior Center. The Senior Center is staffed with eleven employees; one exempt, four full-time, 6 part-time positions and three MASST employees.

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 89,468	\$ 74,678	\$ 93,842	\$ 93,842	\$ 78,358	\$ (15,484)	(16.50%)
0200	Overtime	-	-	-	-	255	255	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,471	1,697	4,288	4,288	2,450	(1,838)	(42.86%)
0400	Medicare	1,265	1,062	1,424	1,424	1,176	(248)	(17.42%)
0450	Social Security	570	360	635	635	423	(212)	(33.39%)
0500	PERS	27,145	22,126	30,857	30,857	25,621	(5,236)	(16.97%)
0600	Unemployment Insurance	-	5	490	490	406	(84)	(17.14%)
0700	Workers Compensation	341	515	393	393	419	26	6.62%
0800	Health & Life Insurance	26,002	18,926	27,115	27,177	24,179	(2,936)	(10.83%)
0900	Supplemental Retirement	2,295	2,017	2,437	2,437	2,100	(337)	(13.83%)
<u>Total Salaries & Benefits</u>		\$ 149,557	\$ 121,386	\$ 161,481	\$ 161,543	\$ 135,387	\$ (26,094)	(16.16%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	329	600	600	600	-	-
2022	Operating & Repair Supplies	92	257	150	150	150	-	-
2024	Small Tools/Minor Equipment	2,291	901	700	700	2,200	1,500	214.29%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	25	338	338	1,248	910	269.23%
4531	Professional Services	5,893	3,716	4,950	6,281	5,625	675	13.64%
4532	Communications	2,500	1,632	3,290	3,290	3,018	(272)	(8.27%)
4533	Travel & Transportation	715	1,519	2,055	2,055	2,450	395	19.22%
4534	Advertising	50	59	375	375	400	25	6.67%
4535	Printing & Binding	768	346	1,281	1,281	1,922	641	50.04%
4536	Insurance	1,862	1,083	2,496	2,496	2,298	(198)	(7.93%)
4537	Utilities	12,616	9,732	13,174	13,174	9,846	(3,328)	(25.26%)
4538	Repair & Maintenance	1,238	1,125	800	800	800	-	-
4539	Rentals	-	1,085	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	150	150	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	220	175	475	475	475	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	100	20	100	100	150	50	50.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 28,345	\$ 22,004	\$ 30,784	\$ 32,115	\$ 31,332	\$ 548	1.78%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	35,942	30,120	37,338	37,338	30,100	(7,238)	(19.39%)
<u>Total Capital Outlay and Transfers</u>		\$ 35,942	\$ 30,120	\$ 37,338	\$ 37,338	\$ 30,100	\$ (7,238)	(19.39%)
Department Total:		\$ 213,844	\$ 173,510	\$ 229,603	\$ 230,996	\$ 196,819	\$ (32,784)	(14.28%)

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u>	
	Stationery	300
	Office supplies	300
		<hr/> 600
2024	<u>Small Tools & Minor Equipment</u>	
	Computers (2)	2,200
4531	<u>Professional Services</u>	
	Line dance instructor	4,300
	Clean up for special events, summer maintenance	875
	Background checks/ fingerprinting	450
		<hr/> 5,625
4533	<u>Transportation</u>	
	MOW Conference	800
	ACOA Conference	1,000
	Medicare Workshop	100
	Trip to Juneau for AGENET	350
	Meetings in Anchorage	200
		<hr/> 2,450
4538	<u>Repair and Maintenance</u>	
	Equipment repair, building security	800
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	
		30,100

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 48,216	\$ 38,795	\$ 48,719	\$ 48,719	\$ 44,028	\$ (4,691)	(9.63%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,901	1,636	1,958	1,958	1,475	(483)	(24.67%)
0400	Medicare	717	584	734	734	660	(74)	(10.08%)
0450	Social Security	511	271	671	671	759	88	13.11%
0500	PERS	13,521	11,067	14,527	14,527	11,346	(3,181)	(21.90%)
0600	Unemployment Insurance	-	12	254	254	228	(26)	(10.24%)
0700	Workers Compensation	830	774	948	948	890	(58)	(6.12%)
0800	Health & Life Insurance	13,465	7,639	14,036	14,066	14,681	645	4.60%
0900	Supplemental Retirement	1,331	1,161	1,334	1,334	1,108	(226)	(16.94%)
<u>Total Salaries & Benefits</u>		\$ 80,492	\$ 61,939	\$ 83,181	\$ 83,211	\$ 75,175	\$ (8,006)	(9.62%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	176	111	235	235	535	300	127.66%
2022	Operating & Repair Supplies	43,525	35,121	44,110	46,610	48,925	4,815	10.92%
2024	Small Tools/Minor Equipment	1,240	964	2,500	2,500	2,050	(450)	(18.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	12	54	54	1,300	1,246	2,307.41%
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	632	404	812	812	484	(328)	(40.39%)
4533	Travel & Transportation	663	589	1,200	1,200	1,300	100	8.33%
4534	Advertising	50	38	250	250	257	7	2.80%
4535	Printing & Binding	78	72	225	225	225	-	-
4536	Insurance	2,421	715	3,245	3,245	2,988	(257)	(7.92%)
4537	Utilities	16,401	12,677	17,051	17,051	14,770	(2,281)	(13.38%)
4538	Repair & Maintenance	1,862	1,351	1,550	1,550	1,550	-	-
4539	Rentals	-	1,085	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	225	225	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	345	184	436	436	436	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	9	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 67,393	\$ 53,332	\$ 76,668	\$ 79,168	\$ 80,045	\$ 3,377	4.40%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	3,986	-	-	-	-	-
9090	Transfers Out	29,462	19,196	30,606	30,606	28,800	(1,806)	(5.90%)
<u>Total Capital Outlay and Transfers</u>		\$ 29,462	\$ 23,182	\$ 30,606	\$ 30,606	\$ 28,800	\$ (1,806)	(5.90%)
Department Total:		\$ 177,347	\$ 138,453	\$ 190,455	\$ 192,985	\$ 184,020	\$ (6,435)	(3.38%)

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Food and supplies	39,900
	Paper products	2,100
	Activity supplies	2,150
	Misc. supplies	1,800
	Helium Rental	275
	Flowers for Summer exterior	2,700
		<hr/> 48,925
2024	<u>Small Tools and Minor Equipment</u>	
	Dishes, glassware, flatware	600
	Misc. kitchen supplies	650
	4 round 48" "take-down" tables	800
		<hr/> 2,050
4533	<u>Transportation</u>	
	MOW Conference	1,300
4538	<u>Repair and Maintenance</u>	
	Building security	600
	Equipment repair and maintenance	250
	Security, fire extinguisher, hood inspections	700
		<hr/> 1,550
4539	<u>Rentals</u>	
	In-kind building rent	4,900
4667	<u>Dues and Publications</u>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	100
	Food bank 1/3 membership	40
	ADN / Clarion subscriptions	201
	Senior Voice	20
		<hr/> 436
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	28,800

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 41,292	\$ 34,256	\$ 41,612	\$ 41,612	\$ 32,889	\$ (8,723)	(20.96%)
0200	Overtime	-	-	-	-	185	185	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,619	1,380	1,649	1,649	1,402	(247)	(14.98%)
0400	Medicare	614	515	628	628	500	(128)	(20.38%)
0450	Social Security	474	248	614	614	281	(333)	(54.23%)
0500	PERS	11,379	9,807	12,228	12,228	10,197	(2,031)	(16.61%)
0600	Unemployment Insurance	-	9	216	216	173	(43)	(19.91%)
0700	Workers Compensation	691	705	801	801	822	21	2.62%
0800	Health & Life Insurance	11,259	6,611	11,805	11,830	9,499	(2,306)	(19.53%)
0900	Supplemental Retirement	1,123	1,024	1,121	1,121	951	(170)	(15.17%)
<u>Total Salaries & Benefits</u>		\$ 68,451	\$ 54,555	\$ 70,674	\$ 70,699	\$ 56,899	\$ (13,775)	(19.49%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	49	55	55	55	-	-
2022	Operating & Repair Supplies	33,169	35,559	43,250	45,750	45,530	2,280	5.27%
2024	Small Tools/Minor Equipment	237	211	275	275	275	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	12	47	47	703	656	1,395.74%
4531	Professional Services	-	-	200	200	200	-	-
4532	Communications	504	295	1,029	1,029	480	(549)	(53.35%)
4533	Travel & Transportation	645	548	1,575	1,575	1,575	-	-
4534	Advertising	25	14	25	25	125	100	400.00%
4535	Printing & Binding	90	26	200	200	200	-	-
4536	Insurance	497	291	666	666	613	(53)	(7.96%)
4537	Utilities	3,364	2,600	3,513	3,513	4,923	1,410	40.14%
4538	Repair & Maintenance	596	581	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	100	100	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	125	146	285	285	285	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	9	50	50	100	50	100.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 39,252	\$ 40,341	\$ 52,170	\$ 54,670	\$ 56,164	\$ 3,994	7.66%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	22,429	4,486	-	-	-	-	-
9090	Transfers Out	22,912	15,284	23,802	23,802	22,700	(1,102)	(4.63%)
<u>Total Capital Outlay and Transfers</u>		\$ 45,341	\$ 19,770	\$ 23,802	\$ 23,802	\$ 22,700	\$ (1,102)	(4.63%)
Department Total:		\$ 153,044	\$ 114,666	\$ 146,646	\$ 149,171	\$ 135,763	\$ (10,883)	(7.42%)

City of Kenai
Fiscal Year 2014 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Council Adopted</u>
2022	<u>Operating and Repair Supplies</u>	
	Food	40,280
	Containers	5,250
		<u>45,530</u>
4533	<u>Transportation</u>	
	CPR/First Aid Training	375
	NCOA Conference	1,200
		<u>1,575</u>
4538	<u>Repair and Maintenance</u>	
	Misc. Appliance Repair	1,000
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	22,700

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 27,445	\$ 21,564	\$ 27,025	\$ 27,025	\$ 25,198	\$ (1,827)	(6.76%)
0200	Overtime	-	-	-	-	230	230	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	618	380	711	711	511	(200)	(28.13%)
0400	Medicare	398	312	403	403	376	(27)	(6.70%)
0450	Social Security	852	625	1,040	1,040	935	(105)	(10.10%)
0500	PERS	4,635	3,646	5,139	5,139	3,691	(1,448)	(28.18%)
0600	Unemployment Insurance	-	198	139	139	130	(9)	(6.47%)
0700	Workers Compensation	286	392	341	341	771	430	126.10%
0800	Health & Life Insurance	3,060	2,055	3,190	3,197	2,591	(599)	(18.78%)
0900	Supplemental Retirement	303	281	300	300	225	(75)	(25.00%)
<u>Total Salaries & Benefits</u>		\$ 37,597	\$ 29,453	\$ 38,288	\$ 38,295	\$ 34,658	\$ (3,630)	(9.48%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	263	220	300	300	300	-	-
2022	Operating & Repair Supplies	8,313	7,988	7,100	7,100	7,500	400	5.63%
2024	Small Tools/Minor Equipment	-	-	315	315	315	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	22	155	155	131	(24)	(15.48%)
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	1,181	712	2,690	2,690	1,592	(1,098)	(40.82%)
4533	Travel & Transportation	-	328	1,800	1,800	1,850	50	2.78%
4534	Advertising	25	22	50	50	50	-	-
4535	Printing & Binding	178	129	300	300	300	-	-
4536	Insurance	621	681	832	832	766	(66)	(7.93%)
4537	Utilities	4,205	3,250	4,393	4,393	2,461	(1,932)	(43.98%)
4538	Repair & Maintenance	88	106	200	200	200	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	100	100	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	50	77	200	200	200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	125	125	125	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 14,924	\$ 13,535	\$ 18,460	\$ 18,460	\$ 15,890	\$ (2,570)	(13.92%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	12,062	18,404	12,531	12,531	14,800	2,269	18.11%
<u>Total Capital Outlay and Transfers</u>		\$ 12,062	\$ 18,404	\$ 12,531	\$ 12,531	\$ 14,800	\$ 2,269	18.11%
Department Total:		\$ 64,583	\$ 61,392	\$ 69,279	\$ 69,286	\$ 65,348	\$ (3,931)	(5.67%)

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Fuel	7,500
4532	<u>Communication</u>	
	Telephone, postage, Ethernet and BXB Internet	1,592
4533	<u>Transportation</u>	
	MOWA Conference	800
	ACOA Conference	750
	Training workshops	300
		<hr/> 1,850
4538	<u>Repair and Maintenance</u>	
	Equipment repair, building security	200
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	14,800

DEPARTMENT NARRATIVE

SENIOR CITIZEN FUND SENIOR CENTER-CHOICE WAIVER

The Choice Waiver Program is funded for adults with physical disabilities ages 21 to 65, and for Older Alaskan age 65 and older who meet nursing home level of care requirements, qualify for Medicaid, and wish to stay in their own home. The program itself provides a variety of home and community based services for eligible Alaskans so they may remain in the community safely. Our program receives funding through the state for home delivered meals, congregate meals, and transportation. The current reimbursement rate is \$17.50 per meal for a congregate meal and \$17.95 for a home meal. The rates are reviewed annually and require periodic rates surveys from each agency to compare actual cost per meal with the current Medicaid rate. We currently provide either home or congregate meals to 83 choice waiver clients. This fluctuates depending upon health issues and prior state authorizations. We have “outsourced” the billing part of this program, however, the administrative assistant and data entry person coordinates services with the state care coordinators, coordinate daily meal counts and input information into a computer program.

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 56,143	\$ 55,597	\$ 58,535	\$ 58,535	\$ 106,155	\$ 47,620	81.35%
0200	Overtime	-	-	-	-	185	185	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,420	2,800	2,513	2,513	4,460	1,947	77.48%
0400	Medicare	837	846	885	885	1,607	722	81.58%
0450	Social Security	300	389	534	534	975	441	82.58%
0500	PERS	17,354	16,084	18,645	18,645	32,377	13,732	73.65%
0600	Unemployment Insurance	-	82	304	304	554	250	82.24%
0700	Workers Compensation	1,058	1,280	1,229	1,229	2,356	1,127	91.70%
0800	Health & Life Insurance	17,246	10,711	18,025	18,064	28,497	10,472	58.10%
0900	Supplemental Retirement	1,715	1,667	1,711	1,711	2,881	1,170	68.38%
<u>Total Salaries & Benefits</u>		\$ 97,073	\$ 89,456	\$ 102,381	\$ 102,420	\$ 180,047	\$ 77,666	75.86%
<u>Maintenance and Operations</u>								
2021	Office Supplies	7	48	75	75	75	-	-
2022	Operating & Repair Supplies	43,678	36,222	46,200	46,200	48,850	2,650	5.74%
2024	Small Tools/Minor Equipment	187	112	4,820	4,820	4,930	110	2.28%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	8	81	81	100	19	23.46%
4531	Professional Services	3,446	689	5,325	5,325	5,525	200	3.76%
4532	Communications	809	618	1,186	1,186	642	(544)	(45.87%)
4533	Travel & Transportation	-	157	-	-	-	-	-
4534	Advertising	-	6	-	-	150	150	-
4535	Printing & Binding	-	40	125	125	125	-	-
4536	Insurance	807	392	1,082	1,082	996	(86)	(7.95%)
4537	Utilities	5,467	4,226	5,684	5,684	17,229	11,545	203.11%
4538	Repair & Maintenance	-	351	200	200	200	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	100	100	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	61	285	285	290	5	1.75%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	75	75	100	25	33.33%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 54,401	\$ 42,930	\$ 65,138	\$ 65,138	\$ 79,312	\$ 14,174	21.76%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	30,922	22,462	32,123	32,123	37,000	4,877	15.18%
<u>Total Capital Outlay and Transfers</u>		\$ 30,922	\$ 22,462	\$ 32,123	\$ 32,123	\$ 37,000	\$ 4,877	15.18%
Department Total:		\$ 182,396	\$ 154,848	\$ 199,642	\$ 199,681	\$ 296,359	\$ 96,717	48.45%

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Fuel	3,150
	Food	45,700
		<u>48,850</u>
2024	<u>Small Tools & Minor Equipment</u>	
	Disposable Containers, sealing film	4,580
	Transporter Oven	300
	Replacement cords	50
		<u>4,930</u>
4531	<u>Professional Services</u>	
	Out source billing	5,000
	Background checks	300
	CPR/First aid for 3	150
	Driver training	75
		<u>5,525</u>
4667	<u>Dues and Publications</u>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	100
	Food bank 1/3 membership	40
	Agenet	75
		<u>290</u>
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	
		37,000

ENTERPRISE FUNDS

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

1. CONGREGATE HOUSING FUND

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

2. CAPITAL PROJECTS MANAGEMENT FUND

This Fund provides project management services for City capital projects. Services are billed at an hourly rate intended to recover all costs of operating the department. The estimated billing rate for FY 2014 will be \$238.47 per hour.

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City of Kenai
Fiscal Year 2014 Operating Budget

Enterprise Fund Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2013 Original Budget	FY2014 Council Adopted	Difference	FY2013 Original Budget	FY2014 Council Adopted	Difference
Congregate Housing Fund	\$ 44,719	\$ 56,488	\$ 11,769	\$ 365,274	\$ 343,549	\$ (21,725)
Capital Project Management Fund	\$ 79,193	\$ 82,463	\$ 3,270	\$ 16,966	\$ 10,890	\$ (6,076)
Total Enterprise / Internal Service Funds	\$ 123,912	\$ 138,951	\$ 15,039	\$ 382,240	\$ 354,439	\$ (27,801)

**City of Kenai
Fiscal Year 2014 Operating Budget**

Enterprise Fund Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2013 Original Budget	FY2014 Council Adopted	Difference	FY2013 Original Budget	FY2014 Council Adopted	Difference	
<u>\$ 29,700</u>	<u>\$ 72,600</u>	<u>\$ 42,900</u>	<u>\$ 439,693</u>	<u>\$ 472,637</u>	<u>\$ 32,944</u>	Congregate Housing
<u>\$ 13,100</u>	<u>\$ 9,700</u>	<u>\$ (3,400)</u>	<u>\$ 109,259</u>	<u>\$ 103,053</u>	<u>\$ (6,206)</u>	Capital Project Management
<u>\$ 42,800</u>	<u>\$ 82,300</u>	<u>\$ 39,500</u>	<u>\$ 548,952</u>	<u>\$ 575,690</u>	<u>\$ 26,738</u>	Total Enterprise / Internal Service Funds

City of Kenai
Fiscal Year 2014 Operating Budget

Budget Projection
Fund: 009 - Congregate Housing Fund

	<u>Actual FY2011</u>	<u>Actual FY2012</u>	<u>Original Budget FY2013</u>	<u>Projection FY2013</u>	<u>Council Adopted FY2014</u>
Revenues					
Rents and Leases	\$ 289,257	\$ 320,832	\$ 319,000	\$ 319,000	\$ 341,750
Interest on Investments	3,642	2,436	5,000	5,000	5,000
Miscellaneous	<u>177,166</u>	<u>48,724</u>	<u>3,730</u>	<u>54,785</u>	<u>4,593</u>
Total Revenues	<u>470,065</u>	<u>371,992</u>	<u>327,730</u>	<u>378,785</u>	<u>351,343</u>
 Expenses	 <u>406,950</u>	 <u>437,943</u>	 <u>439,693</u>	 <u>450,263</u>	 <u>472,637</u>
Net Income (loss)	63,115	(65,951)	(111,963)	(71,478)	(121,294)
Beginning Retained Earnings	442,835	634,163	382,912	700,650	492,176
Allocated to Capital Projects	(262,996)	(262,996)	-	(262,996)	-
Credit for Depreciation	<u>128,213</u>	<u>132,438</u>	<u>126,000</u>	<u>126,000</u>	<u>132,438</u>
Available Retained Earnings	<u>\$ 371,167</u>	<u>\$ 437,654</u>	<u>\$ 396,949</u>	<u>\$ 492,176</u>	<u>\$ 503,320</u>

DEPARTMENT NARRATIVE

CONGREGATE HOUSING FUND – CONGREGATE HOUSING

Vintage Pointe Manor is a forty-unit senior citizen housing complex located adjacent to the Kenai Senior Center. The housing complex was constructed using grant funds from the State of Alaska. A senior must be 60 years or older to qualify living at Vintage Pointe Manor. They must be able to live independently. Rental rates vary from \$714.00 to \$834.00 per month, depending on square footage and the location of each unit. Each resident is required to provide a security deposit upon moving in, and rental rates include gas, water and sewer costs, refuse, and basic cable. Besides the monthly rent, the resident pays for their own electric and phone.

A resident caretaker is under contract to provide tenant assistance and minor maintenance of the facility. The caretaker lives in the facility, has office hours from 8:00 am until 12:00 pm and is available 24/7. Supervision of management, rental contracts, collection of monthly rental fees, purchase orders, maintenance requests and tenant issues are handled through the senior center office. Senior interest remains strong with 130 seniors on the senior housing wait list.

City of Kenai
Fiscal Year 2014 Operating Budget

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

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 25,644	\$ 22,903	\$ 26,950	\$ 26,950	\$ 33,574	\$ 6,624	24.58%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	(2,244)	578	1,342	1,342	1,667	325	24.22%
0400	Medicare	378	331	410	410	511	101	24.63%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	8,672	7,398	9,659	9,659	11,979	2,320	24.02%
0600	Unemployment Insurance	-	-	141	141	176	35	24.82%
0700	Workers Compensation	99	131	109	109	134	25	22.94%
0800	Health & Life Insurance	5,352	4,115	5,583	5,596	7,772	2,189	39.21%
0900	Supplemental Retirement	524	508	525	525	675	150	28.57%
<u>Total Salaries & Benefits</u>		\$ 38,425	\$ 35,964	\$ 44,719	\$ 44,732	\$ 56,488	\$ 11,769	26.32%
<u>Maintenance and Operations</u>								
2021	Office Supplies	673	442	415	415	415	-	-
2022	Operating & Repair Supplies	4,565	6,225	11,134	11,134	9,700	(1,434)	(12.88%)
2024	Small Tools/Minor Equipment	7,898	6,593	19,650	19,650	15,150	(4,500)	(22.90%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	6	149	149	663	514	344.97%
4531	Professional Services	36,300	30,455	34,200	34,200	34,200	-	-
4532	Communications	2,678	1,929	3,339	3,339	2,755	(584)	(17.49%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	354	569	1,000	1,000	1,000	-	-
4535	Printing & Binding	348	167	300	300	300	-	-
4536	Insurance	7,472	10,813	9,333	9,333	9,225	(108)	(1.16%)
4537	Utilities	75,079	71,345	74,754	74,754	87,133	12,379	16.56%
4538	Repair & Maintenance	100,373	82,576	80,700	91,257	50,450	(30,250)	(37.48%)
4539	Rentals	-	238	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	120	120	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	3,000	3,000	-	(3,000)	(100.00%)
5041	Miscellaneous	40	66	1,300	1,300	-	(1,300)	(100.00%)
5045	Depreciation	132,438	126,574	126,000	126,000	132,438	6,438	5.11%
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 368,218	\$ 337,998	\$ 365,274	\$ 375,831	\$ 343,549	\$ (21,725)	(5.95%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	35,000	35,000	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	31,300	68,761	29,700	29,700	37,600	7,900	26.60%
<u>Total Capital Outlay and Transfers</u>		\$ 31,300	\$ 68,761	\$ 29,700	\$ 29,700	\$ 72,600	\$ 42,900	144.44%
Department Total:		\$ 437,943	\$ 442,723	\$ 439,693	\$ 450,263	\$ 472,637	\$ 32,944	7.49%

**City of Kenai
Fiscal Year 2014 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Restroom, cleaning supplies, electrical, plumbing, plants, paper products	9,700
2024	<u>Small Tools and Minor Equipment</u>	
	Miscellaneous	300
	Stoves (5)	4,300
	Refrigerators (5)	4,300
	Stackable washer/dryers (5)	6,250
		<hr/> 15,150
4531	<u>Professional Services</u>	
	Facility Maintenance contract	30,000
	Plant maintenance	4,200
		<hr/> 34,200
4538	<u>Repair and Maintenance</u>	
	10 Apartment Drapery Replacement	5,000
	Carpet cleaning	8,000
	Window & gutter cleaning	2,500
	Fire system inspection	1,800
	Fire extinguisher/elevator inspections	2,000
	Minor apartment repairs	6,000
	Defibrillator maintenance	650
	Painting of common areas	3,500
	Painting vacant apartments	6,000
	Carpet replacement - 1 apartment	3,400
	Snow plowing, sanding & sweeping parking lot	3,600
	Electronic Access controls on 4 exterior doors	5,000
	Replace front door access system	3,000
		<hr/> 50,450
8062	<u>Buildings</u>	
	Cabinet & countertop replacement (5) units	35,000
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	37,600

**City of Kenai
Fiscal Year 2014 Operating Budget**

**Budget Projection
Fund: 062- Capital Project Management Fund**

	<u>Actual FY2011</u>	<u>Actual FY2012</u>	<u>Original Budget FY2013</u>	<u>Projection FY2013</u>	<u>Council Adopted FY2014</u>
Revenues					
Charge for Services	\$ 82,481	\$ 54,542	\$ 128,161	\$ 50,000	\$ 205,092
Charge for Equipment Usage	-	-	8,000	1,000	8,000
State Grant - PERS	<u>5,266</u>	<u>5,351</u>	<u>6,833</u>	<u>5,227</u>	<u>7,008</u>
Total Revenues	<u>87,747</u>	<u>59,893</u>	<u>142,994</u>	<u>56,227</u>	<u>220,100</u>
 Expenses	 <u>122,744</u>	 <u>83,778</u>	 <u>109,259</u>	 <u>109,259</u>	 <u>103,053</u>
Net Income (loss)	(34,997)	(23,885)	33,735	(53,032)	117,047
Beginning Retained Earnings	<u>(5,133)</u>	<u>(40,130)</u>	<u>(33,735)</u>	<u>(64,015)</u>	<u>(117,047)</u>
Ending Retained Earnings	<u>\$ (40,130)</u>	<u>\$ (64,015)</u>	<u>\$ -</u>	<u>\$ (117,047)</u>	<u>\$ -</u>

DEPARTMENT NARRATIVE

CAPITAL PROJECT MANAGEMENT FUND CAPITAL PROJECT MANAGEMENT

The Capital Projects Department is staffed by the Public Works Director who provides overall administration for the City of Kenai Capital Improvement Projects.

The department provides concept evaluation, cost estimation, direct project administration, engineering criteria review, and project reporting. The department serves the needs of our community by delivering and providing the most efficient sustainable design and quality construction for all City projects.

The majority of the major capital projects allow for internal administrative and management costs incurred by the City, therefore the projects themselves often provide the funding for the department.

The projects range from: airport upgrades; water and sewer systems extensions and upgrades; streets improvements; City dock repair and improvements; Parks and Recreation improvements; City owned buildings' maintenance and improvements; the Water Treatment Facility construction; and the Kenai Bluff Stabilization project. Each of these projects is in various stages from design to construction, with other city priorities currently in the grant process to obtain additional funding.

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 062 - Capital Project Management Fund
Department: 62 - Capital Project Management

Account Number	Expense Description	FY2012 Actual	Five year Historical Average	Original Budget FY2013	Amended Budget	Council Adopted FY2014	Increase (Decrease) FY13 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 43,523	\$ 31,404	\$ 49,370	\$ 49,370	\$ 51,231	\$ 1,861	3.77%
0200	Overtime	1,987	2,120	2,199	2,199	-	(2,199)	(100.00%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	667	1,299	748	748	2,318	1,570	209.89%
0400	Medicare	714	488	-	-	776	776	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	15,331	10,097	17,694	17,694	18,279	585	3.31%
0600	Unemployment Insurance	-	-	258	258	268	10	3.88%
0700	Workers Compensation	174	257	199	199	205	6	3.02%
0800	Health & Life Insurance	6,446	4,921	7,975	7,975	8,636	661	8.29%
0900	Supplemental Retirement	441	505	750	750	750	-	-
<u>Total Salaries & Benefits</u>		\$ 69,283	\$ 51,091	\$ 79,193	\$ 79,193	\$ 82,463	\$ 3,270	4.13%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	189	540	540	250	(290)	(53.70%)
2022	Operating & Repair Supplies	-	138	3,000	3,000	3,000	-	-
2024	Small Tools/Minor Equipment	-	588	600	600	600	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	613	1,141	1,500	1,500	980	(520)	(34.67%)
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	132	305	1,027	1,027	970	(57)	(5.55%)
4533	Travel & Transportation	-	79	1,775	1,775	1,000	(775)	(43.66%)
4534	Advertising	-	-	1,000	1,000	-	(1,000)	(100.00%)
4535	Printing & Binding	-	62	2,130	2,130	1,000	(1,130)	(53.05%)
4536	Insurance	972	584	1,394	1,394	1,112	(282)	(20.23%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	37	-	-	-	-	-
5045	Depreciation	1,978	792	4,000	4,000	1,978	(2,022)	(50.55%)
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 3,695	\$ 3,915	\$ 16,966	\$ 16,966	\$ 10,890	\$ (6,076)	(35.81%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	10,800	4,380	13,100	13,100	9,700	(3,400)	(25.95%)
<u>Total Capital Outlay and Transfers</u>		\$ 10,800	\$ 4,380	\$ 13,100	\$ 13,100	\$ 9,700	\$ (3,400)	(25.95%)
Department Total:		\$ 83,778	\$ 59,386	\$ 109,259	\$ 109,259	\$ 103,053	\$ (6,206)	(5.68%)

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 062 - Project Management Fund
Department: 62 - Capital Project Management

<u>Account Number</u>	<u>Description</u>	<u>Council Adopted</u>
2022	<u>Operating and Repair Supplies</u>	
	Fuel	2,000
	Oil & Fluids	600
	Maintenance Parts	400
		<hr/> 3,000
2024	<u>Small Tools and Minor Equipment</u>	
	Inspection and Documentation Tools	600
4532	<u>Communications</u>	
	Long Distance	360
	Telephone	250
	Cell phone	360
		<hr/> 970
4535	<u>Printing & Binding</u>	
	Printer Toner	1,000
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	9,700

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PERMANENT FUNDS

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

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

	Market Value						Estimated FY2014 Transfer
	Actual	Actual	Actual	Actual	Estimated	Average	
	<u>12/31/2009</u>	<u>12/31/2010</u>	<u>12/31/2011</u>	<u>12/31/2012</u>	<u>12/31/2013</u>		
ALSPF	\$20,264,072	\$21,909,110	\$20,920,217	\$22,258,484	\$23,705,285	\$21,811,434	\$1,090,572

**City of Kenai
Fiscal Year 2014 Operating Budget**

**Budget Projection
Land Sales Permanent Funds**

	<u>Actual FY2011</u>	<u>Actual FY2012</u>	<u>Original Budget FY2013</u>	<u>FY2013 Projection</u>	<u>Council Adopted FY2014</u>
FUND 082-52 Airport Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 3,734,730	\$ 160,324	\$ 1,459,467	\$ 1,997,461	\$ 1,559,122
Acct. 36645 Interest on Land Sale Contracts	12,045	10,744	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>8,299</u>	<u>42,071</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	3,755,074	213,139	1,469,467	2,007,461	1,569,122
Expenses					
Transfer to Airport Land System Fund	<u>999,976</u>	<u>1,011,485</u>	<u>1,033,243</u>	<u>1,031,773</u>	<u>1,090,572</u>
Contributions To/(From) Fund Balance	2,755,098	(798,346)	436,224	975,688	478,550
Beginning Fund Balance	<u>19,027,024</u>	<u>21,782,122</u>	<u>21,560,390</u>	<u>20,983,776</u>	<u>21,959,464</u>
Ending Fund Balance	<u><u>\$ 21,782,122</u></u>	<u><u>\$ 20,983,776</u></u>	<u><u>\$ 21,996,614</u></u>	<u><u>\$ 21,959,464</u></u>	<u><u>\$ 22,438,014</u></u>
FUND 081-52 General Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 18,441	\$ 21,188	\$ 195,050	\$ 243,513	\$ 173,259
Acct. 36645 Interest on Land Sale Contracts	461	-	3,000	3,000	3,000
Acct. 33640 Land Sales	<u>2,494</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	21,396	21,188	198,050	246,513	176,259
Expenses					
Transfer to General Fund	<u>-</u>	<u>-</u>	<u>142,236</u>	<u>135,668</u>	<u>137,732</u>
Contributions To/(From) Fund Balance	21,396	21,188	55,814	110,845	38,527
Beginning Fund Balance	<u>2,514,574</u>	<u>2,535,970</u>	<u>2,747,185</u>	<u>2,557,158</u>	<u>2,668,003</u>
Ending Fund Balance	<u><u>\$ 2,535,970</u></u>	<u><u>\$ 2,557,158</u></u>	<u><u>\$ 2,802,999</u></u>	<u><u>\$ 2,668,003</u></u>	<u><u>\$ 2,706,530</u></u>

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DEBT SERVICE FUNDS

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

1. LIBRARY EXPANSION BONDS

The voters of the City of Kenai authorized the issuance of \$2,000,000 of general obligation bonds at the City's October 2, 2007 general election for the expansion of the Kenai Library. These bonds were issued on March 11, 2010 in the amount of \$2,000,000 with a term of twenty years. The bonds were issued under authority of the American Recovery and Reinvestment Act Recovery Zone Economic Development Bond program. The program entitles the city to a 45% subsidy on its interest payments. Due to Federal sequestration, the subsidy amount has been reduced by 8.7% to a net subsidy of 41%.

2. KENAI BLUFF EROSION CONTROL BONDS

The voters of the City of Kenai authorized the issuance of \$2,000,000 of general obligation bonds at the City's October 2, 2007 general election for stabilization of the eroding bluff at the mouth of the Kenai River. To date, the bonds remain unissued as full project funding is yet to be secured.

**City of Kenai
Fiscal Year 2014 Operating Budget**

Fund 048 - Debt Service

	Actual FY2011	Actual FY2012	Original Budget FY2013	Projection FY2013	Council Adopted FY2014
Revenues					
Bond Interest Subsidy	36,486	37,529	37,529	37,529	34,264
Transfer from General Fund	<u>133,423</u>	<u>139,819</u>	<u>138,319</u>	<u>138,319</u>	<u>144,334</u>
Total Revenue	<u>169,909</u>	<u>177,348</u>	<u>175,848</u>	<u>175,848</u>	<u>178,598</u>
Expenditures					
Parks, Recreation & Culture	<u>175,963</u>	<u>177,348</u>	<u>175,848</u>	<u>175,848</u>	<u>178,598</u>
Contributions To/From Fund Balance	(6,054)	-	-	-	-
Beginning Fund Balance	<u>6,054</u>	-	-	-	-
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai
Fiscal Year 2014 Operating Budget**

**Fund: 048 - Debt Service Fund
Department: 36 - Debt Service**

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2012 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2013</u>	<u>Amended Budget</u>	<u>Council Adopted FY2014</u>	<u>Increase (Decrease) FY13 Original</u>	<u>% Change</u>
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	177,348	70,662	175,848	175,848	178,598	2,750	1.56%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 177,348</u>	<u>\$ 70,662</u>	<u>\$ 175,848</u>	<u>\$ 175,848</u>	<u>\$ 178,598</u>	<u>\$ 2,750</u>	<u>1.56%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Department Total:	<u>\$ 177,348</u>	<u>\$ 70,662</u>	<u>\$ 175,848</u>	<u>\$ 175,848</u>	<u>\$ 178,598</u>	<u>\$ 2,750</u>	<u>1.56%</u>

City of Kenai
Fiscal Year 2014 Operating Budget

Fund: 048 - Debt Service Fund
Department: 36 - Debt Service

Summary by Debt Issuance

	<u>Issue Date</u>	<u>Amount Issued</u>	American Recovery and Reinvestment Act <u>Annual Interest Subsidy</u>	<u>Interest Rate</u>	<u>Maturity Dates</u>	<u>Annual Installments</u>	<u>Outstanding 6/30/2013</u>
Library Expansion Bonds	3/11/2010	\$2,000,000	\$3,852 - \$37,529	2.00 - 6.341	2011 - 2030	\$143,560 - \$178,598	\$ 1,775,000

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APPENDIX

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

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

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

**City of Kenai
Fiscal Year 2014 Operating Budget**

CHART OF ACCOUNTS

2021 - Office Supplies - Office stationery, forms, items of office equipment costing less than \$50, maps, drafting supplies, etc.

2022 - Operating, Repair & Maintenance Supplies - Includes building materials and supplies; paints and painting supplies; structural steel, iron, and related materials; plumbing supplies; electrical supplies; motor vehicle repair materials; parts and supplies; agricultural supplies; chemicals, drugs, and veterinary supplies; animal feed; food and kitchen supplies; motor vehicle fuel and lubricants; custodial and institutional supplies; clothing, film, and ammunition.

2024 - Small Tools & Minor Equipment - Tools and items of equipment that cost less than \$5,000 per item and which have a useful life greater than one year.

2025 - Snack Bar Supplies - Snack foods, beverages, paper products, (i.e., paper plates, napkins, plastic-ware), condiments and other supplies as needed to maintain the snack bar.

2026 - Computer Software - Computer software packages costing less than \$1,000.

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

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

4533 - Transportation - Travel expenses, per diem, lodging expenses, and seminar expenses.

4534 - Advertising - Newspaper; other media advertising; promotions.

4535 - Printing & Binding - Copy machine rental and maintenance; professional printing charges; copy machine paper.

4536 - Insurance - All insurance policy expenses (other than personnel related).

4537 - Public Utility Services - Natural gas, electricity, cable, water, sewer, and solid waste disposal.

4538 - Repair & Maintenance Service - Contracted repairs of buildings, vehicles, equipment, and improvements; inspection charges and other contracted services; custodial services; and building security services.

4539 - Rentals - Land, building, machinery, postage machine and equipment rentals.

4540 - Equipment Fund Payments - Payments to Equipment Replacement Internal Service Fund.

4541 - Postage - Stamps and postage meter.

4666 - Books - Books, reference materials (including CD's), and other library materials.

4667 - Dues & Publications - Subscriptions to magazines and newspapers; dues for professional organizations; certification fees.

5041 - Miscellaneous - Court costs and investigations; judgments and damages; recording fees; information and credit services; taxes; uniform allowances; college tuition costs and reimbursements; other expenses not otherwise classified.

8061 - Land - Costs of acquiring raw land.

8062 - Buildings - Costs of construction or acquiring buildings, to include engineering, design, inspection, and other related costs. Costs of improving buildings, if improvements lengthen the useful life of the building or provide a new function.

8063 - Improvements Other Than Buildings - Costs of improving land, if improvements provide a new function or lengthen the useful life of an existing improvement.

8064 - Machinery & Equipment - Equipment items costing more than \$5,000 and having a useful life in excess of one year.

9090 - Transfers Out

City of Kenai
Fiscal Year 2014 Operating Budget
Equipment Replacement Fund
Schedule of Replacements

Dept.	Year Acquired	Model/Description	Cost When Purchased	Original Replacement Year	Est. Life	Estimated Replacement Cost	Annual Contribution**	2013	2014	2015	2016	2017
Streets	1987	IT-28 Loader, Integrated Tool Carrier	\$ 80,000	2014	27	\$ 177,703	\$ 4,463	\$ 4,463	\$ 4,000	\$ -	\$ -	\$ -
Streets	1982	Sander Truck	\$ 80,000	2014	20	\$ 144,489	\$ 5,526	\$ 5,526	\$ 4,000	\$ -	\$ -	\$ -
Fire	1983	Pumper, Engine #3	\$ 165,692	2015	32	\$ 426,671	\$ 8,284	\$ 8,284	\$ 8,284	\$ 8,285	\$ -	\$ -
Non Dept.	2013	Server Virtualization Infrastructure	\$ 100,000	2018	5	\$ 115,927	\$ 22,777	\$ 22,777	\$ 22,777	\$ 22,777	\$ 22,777	\$ 22,777
Streets	1988	966C Loader	\$ 133,396	2018	30	\$ 323,787	\$ 6,946	\$ 6,946	\$ 6,946	\$ 6,946	\$ 6,946	\$ 6,946
Streets	1998	Eagle, Sweeper (Purchased from Airport)	\$ 120,000	2018	20	\$ 216,733	\$ 8,289	\$ 8,289	\$ 8,289	\$ 8,289	\$ 8,289	\$ 8,289
Streets	1993	140G Motor Grader, Wing & Plow	\$ 188,464	2018	25	\$ 394,602	\$ 11,082	\$ 11,082	\$ 11,082	\$ 11,082	\$ 11,082	\$ 11,082
Fire	2004	4x4 Ambulance	\$ 130,690	2019	15	\$ 203,611	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299
Fire	1995	Hurricane Tanker, Engine #4	\$ 251,837	2020	25	\$ 527,291	\$ 14,808	\$ 14,808	\$ 14,808	\$ 14,808	\$ 14,808	\$ 14,808
Fire	2001	Squad/Fire Apparatus, F550, 4x5	\$ 148,759	2021	20	\$ 268,675	\$ 10,276	\$ 10,276	\$ 10,276	\$ 10,276	\$ 10,276	\$ 10,276
Streets	1991	Sander Truck	\$ 134,785	2021	30	\$ 327,159	\$ 7,018	\$ 7,018	\$ 7,018	\$ 7,018	\$ 7,018	\$ 7,018
Streets	1996	160H Motor Grader, Wing & Plow	\$ 215,000	2021	25	\$ 450,162	\$ 12,642	\$ 12,642	\$ 12,642	\$ 12,642	\$ 12,642	\$ 12,642
Fire	1993	Hurricane Aerial	\$ 521,627	2023	30	\$ 1,266,126	\$ 27,161	\$ 27,161	\$ 27,161	\$ 27,161	\$ 27,161	\$ 27,161
Non Dept.	2018	Server Virtualization Infrastructure	\$ 115,927	2023	5	\$ 134,391	\$ 26,405	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	2003	Flatbed (dump)	\$ 41,501	2023	20	\$ 74,955	\$ 2,867	\$ 2,867	\$ 2,867	\$ 2,867	\$ 2,867	\$ 2,867
Streets	2009	MT-6, 4x4, Articulating Snow Blower	\$ 177,000	2024	15	\$ 275,760	\$ 15,303	\$ 15,303	\$ 15,303	\$ 15,303	\$ 15,303	\$ 15,303
Streets	2005	Aerial Bucket Truck	\$ 79,836	2025	20	\$ 144,193	\$ 5,515	\$ 5,515	\$ 5,515	\$ 5,515	\$ 5,515	\$ 5,515
Fire	1997	Ambulance	\$ 165,190	2026	15	\$ 257,361	\$ 14,281	\$ 14,281	\$ -	\$ -	\$ -	\$ -
Fire	1999	Pumper, Engine #2	\$ 275,356	2026	27	\$ 611,645	\$ 15,363	\$ 15,363	\$ 15,363	\$ 15,363	\$ 15,363	\$ 15,363
Fire	2012	Ambulance	\$ 169,170	2028	15	\$ 263,561	\$ 14,626	\$ -	\$ 14,626	\$ 14,626	\$ 14,626	\$ 14,626
Non Dept.	2023	Server Virtualization Infrastructure	\$ 134,391	2028	5	\$ 155,796	\$ 30,611	\$ -	\$ -	\$ -	\$ -	\$ -
Rec.	2008	Ice Conditioner	\$ 78,335	2028	20	\$ 141,482	\$ 5,411	\$ 5,411	\$ 5,411	\$ 5,411	\$ 5,411	\$ 5,411
Streets	2003	14H Motor Grader, Wing	\$ 234,825	2028	25	\$ 491,671	\$ 13,808	\$ 13,808	\$ 13,808	\$ 13,808	\$ 13,808	\$ 13,808
Streets	1982	Sander Truck	\$ 60,000	2031	20	\$ 108,367	\$ 4,145	\$ 4,145	\$ 4,145	\$ 4,145	\$ 4,145	\$ 4,145
Non Dept.	2028	Server Virtualization Infrastructure	\$ 155,796	2033	5	\$ 180,610	\$ 35,486	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	2008	Crosswind, IH4300 Sweeper	\$ 190,200	2033	25	\$ 398,237	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184
Fire	2019	4x4 Ambulance	\$ 203,611	2034	15	\$ 317,219	\$ 17,603	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	2014	Sander Truck	\$ 144,489	2034	20	\$ 260,963	\$ 9,981	\$ -	\$ 9,981	\$ 9,981	\$ 9,981	\$ 9,981
Streets	2010	L120 Loader	\$ 290,000	2035	25	\$ 607,196	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052
Non Dept.	2033	Server Virtualization Infrastructure	\$ 180,610	2038	5	\$ 209,376	\$ 41,138	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	2018	Eagle, Sweeper (Purchased from Airport)	\$ 216,733	2038	20	\$ 391,444	\$ 14,971	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	2013	10-12 CY Enddump	\$ 100,000	2038	25	\$ 209,378	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880
Streets	2013	10-12 CY Enddump	\$ 100,000	2038	25	\$ 209,378	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880
Streets	2013	120G Motor Grader, Wing & Plow	\$ 339,740	2038	25	\$ 711,340	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976
Streets	2014	IT-28 Loader, Integrated Tool Carrier	\$ 177,703	2039	25	\$ 372,071	\$ 10,449	\$ -	\$ 10,445	\$ 10,449	\$ 10,449	\$ 10,449
Streets	2024	MT-6, 4x4, Articulating Snow Blower	\$ 275,760	2039	15	\$ 429,625	\$ 23,841	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	2021	Squad/Fire Apparatus, F550, 4x5	\$ 268,675	2041	20	\$ 485,257	\$ 18,559	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	2026	Ambulance	\$ 257,361	2041	15	\$ 400,960	\$ 22,250	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	2015	Pumper, Engine #3	\$ 426,671	2043	30	\$ 1,035,643	\$ 22,217	\$ -	\$ -	\$ 22,217	\$ 22,217	\$ 22,217
			\$ 7,129,130				\$ 13,720,815	\$ 575,371	\$ 287,236	\$ 306,018	\$ 320,236	\$ 311,951

* Replacement Cost Assumes a 3% per year equipment cost inflation

** Current Annual Payment Assumes 3% annual interest earnings for equipment replacement fund

*** Salvage value equals 5% of original cost.

**City of Kenai
Fiscal Year 2014 Operating Budget**

Five-Year Building Maintenance Schedule

<u>FACILITY</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>	<u>YEAR LAST ACCOMPLISHED</u>
GENERAL FUND BUILDINGS				
Animal Control	Painting Interior & Exterior	2015	\$ 30,000.00	2007
	Re-Seal Asphalt	2015	\$ 5,000.00	
	Flooring	2016	\$ 15,000.00	
	Door Hardware	2018	\$ 8,500.00	
City Hall	Replace Boiler(s)	2014	AHFC / Siemens	1980
	Replace Carpet	2014	\$ 35,000.00	1999
	Replace Roof	2015	\$ 80,000.00	
	Replace All Locks (exterior/interior)	2015	\$ 15,000.00	
	Replace Entrance Flooring	2015	\$ 7,500.00	
	Replace Air Handling Unit	2016	\$ 60,000.00	1980
	Replace Building Siding & Insulation	2017	\$ 140,000.00	1980
Public Safety Building	Repair Fire Alarm System	2014	\$ 5,000.00	
	Replace Heating System	2014	AHFC / Siemens	
	Paint Exterior/Interior	2015	\$ 40,000.00	1999
	Replace all locks	2015	\$ 15,000.00	
	Repair/Replace Roofing	2017	\$ 80,000.00	
	Replace Flooring (4 baths & locker room)	2017	\$ 30,000.00	
Kenai Recreation Center	Replace HVAC Units (3)	2014	AHFC / Siemens	1982
	Refinish Gym Floor	2014	\$ 6,000.00	2010
	Replace Water Heaters (3)	2015	\$ 60,000.00	1982
	Paint Exterior/Interior	2015	\$ 35,000.00	2006
	Door Hardware	2015	\$ 15,000.00	
	Flooring	2016	\$ 30,000.00	
	Remodel Weightroom	2016	\$ 20,000.00	1982
	Remodel Upstairs Restrooms	2017	\$ 55,000.00	1982
Senior Center	Lighting	2017	\$ 6,000.00	
	Boiler System	2014	AHFC / Siemens	
	Solarium Improvements	2015	\$ 15,000.00	
	Flooring	2016	\$ 45,000.00	
	Door Hardware	2016	\$ 12,000.00	
Visitors Center	Paint Exterior/Interior	2017	\$ 20,000.00	
	Paint Exterior/Interior	2016	\$ 60,000.00	2005
	Replace Interior Lighting	2017	\$ 30,000.00	1992
	Door Hardware	2018	\$ 12,000.00	
Dock	Paint Restrooms Exterior/Interior	2015	\$ 7,500.00	
3 Million Gallon Reservoir	Sand & Paint Pipes	2015	\$ 5,000.00	
MPF	Paint Exterior/Interior	2016	\$ 17,000.00	
	Door Hardware	2017	\$ 5,000.00	
City Yard	New Unit Heaters	2016	\$ 20,000.00	
Fine Arts Building	Lighting	2015	\$ 10,000.00	
	Paint Exterior/Interior	2016	\$ 30,000.00	
	Flooring	2016	\$ 25,000.00	
TOTAL			\$ 1,106,500.00	
General Fund				
Fiscal Year			Total	
2014			\$ 46,000.00	
2015			\$ 340,000.00	
2016			\$ 334,000.00	
2017			\$ 366,000.00	
2018			\$ 20,500.00	
Total			\$ 1,106,500.00	

**City of Kenai
Fiscal Year 2014 Operating Budget**

Five-Year Building Maintenance Schedule

<u>FACILITY</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>	<u>YEAR LAST ACCOMPLISHED</u>
SPECIAL REVENUE FUND BUILDINGS				
WWTF	Door Hardware	2016	\$ 18,000.00	
	Boiler/Unit Heaters	2017	\$ 80,000.00	
	Total		\$ 98,000.00	
Special Revenue Fund				
	Fiscal Year		Total	
	2016	\$	18,000.00	
	2017	\$	80,000.00	
	Total	\$	98,000.00	
<u>FACILITY</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>	<u>YEAR LAST ACCOMPLISHED</u>
CONGREGATE HOUSING (VINTAGE POINTE)				
	Replace Cabinets/Countertops (5 Units)	2014	\$ 35,000.00	1996
	Replace Refrigerators (5)	2014	\$ 4,300.00	1996
	Replace Washer/Dryers (5)	2014	\$ 6,250.00	1996
	Replace Ranges (5)	2014	\$ 4,300.00	1996
	Wallpaper Common Areas-Level 1 (1/2)	2015	\$ 15,000.00	1996
	Replace Washer/Dryers(5)	2015	\$ 10,000.00	1996
	Replace Cabinets/Countertops (5 Units)	2015	\$ 6,000.00	1996
	Replace Refrigerators (5)	2015	\$ 3,200.00	1996
	Replace Ranges (5)	2015	\$ 6,500.00	1996
	Replace Washer/Dryers(5)	2015	\$ 11,000.00	1996
	Boiler(s) Replacement	2016	\$ 150,000.00	1996
	Wallpaper Common Area-Level 2 (1/2)	2016	\$ 15,000.00	1996
	Replace Cabinets/Countertops (5 Units)	2016	\$ 6,500.00	1996
	Replace Refrigerators (5)	2016	\$ 3,400.00	1996
	Replace Ranges (5)	2016	\$ 7,000.00	1996
	Replace Washer/Dryers(5)	2017	\$ 12,000.00	1996
	Wallpaper Common Area-Level 2 (1/2)	2017	\$ 15,000.00	1996
	Replace Cabinets/Countertops (5 Units)	2017	\$ 7,000.00	1996
	Replace Refrigerators (5)	2017	\$ 3,600.00	1996
	Replace Ranges (5)	2017	\$ 7,500.00	1996
	Replace Washer/Dryers(5)	2017	\$ 13,000.00	1996
	Replace Refrigerators (5)	2018	\$ 3,800.00	1996
	Replace Ranges (5)	2018	\$ 8,000.00	1996
	Replace Washer/Dryers(5)	2018	\$ 15,000.00	1996
	Wallpaper Common Areas-Level 2 (1/2)	2018	\$ 15,000.00	1996
	Total		\$ 383,350.00	
Congregate Housing Fund				
	Fiscal Year		Total	
	2014	\$	49,850.00	
	2015	\$	51,700.00	
	2016	\$	181,900.00	
	2017	\$	58,100.00	
	2018	\$	41,800.00	
	Total	\$	383,350.00	

City of Kenai
Fiscal Year 2014 Operating Budget

Five-Year Building Maintenance Schedule

<u>FACILITY</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>	<u>YEAR LAST ACCOMPLISHED</u>
AIRPORT BUILDINGS				
Airport Terminal	Boiler System Repair	2014	\$ 15,000.00	N/A
	Replace Carpet/Flooring	2014	\$ 45,000.00	2001
	Lighting	2014	AHFC / Siemens	
	Floodcoat/Repair Roof	2015	\$ 130,000.00	2002
	Paint Exterior/Interior	2015	\$ 80,000.00	
Flight Service Station	Repair All Identified By ABAAS Inspector	2014	Project Account 90k	2004
	Lighting	2015	\$ 12,000.00	
	Paint Exterior/Interior	2016	\$ 52,000.00	
	Flooring	2016	\$ 40,000.00	
Airport Training Facility	Replace Flooring-Level 1	2015	\$ 30,000.00	1997
	Paint Interior/Exterior	2018	\$ 70,000.00	1997
	Lighting	2018	\$ 20,000.00	
Airport Operations Building	Paint Interior/Exterior	2017	\$ 40,000.00	2006
TOTAL			\$ 534,000.00	
Airport Fund				
Fiscal Year			Total	
2014			\$ 60,000.00	
2015			\$ 252,000.00	
2016			\$ 92,000.00	
2017			\$ 40,000.00	
2018			\$ 90,000.00	
Total			\$ 534,000.00	

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