

# THE CITY OF KENAI, ALASKA



# ANNUAL BUDGET



**July 01, 2014 – June 30, 2015**





**ANNUAL OPERATING BUDGET  
OF THE**

**CITY OF KENAI, ALASKA**

**For the Fiscal Year Beginning  
July 1, 2014**

**Rick R. Koch  
City Manager**

**Prepared by  
FINANCE DEPARTMENT**

**Terry Eubank, CPA  
Finance Director**

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

**Organization and Principal City Officials**

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

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

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

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

<b><u>Position</u></b>	<b><u>Member</u></b>	<b><u>Term Ends</u></b>
Mayor	Pat Porter	2016
Council Members	Terry Bookey	2016
	Brian Gabriel, Sr.	2016
	Robert Molloy	2015
	Ryan Marquis	2015
	Mike Boyle	2014
	Tim Navarre	2014

**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	Jeff Tucker
Public Works Director	Sean Wedemeyer
Library Director	Mary Jo Joiner
Parks & Recreation Director	Robert Frates
Airport Manager	Mary Bondurant
Senior Center Director	Rachael Craig



Suggested by: Administration

## **CITY OF KENAI**

### **ORDINANCE NO. 2757-2014**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA, ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2014 AND ENDING JUNE 30, 2015.

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

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

#### Section 1:

That certain document entitled "City of Kenai Fiscal Year 2015 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, 2014 and ending June 30, 2015.

#### Section 2:

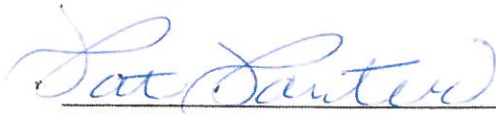
The following sums of money are hereby appropriated for the operations of the City of Kenai for the fiscal year commencing on the first day of July, 2014, and ending the 30th day of June, 2015, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the Code of the City of Kenai and to be expended substantially by line item in the manner shown in the budget adopted by Section 1 hereof:

General Fund	\$16,237,707
Enterprise Funds:	
Congregate Housing	512,498
Capital Projects Management Fund	111,610
Special Revenue Funds:	
Airport Land Sales Permanent Fund	1,147,095
General Land Sales Permanent Fund	140,134
Personal Use Fishery Fund	491,315

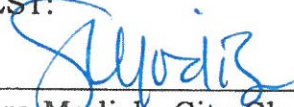
Water and Sewer Fund	2,706,721
Airport Fund	3,188,651
Senior Citizen Fund	946,079


Debt Service Fund	178,598
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PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this fourth day of June, 2014.

  
\_\_\_\_\_  
PAT PORTER, MAYOR

ATTEST:

  
\_\_\_\_\_  
Sandra Modigh, City Clerk

Approved by Finance: 

Introduced: May 20, 2014  
Adopted: June 4, 2014  
Effective: July 1, 2014



Suggested by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2014-36**

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, 2014 AND ENDING JUNE 30, 2015.

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

WHEREAS, the Council has adopted the "City of Kenai 2015 Annual Budget," which estimates property tax revenue based upon a tax rate of 4.35 mills.


NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, that the rate of levy of property tax for the fiscal year commencing July 1, 2014 and ending June 30, 2015 be fixed at 4.35 mills.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 20<sup>th</sup> day of May, 2014.

  
PAT PORTER, MAYOR

ATTEST:

  
Sandra Modigh, City Clerk

Approved by Finance: 

**CITY OF KENAI  
FISCAL YEAR 2015 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 2015 Operating Budget**

**Revenue and Expenditure Summary of All Funds**

	<b><u>General Fund</u></b>	<b><u>Special Revenue</u></b>	<b><u>Enterprise Funds</u></b>	<b><u>Permanent Funds</u></b>	<b><u>Debt Service Fund</u></b>	<b><u>Total All Funds</u></b>
<b>REVENUES</b>						
Taxes	\$ 10,495,948	\$ -	\$ -	\$ -	\$ -	\$ 10,495,948
State/Federal	2,149,385	\$879,054	19,697	-	34,264	3,082,400
Interest	75,000	40,425	5,000	1,557,376	-	1,677,801
Other	1,126,935	5,266,780	511,874	-	-	6,905,589
Transfers In	<u>1,688,934</u>	<u>1,147,095</u>	<u>-</u>	<u>-</u>	<u>144,334</u>	<u>2,980,363</u>
<b>Total Revenues</b>	<u>15,536,202</u>	<u>7,333,354</u>	<u>536,571</u>	<u>1,557,376</u>	<u>178,598</u>	<u>25,142,101</u>
<b>EXPENDITUES/EXPENSES</b>	16,232,707	7,332,766	624,108	1,287,229	178,598	25,655,408
Contributions to (from) Fund Balance/Retained Earnings	(696,505)	588	(87,537)	270,147	-	(513,307)
Add Credit From Depreciation	-	-	132,438	-	-	132,438
Projected lapse/encumbrances	<u>788,919</u>	<u>292,149</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,081,068</u>
Adjusted Deficit/Surplus	92,414	292,737	44,901	270,147	-	700,199
Beginning Fund Balance/ Net Assets	<u>9,427,467</u>	<u>5,214,461</u>	<u>430,290</u>	<u>25,366,815</u>	<u>-</u>	<u>40,439,033</u>
Ending Fund Balance/ Net Assets	<u>\$ 9,519,881</u>	<u>\$ 5,507,198</u>	<u>\$ 475,191</u>	<u>\$ 25,636,962</u>	<u>\$ -</u>	<u>\$ 41,139,232</u>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

**Components of General Fund, Fund Balance**

	<b><u>Projected Beginning Balance</u></b>	<b><u>Additions</u></b>	<b><u>Deletions</u></b>	<b><u>Projected Ending Balance</u></b>
<b>General Fund</b>				
Nonspendable Fund Balance	\$ -	\$ -	\$ -	\$ -
Restricted Fund Balance				
Athletic Expenditure Reserve (Proceeds resulting from Daubenspeck property & mineral rights donation)	408,534	85,000	-	493,534
Committed Fund Balance				
Capital Improvement Reserve Fund	9,746	-	-	9,746
Working Capital	400,000	-	-	400,000
Senior Programs Reserve	-	-	-	-
Total Committed Fund Balance	409,746	-	-	409,746
Assigned Fund Balance				
Encumbrances	100,000	-	-	100,000
Subsequent Years Expenditures	696,505	103,831	-	800,336
Compensated Absences	747,656	-	-	747,656
Insurance Risk Retention	103,475	-	-	103,475
Total Assigned Fund Balance	1,647,636	103,831	-	1,751,467
Unassigned Fund Balance	6,961,551	-	96,417	6,865,134
<b>Total General Fund, Fund Balance</b>	<b><u>\$ 9,427,467</u></b>	<b><u>\$ 188,831</u></b>	<b><u>\$ 96,417</u></b>	<b><u>\$ 9,519,881</u></b>



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

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

June 5, 2014

Mayor, Council Members, City of Kenai Citizens:

In accordance with the provisions of Chapter 7.25 of the Kenai Municipal Code, the Fiscal Year 2015 (FY15) 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 2014 to FY 2015 And Contribution To (From) Fund Balance

	Original FY 2014 Budget	Current FY 2014 Budget	Adopted FY 2015 Budget	Change From FY2014 Original	Percent Change	Contribution To (From) Fund Bal.
General Fund	\$15,239,262	\$15,679,537	\$16,232,707	\$993,445	6.52%	\$(696,505)
Congregate Housing	472,637	491,690	512,498	39,861	8.43%	(142,563)
Capital Projects Management	103,053	103,053	111,610	8,557	8.30%	55,026
Permanent Funds	1,228,304	1,240,645	1,287,229	58,925	4.80%	270,147
Water and Sewer	2,646,103	2,661,037	2,706,721	60,618	2.29%	(11,528)
Airport Fund	2,828,898	3,222,562	3,188,651	359,753	12.72%	99,327
Senior Citizens Fund	878,309	884,154	946,079	67,770	7.72%	(75,072)
Personal Use Fishery Fund	483,152	483,152	491,315	8,163	1.69%	(12,139)
Debt Service Fund	<u>178,598</u>	<u>178,598</u>	<u>178,598</u>	<u>-</u>	<u>0.00%</u>	<u>-</u>
Total	<u>\$24,058,316</u>	<u>\$24,944,428</u>	<u>\$25,655,408</u>	<u>\$1,597,092</u>	<u>6.64%</u>	<u>\$(513,307)</u>

## GENERAL OVERVIEW

The total budget for the City is \$25,655,408, which is an increase of \$1,597,092 or 6.64% from last year. Contributing to the increase is a cost of living adjustment to the City's salary schedule and increase in the rate of State of Alaska Public Employee Retirement on-behalf funding.

This budget includes a 3.50% cost of living increase to the salary schedule. The 3.50% increase is based upon the increase in Anchorage's Consumer Price Index for 2013 as there is no such index available for the City or Kenai Peninsula Borough. The budgetary impact of the cost of living increase is \$425,479 for all funds comprised of \$258,093 in employee pay increases and \$167,386 in associated benefits (including \$59,595 in Public Employee Retirement System on-behalf funding).

Employee health care premiums continue to be a significant budgetary issue for the City both in the amount of total expenditure and in volatility. The FY15 premium rate increase provided by the City's current health insurance provider is 46% or \$616,523 for all funds. The primary cause of the increase is several large claims for the current plan year and above average utilization. The City has selected an alternate carrier to provide employee health insurance resulting in substantially lower renewal rates. The budget maintains the employee share of health insurance costs at 8.5% of total plan costs and increases the employees' deductible from \$250 for an individual and \$500 for a family to \$500 individual and \$1,000 for a family. The result is a decrease of \$116,976 over FY14 projected health care costs and a decrease of \$265,576 over FY14 budgeted health care costs.

The rate of State of Alaska Public Employee Retirement on-behalf funding increased from 13.68% to 22.03 % of covered payroll. The change represents a \$672,184 increase in Public Employee Retirement expenditures for all funds. There is an offsetting increase in grant revenue from the State of Alaska for this same amount included in the budget.

The following personnel changes are also included:

**Police Department:** The FY15 Budget includes the reduction of one Police Officer. In prior years one Police Officer positions was funded by grants from the State of Alaska. The officer participated in the Alaska State Troopers Bureau of Highway Patrol or the Alaska State Troopers, Alaska Bureau of Investigation - Statewide Drug Enforcement Unit. Grant funding is no longer available and the position was eliminated in FY14 through attrition.

**Streets Department:** To enhance the department's ability to respond during peak work times, 300 hours of temporary equipment operator has been added to the FY15 Budget.

**Airport:** The FY15 Budget includes the addition of one Airport Operations Specialist at a cost of \$103,928. This position has been requested each of the last three years to assist with snow removal, airfield maintenance, and other airport operations. The improvement in the Airport's financial performance allowed for the inclusion of the position in the FY15 Budget.

	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 @ 3.5%	\$346,828	\$4,537	\$29,078	\$25,865	\$14,683	\$1,803	\$2,685	\$425,479
Employee Health Care Increase	(235,408)	(1,898)	(26,980)	7,482	(7,406)	(647)	(719)	(265,576)
Public Employee Retirement System On-behalf Payment	552,563	3,573	47,244	41,149	20,189	2,938	4,528	672,184
Police Department Grant Funded Officer	(130,545)	-	-	-	-	-	-	(130,545)
Streets Department Temporary Equipment Operator	8,788	-	-	-	-	-	-	8,788
Addition of Airport Operations Specialist	-	-	-	103,928	-	-	-	103,928
Total	<u>\$542,226</u>	<u>\$6,212</u>	<u>\$49,342</u>	<u>\$178,424</u>	<u>\$27,466</u>	<u>\$4,094</u>	<u>\$6,494</u>	<u>\$814,258</u>



## **GENERAL FUND**

The General Fund budget of \$16,232,707 is up \$993,445 or 6.52% from last year. This includes an increase of \$490,599 in Personal Services, an increase of \$104,019 in Maintenance and Operations and an increase of \$398,827 in Capital Outlay and Transfers. Revenues and transfers in for FY15 are projected to be \$15,536,202 up \$1,026,388 compared to the FY14 adopted budget.

Sales tax projection for FY15 is \$6.83 million, which is \$22,391 more than FY14 budgeted revenues. Sales tax revenue is projected to increase 1.5% over prior year actual receipts which were lower than prior budget estimates.

Property tax values are up 3.5% on average. The assessed, real property value of \$714.6 million is up \$10.2 million or 1.44% from the FY14 value. Oil and gas (AS 43.56) property increased \$17.3 million, 35.42% in value. Of the total \$67.5 million in oil and gas (AS 43.56) property, \$29.2 million is from production and office facilities, \$7.5 million represents transmission pipelines, and \$30.8 million is drilling rigs and the assets of oilfield service companies. The \$30.8 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 4.26%, an increase of \$127,659 if no mill rate change were proposed. The FY15 Budget includes a 0.50 General Fund mill rate increase. A 0.50 mill increase will increase property taxes on each \$100,000 of assessed value by \$50.00. In total, the 0.50 mill increase will generate an additional \$387,653 in property tax revenue for a total FY15 property tax increase of \$515,312.

Shared fisheries tax is projected to decrease \$50,000 from the FY14 budgeted amount. FY14 actual revenues are projected at approximately \$200,000, \$50,000 short of what was budgeted. FY15 Shared Fisheries Tax is expected to be similar in amount to FY14.

The increase in the State of Alaska Public Employee Retirement on-behalf funding rate from 13.86% to 22.03% resulted in an increase in General Fund, on-behalf funding of \$570,106 for FY15.

Funding for four capital projects totaling \$310,000 have been included as transfers from the General Fund in the FY15 Budget. \$60,000 has been included for sidewalk improvements along Overland Drive, \$50,000 for park planning and a convention center feasibility study, \$80,000 for City park improvements, and \$120,000 has been included for construction of a 2-5 year old playground area in Municipal Park.

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 \$39,861 (8.43%) to \$512,498 in the proposed FY15 Budget. The Congregate Housing Fund's revenue sources are rent and interest. Using the results of a rent study commissioned by the City to determine the market value of rents for comparable units, the City is in the second year of a plan to raise rents. The FY15 rate increase will be equal to \$35.00 for units priced below the market rate as determined by the City's rental rate study or a 3.50% increase, an amount equal to 2013 increase in the Anchorage's Consumer Price Index. The increase will result in a projected increase of rental revenue in FY15 of \$15,435. Even with this increase, rents will be insufficient to fund the facilities depreciation. Depreciation represents the accumulation of funds for the replacement and upgrade of major building components to assure the facility is available and in its current condition for future generation of Kenai seniors.

### **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 FY15 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 FY15 billing rate is estimated at \$162.00 per hour.

## **SPECIAL REVENUE FUNDS**

The City maintains four special revenue funds.

### **Personal Use Fishery Fund**

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

User fees for the 2015 Personal Use Fishery are as follows:

	<b><u>FY15</u></b>
Personal Use Fisher Day Use Parking – Midnight to Midnight ( vehicle or up to two atv's)	\$20.00
Personal Use Fisher Overnight Parking Before noon on the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$55.00
After noon on the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$45.00
Personal Use Fishery Camping (one tent)	\$25.00
Dock Parking	\$15.00
Dock Launch and Parking	\$25.00

### **Airport Special Revenue Fund**

The proposed Airport Fund budget is \$3,188,651, an increase of \$359,753, 12.72% from last year. The fund is projected to have an adjusted surplus of \$224,718. This budget includes increased revenues resulting from a 3.5% increase in landing fees and tenant rents (equal to the 2013 increase in Anchorage's Consumer Price Index). Daily parking fees are proposed to increase from \$5.00 per day to \$7.00 per day.

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 \$1,147,095.

Included in the Airports budget is funding for a new Airport Operations Specialist position. This position has been requested for many years by the Airport to assist with winter snow removal and general operations. The position has been included in the FY15 budget in large part because of the prior four years of positive financial performance of the Airport. Total cost of the new position is \$103,928.

The FY2015 budget represents the fifth consecutive year the Airport Fund is projected to have a surplus.

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

The Water and Sewer Fund appropriation of \$2,706,721 is up \$60,618, 2.29% from FY14 and the Fund is expected to produce an adjusted surplus of \$120,011. The FY15 proposed budget continues implementation of rate increases recommended by the FY11 water and sewer rate study. The recommended 10% increase in water rates will increase rates \$2.55 per month or from \$25.51 per month to \$28.06 for an unmetered residential customer. The recommended 3% increase in sewer rates will increase rates \$1.39 per month or from \$46.64 per month to \$48.03 for an unmetered residential customer.

The FY15 proposed budget also includes a transfer to the Water & Sewer Capital Project fund of \$250,500 to provide the 30% local match required by the State of Alaska Municipal Matching Grant that will install a water main along Swires Road. The total cost of the project is estimated at \$835,000.

### **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. Choice Waiver meal reimbursement rates have seen substantial increases since 2012. The Kenai Senior Center and other senior centers in the state demonstrated that 2012 rates were grossly insufficient to cover the cost of providing a meal.

The 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 FY15 grant from the Borough is \$126,207.

The transfer from the General Fund to support these programs remains at \$0 for FY15. No General Fund transfer is needed due to utilization of \$50,818 in fund balance of the Senior Citizens Funds. With a projected beginning fund balance of \$190,139 no transfer is projected through FY16 but transfers will be needed in future years 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. Federal Sequestration is projected to continue to reduce the City's overall subsidy by \$3,265.

The FY15 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

## **STAFFING**

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



**City of Kenai**  
**Fiscal Year 2015 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2014 Grade</u>	<u>FY2015 Grade</u>	<u>FY2014 Full Time Equivalent Positions</u>	<u>FY2015 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 &amp; Zoning Department</u>	City Planner	16.00	16.00	1.00	1.00
	Administrative Assistant III	10.00	10.00	1.00	1.00
<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	13.00
	Temporary Enforcement Officer	3.00	3.00	0.65	0.60
	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	0.98	0.89
	Street & Airport Lead Operator	14.00	14.00	1.00	0.87
	Equipment Operator I	11.00	11.00	3.40	3.57
	Temporary Equipment Operator	11.00	11.00	-	0.14

**City of Kenai  
Fiscal Year 2015 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2014 Grade</u>	<u>FY2015 Grade</u>	<u>FY2014 Full Time Equivalent Positions</u>	<u>FY2015 Full Time Equivalent Positions</u>
<b><u>Building Department</u></b>	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
<b><u>Library</u></b>	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	0.70	0.70
	Library Aide (52 week 24 hr/week position)	2.50	2.50	2.40	2.40
<b><u>Parks, Recreation &amp; Beautification Department</u></b>	Parks & Recreation Director	17.00	17.00	0.96	0.96
	Parks & Recreation Operator	9.00	9.00	1.92	1.92
	Parks, Recreation & Beautification Laborer	2.40	2.40	0.94	0.94
	Temporary Parks & Grounds Maintenance Crew Leader	2.30	2.30	0.19	0.19
	Temporary Parks & Grounds Maintenance Worker	2.10	2.10	3.31	3.31
	Temporary Parks & Grounds Gardener	2.20	2.20	0.29	0.29
<b><u>Dock</u></b>	Street Foreman	11.00	11.00	-	0.05
	Street & Airport Lead Operator	11.00	11.00	-	0.07
	Equipment Operator I	11.00	11.00	0.43	0.33
<b><u>General Fund Totals</u></b>				<b><u>90.38</u></b>	<b><u>89.54</u></b>
<b><u>Water and Sewer Fund</u></b>					
<b><u>Water</u></b>	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	1.00	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
<b><u>Sewer</u></b>	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	1.00	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
<b><u>Sewer Treatment Plant</u></b>	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
<b><u>Water and Sewer Fund Totals</u></b>				<b><u>7.76</u></b>	<b><u>7.76</u></b>
<b><u>Airport Fund</u></b>					
<b><u>Administration</u></b>	Airport Manager	20.00	20.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	0.67	0.67
<b><u>Airfield</u></b>	Airport Operations Supervisor	15.00	15.00	1.00	1.00
	Airport Operations Specialist	11.00	11.00	0.50	1.00
	Equipment Operator I	11.00	11.00	0.80	0.80
	Temporary Equipment Operator I	11.00	11.00	0.14	0.14
<b><u>Other Buildings &amp; Areas</u></b>	Assistant to the City Manager/Human Resource Specialist	15.00	15.00	0.33	0.33
	Building Maintenance Lead Technician	12.00	12.00	0.17	0.17
	Building Maintenance Technician	11.00	11.00	0.17	0.17



City of Kenai  
Fiscal Year 2015 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2014 Grade</u>	<u>FY2015 Grade</u>	<u>FY2014 Full Time Equivalent Positions</u>	<u>FY2015 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	1.00
<u>Airport Fund Totals</u>				<u>5.95</u>	<u>6.95</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	0.20	0.20
<u>Congregate Housing Fund Totals</u>				<u>0.45</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	0.10	0.10
	Activities & Volunteer Coordinator	2.40	2.40	0.90	0.90
	Outreach Worker	1.00	1.00	0.25	0.25
	Receptionist / Data Entry	1.10	1.10	0.02	0.02
	Temporary Maintenance Assistant	1.00	1.00	0.05	0.05
<u>Congregate Meals</u>	Senior Center Director	18.00	18.00	0.05	0.05
	Administrative Assistant III	10.00	10.00	0.10	0.10
	Outreach Worker	1.00	1.00	0.03	0.03
	Activities & Volunteer Coordinator	2.40	2.40	0.10	0.10
	Receptionist	1.10	1.10	0.02	0.02
	Janitor, 14 Hours/Week	1.00	1.00	0.35	0.32
	Temporary Maintenance Assistant	1.00	1.00	0.01	0.01
	Cook, 40 Hours/Week	2.40	2.40	0.30	0.30
	Kitchen Assistant, 40 Hours/Week	2.20	2.20	0.25	0.25
	Temporary Kitchen Assistant	2.40	2.40	0.01	0.01
<u>Home Meals</u>	Senior Center Director	18.00	18.00	0.05	0.05
	Administrative Assistant III	10.00	10.00	0.10	0.10
	Outreach Worker	1.00	1.00	0.07	0.07
	Cook, 40 Hours/Week	2.40	2.40	0.20	0.20
	Kitchen Assistant, 40 Hours/Week	2.20	2.20	0.20	0.20
	Temporary Kitchen Assistant	2.40	2.40	0.01	0.01
	Meals Driver, 24 Hours/Week	2.40	2.40	0.15	0.15
	Meals Driver, 14 Hours/Week	2.40	2.40	0.09	0.09

**City of Kenai**  
**Fiscal Year 2015 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2014 Grade</u>	<u>FY2015 Grade</u>	<u>FY2014 Full Time Equivalent Positions</u>	<u>FY2015 Full Time Equivalent Positions</u>
<u>Transportation</u>	Senior Center Director	18.00	18.00	0.05	0.05
	Administrative Assistant III	10.00	10.00	0.10	0.10
	Driver, 14 Hours/Week	1.00	1.00	0.70	0.70
<u>Choice Waiver</u>	Senior Center Director	18.00	18.00	0.20	0.20
	Administrative Assistant III	10.00	10.00	0.40	0.40
	Receptionist / Data Entry	1.10	1.10	0.31	0.31
	Cook, 40 Hours/Week	2.40	2.40	0.50	0.50
	Kitchen Assistant, 40 Hours/Week	2.20	2.20	0.55	0.55
	Temporary Kitchen Assistant	2.40	2.40	0.02	0.02
	Meals Driver, 24 Hours/Week	2.40	2.40	0.45	0.45
	Meals Driver, 14 Hours/Week	2.40	2.40	0.26	0.26
	Janitor, 14 Hours/Week	1.00	1.00	-	0.03
<u>Senior Citizen Fund Total</u>				<u>7.35</u>	<u>7.35</u>
<u>Personal Use Fishery Fund</u>					
<u>Public Safety</u>	Temporary Enforcement Officer	3.00	3.00	0.58	0.62
<u>Streets</u>	Street Foreman	16.00	16.00	0.02	0.04
	Street & Airport Lead Operator	14.00	14.00	-	0.04
	Equipment Operator	11.00	11.00	0.17	0.16
<u>Parks, Recreation &amp; Beautification Department</u>	Parks & Recreation Director	17.00	17.00	0.04	0.04
	Parks & Recreation Operator	9.00	9.00	0.08	0.08
	Parks, Recreation & Beautification Laborer	2.40	2.40	0.06	0.06
	Parks & Grounds Maintenance Crew Leader	2.30	2.30	0.06	0.06
	Parks & Grounds Maintenance Worker	2.10	2.10	1.05	0.83
<u>Dock</u>	Street Foreman	16.00	16.00	-	0.02
	Street & Airport Lead Operator	14.00	14.00	-	0.02
	Equipment Operator	11.00	11.00	0.20	0.14
	Dock Worker	2.10	2.10	0.23	0.35
<u>Personal Use Fishery Fund Total</u>				<u>2.49</u>	<u>2.46</u>
<b>All Funds Totals</b>				<b><u>114.88</u></b>	<b><u>115.01</u></b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

**Salary Schedule**

Employee's Excluding those engaged in fire protection activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	10.05	10.30	10.55	10.80	11.05	11.30	11.55	11.80	12.06
1.1	10.54	10.80	11.05	11.32	11.58	11.85	12.11	12.38	12.64
2	11.22	11.50	11.78	12.06	12.34	12.62	12.90	13.18	13.46
2.1	11.81	12.11	12.40	12.70	12.99	13.29	13.58	13.88	14.17
2.2	12.49	12.80	13.12	13.43	13.74	14.06	14.37	14.68	15.00
2.3	13.12	13.44	13.78	14.11	14.44	14.76	15.09	15.42	15.74
2.4	15.33	15.71	16.09	16.48	16.86	17.24	17.63	18.01	18.39
2.5	17.36	17.79	18.23	18.65	19.09	19.52	19.95	20.39	20.82
3	17.47	17.91	18.34	18.77	19.22	19.65	20.09	20.52	20.96
4	18.34	18.81	19.26	19.72	20.18	20.64	21.09	21.56	22.01
5	19.26	19.75	20.22	20.71	21.19	21.67	22.15	22.64	23.12
6	20.22	20.73	21.24	21.75	22.25	22.75	23.26	23.76	24.27
7	21.24	21.78	22.30	22.83	23.36	23.90	24.43	24.95	25.49
8	22.31	22.87	23.43	23.99	24.54	25.10	25.66	26.22	26.78
9	23.42	24.00	24.59	25.17	25.76	26.34	26.93	27.52	28.10
10	24.58	25.20	25.81	26.42	27.04	27.66	28.28	28.89	29.50
11	25.81	26.45	27.10	27.75	28.39	29.04	29.68	30.33	30.98
12	27.12	27.79	28.46	29.15	29.82	30.50	31.17	31.86	32.53
13	28.45	29.16	29.87	30.58	31.30	32.00	32.72	33.43	34.13
14	29.89	30.64	31.38	32.14	32.88	33.63	34.37	35.13	35.87
15	31.38	32.17	32.95	33.74	34.53	35.31	36.09	36.88	37.66
16	32.94	33.76	34.59	35.41	36.24	37.05	37.88	38.70	39.53
17	34.59	35.46	36.32	37.19	38.06	38.92	39.79	40.64	41.51
18	36.32	37.23	38.14	39.04	39.95	40.86	41.77	42.67	43.58
19	38.13	39.08	40.03	40.99	41.94	42.89	43.85	44.81	45.76
20	40.05	41.06	42.05	43.06	44.06	45.06	46.06	47.06	48.07
21	42.06	43.11	44.16	45.21	46.26	47.31	48.37	49.41	50.47
22	44.13	45.24	46.35	47.44	48.55	49.65	50.76	51.86	52.96
23	46.35	47.51	48.67	49.82	50.98	52.14	53.30	54.46	55.62
24	48.73	49.95	51.16	52.38	53.60	54.82	56.03	57.26	58.48

Employee's Engaged in Fire Protection Activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	20.33	20.82	21.33	21.85	22.36	22.86	23.37	23.88	24.38
14	21.35	21.88	22.42	22.96	23.48	24.02	24.55	25.09	25.63
15	22.42	22.98	23.54	24.11	24.66	25.22	25.78	26.34	26.90
16	23.54	24.12	24.71	25.30	25.89	26.46	27.05	27.64	28.23
17	24.71	25.33	25.94	26.56	27.18	27.80	28.42	29.03	29.65

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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 2015 Operating Budget**

**General Fund  
Budget Projection**

	<b>Actual FY2012</b>	<b>Actual FY2013</b>	<b>Original Budget FY2014</b>	<b>Projection FY2014</b>	<b>Council Adopted FY2015</b>	<b>Projection FY2016</b>
TOTAL ASSESSED VALUE	\$ 659,452,061	\$ 738,973,565	\$ 803,889,505	\$ 804,454,601	\$ 831,945,941	\$ 851,504,844
MILL RATE	3.85	3.85	3.85	3.85	4.35	4.35
<b>REVENUES</b>						
Property & Sales Taxes						
Property Tax	2,638,783	2,913,634	3,149,274	3,151,074	3,664,586	3,739,046
Sales Tax	6,576,657	6,587,575	6,808,981	6,763,725	6,831,362	7,036,303
Total Property & Sales Taxes	<u>9,215,440</u>	<u>9,501,209</u>	<u>9,958,255</u>	<u>9,914,799</u>	<u>10,495,948</u>	<u>10,775,349</u>
State/Federal Revenue:						
PERS Funding	693,606	911,060	887,741	887,741	1,457,847	1,501,582
Municipal Assistance	598,635	627,466	433,538	435,888	433,538	411,861
Fish Tax	282,804	296,136	250,000	200,000	200,000	206,000
Other	416,126	299,372	180,545	162,709	58,000	50,000
Total State/Federal Revenue	<u>1,991,171</u>	<u>2,134,034</u>	<u>1,751,824</u>	<u>1,686,338</u>	<u>2,149,385</u>	<u>2,169,443</u>
Other Revenue						
Licenses and Permits	99,708	204,645	60,000	81,000	76,500	78,795
Ambulance Fees	393,637	319,315	400,000	375,000	400,000	412,000
Interest	58,970	(39,829)	75,000	60,000	75,000	237,997
Other	795,122	933,584	624,449	683,087	650,435	559,223
Total Other Revenue	<u>1,347,437</u>	<u>1,417,715</u>	<u>1,159,449</u>	<u>1,199,087</u>	<u>1,201,935</u>	<u>1,288,015</u>
<b>Total Revenues</b>	<u>12,554,048</u>	<u>13,052,958</u>	<u>12,869,528</u>	<u>12,800,224</u>	<u>13,847,268</u>	<u>14,232,807</u>
Transfer From Other Funds						
Charges to other funds	1,304,600	1,252,700	1,448,500	1,448,500	1,501,100	1,546,133
Capital Projects / Special Revenue	-	-	-	-	-	-
Enterprise	-	42,800	47,300	47,300	47,700	49,131
Trust Fund	-	135,668	144,486	146,172	140,134	140,134
Total Transfers	<u>1,304,600</u>	<u>1,431,168</u>	<u>1,640,286</u>	<u>1,641,972</u>	<u>1,688,934</u>	<u>1,735,398</u>
<b>Total Revenues and Transfers</b>	<u>13,858,648</u>	<u>14,484,126</u>	<u>14,509,814</u>	<u>14,442,196</u>	<u>15,536,202</u>	<u>15,968,205</u>
<b>EXPENDITURES/APPROPRIATIONS</b>						
General Government	2,878,527	3,337,488	3,540,505	3,582,830	4,113,450	4,236,853
Public Safety	6,441,968	6,536,153	7,161,890	7,074,618	7,204,365	7,420,496
Public Works	2,173,767	2,196,503	2,402,263	2,616,396	2,512,693	2,588,074
Parks, Recreation & Cultural	<u>1,914,767</u>	<u>2,083,889</u>	<u>1,990,270</u>	<u>2,149,315</u>	<u>1,947,865</u>	<u>2,006,301</u>
<b>Total Operating Expenditures</b>	13,409,029	14,154,033	15,094,928	15,423,159	15,778,373	16,251,724
Transfers or Non-Operating	<u>530,955</u>	<u>2,381,971</u>	<u>144,334</u>	<u>256,378</u>	<u>454,334</u>	<u>467,964</u>
Total Expenditures/Appropriations	13,939,984	16,536,004	15,239,262	15,679,537	16,232,707	16,719,688
Total Surplus (Deficit)	(81,336)	(2,051,878)	(729,448)	(1,237,341)	(696,505)	(751,483)
Projected Lapse - 5%	<u>-</u>	<u>-</u>	<u>754,746</u>	<u>771,158</u>	<u>788,919</u>	<u>812,586</u>
Adjusted Surplus (Deficit)	(81,336)	(2,051,878)	25,298	(466,183)	92,414	61,103
Beginning Fund Balance	<u>12,026,864</u>	<u>11,945,528</u>	<u>9,867,699</u>	<u>9,893,650</u>	<u>9,427,467</u>	<u>9,519,881</u>
Ending Fund Balance	11,945,528	9,893,650	9,892,997	9,427,467	9,519,881	9,580,984
Restricted	(329,164)	(408,534)				
Committed	(1,021,790)	(521,790)				
Assigned	<u>(1,464,159)</u>	<u>(1,580,579)</u>				
Unreserved/Undesignated Fund Balance	<u>\$ 9,130,415</u>	<u>\$ 7,382,747</u>	<u>\$ 9,892,997</u>	<u>\$ 9,427,467</u>	<u>\$ 9,519,881</u>	<u>\$ 9,580,984</u>



**City of Kenai  
Fiscal Year 2015 Operating Budget**

**General Fund  
Budget Projection**

	<b>Projection FY2017</b>	<b>Projection FY2018</b>
TOTAL ASSESSED VALUE	\$ 871,920,487	\$ 893,205,074
MILL RATE	4.35	4.35
<b>REVENUES</b>		
Property & Sales Taxes		
Property Tax	3,827,854	3,920,442
Sales Tax	7,247,392	7,464,814
Total Property & Sales Taxes	<u>11,075,246</u>	<u>11,385,256</u>
State/Federal Revenue:		
PERS Funding	1,546,629	1,593,028
Municipal Assistance	391,268	371,705
Fish Tax	212,180	218,545
Other	50,001	50,002
Total State/Federal Revenue	<u>2,200,078</u>	<u>2,233,280</u>
Other Revenue		
Licenses and Permits	81,159	83,594
Ambulance Fees	424,360	437,091
Interest	287,430	336,847
Other	576,000	593,280
Total Other Revenue	<u>1,368,949</u>	<u>1,450,812</u>
<b>Total Revenues</b>	<u>14,644,273</u>	<u>15,069,348</u>
Transfer From Other Funds		
Charges to other funds	1,592,517	1,640,293
Capital Projects / Special Revenue	-	-
Enterprise	50,605	52,123
Trust Fund	140,134	140,134
Total Transfers	<u>1,783,256</u>	<u>1,832,550</u>
<b>Total Revenues and Transfers</b>	<u>16,427,529</u>	<u>16,901,898</u>
<b>EXPENDITURES/APPROPRIATIONS</b>		
General Government	4,363,959	4,494,878
Public Safety	7,643,111	7,872,404
Public Works	2,665,716	2,745,687
Parks, Recreation & Cultural	2,066,490	2,128,485
<b>Total Operating Expenditures</b>	16,739,276	17,241,454
Transfers or Non-Operating	<u>482,003</u>	<u>496,463</u>
Total Expenditures/Appropriations	17,221,279	17,737,917
Total Surplus (Deficit)	(793,750)	(836,019)
Projected Lapse - 5%	<u>836,964</u>	<u>862,073</u>
Adjusted Surplus (Deficit)	43,214	26,054
Beginning Fund Balance	<u>9,580,984</u>	<u>9,624,198</u>
Ending Fund Balance	9,624,198	9,650,252
Restricted		
Committed		
Assigned		
Unreserved/Undesignated		
Fund Balance	<u>\$ 9,624,198</u>	<u>\$ 9,650,252</u>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

**General Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2014 Original Budget	FY2015 Adopted Budget	Difference	FY2014 Original Budget	FY2015 Adopted Budget	Difference
<u>General Government</u>						
City Clerk	\$ 176,004	\$ 179,224	\$ 3,220	\$ 75,345	\$ 81,245	\$ 5,900
Visitor Center	-	-	-	185,303	183,613	(1,690)
Legislative	51,855	51,814	(41)	123,398	123,326	(72)
Legal	256,688	267,622	10,934	53,240	108,185	54,945
City Manager	306,773	303,947	(2,826)	101,530	37,530	(64,000)
Finance	564,005	564,364	359	55,215	60,525	5,310
Land Administration	-	-	-	18,206	18,230	24
Non-Departmental	887,741	1,457,847	570,106	410,098	409,419	(679)
Planning and Zoning	222,775	184,224	(38,551)	44,729	49,735	5,006
Safety	-	-	-	7,600	32,600	25,000
Total General Government	<u>2,465,841</u>	<u>3,009,042</u>	<u>543,201</u>	<u>1,074,664</u>	<u>1,104,408</u>	<u>29,744</u>
<u>Public Safety</u>						
Police	2,670,463	2,606,299	(64,164)	265,103	272,884	7,781
Fire	2,599,100	2,581,608	(17,492)	378,968	411,657	32,689
Communications	749,595	764,430	14,835	61,417	57,417	(4,000)
Animal Control	256,992	243,822	(13,170)	104,586	112,402	7,816
Total Public Safety	<u>6,276,150</u>	<u>6,196,159</u>	<u>(79,991)</u>	<u>810,074</u>	<u>854,360</u>	<u>44,286</u>
<u>Public Works</u>						
Public Works Administration	164,740	171,352	6,612	11,835	8,600	(3,235)
Shop	355,008	363,366	8,358	332,442	345,925	13,483
Streets	574,610	576,822	2,212	413,478	398,117	(15,361)
Buildings	238,404	243,215	4,811	100,784	101,710	926
Street Lighting	-	-	-	147,909	153,386	5,477
Total Public Works	<u>1,332,762</u>	<u>1,354,755</u>	<u>21,993</u>	<u>1,006,448</u>	<u>1,007,738</u>	<u>1,290</u>
<u>Library</u>	<u>591,735</u>	<u>602,084</u>	<u>10,349</u>	<u>239,850</u>	<u>252,190</u>	<u>12,340</u>
<u>Parks and Recreation</u>						
Boating Facility	40,139	43,915	3,776	58,843	59,949	1,106
Parks, Recreation & Beautification	444,750	436,021	(8,729)	523,453	538,706	15,253
Total Parks and Recreation	<u>484,889</u>	<u>479,936</u>	<u>(4,953)</u>	<u>582,296</u>	<u>598,655</u>	<u>16,359</u>
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	<u>\$ 11,151,377</u>	<u>\$ 11,641,976</u>	<u>\$ 490,599</u>	<u>\$ 3,713,332</u>	<u>\$ 3,817,351</u>	<u>\$ 104,019</u>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

**General Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2014 Original Budget	FY2015 Adopted Budget	Difference	FY2014 Original Budget	FY2015 Adopted Budget	Difference	
\$ -	\$ -	\$ -	\$ 251,349	\$ 260,469	\$ 9,120	<u>General Government</u>
-	-	-	185,303	183,613	(1,690)	City Clerk
-	-	-	175,253	175,140	(113)	Visitor Center
-	-	-	309,928	375,807	65,879	Legislative
-	-	-	408,303	341,477	(66,826)	Legal
-	-	-	619,220	624,889	5,669	City Manager
-	-	-	18,206	18,230	24	Finance
(2,237,637)	-	2,237,637	(939,798)	1,867,266	2,807,064	Land Administration
-	-	-	267,504	233,959	(33,545)	Non-Departmental
-	-	-	7,600	32,600	25,000	Planning and Zoning
(2,237,637)	-	2,237,637	1,302,868	4,113,450	2,810,582	Safety
						Total General Government
						<u>Public Safety</u>
75,666	52,750	(22,916)	3,011,232	2,931,933	(79,299)	Police
-	101,096	101,096	2,978,068	3,094,361	116,293	Fire
-	-	-	811,012	821,847	10,835	Communications
-	-	-	361,578	356,224	(5,354)	Animal Control
75,666	153,846	78,180	7,161,890	7,204,365	42,475	Total Public Safety
						<u>Public Works</u>
-	-	-	176,575	179,952	3,377	Public Works Administration
-	-	-	687,450	709,291	21,841	Shop
18,053	13,600	(4,453)	1,006,141	988,539	(17,602)	Streets
45,000	136,600	91,600	384,188	481,525	97,337	Buildings
-	-	-	147,909	153,386	5,477	Street Lighting
63,053	150,200	87,147	2,402,263	2,512,693	110,430	Total Public Works
-	-	-	831,585	854,274	22,689	<u>Library</u>
						<u>Parks and Recreation</u>
-	-	-	98,982	103,864	4,882	Boating Facility
91,500	15,000	(76,500)	1,059,703	989,727	(69,976)	Parks, Recreation & Beautification
91,500	15,000	(76,500)	1,158,685	1,093,591	(65,094)	Total Parks and Recreation
2,381,971	454,334	(1,927,637)	2,381,971	454,334	(1,927,637)	Non-Departmental Transfers
\$ 374,553	\$ 773,380	\$ 398,827	\$ 15,239,262	\$ 16,232,707	\$ 993,445	Total General Fund

**City of Kenai  
Fiscal Year 2015 Operating Budget**

**General Fund  
Expenditure Summary**

	<b>FY2013</b>	<b>Original</b>	<b>Amended</b>	<b>Council</b>	<b>Increase</b>	<b>%</b>
	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Adopted</u></b>	<b><u>(Decrease)</u></b>	<b><u>Change</u></b>
		<b><u>FY2014</u></b>		<b><u>FY2015</u></b>	<b><u>FY2014 Original</u></b>	
<b><u>General Government</u></b>						
01 City Clerk	\$ 221,637	\$ 251,349	\$ 254,349	\$ 260,469	\$ 9,120	3.63%
03 Visitor Center	177,004	185,303	187,703	183,613	(1,690)	(0.91%)
11 Legislative	156,288	175,253	175,253	175,140	(113)	(0.06%)
12 Legal	296,729	309,928	313,428	375,807	65,879	21.26%
13 City Manager	435,382	408,303	461,400	341,477	(66,826)	(16.37%)
15 Finance	583,897	619,220	632,223	624,889	5,669	0.92%
16 Land Administration	21,478	18,206	18,206	18,230	24	0.13%
18 Non-Departmental	1,214,767	1,297,839	1,264,939	1,867,266	569,427	43.88%
19 Planning and Zoning	224,623	267,504	267,504	233,959	(33,545)	(12.54%)
20 Safety	5,683	7,600	7,825	32,600	25,000	328.95%
Total General Government	<u>\$ 3,337,488</u>	<u>\$ 3,540,505</u>	<u>\$ 3,582,830</u>	<u>\$ 4,113,450</u>	<u>572,945</u>	<u>16.18%</u>
<b><u>Public Safety</u></b>						
21 Police	2,796,282	3,011,232	2,917,793	2,931,933	(79,299)	(2.63%)
22 Fire	2,706,848	2,978,068	2,984,169	3,094,361	116,293	3.90%
23 Communications	707,317	811,012	811,078	821,847	10,835	1.34%
29 Animal Control	325,706	361,578	361,578	356,224	(5,354)	(1.48%)
Total Public Safety	<u>6,536,153</u>	<u>7,161,890</u>	<u>7,074,618</u>	<u>7,204,365</u>	<u>42,475</u>	<u>0.59%</u>
<b><u>Public Works</u></b>						
31 Public Works Administration	160,198	176,575	176,575	179,952	3,377	1.91%
32 Shop	658,649	687,450	687,450	709,291	21,841	3.18%
33 Streets	875,287	1,006,141	1,032,641	988,539	(17,602)	(1.75%)
34 Buildings	380,836	384,188	571,821	481,525	97,337	25.34%
35 Street Lighting	121,533	147,909	147,909	153,386	5,477	3.70%
Total Public Works	<u>2,196,503</u>	<u>2,402,263</u>	<u>2,616,396</u>	<u>2,512,693</u>	<u>110,430</u>	<u>4.60%</u>
<b><u>Library</u></b>						
40 Library	<u>779,783</u>	<u>831,585</u>	<u>880,036</u>	<u>854,274</u>	<u>22,689</u>	<u>2.73%</u>
<b><u>Parks and Recreation</u></b>						
36 Boating Facility	118,703	98,982	98,982	103,864	4,882	4.93%
45 Parks, Recreation & Beautification	1,185,403	1,059,703	1,170,297	989,727	(69,976)	(6.60%)
Total Parks and Recreation	<u>1,304,106</u>	<u>1,158,685</u>	<u>1,269,279</u>	<u>1,093,591</u>	<u>(65,094)</u>	<u>(5.62%)</u>
<b><u>Total Operating Expenditures</u></b>	<u>14,154,033</u>	<u>15,094,928</u>	<u>15,423,159</u>	<u>15,778,373</u>	<u>683,445</u>	<u>4.53%</u>
<b><u>Transfers to other funds</u></b>						
Senior Citizens	93,656	-	-	-	-	-
Debt Service	138,315	144,334	144,334	144,334	-	-
Other non-operating	2,150,000	-	112,044	310,000	310,000	-
Total Transfers to other funds	<u>2,381,971</u>	<u>144,334</u>	<u>256,378</u>	<u>454,334</u>	<u>310,000</u>	<u>214.78%</u>
<b>Total General Fund</b>	<b><u>\$ 16,536,004</u></b>	<b><u>\$ 15,239,262</u></b>	<b><u>\$ 15,679,537</u></b>	<b><u>\$ 16,232,707</u></b>	<b><u>\$ 993,445</u></b>	<b><u>6.52%</u></b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

**Fund: 001 - General Fund  
Department: GF Summary - Line Item**

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 5,930,864	\$ 5,309,023	\$ 6,149,983	\$ 6,080,170	\$ 6,294,637	\$ 144,654	2.35%
0200	Overtime	401,551	359,961	397,949	392,474	390,364	(7,585)	(1.91%)
0250	Holiday Pay	150,461	140,191	158,503	153,936	161,226	2,723	1.72%
0300	Leave	140,709	165,516	250,116	250,116	247,988	(2,128)	(0.85%)
0400	Medicare	92,588	82,155	98,760	97,519	101,688	2,928	2.96%
0450	Social Security	19,615	14,864	13,461	13,461	14,176	715	5.31%
0500	PERS	2,268,465	1,828,518	2,315,396	2,297,220	2,913,712	598,316	25.84%
0600	Unemployment Insurance	1,586	9,596	34,506	34,546	34,341	(165)	(0.48%)
0700	Workers Compensation	129,106	138,400	174,774	172,766	161,930	(12,844)	(7.35%)
0800	Health & Life Insurance	1,256,637	1,026,828	1,429,819	1,415,426	1,194,411	(235,408)	(16.46%)
0900	Supplemental Retirement	111,494	109,358	128,110	126,610	127,503	(607)	(0.47%)
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$10,503,076</u></b>	<b><u>\$ 9,184,410</u></b>	<b><u>\$11,151,377</u></b>	<b><u>\$11,034,244</u></b>	<b><u>\$11,641,976</u></b>	<b><u>\$ 490,599</u></b>	<b><u>4.40%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	29,003	29,971	34,050	34,050	32,720	(1,330)	(3.91%)
2022	Operating & Repair Supplies	569,522	585,151	656,798	639,144	683,833	27,035	4.12%
2024	Small Tools/Minor Equipment	140,408	165,736	156,619	212,517	167,142	10,523	6.72%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	45,769	40,405	80,547	80,772	82,765	2,218	2.75%
4531	Professional Services	755,768	590,249	621,801	774,353	633,863	12,062	1.94%
4532	Communications	85,455	73,391	71,289	71,289	82,474	11,185	15.69%
4533	Travel & Transportation	96,824	98,778	150,265	157,950	153,885	3,620	2.41%
4534	Advertising	29,401	39,062	38,300	41,858	39,850	1,550	4.05%
4535	Printing & Binding	36,675	32,080	40,305	39,705	38,890	(1,415)	(3.51%)
4536	Insurance	128,075	140,865	145,085	172,690	141,547	(3,538)	(2.44%)
4537	Utilities	548,128	513,451	629,004	629,004	667,513	38,509	6.12%
4538	Repair & Maintenance	265,025	361,355	363,770	373,543	329,562	(34,208)	(9.40%)
4539	Rentals	166,688	154,416	128,170	135,870	145,520	17,350	13.54%
4540	Equip. Fund Pmts.	287,236	148,947	306,018	306,018	307,805	1,787	0.58%
4541	Postage	8,153	7,476	17,365	17,365	18,000	635	3.66%
4666	Books	69,373	66,241	73,875	80,392	72,281	(1,594)	(2.16%)
4667	Dues & Publications	22,149	21,598	31,305	32,913	35,290	3,985	12.73%
4999	General Contingency	-	-	75,000	18,495	90,000	15,000	20.00%
5041	Miscellaneous	65,271	68,214	65,666	68,916	63,311	(2,355)	(3.59%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	32,406	44,212	28,100	28,100	31,100	3,000	10.68%
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 3,381,329</u></b>	<b><u>\$ 3,181,598</u></b>	<b><u>\$ 3,713,332</u></b>	<b><u>\$ 3,914,944</u></b>	<b><u>\$ 3,817,351</u></b>	<b><u>\$ 104,019</u></b>	<b><u>2.80%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	161	27,037	-	-	-	-	-
8062	Buildings	74,739	55,188	75,000	258,350	136,600	61,600	82.13%
8063	Improvements	65,360	38,219	25,000	34,000	-	(25,000)	(100.00%)
8064	Machinery & Equipment	129,368	185,055	130,219	181,621	182,446	52,227	40.11%
9090	Transfers	2,381,971	893,530	144,334	256,378	454,334	310,000	214.78%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 2,651,599</u></b>	<b><u>\$ 1,199,029</u></b>	<b><u>\$ 374,553</u></b>	<b><u>\$ 730,349</u></b>	<b><u>\$ 773,380</u></b>	<b><u>\$ 398,827</u></b>	<b><u>106.48%</u></b>
	<b>Manager Total:</b>	<b><u>\$16,536,004</u></b>	<b><u>\$13,565,037</u></b>	<b><u>\$15,239,262</u></b>	<b><u>\$15,679,537</u></b>	<b><u>\$16,232,707</u></b>	<b><u>\$ 993,445</u></b>	<b><u>6.52%</u></b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

**General Fund Central Administration Cost Allocation**

	<b>FY 2014</b>	<b>FY 2015</b>	<b>Difference</b>	<b>Percent</b>
Water	\$ 93,800	\$ 95,600	\$ 1,800	1.92%
Sewer	53,900	56,200	2,300	4.27%
Sewer Treatment	121,800	112,100	(9,700)	(7.96%)
Airport - Airfield	813,300	845,600	32,300	3.97%
Airport - Administration Including Land	54,200	54,300	100	0.18%
Airport - Terminal	73,800	73,900	100	0.14%
Senior - Access	30,100	31,700	1,600	5.32%
Senior - Cong Meals	28,800	26,400	(2,400)	(8.33%)
Senior - Home Meals	22,700	28,500	5,800	25.55%
Senior - Transportation	14,800	14,100	(700)	(4.73%)
Senior - Choice Waiver	37,000	36,900	(100)	(0.27%)
Dipnet - Public Safety	68,600	80,000	11,400	16.62%
Dipnet - Streets	7,100	7,200	100	1.41%
Dipnet - PR&B	20,700	27,700	7,000	33.82%
Dipnet - Dock	7,900	10,900	3,000	37.97%
Capital Project Management	9,700	10,800	1,100	11.34%
Congregate Housing	37,600	36,900	(700)	(1.86%)
<b>Total</b>	<b>\$ 1,495,800</b>	<b>\$ 1,548,800</b>	<b>\$ 53,000</b>	<b>3.54%</b>

## **DEPARTMENT NARRATIVE**

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

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

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

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

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

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

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

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

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 108,247	\$ 99,721	\$ 111,365	\$ 111,365	\$ 117,090	\$ 5,725	5.14%
0200	Overtime	2,601	3,113	4,667	4,667	3,213	(1,454)	(31.15%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	6,838	3,507	3,507	3,674	167	4.76%
0400	Medicare	1,592	847	1,734	1,734	1,798	64	3.69%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	24,270	22,597	25,527	25,527	26,466	939	3.68%
0600	Unemployment Insurance	-	-	597	597	620	23	3.85%
0700	Workers Compensation	342	538	450	450	363	(87)	(19.33%)
0800	Health & Life Insurance	22,977	18,314	25,907	25,907	23,750	(2,157)	(8.33%)
0900	Supplemental Retirement	3,772	2,348	2,250	2,250	2,250	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 163,801</b>	<b>\$ 154,316</b>	<b>\$ 176,004</b>	<b>\$ 176,004</b>	<b>\$ 179,224</b>	<b>\$ 3,220</b>	<b>1.83%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,264	1,754	1,500	1,500	1,500	-	-
2022	Operating & Repair Supplies	759	205	320	320	320	-	-
2024	Small Tools/Minor Equipment	1,471	1,548	1,700	9,700	1,415	(285)	(16.76%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,572	4,772	18,125	10,125	20,190	2,065	11.39%
4531	Professional Services	27,448	24,899	23,255	26,255	27,730	4,475	19.24%
4532	Communications	1,469	951	1,620	1,620	2,700	1,080	66.67%
4533	Travel & Transportation	9,518	6,230	8,000	8,000	8,240	240	3.00%
4534	Advertising	10,170	9,685	11,800	11,800	11,800	-	-
4535	Printing & Binding	2,576	1,224	6,800	6,800	5,100	(1,700)	(25.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	502	1,940	750	750	750	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	145	52	200	200	200	-	-
4667	Dues & Publications	780	600	975	975	1,000	25	2.56%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	162	346	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 57,836</b>	<b>\$ 54,206</b>	<b>\$ 75,345</b>	<b>\$ 78,345</b>	<b>\$ 81,245</b>	<b>\$ 5,900</b>	<b>7.83%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	2,957	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ 2,957</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 221,637</b>	<b>\$ 211,479</b>	<b>\$ 251,349</b>	<b>\$ 254,349</b>	<b>\$ 260,469</b>	<b>\$ 9,120</b>	<b>3.63%</b>



**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2024	<b><u>Small Tools/Minor Equipment</u></b>	
	8' table x 2	240
	6' table x 9	675
	Miscellaneous	500
		<u>1,415</u>
2026	<b><u>Computer Software</u></b>	
	ArcView (GIS software for Cemetery)	330
	Laserfiche LSAP	7,500
	10 full-user Laserfiche Seats	6,000
	Software for 3 computers	860
	SQL Server 2012	2,500
	Barracuda email archiver maintenance	2,500
	Miscellaneous	500
		<u>20,190</u>
4531	<b><u>Professional Services</u></b>	
	E-Docs support	5,000
	Granicus video streaming maintenance	12,000
	Website programming	1,500
	Election Judges and canvass board	2,200
	Shredding documents	1,030
	Miscellaneous	6,000
		<u>27,730</u>
4533	<b><u>Transportation</u></b>	
	Car allowance	720
	Alaska Assoc. of Municipal Clerks Conference x 2	2,820
	IIMC Advanced Academy Conference	1,200
	Laserfiche Annual Conference	2,300
	Miscellaneous	1,200
		<u>8,240</u>
4534	<b><u>Advertising</u></b>	
	Elections Notices	2,450
	Meeting Agendas, Public Notices	8,650
	Miscellaneous	700
		<u>11,800</u>
4535	<b><u>Printing and Binding</u></b>	
	Ballot printing	1,800
	Copier/printer	2,800
	Miscellaneous	500
		<u>5,100</u>
4667	<b><u>Dues and Publications</u></b>	
	IIMC x 2	250
	AAMC x 2	225
	Newspaper	150
	National Assoc. of Parliamentarians	75
	Miscellaneous	300
		<u>1,000</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 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	918	1,800	1,500	1,500	(300)	(16.67%)
2024	Small Tools/Minor Equipment	-	1,090	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	125,000	112,720	125,000	125,000	125,000	-	-
4532	Communications	1,938	570	1,680	1,680	1,670	(10)	(0.60%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	300	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	32,718	31,303	36,103	36,103	36,723	620	1.72%
4538	Repair & Maintenance	17,348	13,529	20,720	20,720	18,720	(2,000)	(9.65%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	2,400	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 177,004</u></b>	<b><u>\$ 160,130</u></b>	<b><u>\$ 185,303</u></b>	<b><u>\$ 187,703</u></b>	<b><u>\$ 183,613</u></b>	<b><u>\$ (1,690)</u></b>	<b><u>(0.91%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Manager Total:</b>		<b><u>\$ 177,004</u></b>	<b><u>\$ 160,130</u></b>	<b><u>\$ 185,303</u></b>	<b><u>\$ 187,703</u></b>	<b><u>\$ 183,613</u></b>	<b><u>\$ (1,690)</u></b>	<b><u>(0.91%)</u></b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b> Cleaning/restroom supplies	1,500
4531	<b><u>Professional Services</u></b> Professional Management contract with Kenai Chamber of Commerce	125,000
4532	<b><u>Communications</u></b> Metro Ethernet	1,670
4538	<b><u>Repairs and Maintenance</u></b> Janitorial service Security monitoring Window washing	18,000 420 300 <hr/> 18,720

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - LEGISLATIVE**

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

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 48,000	\$ 45,900	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	15	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	696	666	696	696	696	-	-
0450	Social Security	2,976	2,846	2,976	2,976	2,976	-	-
0500	PERS	-	3	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	144	237	183	183	142	(41)	(22.40%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 51,816</b>	<b>\$ 49,667</b>	<b>\$ 51,855</b>	<b>\$ 51,855</b>	<b>\$ 51,814</b>	<b>\$ (41)</b>	<b>(0.08%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	102	200	200	200	-	-
2022	Operating & Repair Supplies	2,100	1,576	6,178	6,178	2,758	(3,420)	(55.36%)
2024	Small Tools/Minor Equipment	615	630	3,000	3,000	1,700	(1,300)	(43.33%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	240	125	1,800	1,800	1,140	(660)	(36.67%)
4531	Professional Services	45,253	46,190	46,400	46,400	47,578	1,178	2.54%
4532	Communications	72	190	500	500	1,130	630	126.00%
4533	Travel & Transportation	10,800	8,384	11,200	11,200	11,500	300	2.68%
4534	Advertising	5,954	14,668	9,100	9,100	9,300	200	2.20%
4535	Printing & Binding	210	295	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	223	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	88	41	200	200	200	-	-
4667	Dues & Publications	7,341	6,686	8,070	8,070	8,070	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	6,799	13,279	8,150	8,150	8,150	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	25,000	12,090	28,100	28,100	31,100	3,000	10.68%
<b><u>Total Maint. and Operations</u></b>		<b>\$ 104,472</b>	<b>\$ 104,479</b>	<b>\$ 123,398</b>	<b>\$ 123,398</b>	<b>\$ 123,326</b>	<b>\$ (72)</b>	<b>(0.06%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 156,288</b>	<b>\$ 154,146</b>	<b>\$ 175,253</b>	<b>\$ 175,253</b>	<b>\$ 175,140</b>	<b>\$ (113)</b>	<b>(0.06%)</b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Miscellaneous - Food/refreshments/awards	2,758
4531	<b><u>Professional Services</u></b>	
	Annual Audit	39,178
	PZ Commission Stipend	8,400
		<u>47,578</u>
4533	<b><u>Transportation</u></b>	
	Alaska Municipal League Travel	7,400
	Mayoral Travel	1,500
	Legislative Hearing Travel - Council	1,500
	Newly Elected Official Training	1,100
		<u>11,500</u>
4534	<b><u>Advertising</u></b>	
	Milepost Advertisement	3,500
	T-shirt/cap replenishment	1,900
	KCHS Ads	600
	City Souvenirs	2,800
	Miscellaneous	500
		<u>9,300</u>
4667	<b><u>Dues and Publications</u></b>	
	AML Dues	7,000
	Kenai Chamber of Commerce	500
	Alaska Conference of Mayors	120
	Publications: Miscellaneous	450
		<u>8,070</u>
5041	<b><u>Miscellaneous</u></b>	
	Gifts, flowers, etc.	950
	Mini-Grants	2,500
	Mayor reimbursements	2,000
	Miscellaneous	2,700
		<u>8,150</u>
5047	<b><u>Grants to Agencies</u></b>	
	Kenai Watershed Forum Water Testing	5,000
	Oilers Baseball Park Utilities	1,600
	Kenai Chamber of Commerce 4 <sup>th</sup> of July Activities	2,500
	Kenai Chamber of Commerce Holiday Fireworks	3,500
	Industry Appreciation Day Sponsorship	500
	Economic Outlook Forum Sponsorship	500
	2014 Alaska Fire Conference Sponsorship	5,000
	Kenai Boys & Girls Club Grant	10,000
	Miscellaneous Grants to be identified	2,500
		<u>31,100</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 2015 Operating Budget

Fund: 001 - General Fund  
Department: 12 - Legal

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 160,484	\$ 162,310	\$ 173,288	\$ 173,288	\$ 183,052	\$ 9,764	5.63%
0200	Overtime	140	28	367	367	389	22	5.99%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	13,208	7,851	3,253	3,253	4,929	1,676	51.52%
0400	Medicare	2,577	2,478	2,565	2,565	2,731	166	6.47%
0450	Social Security	182	36	-	-	-	-	-
0500	PERS	34,704	35,348	38,204	38,204	40,357	2,153	5.64%
0600	Unemployment Insurance	-	-	884	884	942	58	6.56%
0700	Workers Compensation	461	688	585	585	556	(29)	(4.96%)
0800	Health & Life Insurance	29,269	25,556	34,542	34,542	31,666	(2,876)	(8.33%)
0900	Supplemental Retirement	2,356	2,727	3,000	3,000	3,000	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 243,381</b>	<b>\$ 237,022</b>	<b>\$ 256,688</b>	<b>\$ 256,688</b>	<b>\$ 267,622</b>	<b>\$ 10,934</b>	<b>4.26%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	718	632	750	750	770	20	2.67%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,519	1,299	2,000	2,000	1,300	(700)	(35.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	367	81	300	300	860	560	186.67%
4531	Professional Services	33,772	12,570	29,000	32,500	83,000	54,000	186.21%
4532	Communications	799	261	920	920	1,340	420	45.65%
4533	Travel & Transportation	9,837	8,775	10,720	10,720	11,020	300	2.80%
4534	Advertising	-	872	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	4,378	3,930	5,530	5,447	6,040	510	9.22%
4667	Dues & Publications	1,643	1,636	2,070	2,153	2,355	285	13.77%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	315	590	1,950	1,950	1,500	(450)	(23.08%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 53,348</b>	<b>\$ 30,646</b>	<b>\$ 53,240</b>	<b>\$ 56,740</b>	<b>\$ 108,185</b>	<b>\$ 54,945</b>	<b>103.20%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	25	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ 25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 296,729</b>	<b>\$ 267,693</b>	<b>\$ 309,928</b>	<b>\$ 313,428</b>	<b>\$ 375,807</b>	<b>\$ 65,879</b>	<b>21.26%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Chair	500
	Keyboard tray	300
	Miscellaneous	500
		<u>1,300</u>
4531	<b><u>Professional Services</u></b>	
	Outside legal council	75,000
	Process servers	1,000
	Code publishing - Supplement updates	7,000
		<u>83,000</u>
4533	<b><u>Transportation</u></b>	
	Car allowance	720
	Continuing education	8,800
	Continuing education - Legal Assistant	500
	Travel for litigation	1,000
		<u>11,020</u>
4666	<b><u>Books</u></b>	
	Westlaw	4,340
	Lexis-Nexis - Alaska criminal and traffic law	750
	Tower publishing - Alaska Rules of Court	70
	Todd Communications - Alaska Director of Attorneys	80
	Undefined	800
		<u>6,040</u>
4667	<b><u>Dues and Publications</u></b>	
	Alaska Bar Association dues	700
	American Bar Association dues	150
	Kenai Peninsula Bar Association dues	50
	Alaska Municipal Attorneys Association	50
	International Municipal Lawyers Association	480
	FLSA Handbook	600
	Alaska Association of Paralegals dues	50
	NALS	135
	Anchorage Daily News - electronic	80
	Peninsula Clarion - electronic	60
		<u>2,355</u>
5041	<b><u>Miscellaneous</u></b>	
	Filing fees	500
	Miscellaneous	1,000
		<u>1,500</u>

## **DEPARTMENT NARRATIVE**

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

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

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

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 197,150	\$ 167,727	\$ 214,878	\$ 217,975	\$ 215,365	\$ 487	0.23%
0200	Overtime	655	138	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	12,521	10,829	8,073	8,073	8,089	16	0.20%
0400	Medicare	3,081	2,597	3,233	3,233	3,240	7	0.22%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	43,483	36,843	47,274	47,274	47,380	106	0.22%
0600	Unemployment Insurance	-	-	1,115	1,115	267	(848)	(76.05%)
0700	Workers Compensation	624	817	852	852	660	(192)	(22.54%)
0800	Health & Life Insurance	25,610	20,263	28,843	28,843	26,441	(2,402)	(8.33%)
0900	Supplemental Retirement	2,612	1,660	2,505	2,505	2,505	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 285,736</b>	<b>\$ 240,874</b>	<b>\$ 306,773</b>	<b>\$ 309,870</b>	<b>\$ 303,947</b>	<b>\$ (2,826)</b>	<b>(0.92%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,154	960	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	7,488	2,130	-	-	1,500	1,500	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	614	130	930	930	1,010	80	8.60%
4531	Professional Services	126,181	54,721	75,500	125,500	10,500	(65,000)	(86.09%)
4532	Communications	1,126	887	1,400	1,400	1,820	420	30.00%
4533	Travel & Transportation	10,310	12,507	16,300	16,300	16,300	-	-
4534	Advertising	350	895	2,000	2,000	1,000	(1,000)	(50.00%)
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	100	20	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,247	1,715	1,900	1,900	1,900	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,076	6,672	2,500	2,500	2,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 149,646</b>	<b>\$ 80,637</b>	<b>\$ 101,530</b>	<b>\$ 151,530</b>	<b>\$ 37,530</b>	<b>\$ (64,000)</b>	<b>(63.04%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 435,382</b>	<b>\$ 321,511</b>	<b>\$ 408,303</b>	<b>\$ 461,400</b>	<b>\$ 341,477</b>	<b>\$ (66,826)</b>	<b>(16.37%)</b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Computer tablet for travel	1,000
	Corner bookcase	500
		<hr/> 1,500
4531	<b><u>Professional Services</u></b>	
	Miscellaneous External legal services	5,000
	Training for Supervisors	5,500
		<hr/> 10,500
4533	<b><u>Transportation</u></b>	
	Auto allowance	4,800
	AML/AMMA	2,000
	Anchorage / Juneau travel	4,500
	Miscellaneous	5,000
		<hr/> 16,300
4534	<b><u>Advertising</u></b>	
	Miscellaneous	1,000
4667	<b><u>Dues and Publications</u></b>	
	Subscriptions	200
	AMMA Dues	200
	AML Publications	100
	ICMA Dues	1,200
	SHRM/IPMA Dues	200
		<hr/> 1,900
5041	<b><u>Miscellaneous</u></b>	
	Chamber lunches/prof. meeting meals	2,500

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - FINANCE**

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

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

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 353,982	\$ 286,074	\$ 367,855	\$ 367,855	\$ 384,794	\$ 16,939	4.60%
0200	Overtime	3,554	1,658	2,550	2,550	3,876	1,326	52.00%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	9,400	13,987	13,987	14,636	649	4.64%
0400	Medicare	5,110	4,240	5,574	5,574	5,848	274	4.92%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	78,684	62,145	81,489	81,489	85,507	4,018	4.93%
0600	Unemployment Insurance	-	-	1,922	1,922	2,017	95	4.94%
0700	Workers Compensation	1,095	1,411	1,465	1,465	1,187	(278)	(18.98%)
0800	Health & Life Insurance	71,582	54,543	82,038	82,038	59,374	(22,664)	(27.63%)
0900	Supplemental Retirement	7,292	5,986	7,125	7,125	7,125	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 521,299</b>	<b>\$ 425,457</b>	<b>\$ 564,005</b>	<b>\$ 564,005</b>	<b>\$ 564,364</b>	<b>\$ 359</b>	<b>0.06%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	4,916	5,159	6,400	6,400	6,400	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	4,122	4,785	5,200	5,578	5,100	(100)	(1.92%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	19,969	8,482	23,895	27,920	25,190	1,295	5.42%
4531	Professional Services	376	1,193	1,500	10,100	1,500	-	-
4532	Communications	2,013	1,245	1,740	1,740	3,630	1,890	108.62%
4533	Travel & Transportation	6,650	6,133	12,000	12,000	14,225	2,225	18.54%
4534	Advertising	61	694	500	500	500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	8,010	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	825	1,465	1,980	1,980	1,980	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	3,384	899	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 42,316</b>	<b>\$ 38,065</b>	<b>\$ 55,215</b>	<b>\$ 68,218</b>	<b>\$ 60,525</b>	<b>\$ 5,310</b>	<b>9.62%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	20,282	4,056	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 20,282</b>	<b>\$ 4,056</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 583,897</b>	<b>\$ 467,578</b>	<b>\$ 619,220</b>	<b>\$ 632,223</b>	<b>\$ 624,889</b>	<b>\$ 5,669</b>	<b>0.92%</b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Office supplies, printer cartridges	6,400
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. office equipment	1,500
	Replace 1 staff computer (Finance Director)	1,100
	Replace 1 staff computer (IT Manager)	2,500
		<u>5,100</u>
2026	<b><u>Computer Software</u></b>	
	Software for 7 computers	2,000
	Visio for IT Manager	90
	Adobe subscription	600
	AutoCAD maintenance	200
	SQL Server 21012	2,500
	vSphere maintenance	1,500
	Caselle Software Support	14,000
	Misc. Software	2,000
	Got to Assist for IT Manager	600
	Backup exec renewal	1,700
		<u>25,190</u>
4531	<b><u>Professional Services</u></b>	
	FICA administration	500
	Caselle Support	1,000
		<u>1,500</u>
4533	<b><u>Transportation</u></b>	
	F.D. : AGFOA	1,545
	F.D. : GFOA National conference	3,605
	F.D. : Misc. Anchorage	605
	ACCT: AGFOA	1,545
	Caselle User Conference (1 Staff Member)	2,575
	ACCT: Training Anchorage	610
	Car Allow. (2)	740
	IT Manager Training (VM Ware Course)	3,000
		<u>14,225</u>
4667	<b><u>Dues and Publications</u></b>	
	AGFOA, GFOA, AICPA dues	840
	GFOA Certificate of Achievement	550
	Alaska Employment Law Letter	290
	Miscellaneous	300
		<u>1,980</u>



## **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 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 7,576	\$ 1,515	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	110	22	-	-	-	-	-
0450	Social Security	470	94	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	26	5	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 8,182</b>	<b>\$ 1,636</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	389	196	200	200	200	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	38	200	200	200	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	132	26	590	590	620	30	5.08%
4531	Professional Services	10,142	10,947	15,000	15,000	15,000	-	-
4532	Communications	28	6	216	216	210	(6)	(2.78%)
4533	Travel & Transportation	-	30	-	-	-	-	-
4534	Advertising	908	278	1,000	1,000	500	(500)	(50.00%)
4535	Printing & Binding	-	-	-	-	500	500	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	1,119	1,374	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	417	1,578	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 13,135</b>	<b>\$ 14,473</b>	<b>\$ 18,206</b>	<b>\$ 18,206</b>	<b>\$ 18,230</b>	<b>\$ 24</b>	<b>0.13%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	161	1,512	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 161</b>	<b>\$ 1,512</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 21,478</b>	<b>\$ 17,621</b>	<b>\$ 18,206</b>	<b>\$ 18,206</b>	<b>\$ 18,230</b>	<b>\$ 24</b>	<b>0.13%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
4531	<b><u>Professional Services</u></b> Surveying, platting, appraising city-owned lands, litigation reports, site assessments	15,000
5041	<b><u>Miscellaneous</u></b> Recording Fees	1,000

## **DEPARTMENT NARRATIVE**

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

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

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	911,060	603,172	887,741	887,741	1,457,847	570,106	64.22%
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 911,060</b>	<b>\$ 603,172</b>	<b>\$ 887,741</b>	<b>\$ 887,741</b>	<b>\$ 1,457,847</b>	<b>\$ 570,106</b>	<b>64.22%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	2,475	1,910	2,500	2,500	2,500	-	-
2022	Operating & Repair Supplies	1,456	3,332	2,500	2,500	2,500	-	-
2024	Small Tools/Minor Equipment	3,826	7,017	4,500	4,500	4,500	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,830	1,983	2,150	2,150	-	(2,150)	(100.00%)
4531	Professional Services	5,200	36,000	3,000	3,000	3,000	-	-
4532	Communications	20,940	15,487	17,350	13,350	3,020	(14,330)	(82.59%)
4533	Travel & Transportation	(13,918)	(13,097)	-	-	-	-	-
4534	Advertising	-	11	-	-	-	-	-
4535	Printing & Binding	11,764	10,709	10,500	10,500	12,500	2,000	19.05%
4536	Insurance	128,075	140,865	145,085	172,690	141,547	(3,538)	(2.44%)
4537	Utilities	35,165	39,684	46,575	46,575	42,564	(4,011)	(8.61%)
4538	Repair & Maintenance	21,628	17,829	24,025	24,025	22,025	(2,000)	(8.32%)
4539	Rentals	37,340	32,586	38,336	38,336	46,686	8,350	21.78%
4540	Equip. Fund Pmts.	22,777	4,555	22,777	22,777	22,777	-	-
4541	Postage	8,153	7,476	9,500	9,500	9,500	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	36	-	-	-	-	-
4999	General Contingency	-	-	75,000	18,495	90,000	15,000	20.00%
5041	Miscellaneous	9,590	4,797	6,300	6,300	6,300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	7,406	31,409	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 303,707</b>	<b>\$ 342,589</b>	<b>\$ 410,098</b>	<b>\$ 377,198</b>	<b>\$ 409,419</b>	<b>\$ (679)</b>	<b>(0.17%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	25,500	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,835	-	-	-	-	-
9090	Transfers	2,381,971	893,530	144,334	256,378	454,334	310,000	214.78%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 2,381,971</b>	<b>\$ 923,865</b>	<b>\$ 144,334</b>	<b>\$ 256,378</b>	<b>\$ 454,334</b>	<b>\$ 310,000</b>	<b>214.78%</b>
<b>Manager Total:</b>		<b>\$ 3,596,738</b>	<b>\$ 1,869,626</b>	<b>\$ 1,442,173</b>	<b>\$ 1,521,317</b>	<b>\$ 2,321,600</b>	<b>\$ 879,427</b>	<b>60.98%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Miscellaneous Network items	2,500
	Miscellaneous computer items	2,000
		<u>4,500</u>
4531	<b><u>Professional Services</u></b>	
	Network Technical Support	3,000
4532	<b><u>Communication</u></b>	
	Telephone	420
	Long Distance	500
	Fax Line	450
	Elevator phone	450
	Additional phone book listings 283-7535	1,200
		<u>3,020</u>
4535	<b><u>Printing and Binding</u></b>	
	Copier Maintenance	9,000
	Paper	3,500
		<u>12,500</u>
4536	<b><u>Insurance</u></b>	
	All insurance & deductibles, less that attributed to Airport, Water and Sewer, Dock, Congregate Housing and Worker's Comp	141,574
4538	<b><u>Repairs and Maintenance</u></b>	
	City Hall janitorial services	18,000
	City Hall window cleaning	300
	Fax machine maintenance	425
	City Hall security monitoring	300
	City Hall carpet rental and cleaning	3,000
		<u>22,025</u>
4539	<b><u>Rentals</u></b>	
	Rental of postage meter & scale	3,300
	Shop Property	43,386
		<u>46,686</u>
4541	<b><u>Postage</u></b>	
	All City Hall (excluding water and sewer bills)	9,500
5041	<b><u>Miscellaneous</u></b>	
	Employee appreciation	5,000
	Hope Health Newsletter	800
	Miscellaneous	500
		<u>6,300</u>
9090	<b><u>Transfers</u></b>	
	Debt Service (Library Expansion Bonds)	144,334
	Street Improvements Capital Project Fund - Overland	
	Drive Sidewalk	60,000
	City-wide park planning and convention center feasibility study	50,000
	Park Improvements Capital Project Fund - Park Improvements	80,000
	Park Improvements Capital Project Fund - 2-5 year old playground area - Municipal Park	120,000
		<u>454,334</u>

## **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 systems (GIS). This Department is responsible for administering and coordinating the City's planning and zoning functions as required under Title 14 (Planning & Zoning) and code enforcement in Title 9 (Garbage & Other Refuse) and Title 12 (Health & Safety) of the Kenai Municipal Code.

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 general public, other City departments and Commissions and particularly the Planning & Zoning Commission.

The Planning staff provides administrative support to the Planning & Zoning Commission by 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 Planning and Zoning Commission reviews and acts upon requests for variances, encroachments, rezoning, conditional use and home occupation permits. The Commission is responsible for reviewing amendments to the Planning and Zoning code and the 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 Planning 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 Department staff is often the point of first contact for members of the public who have questions regarding the development of their property. The staff responds to questions regarding building permits, commercial development, home occupations, conditional use permits, sign permits, and also responds to refuse and abandoned vehicle complaints.

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 125,684	\$ 127,209	\$ 142,169	\$ 142,169	\$ 130,473	\$ (11,696)	(8.23%)
0200	Overtime	3,193	1,276	2,411	2,411	2,201	(210)	(8.71%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	6,087	1,723	6,689	6,689	1,878	(4,811)	(71.92%)
0400	Medicare	1,859	1,805	2,194	2,194	1,951	(243)	(11.08%)
0450	Social Security	1,020	584	521	521	521	-	-
0500	PERS	24,876	26,238	29,960	29,960	27,340	(2,620)	(8.74%)
0600	Unemployment Insurance	-	-	714	714	631	(83)	(11.62%)
0700	Workers Compensation	397	649	575	575	396	(179)	(31.13%)
0800	Health & Life Insurance	28,178	25,900	34,542	34,542	15,833	(18,709)	(54.16%)
0900	Supplemental Retirement	2,510	2,990	3,000	3,000	3,000	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 193,804</b>	<b>\$ 188,374</b>	<b>\$ 222,775</b>	<b>\$ 222,775</b>	<b>\$ 184,224</b>	<b>\$ (38,551)</b>	<b>(17.30%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	796	2,136	1,600	1,600	1,600	-	-
2022	Operating & Repair Supplies	298	325	600	600	600	-	-
2024	Small Tools/Minor Equipment	624	3,831	1,460	1,460	3,200	1,740	119.18%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,445	1,490	2,890	2,890	2,750	(140)	(4.84%)
4531	Professional Services	10,993	4,589	15,000	15,000	15,000	-	-
4532	Communications	499	269	769	769	1,660	891	115.86%
4533	Travel & Transportation	5,664	7,304	8,720	8,720	12,600	3,880	44.50%
4534	Advertising	5,765	5,596	6,500	6,500	6,600	100	1.54%
4535	Printing & Binding	578	447	600	600	400	(200)	(33.33%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	979	447	1,500	1,000	600	(900)	(60.00%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	269	216	300	300	300	-	-
4667	Dues & Publications	1,331	1,029	1,590	1,590	1,130	(460)	(28.93%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,578	3,420	3,200	3,700	3,295	95	2.97%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 30,819</b>	<b>\$ 31,099</b>	<b>\$ 44,729</b>	<b>\$ 44,729</b>	<b>\$ 49,735</b>	<b>\$ 5,006</b>	<b>11.19%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	1,454	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ 1,454</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 224,623</b>	<b>\$ 220,927</b>	<b>\$ 267,504</b>	<b>\$ 267,504</b>	<b>\$ 233,959</b>	<b>\$ (33,545)</b>	<b>(12.54%)</b>



**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Misc. Office Supplies	1,100
	Replacement cartridges for color printer	500
		<u>1,600</u>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Snacks for meetings and Misc.	600
2024	<b><u>Small Tools/Minor Equipment</u></b>	
	Staff computer replacement	2,500
	Printer	700
		<u>3,200</u>
2026	<b><u>Computer Software</u></b>	
	ArcView License (GIS)	1,050
	AutoCAD License	240
	Misc. Upgrades (WinZip, Adobe..)	160
	Software upgrades	800
	Misc. software	500
		<u>2,750</u>
4531	<b><u>Professional Services</u></b>	
	GIS technical support	5,000
	Ongoing conversion of lands database to GIS	5,000
	GIS scanning, hyperlink project with training	3,000
	Misc. services	2,000
		<u>15,000</u>
4533	<b><u>Transportation</u></b>	
	Planners conference	3,600
	Planning Commission Training	5,000
	Planning, GIS, Code Enforcement training	4,000
		<u>12,600</u>
4535	<b><u>Printing and Binding</u></b>	
	Paper for GIS printer, notices, letters and misc.	400
4538	<b><u>Repairs and Maintenance</u></b>	
	Repair and maintenance for desktop printers	600
4667	<b><u>Dues and Publications</u></b>	
	American Planning Assn./AICP Dues	500
	Western Planner Magazine	100
	Alaska Assn of Historical Preservation	50
	The Commissioner	150
	The National Assoc. of Preservation Commissions	40
	National Preservation Forum membership	250
	Misc. publications	40
		<u>1,130</u>
5041	<b><u>Miscellaneous</u></b>	
	Junk Vehicle disposal	2,575
	College classes	720
		<u>3,295</u>

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - SAFETY**

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

City of Kenai  
Fiscal Year 2015 Operating Budget

Fund: 001 - General Fund  
Department: 20 - Safety

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	200	200	200	-	-
2022	Operating & Repair Supplies	946	250	600	600	600	-	-
2024	Small Tools/Minor Equipment	-	198	450	450	450	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	4,527	2,193	5,000	2,475	30,000	25,000	500.00%
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	72	-	2,750	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	210	627	750	750	750	-	-
4667	Dues & Publications	-	47	600	600	600	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 5,683</u></b>	<b><u>\$ 3,387</u></b>	<b><u>\$ 7,600</u></b>	<b><u>\$ 7,825</u></b>	<b><u>\$ 32,600</u></b>	<b><u>\$ 25,000</u></b>	<b><u>328.95%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Manager Total:</b>		<b><u>\$ 5,683</u></b>	<b><u>\$ 3,387</u></b>	<b><u>\$ 7,600</u></b>	<b><u>\$ 7,825</u></b>	<b><u>\$ 32,600</u></b>	<b><u>\$ 25,000</u></b>	<b><u>328.95%</u></b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
4531	<b><u>Professional Services</u></b>	
	Drug & alcohol testing	4,200
	Site specific safety plans	25,000
	Safety training	800
		<hr/> 30,000
4666	<b><u>Books</u></b>	
	Training videos, pamphlets, reference books, OSHA regulations	750
4667	<b><u>Dues and Publications</u></b>	
	ASSE, National Safety Council, Safety and Health Magazine	600

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - POLICE**

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

In CY2013, the Police Department responded to 8,314 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 FY15 will be met by the assignment of two sergeants and ten officers to the patrol function. The City of Kenai has a minimum of two police officers on duty at all times. Patrol teams are also supplemented by assistance from the investigations unit, which is staffed by a sergeant, two investigators and a school resource officer.

One investigator is assigned to the Alaska Bureau of Alcohol and Drug Enforcement (ABADE) task force. 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. During the summer months the SRO takes on the role of an investigator.

The Police Department has three primary areas of focus for FY15: 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 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 1,543,734	\$ 1,379,064	\$ 1,590,721	\$ 1,509,725	\$ 1,581,896	\$ (8,825)	(0.55%)
0200	Overtime	91,659	107,060	103,822	98,053	103,036	(786)	(0.76%)
0250	Holiday Pay	70,693	65,318	73,851	69,284	72,703	(1,148)	(1.55%)
0300	Leave	22,124	49,515	63,414	63,414	62,294	(1,120)	(1.77%)
0400	Medicare	24,794	22,992	26,563	25,322	26,388	(175)	(0.66%)
0450	Social Security	2,215	1,941	1,413	1,413	1,343	(70)	(4.95%)
0500	PERS	374,172	335,462	384,034	364,079	381,913	(2,121)	(0.55%)
0600	Unemployment Insurance	333	1,121	9,160	9,160	9,101	(59)	(0.64%)
0700	Workers Compensation	30,870	36,867	42,065	39,749	38,298	(3,767)	(8.96%)
0800	Health & Life Insurance	306,772	250,930	345,420	329,588	300,827	(44,593)	(12.91%)
0900	Supplemental Retirement	25,433	25,022	30,000	28,500	28,500	(1,500)	(5.00%)
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 2,492,799</u></b>	<b><u>\$ 2,275,292</u></b>	<b><u>\$ 2,670,463</u></b>	<b><u>\$ 2,538,287</u></b>	<b><u>\$ 2,606,299</u></b>	<b><u>\$ (64,164)</u></b>	<b><u>(2.40%)</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	2,766	2,301	3,000	3,000	3,000	-	-
2022	Operating & Repair Supplies	65,192	67,763	72,800	73,118	72,800	-	-
2024	Small Tools/Minor Equipment	17,562	38,340	20,175	29,694	20,375	200	0.99%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	7,811	6,470	10,823	11,923	9,100	(1,723)	(15.92%)
4531	Professional Services	13,185	15,377	17,300	17,300	17,800	500	2.89%
4532	Communications	15,355	12,964	10,280	10,280	20,010	9,730	94.65%
4533	Travel & Transportation	26,424	25,107	26,650	26,650	26,650	-	-
4534	Advertising	-	46	-	-	-	-	-
4535	Printing & Binding	3,095	2,706	4,055	4,055	3,540	(515)	(12.70%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	36,991	37,248	48,532	48,532	46,026	(2,506)	(5.16%)
4538	Repair & Maintenance	16,144	14,420	25,243	25,243	25,698	455	1.80%
4539	Rentals	1,266	741	300	300	300	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	3,865	3,865	3,900	35	0.91%
4666	Books	1,334	1,353	1,450	1,450	1,450	-	-
4667	Dues & Publications	3,376	3,272	3,530	3,530	5,935	2,405	68.13%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	16,059	14,187	17,100	17,100	16,300	(800)	(4.68%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	713	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 226,560</u></b>	<b><u>\$ 243,008</u></b>	<b><u>\$ 265,103</u></b>	<b><u>\$ 276,040</u></b>	<b><u>\$ 272,884</u></b>	<b><u>\$ 7,781</u></b>	<b><u>2.94%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	76,923	94,985	75,666	103,466	52,750	(22,916)	(30.29%)
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 76,923</u></b>	<b><u>\$ 94,985</u></b>	<b><u>\$ 75,666</u></b>	<b><u>\$ 103,466</u></b>	<b><u>\$ 52,750</u></b>	<b><u>\$ (22,916)</u></b>	<b><u>(30.29%)</u></b>
<b>Manager Total:</b>		<b><u>\$ 2,796,282</u></b>	<b><u>\$ 2,613,285</u></b>	<b><u>\$ 3,011,232</u></b>	<b><u>\$ 2,917,793</u></b>	<b><u>\$ 2,931,933</u></b>	<b><u>\$ (79,299)</u></b>	<b><u>(2.63%)</u></b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b> Misc. office supplies, codes, statutes, special forms, etc.	3,000
2022	<b><u>Operating and Repair Supplies</u></b> Investigative supplies, film, and photo processing, chemicals, ammunition, uniform issue items, video supplies, vehicle supplies & fuel, kitchen supplies, crime prevention materials, janitorial supplies, electrical supplies, parts and supplies for radar units, weapons, video cameras, etc.	72,800
2024	<b><u>Small Tools and Minor Equipment</u></b> Miscellaneous computer hardware Computers (2) Soft body armor (3) Digital camera Shotguns (2) short barreled shot guns for ladies LED road flares Transient hard drives Radar Laptop docking station (3) and monitors New tasers (5) Taser Axon Flex video system (2)	500 2,200 1,100 700 1,000 500 300 2,200 2,000 8,175 1,700 <hr/> 20,375
2026	<b><u>Computer Software</u></b> Software for 32 computers	9,100
4531	<b><u>Professional Services</u></b> Investigative and other impounds Lab exams & Emergency Room charges Applicant psychological exams Applicant medical exam Applicant polygraph exam Snow shoe gun club range reservations	7,400 8,000 700 900 500 300 <hr/> 17,800
4533	<b><u>Transportation</u></b> 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

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
4535	<b><u>Printing and Binding</u></b>	
	Copy Machine maintenance	1,100
	Copy paper and supplies	1,940
	TRACS paper	500
		<u>3,540</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Building repairs & maintenance	2,100
	Janitorial contract	15,668
	Printer maintenance	1,000
	Taser repairs	1,600
	Mobile/Portable Radio Programming/Maint.	600
	Digital Ally Video Camera repairs (no longer warrantied)	2,000
	Veripic Evidence software maintenance	2,730
		<u>25,698</u>
4539	<b><u>Rentals</u></b>	
	Postage meter, miscellaneous	300
4667	<b><u>Dues and Publications</u></b>	
	Civil Liability updates, Peninsula Clarion/Anc. Daily News, APSC certifications fees (5), Snowshoe Gun Club dues, Dues to professional organizations, and Professional publications	5,935
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowance	14,700
	College tuition	200
	Biohazard & sensitive doc. disposal	1,400
		<u>16,300</u>
8064	<b><u>Machinery and Equipment</u></b>	
	Patrol Vehicles - SUV interceptor	29,500
	Patrol Vehicle Accessories	11,000
	Copier replacement	12,250
		<u>52,750</u>



## **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. Additional training of members includes fire prevention, aircraft crash rescue, hazardous materials operations, technical rescue, and many other fields in order to conduct day to day business.

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

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

The department responded to 1,139 emergency responses during 2013. Of these, 839 were EMS related call with 668 patients being transported by ambulance. The remainders of the calls included 31 fire calls that comprised of 9 building fires, and the remaining consisting of wild land, vehicle, chimney and other associated type fires. Other calls for service included 35 hazardous conditions responses, 111 assistance service calls, 58 good intent calls, 63 false alarms, and 2 special incidents. The estimated property loss for 2013 was \$150,800.

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 1,326,796	\$ 1,156,716	\$ 1,386,580	\$ 1,386,580	\$ 1,440,350	\$ 53,770	3.88%
0200	Overtime	203,532	172,369	233,065	233,065	213,135	(19,930)	(8.55%)
0250	Holiday Pay	57,054	53,373	59,957	59,957	62,777	2,820	4.70%
0300	Leave	40,794	36,554	78,325	78,325	77,344	(981)	(1.25%)
0400	Medicare	23,116	20,163	25,493	25,493	26,007	514	2.02%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	349,245	304,073	369,514	369,514	377,578	8,064	2.18%
0600	Unemployment Insurance	-	-	8,790	8,790	8,968	178	2.03%
0700	Workers Compensation	59,491	54,375	80,727	80,727	77,788	(2,939)	(3.64%)
0800	Health & Life Insurance	291,458	233,404	328,149	328,149	269,161	(58,988)	(17.98%)
0900	Supplemental Retirement	26,378	24,732	28,500	28,500	28,500	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 2,377,864</u></b>	<b><u>\$ 2,055,759</u></b>	<b><u>\$ 2,599,100</u></b>	<b><u>\$ 2,599,100</u></b>	<b><u>\$ 2,581,608</u></b>	<b><u>\$ (17,492)</u></b>	<b><u>(0.67%)</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,522	1,601	1,800	1,800	1,800	-	-
2022	Operating & Repair Supplies	55,326	55,409	61,000	61,000	63,860	2,860	4.69%
2024	Small Tools/Minor Equipment	31,307	31,535	40,450	40,450	52,980	12,530	30.98%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,568	727	1,000	1,440	3,200	2,200	220.00%
4531	Professional Services	46,108	38,716	63,000	60,401	66,840	3,840	6.10%
4532	Communications	5,048	5,742	7,940	7,940	7,170	(770)	(9.70%)
4533	Travel & Transportation	10,337	13,929	24,550	24,550	21,050	(3,500)	(14.26%)
4534	Advertising	-	655	1,400	2,033	1,400	-	-
4535	Printing & Binding	1,953	1,841	3,000	3,000	2,500	(500)	(16.67%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	43,633	43,707	49,121	49,121	47,649	(1,472)	(3.00%)
4538	Repair & Maintenance	12,460	6,935	4,450	4,450	4,160	(290)	(6.52%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	101,472	55,572	101,816	101,816	117,811	15,995	15.71%
4541	Postage	-	-	-	-	200	200	-
4666	Books	1,943	1,850	5,520	5,520	7,141	1,621	29.37%
4667	Dues & Publications	2,726	2,362	3,025	4,550	2,700	(325)	(10.74%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	9,186	8,168	10,896	10,896	11,196	300	2.75%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 324,589</u></b>	<b><u>\$ 268,749</u></b>	<b><u>\$ 378,968</u></b>	<b><u>\$ 378,967</u></b>	<b><u>\$ 411,657</u></b>	<b><u>\$ 32,689</u></b>	<b><u>8.63%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	4,395	11,749	-	6,102	101,096	101,096	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 4,395</u></b>	<b><u>\$ 11,749</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 6,102</u></b>	<b><u>\$ 101,096</u></b>	<b><u>\$ 101,096</u></b>	<b><u>-</u></b>
<b>Manager Total:</b>		<b><u>\$ 2,706,848</u></b>	<b><u>\$ 2,336,257</u></b>	<b><u>\$ 2,978,068</u></b>	<b><u>\$ 2,984,169</u></b>	<b><u>\$ 3,094,361</u></b>	<b><u>\$ 116,293</u></b>	<b><u>3.90%</u></b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	General operating supplies, 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	63,860
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. fire equipment	3,250
	Misc. EMS equipment	3,000
	Turnout boots, helmet, gloves, hoods (personnel second set)	38,000
	New computers (2)	2,200
	Intake Valves (2)	2,800
	CPR Manikins	930
	Scot brand pack track	2,100
	Speaker for the phone in the apparatus bays	700
		<hr/> 52,980
4531	<b><u>Professional Services</u></b>	
	Medical Advisor Fee	12,000
	Physical Costs	10,000
	Image trend Maintenance Fee	3,000
	Fire Instructors Fees	500
	LifPac Cardiac Monitor Service / Support Contract	2,600
	Bench Testing Scott Air packs	1,500
	Ambulance Billing Services	30,740
	Paramedic Refresher Course Instructor Fees	6,500
		<hr/> 66,840
4533	<b><u>Transportation</u></b>	
	International Association Firefighters & Chiefs Conf.	3,500
	AK Firefighters Conference	2,000
	Office Development Course	2,300
	EMS Symposium	2,000
	National Fire Academy	1,500
	Travel for training	4,750
	Image Trend Users Group Training	5,000
		<hr/> 21,050
4535	<b><u>Printing and Binding</u></b>	
	Copier paper, toners, shift calendars, fax/copier service agreement	2,500

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
4538	<b><u>Repairs and Maintenance</u></b>	
	Miscellaneous Repair and Maintenance	1,500
	Boiler Inspection	200
	Carpet Cleaning	800
	Ladder Testing	1,100
	SCBA air sample test kits	560
		<u>4,160</u>
4666	<b><u>Books</u></b>	
	ACLS & PALS Manuals, IFSTA Manual and National Fire Code Updates	7,141
4667	<b><u>Dues and Publications</u></b>	
	EMS Council dues, NFPA, AK Fire Chiefs Dues, AK Firefighters Dues, Promotional exams, recertification fees and various publications	2,700
5041	<b><u>Miscellaneous</u></b>	
	Uniform Allowances	9,300
	Fundamentals of Supervision Course	1,896
		<u>11,196</u>
8064	<b><u>Machinery and Equipment</u></b>	
	Dry suits (4)	8,030
	5 rolls of 5" large diameter supply hose 100' sections	3,142
	12 sections of 3" supply hose 50' sections	2,243
	12 sections of 1 3/4" attack hose 50' sections	1,311
	10 carbon fiber wrapped SCBA bottles	8,970
	Command vehicle & accessories	40,000
	Chest compression device	30,000
	E-studio fax/copier replacement	7,400
		<u>101,096</u>

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND – COMMUNICATIONS**

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

Communications is often the first point of contact for citizens requesting emergency services, animal control, ordinance enforcement and other city services. Communications is responsible for taking calls for service, codifying them for data entry and dispatching the appropriate personnel. 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 2013 calendar year Communications processed 8,314 police calls for service as well as Fire/EMS calls for service. They handle approximately 3,000 9-1-1 calls a year. 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 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 406,056	\$ 378,184	\$ 433,450	\$ 433,450	\$ 451,908	\$ 18,458	4.26%
0200	Overtime	13,231	13,181	11,714	11,714	12,212	498	4.25%
0250	Holiday Pay	22,714	21,500	24,695	24,695	25,746	1,051	4.26%
0300	Leave	4,409	6,897	14,910	14,910	16,768	1,858	12.46%
0400	Medicare	6,243	5,895	7,029	7,029	7,345	316	4.50%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	89,941	89,452	103,369	103,369	107,771	4,402	4.26%
0600	Unemployment Insurance	-	140	2,424	2,424	2,532	108	4.46%
0700	Workers Compensation	1,380	2,125	1,836	1,836	1,484	(352)	(19.17%)
0800	Health & Life Insurance	115,222	101,186	138,168	138,168	126,664	(11,504)	(8.33%)
0900	Supplemental Retirement	9,293	9,339	12,000	12,000	12,000	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 668,489</b>	<b>\$ 627,899</b>	<b>\$ 749,595</b>	<b>\$ 749,595</b>	<b>\$ 764,430</b>	<b>\$ 14,835</b>	<b>1.98%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	2,497	2,577	2,570	2,570	2,570	-	-
2022	Operating & Repair Supplies	175	897	800	800	800	-	-
2024	Small Tools/Minor Equipment	6,789	4,471	5,400	5,400	2,100	(3,300)	(61.11%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	720	6,192	10,179	12,839	9,550	(629)	(6.18%)
4531	Professional Services	169	436	3,146	3,212	720	(2,426)	(77.11%)
4532	Communications	4,237	4,127	1,350	1,350	3,058	1,708	126.52%
4533	Travel & Transportation	4,452	7,110	9,300	9,300	9,300	-	-
4534	Advertising	-	103	-	-	400	400	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	16,281	23,021	24,757	22,097	25,004	247	1.00%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	300	295	300	300	300	-	-
4667	Dues & Publications	382	313	595	595	595	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,826	2,633	3,020	3,020	3,020	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 38,828</b>	<b>\$ 52,175</b>	<b>\$ 61,417</b>	<b>\$ 61,483</b>	<b>\$ 57,417</b>	<b>\$ (4,000)</b>	<b>(6.51%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	8,068	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ 8,068</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 707,317</b>	<b>\$ 688,142</b>	<b>\$ 811,012</b>	<b>\$ 811,078</b>	<b>\$ 821,847</b>	<b>\$ 10,835</b>	<b>1.34%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b> Radio logs, typewriter ribbons, microfilm, and other misc. office supplies	2,570
2022	<b><u>Operating and Repair Supplies</u></b> Uniform items, training material and films	800
2024	<b><u>Small Tools &amp; Minor Equipment</u></b> Miscellaneous Computer Hardware and Upgrades Replacement computer (1)	1,000 1,100 <hr/> 2,100
4531	<b><u>Professional Services</u></b> Drug Screening HEP B for new hires	270 450 <hr/> 720
4532	<b><u>Communication</u></b> Toll charges, Crime stopper phone, APSIN/NCIC device & line charges	3,058
4533	<b><u>Transportation</u></b> Emergency Communications Professional Development Training EMD training/certification APSIN user, TSO & UCS training Spillman User conference National Academy Navigator Seminar	2,250 2,000 1,000 1,800 2,250 <hr/> 9,300
4538	<b><u>Repairs and Maintenance</u></b> Spillman maintenance contract IBM RS 6000 maintenance Radio maintenance Stancil Recorder Annual Maintenance Contract APSIN Printer Maintenance Misc. maintenance contingency Pro-rata share for Maintenance contingency CAD annual maint. contract for 3rd dispatch console	9,127 2,943 9,000 563 500 300 1,470 1,101 <hr/> 25,004
5041	<b><u>Miscellaneous</u></b> 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 temporary, part time assistant). Six to eight 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 CY2013, the Department handled 1,429 animals and 830 field investigations/patrols.

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 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 153,785	\$ 135,740	\$ 163,139	\$ 163,139	\$ 158,541	\$ (4,598)	(2.82%)
0200	Overtime	2,996	5,694	6,283	6,283	5,968	(315)	(5.01%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	2,424	5,241	5,241	3,966	(1,275)	(24.33%)
0400	Medicare	1,339	1,238	1,549	1,549	2,442	893	57.65%
0450	Social Security	778	472	1,323	1,323	1,369	46	3.48%
0500	PERS	31,730	29,422	32,577	32,577	31,333	(1,244)	(3.82%)
0600	Unemployment Insurance	-	1,322	874	874	842	(32)	(3.66%)
0700	Workers Compensation	2,764	2,898	3,953	3,953	3,497	(456)	(11.54%)
0800	Health & Life Insurance	37,488	27,277	37,893	37,893	31,666	(6,227)	(16.43%)
0900	Supplemental Retirement	4,392	3,770	4,160	4,160	4,198	38	0.91%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 235,272</b>	<b>\$ 210,257</b>	<b>\$ 256,992</b>	<b>\$ 256,992</b>	<b>\$ 243,822</b>	<b>\$ (13,170)</b>	<b>(5.12%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	656	871	1,180	1,180	780	(400)	(33.90%)
2022	Operating & Repair Supplies	10,083	10,574	13,800	13,800	20,095	6,295	45.62%
2024	Small Tools/Minor Equipment	1,419	813	5,900	5,900	5,900	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	240	56	520	520	580	60	11.54%
4531	Professional Services	639	462	1,000	1,000	1,000	-	-
4532	Communications	2,222	2,065	2,500	2,500	2,181	(319)	(12.76%)
4533	Travel & Transportation	6,431	3,438	5,000	5,000	5,000	-	-
4534	Advertising	1,000	545	1,200	1,200	1,500	300	25.00%
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	19,631	19,300	23,302	23,302	24,502	1,200	5.15%
4538	Repair & Maintenance	300	497	1,600	1,600	1,600	-	-
4539	Rentals	46,334	47,160	46,334	46,334	46,334	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	400	400	-
4666	Books	-	47	300	300	500	200	66.67%
4667	Dues & Publications	125	124	150	150	230	80	53.33%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,354	1,265	1,800	1,800	1,800	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 90,434</b>	<b>\$ 87,217</b>	<b>\$ 104,586</b>	<b>\$ 104,586</b>	<b>\$ 112,402</b>	<b>\$ 7,816</b>	<b>7.47%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 325,706</b>	<b>\$ 297,474</b>	<b>\$ 361,578</b>	<b>\$ 361,578</b>	<b>\$ 356,224</b>	<b>\$ (5,354)</b>	<b>(1.48%)</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Euthanasia drugs / supplies	3,250
	Dog/Cat vaccines	2,500
	Animal Feed / litter	1,800
	Cleaning Supplies	1,200
	Volunteer staff supplies	800
	Miscellaneous supplies (film, batteries, kitchen, etc.)	800
	Vehicle fuel	3,000
	New Uniform items, Winter parka	600
	Officer safety protection, OC, protective gloves	150
	Microchips - 500/yr., @ 11.99 ea. (reim upon adoption)	5,995
		<hr/> 20,095
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous small tools	500
	Capture/restraint tools, bite sticks	300
	Animal traps	500
	Replacement computer	1,100
	Mobile lift table	3,200
	Pressure washer	300
		<hr/> 5,900
4533	<b><u>Transportation</u></b>	
	Shelter Manager's Training	200
	National Animal Control Conference	2,400
	Euthanasia School	2,400
		<hr/> 5,000
4534	<b><u>Advertising</u></b>	
	Ad for volunteers	500
	Dog license ad	500
	Rabies vaccination clinic ad	500
		<hr/> 1,500
4538	<b><u>Repairs and Maintenance</u></b>	
	Guardian Security Alarm monitoring	300
	Alarm repair & maintenance	800
	Miscellaneous maintenance contingency	500
		<hr/> 1,600
4539	<b><u>Rentals</u></b>	
	Payment to Airport Fund: Shelter	46,334
4667	<b><u>Dues and Publications</u></b>	
	American Humane & NACA dues, Clarion	230
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowance	1,500
	Miscellaneous	300
		<hr/> 1,800

## **DEPARTMENT NARRATIVE**

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

The Public Works Administration (PWA) consists of the Public Works Director and an Administrative Assistant III. The Public Works Director also serves as the Capital Projects Manager, City Safety Coordinator, and Harbormaster. Public Works Department responsibilities include supervision and coordination of thirteen Public Works budgets and five departments including building maintenance, building code inspections, street maintenance, boating facility, personal use fishery budgets, street lighting, water treatment, water distribution, wastewater collection, waste water treatment, vehicle maintenance, safety, and capitol project management.

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 101,455	\$ 113,669	\$ 105,886	\$ 105,886	\$ 111,752	\$ 5,866	5.54%
0200	Overtime	263	1,990	-	294	498	498	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	5,111	4,821	4,821	5,758	937	19.44%
0400	Medicare	1,477	1,775	1,605	1,605	1,711	106	6.60%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	22,385	25,843	23,295	23,295	24,695	1,400	6.01%
0600	Unemployment Insurance	-	-	554	554	590	36	6.50%
0700	Workers Compensation	317	664	422	422	348	(74)	(17.54%)
0800	Health & Life Insurance	23,008	21,611	25,907	25,907	23,750	(2,157)	(8.33%)
0900	Supplemental Retirement	2,597	2,591	2,250	2,250	2,250	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 151,502</b>	<b>\$ 173,254</b>	<b>\$ 164,740</b>	<b>\$ 165,034</b>	<b>\$ 171,352</b>	<b>\$ 6,612</b>	<b>4.01%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,120	1,339	1,250	1,250	1,300	50	4.00%
2022	Operating & Repair Supplies	-	67	-	-	-	-	-
2024	Small Tools/Minor Equipment	910	1,023	1,500	1,489	1,500	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	759	1,113	850	850	1,250	400	47.06%
4531	Professional Services	-	50	-	250	-	-	-
4532	Communications	546	602	560	560	875	315	56.25%
4533	Travel & Transportation	-	841	1,000	467	1,000	-	-
4534	Advertising	806	685	800	1,400	800	-	-
4535	Printing & Binding	-	157	1,000	400	1,000	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	4,000	1,600	4,000	4,000	-	(4,000)	(100.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	47	-	-	-	-	-
4667	Dues & Publications	396	380	625	625	625	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	159	164	250	250	250	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 8,696</b>	<b>\$ 8,068</b>	<b>\$ 11,835</b>	<b>\$ 11,541</b>	<b>\$ 8,600</b>	<b>\$ (3,235)</b>	<b>(27.33%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 160,198</b>	<b>\$ 181,322</b>	<b>\$ 176,575</b>	<b>\$ 176,575</b>	<b>\$ 179,952</b>	<b>\$ 3,377</b>	<b>1.91%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b> Engineering supplies, maps, drafting supplies, plans and specs, tapes and other miscellaneous office supplies	1,300
2024	<b><u>Small Tools and Minor Equipment</u></b> Printers, cameras, temperature monitory probe Replacement computer	400 <u>1,100</u> 1,500
4533	<b><u>Transportation</u></b> Seminars, travel, training etc.	1,000
4535	<b><u>Printing and Binding</u></b> Miscellaneous supplies, HP Design Jet Toner	1,000
4667	<b><u>Dues &amp; Publications</u></b> APWA dues ACSE dues Clarion	300 175 <u>150</u> 625

## **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 440 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 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 237,621	\$ 206,949	\$ 221,121	\$ 229,207	\$ 229,286	\$ 8,165	3.69%
0200	Overtime	8,793	3,787	5,284	5,284	7,154	1,870	35.39%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	454	10,058	10,058	10,426	368	3.66%
0400	Medicare	2,436	2,037	2,296	2,296	2,406	110	4.79%
0450	Social Security	1,475	295	-	-	-	-	-
0500	PERS	49,130	45,237	49,809	51,588	52,016	2,207	4.43%
0600	Unemployment Insurance	-	-	1,183	1,223	1,235	52	4.40%
0700	Workers Compensation	6,339	7,615	8,944	9,252	8,844	(100)	(1.12%)
0800	Health & Life Insurance	46,016	39,623	51,813	53,252	47,499	(4,314)	(8.33%)
0900	Supplemental Retirement	4,639	4,491	4,500	4,500	4,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 356,449</b>	<b>\$ 310,488</b>	<b>\$ 355,008</b>	<b>\$ 366,660</b>	<b>\$ 363,366</b>	<b>\$ 8,358</b>	<b>2.35%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	658	575	800	800	800	-	-
2022	Operating & Repair Supplies	179,024	170,408	187,000	174,389	209,000	22,000	11.76%
2024	Small Tools/Minor Equipment	9,462	9,184	12,659	12,659	15,972	3,313	26.17%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	480	1,422	780	780	1,150	370	47.44%
4531	Professional Services	150	182	200	450	670	470	235.00%
4532	Communications	2,701	2,471	4,570	4,570	6,430	1,860	40.70%
4533	Travel & Transportation	-	279	2,000	2,000	3,500	1,500	75.00%
4534	Advertising	259	223	-	959	800	800	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	65,482	62,488	74,758	74,758	73,578	(1,180)	(1.58%)
4538	Repair & Maintenance	39,803	26,608	39,950	39,950	25,550	(14,400)	(36.05%)
4539	Rentals	-	52	550	550	550	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	1,641	2,148	3,925	3,925	-	(3,925)	(100.00%)
4667	Dues & Publications	-	18	750	750	4,925	4,175	556.67%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,540	2,134	4,500	4,250	3,000	(1,500)	(33.33%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 302,200</b>	<b>\$ 278,192</b>	<b>\$ 332,442</b>	<b>\$ 320,790</b>	<b>\$ 345,925</b>	<b>\$ 13,483</b>	<b>4.06%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 658,649</b>	<b>\$ 588,680</b>	<b>\$ 687,450</b>	<b>\$ 687,450</b>	<b>\$ 709,291</b>	<b>\$ 21,841</b>	<b>3.18%</b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Miscellaneous Parts	165,000
	Volvo loader tire replacement	17,000
	Oil and Lube	14,000
	Fuel	4,500
	Freight	4,000
	Summer Tire Order	4,500
		<u>209,000</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. small tools	5,000
	Case loader test equipment	1,200
	8 in. bench vise	999
	4 ton floor jack	1,063
	1 in impact sockets	590
	Pre-paid phone	150
	Replacement computer & monitor	1,600
	Wireless access point for new shop	750
	Wireless VOIP phone	1,000
	Miller 252 welder	3,620
		<u>15,972</u>
4531	<b><u>Professional Services</u></b>	
	CDL License renewals	300
	CDL physicals	370
		<u>670</u>
4533	<b><u>Transportation</u></b>	
	Maintenance and safety classes	3,500
4538	<b><u>Repairs and Maintenance</u></b>	
	Crash repairs for vehicles	9,000
	Crane, hoists, bucket truck inspection	3,000
	Crash truck annual inspection	5,300
	Hazardous Waste Cleanup	1,000
	Oil Furnace Service	650
	Stanley Ford repairs	3,000
	Copier maintenance and services	600
	Contract to swap tires	3,000
		<u>25,550</u>
4539	<b><u>Rentals</u></b>	
	Rental of nonessential equipment	550
5041	<b><u>Miscellaneous</u></b>	
	Laundry service, vehicle licenses	3,000



## **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 55 miles of paved and 15 miles of gravel roads. Duties include road grading, street cleaning, snow plowing, maintenance of drainage ditches and culverts and parking lots, dust control, sign repair, and crack sealing. The department also staffs the Boating Facility during the summer and provides assistance to other departments as needed.

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 315,309	\$ 314,498	\$ 333,855	\$ 333,855	\$ 338,071	\$ 4,216	1.26%
0200	Overtime	31,105	28,362	24,885	24,885	34,541	9,656	38.80%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	20,391	10,005	12,046	12,046	10,762	(1,284)	(10.66%)
0400	Medicare	5,135	4,292	5,376	5,376	5,559	183	3.40%
0450	Social Security	463	93	-	-	480	480	-
0500	PERS	77,091	76,881	78,924	78,924	80,271	1,347	1.71%
0600	Unemployment Insurance	-	-	1,855	1,855	1,918	63	3.40%
0700	Workers Compensation	12,450	14,864	16,680	16,680	12,414	(4,266)	(25.58%)
0800	Health & Life Insurance	75,770	70,364	92,919	92,919	84,358	(8,561)	(9.21%)
0900	Supplemental Retirement	6,292	8,195	8,070	8,070	8,448	378	4.68%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 544,006</b>	<b>\$ 527,554</b>	<b>\$ 574,610</b>	<b>\$ 574,610</b>	<b>\$ 576,822</b>	<b>\$ 2,212</b>	<b>0.38%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	301	300	500	500	500	-	-
2022	Operating & Repair Supplies	119,886	143,423	163,400	154,257	160,500	(2,900)	(1.77%)
2024	Small Tools/Minor Equipment	17,648	8,837	8,200	8,200	4,950	(3,250)	(39.63%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	240	901	520	520	580	60	11.54%
4531	Professional Services	240	494	1,000	1,000	925	(75)	(7.50%)
4532	Communications	3,495	3,609	3,140	3,140	5,210	2,070	65.92%
4533	Travel & Transportation	-	579	1,825	1,825	1,500	(325)	(17.81%)
4534	Advertising	2,209	1,207	1,000	1,843	1,000	-	-
4535	Printing & Binding	88	18	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	8,255	7,338	8,429	8,429	8,896	467	5.54%
4538	Repair & Maintenance	15,428	36,796	35,000	35,000	28,000	(7,000)	(20.00%)
4539	Rentals	4,755	4,276	10,000	17,700	21,500	11,500	115.00%
4540	Equip. Fund Pmts.	157,576	84,335	176,014	176,014	161,806	(14,208)	(8.07%)
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	2,450	2,450	750	(1,700)	(69.39%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,160	1,065	1,500	2,100	1,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 331,281</b>	<b>\$ 293,178</b>	<b>\$ 413,478</b>	<b>\$ 413,478</b>	<b>\$ 398,117</b>	<b>\$ (15,361)</b>	<b>(3.72%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	9,000	-	-	-
8064	Machinery & Equipment	-	20,723	18,053	35,553	13,600	(4,453)	(24.67%)
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 20,723</b>	<b>\$ 18,053</b>	<b>\$ 44,553</b>	<b>\$ 13,600</b>	<b>\$ (4,453)</b>	<b>(24.67%)</b>
<b>Manager Total:</b>		<b>\$ 875,287</b>	<b>\$ 841,455</b>	<b>\$ 1,006,141</b>	<b>\$ 1,032,641</b>	<b>\$ 988,539</b>	<b>\$ (17,602)</b>	<b>(1.75%)</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Welding and cutting supplies, barricades, gloves, safety supplies, paper towels, coffee, cleaning supplies, soap, tissue paper, foul weather gear, safety boots, hoses, saw blades, chains, wire, rope, 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.	15,000
	Sign and sign materials;	10,000
	Gravel for road capping and culvert repairs	10,500
	Calcium chloride	20,000
	Cutting edges graders/snow blowers/rubber for snow gates	5,000
	Brooms for sweepers	10,000
	Fuel	90,000
		<u>160,500</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous hand tools to outfit work trucks	3,000
	1 ALMR radio for 966 loader	1,950
		<u>4,950</u>
4531	<b><u>Professional Services</u></b>	
	CDL License physicals	925
4533	<b><u>Transportation</u></b>	
	Travel expenses for classes and seminars	1,500
4538	<b><u>Repairs and Maintenance</u></b>	
	Repairing high man holes	15,500
	Seal coating and striping Library/City Hall parking lot	7,500
	Hazardous waste removal	5,000
		<u>28,000</u>
4539	<b><u>Rentals</u></b>	
	Lease of 135 rubber track excavator for three months for ditching	16,500
	Compactor, water truck, air compressor, misc. equip.	5,000
		<u>21,500</u>
5041	<b><u>Miscellaneous</u></b>	
	Laundry service, CDL renewals, Dump fees	1,500
8064	<b><u>Machinery &amp; Equipment</u></b>	
	96" Sweeper head for trackless and wet kit	13,600

## **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 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 140,817	\$ 134,996	\$ 148,977	\$ 148,977	\$ 154,996	\$ 6,019	4.04%
0200	Overtime	964	1,205	1,007	1,007	1,210	203	20.16%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	11,266	6,375	5,351	5,351	6,007	656	12.26%
0400	Medicare	2,178	2,098	2,253	2,253	2,352	99	4.39%
0450	Social Security	-	25	-	-	-	-	-
0500	PERS	30,927	29,818	32,996	32,996	34,365	1,369	4.15%
0600	Unemployment Insurance	(552)	2,213	777	777	811	34	4.38%
0700	Workers Compensation	2,496	4,274	3,494	3,494	3,261	(233)	(6.67%)
0800	Health & Life Insurance	32,320	29,013	40,069	40,069	36,733	(3,336)	(8.33%)
0900	Supplemental Retirement	2,783	3,121	3,480	3,480	3,480	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 223,199</b>	<b>\$ 213,138</b>	<b>\$ 238,404</b>	<b>\$ 238,404</b>	<b>\$ 243,215</b>	<b>\$ 4,811</b>	<b>2.02%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	247	332	500	500	500	-	-
2022	Operating & Repair Supplies	28,294	21,395	40,000	43,882	35,000	(5,000)	(12.50%)
2024	Small Tools/Minor Equipment	3,191	3,250	6,025	4,758	8,600	2,575	42.74%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	240	593	590	590	910	320	54.24%
4531	Professional Services	18,512	9,036	6,000	6,000	6,000	-	-
4532	Communications	1,995	2,130	1,674	1,674	3,205	1,531	91.46%
4533	Travel & Transportation	1,707	1,412	3,500	4,768	3,500	-	-
4534	Advertising	608	531	500	500	500	-	-
4535	Printing & Binding	186	195	250	250	250	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	26,644	90,623	40,000	40,400	42,000	2,000	5.00%
4539	Rentals	181	96	500	500	500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	618	353	400	400	400	-	-
4667	Dues & Publications	475	310	845	845	345	(500)	(59.17%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 82,898</b>	<b>\$ 130,256</b>	<b>\$ 100,784</b>	<b>\$ 105,067</b>	<b>\$ 101,710</b>	<b>\$ 926</b>	<b>0.92%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	74,739	55,188	45,000	228,350	136,600	91,600	203.56%
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,097	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 74,739</b>	<b>\$ 59,285</b>	<b>\$ 45,000</b>	<b>\$ 228,350</b>	<b>\$ 136,600</b>	<b>\$ 91,600</b>	<b>203.56%</b>
<b>Manager Total:</b>		<b>\$ 380,836</b>	<b>\$ 402,679</b>	<b>\$ 384,188</b>	<b>\$ 571,821</b>	<b>\$ 481,525</b>	<b>\$ 97,337</b>	<b>25.34%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b> 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.)	35,000
2024	<b><u>Small Tools &amp; Minor Equipment</u></b> Replacement computer Misc. tools Council chambers sound system repairs	1,100 5,000 2,500 <hr/> 8,600
4531	<b><u>Professional Services</u></b> Contract Services for Building Officials Absence Miscellaneous Engineering Services	4,000 2,000 <hr/> 6,000
4533	<b><u>Transportation</u></b> Building maintenance & repair & safety training, ICBO seminar	3,500
4534	<b><u>Advertising</u></b> Permits, bids	500
4538	<b><u>Repairs and Maintenance</u></b> General building repair and maintenance	42,000
8062	<b><u>Buildings</u></b> Animal Control - Recoat animal cages walls and floors Animal Control - Replace cabinets and faucet Animal Control Building maintenance/Improvements City Hall - Roof replacement Council Chambers - dias improvements	8,500 3,100 25,000 75,000 25,000 <hr/> 136,600

## **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 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	4,498	6,000	6,000	5,000	(1,000)	(16.67%)
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	111,172	100,592	123,909	123,909	130,386	6,477	5.23%
4538	Repair & Maintenance	10,361	36,851	18,000	18,000	18,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 121,533</u></b>	<b><u>\$ 142,221</u></b>	<b><u>\$ 147,909</u></b>	<b><u>\$ 147,909</u></b>	<b><u>\$ 153,386</u></b>	<b><u>\$ 5,477</u></b>	<b><u>3.70%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Manager Total:</b>		<b><u>\$ 121,533</u></b>	<b><u>\$ 142,221</u></b>	<b><u>\$ 147,909</u></b>	<b><u>\$ 147,909</u></b>	<b><u>\$ 153,386</u></b>	<b><u>\$ 5,477</u></b>	<b><u>3.70%</u></b>



**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b><u>Account Number</u></b>	<b><u>Description</u></b>	<b><u>Adopted</u></b>
2022	<b><u>Operating and Repair Supplies</u></b> Replacement poles, bulbs and fixtures	5,000
4538	<b><u>Repairs and Maintenance</u></b> Contracted streetlight 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 was constructed in 1986. In 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.

Several special collections located in the library include Alaskana, Alaska State documents, genealogy, core collections of mental health and consumer health information, large print books, audio books, music CDs, and DVD's. Several Alaskan papers are received on a daily basis at the library, as well as the Sunday editions of the New York Times and the Seattle Times. The Alaska 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.

This year the library partnered with the Internal Revenue Service to offer users access via videoconferencing to their Tax Advocate Service. The service allows taxpayers to consult in real time with an IRS representative and to get assistance with tax issues and forms. Participation in the Alaska OWL (Online with Libraries) project allows users of the library to attend presentations from anywhere around the country and the world as well as to connect with any other library in the state.

The Library is open 60 hours per week, including Saturdays and Sundays (open Sundays from Labor Day until Memorial Day). Five full-time and six part-time employees service over 11,000 registered library users. Approximately 65% of those registered borrowers do not live in the city limits. This budget includes a fee for use for those living outside the city of Kenai. Kenai residents were surveyed and supported a charge for non-residents to use the library.

Through a generous grant from the Rasmuson Foundation along with gifts from the Friends of the Library and the Totem Tracers, the library has updated their microfilm reader/printer, added new furniture and has installed a self-check option for cardholders.

The Library collection includes approximately 93,000 books, periodicals, video, audiotapes, music CD's, DVDs and reference materials. Eight computers are available for patrons to access the Internet, electronic full-text databases, and City of Kenai Municipal Code and government sites. The Library has a dedicated Rosetta Stone station for the study of foreign languages.

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 373,487	\$ 327,237	\$ 387,297	\$ 387,297	\$ 404,320	\$ 17,023	4.40%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	4,534	12,632	12,632	13,204	572	4.53%
0400	Medicare	5,318	4,758	5,798	5,798	6,054	256	4.42%
0450	Social Security	1,512	1,096	1,590	1,590	1,651	61	3.84%
0500	PERS	76,808	68,176	79,567	79,567	83,091	3,524	4.43%
0600	Unemployment Insurance	-	-	2,001	2,001	2,088	87	4.35%
0700	Workers Compensation	1,191	1,655	1,526	1,526	1,234	(292)	(19.13%)
0800	Health & Life Insurance	88,100	69,924	90,207	90,207	79,165	(11,042)	(12.24%)
0900	Supplemental Retirement	7,625	8,682	11,117	11,117	11,277	160	1.44%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 554,041</b>	<b>\$ 486,062</b>	<b>\$ 591,735</b>	<b>\$ 591,735</b>	<b>\$ 602,084</b>	<b>\$ 10,349</b>	<b>1.75%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	7,246	7,051	7,900	7,900	6,900	(1,000)	(12.66%)
2022	Operating & Repair Supplies	6,266	3,875	7,000	7,000	6,000	(1,000)	(14.29%)
2024	Small Tools/Minor Equipment	13,193	17,652	2,100	39,751	7,100	5,000	238.10%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	7,182	5,113	3,825	3,825	3,825	-	-
4531	Professional Services	400	2,909	2,000	2,000	2,000	-	-
4532	Communications	12,100	11,769	8,920	8,920	9,400	480	5.38%
4533	Travel & Transportation	8,252	8,434	8,000	12,200	7,000	(1,000)	(12.50%)
4534	Advertising	546	1,530	2,000	2,000	2,500	500	25.00%
4535	Printing & Binding	5,918	7,955	10,000	10,000	8,000	(2,000)	(20.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	45,676	39,748	52,460	52,460	54,640	2,180	4.16%
4538	Repair & Maintenance	51,933	37,124	67,275	67,275	75,955	8,680	12.90%
4539	Rentals	6,431	7,034	6,900	6,900	7,400	500	7.25%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	4,000	4,000	4,000	-	-
4666	Books	58,447	55,282	55,000	61,600	55,000	-	-
4667	Dues & Publications	1,352	1,444	1,470	1,470	1,470	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	800	273	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 225,742</b>	<b>\$ 207,193</b>	<b>\$ 239,850</b>	<b>\$ 288,301</b>	<b>\$ 252,190</b>	<b>\$ 12,340</b>	<b>5.14%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 779,783</b>	<b>\$ 693,255</b>	<b>\$ 831,585</b>	<b>\$ 880,036</b>	<b>\$ 854,274</b>	<b>\$ 22,689</b>	<b>2.73%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b> Supplies: books, jackets, covers, glue, tape etc.	6,900
2024	<b><u>Small Tools and Minor Equipment</u></b> Contingency Replacement color printer 3 replacement staff computers 1 new conference telephone	600 2,000 3,300 1,200 <hr/> 7,100
2026	<b><u>Computer Software</u></b> Wilson Web Online Freegal RDA Toolkit	1,000 2,500 325 <hr/> 3,825
4533	<b><u>Transportation</u></b> Travel for Alaska Library Assoc. Conference, and other conferences as determined necessary. DirLead Meeting and Workshops includes car allowance.	7,000
4535	<b><u>Printing and Binding</u></b> Copier rental, paper supplies, book rebinding, ink cartridges	8,000
4538	<b><u>Repairs and Maintenance</u></b> SirsiDynix maintenance Guardian Security monitoring Janitorial service Carpet cleaning Window washing Equipment repair Deep freeze maintenance CASSIE support and maintenance Computrace for laptops OCLC Dreamhost maintenance Holiday artwork	10,500 1,000 47,800 4,500 400 1,000 430 575 1,000 8,000 200 550 <hr/> 75,955
4539	<b><u>Rentals</u></b> McNaughton rental books/tapes/DVD Movie Licensing Postage meter	6,500 400 500 <hr/> 7,400
4667	<b><u>Dues and Publications</u></b> Professional subscription Library science reference materials Alaska Library Network Dues American Library Assoc. Dues Alaska Library Assoc. Dues	600 300 200 120 250 <hr/> 1,470
5041	<b><u>Miscellaneous</u></b> Library school classes, misc.	1,000

## **DEPARTMENT NARRATIVE**

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

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

The City's parks and open space system includes approximately 360 acres. This system is made up of 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, 4 miles of walking/bike trails, 3.2 miles of Nordic ski trails (Kenai Golf Course), outdoor skating pond, swimming beach, wildlife viewing platforms, and 2 disc golf courses. Other City owned property (facilities) and greenways (right-of-ways) make up another 40 acres that are maintained seasonally throughout the summer months.

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

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

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

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 304,377	\$ 237,152	\$ 297,117	\$ 297,117	\$ 318,053	\$ 20,936	7.05%
0200	Overtime	21,751	11,546	1,894	1,894	2,051	157	8.29%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,909	7,006	7,014	7,014	7,400	386	5.50%
0400	Medicare	4,902	3,634	4,438	4,438	4,748	310	6.99%
0450	Social Security	8,127	6,999	5,638	5,638	5,836	198	3.51%
0500	PERS	43,743	30,299	45,773	45,773	49,717	3,944	8.62%
0600	Unemployment Insurance	1,805	4,800	1,530	1,530	1,638	108	7.06%
0700	Workers Compensation	7,314	7,052	9,863	9,863	10,519	656	6.65%
0800	Health & Life Insurance	52,459	30,050	65,975	65,975	30,400	(35,575)	(53.92%)
0900	Supplemental Retirement	2,446	2,426	5,508	5,508	5,659	151	2.74%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 456,833</b>	<b>\$ 340,964</b>	<b>\$ 444,750</b>	<b>\$ 444,750</b>	<b>\$ 436,021</b>	<b>\$ (8,729)</b>	<b>(1.96%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	190	121	-	-	-	-	-
2022	Operating & Repair Supplies	89,191	86,005	82,000	82,200	83,500	1,500	1.83%
2024	Small Tools/Minor Equipment	19,122	26,831	34,200	35,828	27,300	(6,900)	(20.18%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	360	349	780	780	860	80	10.26%
4531	Professional Services	263,729	209,130	185,000	277,010	175,000	(10,000)	(5.41%)
4532	Communications	8,474	7,563	3,260	7,260	7,355	4,095	125.61%
4533	Travel & Transportation	360	1,271	1,000	1,000	1,000	-	-
4534	Advertising	351	631	500	500	500	-	-
4535	Printing & Binding	9,153	5,071	2,600	2,600	3,100	500	19.23%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	139,017	123,222	154,872	154,872	186,850	31,978	20.65%
4538	Repair & Maintenance	34,020	27,988	36,500	49,256	30,500	(6,000)	(16.44%)
4539	Rentals	58,198	55,092	16,100	16,100	16,100	-	-
4540	Equip. Fund Pmts.	5,411	4,485	5,411	5,411	5,411	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	21	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	7,866	6,614	700	700	700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 635,442</b>	<b>\$ 554,394</b>	<b>\$ 523,453</b>	<b>\$ 634,047</b>	<b>\$ 538,706</b>	<b>\$ 15,253</b>	<b>2.91%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	30,000	30,000	-	(30,000)	(100.00%)
8063	Improvements	45,078	34,163	25,000	25,000	-	(25,000)	(100.00%)
8064	Machinery & Equipment	48,050	36,187	36,500	36,500	15,000	(21,500)	(58.90%)
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 93,128</b>	<b>\$ 70,350</b>	<b>\$ 91,500</b>	<b>\$ 91,500</b>	<b>\$ 15,000</b>	<b>\$ (76,500)</b>	<b>(83.61%)</b>
<b>Manager Total:</b>		<b>\$ 1,185,403</b>	<b>\$ 965,708</b>	<b>\$ 1,059,703</b>	<b>\$ 1,170,297</b>	<b>\$ 989,727</b>	<b>\$ (69,976)</b>	<b>(6.60%)</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Ice Paint	1,500
	Park supplies and maintenance	8,000
	Replacement nets/pads	1,000
	Zamboni propane	2,800
	Fertilizer, ag lime, herbicides	24,500
	Grass seed	1,500
	Sand, gravel , topsoil	4,000
	Misc. supplies (baseball chalk, portable fencing, etc.)	2,450
	Fuel	19,000
	Circle planter flowers & boxes	8,500
	Misc. flowers, trees, shrubs	8,000
	Winter decorations, lights, bulbs, etc.	1,300
	Janitorial/restroom supplies	950
		<hr/> 83,500
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Hand tools, tables and chairs	3,000
	Hand trimmers, DR trimmer and push mowers	2,000
	Picnic tables, benches, grills and trash receptacles	7,000
	Misc. playground equipment	2,000
	Winter/summer banners	2,000
	Winter pole decorations	4,000
	Pick-up lift gate	5,000
	Static light displays	2,300
		<hr/> 27,300
4531	<b><u>Professional Services</u></b>	
	Recreation Center Services	130,000
	Winter ice maintenance	45,000
		<hr/> 175,000
4535	<b><u>Printing &amp; Binding</u></b>	
	Printer ink	300
	Brochures	300
	Park timecards	300
	Copy paper	200
	Copy machine service contract	2,000
		<hr/> 3,100
4538	<b><u>Repairs and Maintenance</u></b>	
	Restroom pumping, fencing, sandblasting/painting, brush clearing	10,000
	Repair transformers	2,500
	Replace transformers	4,000
	Planting of circle planters and flower boxes	2,500
	Concrete pads for park benches	3,500
	Community garden sign	500
	Adult softball complex dugout replacement (2)	5,000
	Miscellaneous	2,500
		<hr/> 30,500

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
4539	<b><u>Rentals</u></b>	
	Machinery & equipment	1,500
	Park Dumpsters	6,500
	Park Portable Toilets	5,500
	Portable toilets (winter/Nordic trails)	2,600
		<hr/> 16,100
4667	<b><u>Dues and Publications</u></b>	
	NRPA and ARPA Dues	530
5041	<b><u>Miscellaneous</u></b>	
	Disposal fees and Misc.	700
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Skate park equipment	15,000
		<hr/> 15,000



## **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 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 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 26,304	\$ 34,362	\$ 24,285	\$ 24,285	\$ 26,690	\$ 2,405	9.90%
0200	Overtime	17,114	8,539	-	-	880	880	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	795	795	853	58	7.30%
0400	Medicare	625	618	364	364	412	48	13.19%
0450	Social Security	397	383	-	-	-	-	-
0500	PERS	6,216	7,509	5,343	5,343	6,065	722	13.51%
0600	Unemployment Insurance	-	-	126	126	141	15	11.90%
0700	Workers Compensation	1,405	1,666	1,154	1,154	939	(215)	(18.63%)
0800	Health & Life Insurance	10,408	8,870	7,427	7,427	7,124	(303)	(4.08%)
0900	Supplemental Retirement	1,074	1,278	645	645	811	166	25.74%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 63,543</b>	<b>\$ 63,225</b>	<b>\$ 40,139</b>	<b>\$ 40,139</b>	<b>\$ 43,915</b>	<b>\$ 3,776</b>	<b>9.41%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	88	54	200	200	200	-	-
2022	Operating & Repair Supplies	10,526	14,231	11,000	11,000	19,000	8,000	72.73%
2024	Small Tools/Minor Equipment	140	1,234	1,500	1,500	1,000	(500)	(33.33%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	100	-	-	-	-	-
4531	Professional Services	23,744	7,435	4,500	4,500	4,600	100	2.22%
4532	Communications	398	483	900	900	400	(500)	(55.56%)
4533	Travel & Transportation	-	40	500	500	500	-	-
4534	Advertising	414	207	-	223	750	750	-
4535	Printing & Binding	1,154	1,462	500	500	1,000	500	100.00%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	9,269	7,447	10,943	10,943	15,699	4,756	43.46%
4538	Repair & Maintenance	1,094	18,494	23,000	22,777	10,000	(13,000)	(56.52%)
4539	Rentals	8,183	5,779	5,150	5,150	6,150	1,000	19.42%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	150	140	150	150	150	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	130	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 55,160</b>	<b>\$ 57,236</b>	<b>\$ 58,843</b>	<b>\$ 58,843</b>	<b>\$ 59,949</b>	<b>\$ 1,106</b>	<b>1.88%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 118,703</b>	<b>\$ 120,461</b>	<b>\$ 98,982</b>	<b>\$ 98,982</b>	<b>\$ 103,864</b>	<b>\$ 4,882</b>	<b>4.93%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Signs, foul weather gear, oil, grease, crane maint., boat	7,000
	maint., restroom and cleaning supplies, hose reel maint.,	10,000
	Dock float repair/replacement	2,000
	Fuel	<u>19,000</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous	1,000
4531	<b><u>Professional Services</u></b>	
	Well testing, fuel hose testing	2,300
	Cathodic protection testing (Norton Corrosion)	1,500
	Crane certification	800
		<u>4,600</u>
4535	<b><u>Printing and Binding</u></b>	
	Boat launch envelopes	1,000
4538	<b><u>Repair and Maintenance</u></b>	
	Fire extinguishers, scale certification, waste oil removal,	
	restroom pumping, water treatment systems maintenance	
	building maintenance boat & outboard maintenance,	
	fence maintenance. crane maintenance	10,000
4539	<b><u>Rentals</u></b>	
	200 excavator to open and close dock ramp and set	
	piling/floats	3,500
	Squirt boom fork file to set pilings out from of fuel dock	750
	Dumpster 6 months @ 330	1,900
		<u>6,150</u>
4667	<b><u>Dues and Publications</u></b>	
	Harbormaster dues	150

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## **SPECIAL REVENUE FUNDS**

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

### **1. PERSONAL USE FISHERY FUND**

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

### **2. WATER AND SEWER FUND**

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

### **3. AIRPORT FUND**

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

### **4. SENIOR CITIZEN FUND**

This fund accounts for revenues and expenditures related to the Senior Citizens Program. The fund's sources of revenue include a grant from the Kenai Peninsula Borough, a State of Alaska nutrition, transportation and support services grant, and customer charges. This fund includes the Senior Citizens Access, Congregate Meals, Home Meals, Senior Transportation Departments and Choice Waiver.



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**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

**Special Revenue Funds Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2014 Original Budget	FY2015 Adopted Budget	Difference	FY2014 Original Budget	FY2015 Adopted Budget	Difference
<u>Personal Use Fishery Fund</u>						
Public Safety	\$ 34,618	\$ 33,295	\$ (1,323)	\$ 7,644	\$ 314	\$ (7,330)
Streets	20,408	25,259	4,851	40,952	26,214	(14,738)
Parks, Recreation & Beautification	76,653	70,584	(6,069)	93,988	111,022	17,034
Dock	57,299	38,371	(18,928)	17,290	15,456	(1,834)
Total Personal Use Fishery Fund	188,978	167,509	(21,469)	159,874	153,006	(6,868)
<u>Water and Sewer Fund</u>						
Water	\$ 223,972	\$ 283,290	\$ 59,318	\$ 495,519	\$ 486,018	\$ (9,501)
Sewer	326,806	280,647	(46,159)	133,199	129,348	(3,851)
Wastewater Treatment Plant	383,406	412,132	28,726	541,001	559,436	18,435
Total Water and Sewer Fund	934,184	976,069	41,885	1,169,719	1,174,802	5,083
<u>Airport Fund</u>						
Terminal	122,586	183,616	61,030	420,166	406,918	(13,248)
Airfield	325,711	376,226	50,515	529,587	510,199	(19,388)
Administration	218,535	236,658	18,123	39,300	42,316	3,016
Other Buildings & Areas	72,822	78,646	5,824	64,227	118,322	54,095
Training Facility	-	-	-	34,664	38,450	3,786
Total Airport Fund	739,654	875,146	135,492	1,087,944	1,116,205	28,261
<u>Senior Citizen Fund</u>						
Access	135,387	141,054	5,667	31,332	25,716	(5,616)
Congregate Meals	75,175	77,518	2,343	80,045	72,942	(7,103)
Home Meals	56,899	60,562	3,663	56,164	61,998	5,834
Transportation	34,658	36,465	1,807	15,890	17,312	1,422
Choice Waiver	180,047	193,621	13,574	79,312	97,791	18,479
Total Senior Citizen Funds	482,166	509,220	27,054	262,743	275,759	13,016
Total Special Revenue Funds	\$ 2,344,982	\$ 2,527,944	\$ 182,962	\$ 2,680,280	\$ 2,719,772	\$ 39,492



**City of Kenai  
Fiscal Year 2015 Operating Budget**

**Special Revenue Funds Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2014 Original Budget	FY2015 Adopted Budget	Difference	FY2014 Original Budget	FY2015 Adopted Budget	Difference	
\$ 68,600	\$ 80,000	\$ 11,400	\$ 110,862	\$ 113,609	\$ 2,747	<u>Personal Use Fishery Fund</u>
7,100	7,200	100	68,460	58,673	(9,787)	Public Safety
20,700	47,700	27,000	191,341	229,306	37,965	Streets
37,900	35,900	(2,000)	112,489	89,727	(22,762)	Parks, Recreation & Beautification
134,300	170,800	36,500	483,152	491,315	8,163	Dock
						Total Personal Use Fishery Fund
						<u>Water and Sewer Fund</u>
\$ 346,500	\$ 357,425	\$ 10,925	\$ 1,065,991	\$ 1,126,733	\$ 60,742	Water
73,900	79,825	5,925	533,905	489,820	(44,085)	Sewer
121,800	118,600	(3,200)	1,046,207	1,090,168	43,961	Wastewater Treatment Plant
542,200	555,850	13,650	2,646,103	2,706,721	60,618	Total Water and Sewer Fund
						<u>Airport Fund</u>
133,800	91,400	(42,400)	676,552	681,934	5,382	Terminal
813,300	910,600	97,300	1,668,598	1,797,025	128,427	Airfield
54,200	54,300	100	312,035	333,274	21,239	Administration
-	125,000	125,000	137,049	321,968	184,919	Other Buildings & Areas
-	16,000	16,000	34,664	54,450	19,786	Training Facility
1,001,300	1,197,300	196,000	2,828,898	3,188,651	359,753	Total Airport Fund
						<u>Senior Citizen Fund</u>
30,100	31,700	1,600	196,819	198,470	1,651	Access
28,800	44,900	16,100	184,020	195,360	11,340	Congregate Meals
22,700	28,500	5,800	135,763	151,060	15,297	Home Meals
14,800	14,100	(700)	65,348	67,877	2,529	Transportation
37,000	41,900	4,900	296,359	333,312	36,953	Choice Waiver
133,400	161,100	27,700	878,309	946,079	67,770	Total Senior Citizen Funds
<u>\$ 1,811,200</u>	<u>\$ 2,085,050</u>	<u>\$ 273,850</u>	<u>\$ 6,836,462</u>	<u>\$ 7,332,766</u>	<u>\$ 496,304</u>	<u>Total Special Revenue Funds</u>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

	<u>Actual FY 2012</u>	<u>Actual FY 2013</u>	<u>Original Budget FY 2014</u>	<u>Projection FY 2014</u>	<u>Council Adopted FY 2015</u>
<b>Revenues</b>					
Beach Parking	\$ -	\$ -	\$ 300,640	\$ 269,226	\$ 300,000
Beach Camping	-	-	62,850	64,838	70,000
Dock Launch & Park	-	-	85,275	91,434	91,500
Dock Parking Only	-	-	27,195	14,687	15,000
Other	-	-	7,192	5,000	2,676
Total Revenue	<u>-</u>	<u>-</u>	<u>483,152</u>	<u>445,185</u>	<u>479,176</u>
<b>Expenditures</b>					
Public Safety	-	-	110,862	115,712	113,609
Streets	-	-	68,460	58,460	58,673
Boating Facility	-	-	112,489	111,389	89,727
Parks, Recreation & Beautification	-	-	191,341	197,591	229,306
Total Expenditures	<u>-</u>	<u>-</u>	<u>483,152</u>	<u>483,152</u>	<u>491,315</u>
Contribution To/(From) Fund Balance:	-	-	-	(37,967)	(12,139)
Projected Lapse	-	-	-	44,241	10,965
Adjusted (Deficit)/Surplus				6,274	(1,174)
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,274</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,274</u>	<u>\$ 5,100</u>

City of Kenai  
Fiscal Year 2015 Operating Budget

Personal Use Fishery Fund Summary by Line Item

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ 84,273	\$ 78,273	\$ 87,630	\$ 3,357	3.98%
0200	Overtime	-	-	60,990	43,784	39,534	(21,456)	(35.18%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	1,133	1,133	1,068	(65)	(5.74%)
0400	Medicare	-	-	2,122	2,122	1,859	(263)	(12.39%)
0450	Social Security	-	-	5,746	5,746	5,232	(514)	(8.95%)
0500	PERS	-	-	18,758	14,558	18,838	80	0.43%
0600	Unemployment Insurance	-	-	731	731	641	(90)	(12.31%)
0700	Workers Compensation	-	-	4,690	4,690	3,808	(882)	(18.81%)
0800	Health & Life Insurance	-	-	9,844	7,844	7,946	(1,898)	(19.28%)
0900	Supplemental Retirement	-	-	691	691	953	262	37.92%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,978</b>	<b>\$ 159,572</b>	<b>\$ 167,509</b>	<b>\$ (21,469)</b>	<b>(11.36%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	19,865	17,765	20,030	165	0.83%
2024	Small Tools/Minor Equipment	-	-	-	19,500	4,500	4,500	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	1,000	2,500	2,500	-
4532	Communications	-	-	150	150	2,090	1,940	1,293.33%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	750	750	800	50	6.67%
4535	Printing & Binding	-	-	5,500	5,500	6,000	500	9.09%
4536	Insurance	-	-	881	881	2,025	1,144	129.85%
4537	Utilities	-	-	-	-	996	996	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	77,747	109,234	106,565	28,818	37.07%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	47,481	-	-	(47,481)	(100.00%)
5041	Miscellaneous	-	-	7,500	7,500	7,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 159,874</b>	<b>\$ 162,280</b>	<b>\$ 153,006</b>	<b>\$ (6,868)</b>	<b>(4.30%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	30,000	30,000	45,000	15,000	50.00%
8064	Machinery & Equipment	-	-	-	27,000	-	-	-
9090	Transfers	-	-	104,300	104,300	125,800	21,500	20.61%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 134,300</b>	<b>\$ 161,300</b>	<b>\$ 170,800</b>	<b>\$ 36,500</b>	<b>27.18%</b>
<b>Department Total:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 483,152</b>	<b>\$ 483,152</b>	<b>\$ 491,315</b>	<b>\$ 8,163</b>	<b>1.69%</b>

## **DEPARTMENT NARRATIVE**

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

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

In CY2013, the Police Department responded to 137 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, disturbances and a variety of other calls. During the fishery, most of the City's 18 police officers are utilized for dipnet operations. The Police Chief and Lieutenant are involved with dipnet planning as well as ongoing operations during the fishery. Most of the Police Department's vehicles are utilized during the fishery, including police cruisers, pick-ups, and all-terrain vehicles.

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

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

For the 2014 dipnet fishery, the Police Department plans to hire and utilize 6 Temporary Enforcement Officers. The six TEOs will help ensure compliance with litter laws and will greatly assist with other dipnet operations.

City of Kenai  
Fiscal Year 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ 20,255	\$ 20,255	\$ 22,362	\$ 2,107	10.40%
0200	Overtime	-	-	11,140	10,134	7,862	(3,278)	(29.43%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	455	455	438	(17)	(3.74%)
0450	Social Security	-	-	1,946	1,946	1,874	(72)	(3.70%)
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	157	157	151	(6)	(3.82%)
0700	Workers Compensation	-	-	665	665	608	(57)	(8.57%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,618</b>	<b>\$ 33,612</b>	<b>\$ 33,295</b>	<b>\$ (1,323)</b>	<b>(3.82%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	13,500	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	314	314	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	7,644	-	-	(7,644)	(100.00%)
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,644</b>	<b>\$ 13,500</b>	<b>\$ 314</b>	<b>\$ (7,330)</b>	<b>(95.89%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	68,600	68,600	80,000	11,400	16.62%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 68,600</b>	<b>\$ 68,600</b>	<b>\$ 80,000</b>	<b>\$ 11,400</b>	<b>16.62%</b>
<b>Department Total:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,862</b>	<b>\$ 115,712</b>	<b>\$ 113,609</b>	<b>\$ 2,747</b>	<b>2.48%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b><u>Description</u></b>	<b><u>Adopted</u></b>
9090	<b><u>Transfer to Other Funds</u></b> Transfer to General Fund: Central Administrative Costs	80,000

## **DEPARTMENT NARRATIVE**

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

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

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

The 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 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ 11,496	\$ 11,496	\$ 13,895	\$ 2,399	20.87%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	460	460	422	(38)	(8.26%)
0400	Medicare	-	-	173	173	207	34	19.65%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	4,103	4,103	6,117	2,014	49.09%
0600	Unemployment Insurance	-	-	60	60	71	11	18.33%
0700	Workers Compensation	-	-	550	550	478	(72)	(13.09%)
0800	Health & Life Insurance	-	-	3,281	3,281	3,688	407	12.40%
0900	Supplemental Retirement	-	-	285	285	381	96	33.68%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,408</b>	<b>\$ 20,408</b>	<b>\$ 25,259</b>	<b>\$ 4,851</b>	<b>23.77%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	12,600	12,600	11,230	(1,370)	(10.87%)
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	134	(66)	(33.00%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	18,152	18,152	14,850	(3,302)	(18.19%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	-	-	(10,000)	(100.00%)
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,952</b>	<b>\$ 30,952</b>	<b>\$ 26,214</b>	<b>\$ (14,738)</b>	<b>(35.99%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	7,100	7,100	7,200	100	1.41%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,100</b>	<b>\$ 7,100</b>	<b>\$ 7,200</b>	<b>\$ 100</b>	<b>1.41%</b>
<b>Department Total:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 68,460</b>	<b>\$ 58,460</b>	<b>\$ 58,673</b>	<b>\$ (9,787)</b>	<b>(14.30%)</b>



**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating, Repair &amp; Maintenance Supplies</u></b>	
	Fuel	6,000
	Gravel for 2 beach access 220 yds. @ 6.50	1,430
	Calcium Chloride above what would normally be req'd	1,300
	Signage (signs in Old Town to replace damaged signs)	2,500
		<u>11,230</u>
4539	<b><u>Rentals</u></b>	
	General Fund equipment rentals	14,850
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	7,200

## **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 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ 35,649	\$ 29,649	\$ 31,682	\$ (3,967)	(11.13%)
0200	Overtime	-	-	26,289	14,989	25,261	(1,028)	(3.91%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	302	302	315	13	4.30%
0400	Medicare	-	-	902	902	831	(71)	(7.87%)
0450	Social Security	-	-	3,005	3,005	2,661	(344)	(11.45%)
0500	PERS	-	-	4,805	1,305	6,178	1,373	28.57%
0600	Unemployment Insurance	-	-	310	310	286	(24)	(7.74%)
0700	Workers Compensation	-	-	2,026	2,026	1,844	(182)	(8.98%)
0800	Health & Life Insurance	-	-	3,109	1,109	1,266	(1,843)	(59.28%)
0900	Supplemental Retirement	-	-	256	256	260	4	1.56%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 76,653</b>	<b>\$ 53,853</b>	<b>\$ 70,584</b>	<b>\$ (6,069)</b>	<b>(7.92%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	6,800	4,800	6,000	(800)	(11.76%)
2024	Small Tools/Minor Equipment	-	-	-	1,000	4,500	4,500	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	1,000	2,500	2,500	-
4532	Communications	-	-	150	150	2,090	1,940	1,293.33%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	4,000	4,000	4,000	-	-
4536	Insurance	-	-	456	456	1,336	880	192.98%
4537	Utilities	-	-	-	-	996	996	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	55,245	77,132	82,100	26,855	48.61%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	19,837	-	-	(19,837)	(100.00%)
5041	Miscellaneous	-	-	7,500	7,500	7,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 93,988</b>	<b>\$ 96,038</b>	<b>\$ 111,022</b>	<b>\$ 17,034</b>	<b>18.12%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	20,000	20,000	-
8064	Machinery & Equipment	-	-	-	27,000	-	-	-
9090	Transfers Out	-	-	20,700	20,700	27,700	7,000	33.82%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,700</b>	<b>\$ 47,700</b>	<b>\$ 47,700</b>	<b>\$ 27,000</b>	<b>130.43%</b>
<b>Department Total:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 191,341</b>	<b>\$ 197,591</b>	<b>\$ 229,306</b>	<b>\$ 37,965</b>	<b>19.84%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Fuel	2,000
	Signage	1,000
	Miscellaneous supplies	3,000
		<u>6,000</u>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Burn pits (North Beach)	2,500
	Cash drawers for dipnet shacks and extra trays	2,000
		<u>4,500</u>
4531	<b><u>Professional Services</u></b>	
	Computer software maintenance and modification	2,500
4532	<b><u>Communications</u></b>	
	Telephones, Prepaid cell phones, Metro Ethernet	2,090
4535	<b><u>Printing &amp; Binding</u></b>	
	Brochures, receipts and iron ranger envelopes printing	4,000
4539	<b><u>Rentals</u></b>	
	Dumpsters and portables (North and South Beaches)	75,000
	South Spruce dumpsters (Beach/Little League Fields)	5,000
	Truck and tractor rentals	2,100
		<u>82,100</u>
5041	<b><u>Miscellaneous</u></b>	
	KCHS Nordic Ski Team beach clean-up	7,500
8063	<b><u>Improvements Other Than Buildings</u></b>	
	North Beach fencing/chain	20,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	27,700

## **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 Streets Department Operators and 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 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ 16,873	\$ 16,873	\$ 19,691	\$ 2,818	16.70%
0200	Overtime	-	-	23,561	18,661	6,411	(17,150)	(72.79%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	371	371	331	(40)	(10.78%)
0400	Medicare	-	-	592	592	383	(209)	(35.30%)
0450	Social Security	-	-	795	795	697	(98)	(12.33%)
0500	PERS	-	-	9,850	9,150	6,543	(3,307)	(33.57%)
0600	Unemployment Insurance	-	-	204	204	133	(71)	(34.80%)
0700	Workers Compensation	-	-	1,449	1,449	878	(571)	(39.41%)
0800	Health & Life Insurance	-	-	3,454	3,454	2,992	(462)	(13.38%)
0900	Supplemental Retirement	-	-	150	150	312	162	108.00%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,299</b>	<b>\$ 51,699</b>	<b>\$ 38,371</b>	<b>\$ (18,928)</b>	<b>(33.03%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	465	365	2,800	2,335	502.15%
2024	Small Tools/Minor Equipment	-	-	-	5,000	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	750	750	800	50	6.67%
4535	Printing & Binding	-	-	1,500	1,500	2,000	500	33.33%
4536	Insurance	-	-	225	225	241	16	7.11%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	4,350	13,950	9,615	5,265	121.03%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	-	-	(10,000)	(100.00%)
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,290</b>	<b>\$ 21,790</b>	<b>\$ 15,456</b>	<b>\$ (1,834)</b>	<b>(10.61%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	30,000	30,000	25,000	(5,000)	(16.67%)
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	7,900	7,900	10,900	3,000	37.97%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,900</b>	<b>\$ 37,900</b>	<b>\$ 35,900</b>	<b>\$ (2,000)</b>	<b>(5.28%)</b>
<b>Department Total:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 112,489</b>	<b>\$ 111,389</b>	<b>\$ 89,727</b>	<b>\$ (22,762)</b>	<b>(20.23%)</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Calcium Chloride above what would normally be req'd	1,300
	Paint for striping, barricade tape, misc. tools	1,000
	Signs	500
		<u>2,800</u>
4534	<b><u>Advertising</u></b>	
	Advertising for temp. positions	400
	Low tide public services announcements	400
		<u>800</u>
4535	<b><u>Printing &amp; Binding</u></b>	
	PU brochures and cashier receipts	2,000
4539	<b><u>Rentals</u></b>	
	Portable toilets	4,500
	Dumpster for 1 month	350
	General Fund equipment rentals	4,765
		<u>9,615</u>
8063	<b><u>Improvements Other Than Buildings</u></b>	
	Replace Launch ramp floats	25,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	10,900

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

	<u>Actual FY 2012</u>	<u>Actual FY 2013</u>	<u>Original Budget FY 2014</u>	<u>Projection FY 2014</u>	<u>Council Adopted FY 2015</u>
<b>Revenues</b>					
PERS Grant	\$ 53,235	\$ 71,316	\$ 74,848	\$ 74,848	\$ 124,642
Usage Fees					
Service Hook-up	8,728	7,504	8,000	8,000	8,000
Residential Water	321,276	517,260	583,327	583,327	643,906
Commercial Water	144,048	207,390	255,797	255,797	282,362
Residential Sewer	940,005	1,029,877	1,072,488	1,072,488	1,108,529
Commercial Sewer	379,626	391,082	458,197	458,197	473,595
Total Usage Fees	<u>1,793,683</u>	<u>2,153,113</u>	<u>2,377,809</u>	<u>2,377,809</u>	<u>2,516,392</u>
Miscellaneous Revenues					
Penalty and Interest	36,088	38,058	35,000	40,000	40,000
Special Assessment Principal	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Interest Earnings	5,755	(2,537)	11,953	11,953	11,159
Other	33,036	2,479	3,000	3,000	3,000
Total Miscellaneous Revenues	<u>74,879</u>	<u>38,000</u>	<u>49,953</u>	<u>54,953</u>	<u>54,159</u>
Total Revenues	<u>1,921,797</u>	<u>2,262,429</u>	<u>2,502,610</u>	<u>2,507,610</u>	<u>2,695,193</u>
<b>Expenditures</b>					
Water Department	676,868	841,470	1,065,991	1,066,616	1,126,733
Sewer Department	359,273	394,031	533,905	533,905	489,820
Wastewater Treatment Plant Department	<u>904,202</u>	<u>868,969</u>	<u>1,046,207</u>	<u>1,060,516</u>	<u>1,090,168</u>
Total Expenditures	<u>1,940,343</u>	<u>2,104,470</u>	<u>2,646,103</u>	<u>2,661,037</u>	<u>2,706,721</u>
Contribution To/(From) Fund Balance:	(18,546)	157,959	(143,493)	(153,427)	(11,528)
Projected Lapse (6%)	-	-	129,186	130,082	131,539
Adjusted (Deficit)/Surplus			(14,307)	(23,345)	120,011
Beginning Fund Balance	<u>999,881</u>	<u>981,335</u>	<u>1,195,342</u>	<u>1,139,294</u>	<u>1,115,949</u>
Ending Fund Balance	<u>\$ 981,335</u>	<u>\$ 1,139,294</u>	<u>\$ 1,181,035</u>	<u>\$ 1,115,949</u>	<u>\$ 1,235,960</u>



City of Kenai  
Fiscal Year 2015 Operating Budget

Water and Sewer Fund Summary by Line Item

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 438,296	\$ 418,616	\$ 520,145	\$ 516,145	\$ 533,550	\$ 13,405	2.58%
0200	Overtime	37,275	26,316	14,912	18,912	19,637	4,725	31.69%
0250	Holiday Pay	11,381	10,861	12,064	12,064	12,588	524	4.34%
0300	Leave	13,507	25,413	20,318	20,318	19,429	(889)	(4.38%)
0400	Medicare	7,156	6,882	8,228	8,228	8,485	257	3.12%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	178,491	149,289	195,215	195,215	249,113	53,898	27.61%
0600	Unemployment Insurance	-	-	2,834	2,834	2,925	91	3.21%
0700	Workers Compensation	10,402	13,566	14,987	14,987	11,841	(3,146)	(20.99%)
0800	Health & Life Insurance	102,258	88,208	133,855	133,855	106,875	(26,980)	(20.16%)
0900	Supplemental Retirement	11,008	10,130	11,626	11,626	11,626	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 809,774</b>	<b>\$ 749,281</b>	<b>\$ 934,184</b>	<b>\$ 934,184</b>	<b>\$ 976,069</b>	<b>\$ 41,885</b>	<b>4.48%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,719	1,626	2,450	2,450	2,250	(200)	(8.16%)
2022	Operating & Repair Supplies	241,026	189,247	291,637	287,554	315,800	24,163	8.29%
2024	Small Tools/Minor Equipment	24,530	15,350	21,008	21,008	18,700	(2,308)	(10.99%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	5,569	5,531	7,980	8,680	8,640	660	8.27%
4531	Professional Services	46,571	33,024	51,650	67,284	89,670	38,020	73.61%
4532	Communications	44,938	27,403	10,952	10,952	22,963	12,011	109.67%
4533	Travel & Transportation	1,949	5,145	11,000	11,000	6,000	(5,000)	(45.45%)
4534	Advertising	1,831	1,794	300	1,538	-	(300)	(100.00%)
4535	Printing & Binding	-	1,280	2,500	2,500	1,000	(1,500)	(60.00%)
4536	Insurance	17,596	16,355	19,437	19,437	19,243	(194)	(1.00%)
4537	Utilities	457,314	476,863	577,368	577,368	525,022	(52,346)	(9.07%)
4538	Repair & Maintenance	30,688	58,101	83,600	93,099	107,350	23,750	28.41%
4539	Rentals	1,050	8,155	13,107	13,107	15,144	2,037	15.54%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	9,430	9,430	7,040	(2,390)	(25.34%)
4666	Books	85	17	1,025	1,025	500	(525)	(51.22%)
4667	Dues & Publications	606	524	1,875	1,875	850	(1,025)	(54.67%)
4999	General Contingency	-	-	60,000	50,501	30,000	(30,000)	(50.00%)
5041	Miscellaneous	4,043	4,226	4,400	4,400	4,630	230	5.23%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 879,515</b>	<b>\$ 844,641</b>	<b>\$ 1,169,719</b>	<b>\$ 1,183,208</b>	<b>\$ 1,174,802</b>	<b>\$ 5,083</b>	<b>0.43%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	15,000	15,000	-	(15,000)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	58,881	45,145	34,200	35,645	41,450	7,250	21.20%
9090	Transfers	356,300	477,102	493,000	493,000	514,400	21,400	4.34%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 415,181</b>	<b>\$ 522,247</b>	<b>\$ 542,200</b>	<b>\$ 543,645</b>	<b>\$ 555,850</b>	<b>\$ 13,650</b>	<b>2.52%</b>
	<b>Department Total:</b>	<b>\$ 2,104,470</b>	<b>\$ 2,116,169</b>	<b>\$ 2,646,103</b>	<b>\$ 2,661,037</b>	<b>\$ 2,706,721</b>	<b>\$ 60,618</b>	<b>2.29%</b>

## **DEPARTMENT NARRATIVE**

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

The City's water distribution system consists of four wells with well houses, one pump house, a 3,000,000-gallon tank and 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 four employees that are half funded by the Sewer Department budget. Operators of this system must be certified by the State of Alaska Department of Conservation as appropriate for a Class A Public Water System of its size.

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

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 122,224	\$ 115,047	\$ 125,372	\$ 121,372	\$ 156,597	\$ 31,225	24.91%
0200	Overtime	22,007	12,837	5,602	9,602	9,205	3,603	64.32%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	5,097	7,662	5,256	5,256	4,648	(608)	(11.57%)
0400	Medicare	2,140	1,938	1,975	1,975	2,471	496	25.11%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	52,104	41,844	46,732	46,732	73,004	26,272	56.22%
0600	Unemployment Insurance	-	-	680	680	852	172	25.29%
0700	Workers Compensation	2,472	3,817	3,157	3,157	3,262	105	3.33%
0800	Health & Life Insurance	28,189	24,424	32,385	32,385	29,688	(2,697)	(8.33%)
0900	Supplemental Retirement	3,396	2,831	2,813	2,813	3,563	750	26.66%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 237,629</b>	<b>\$ 210,400</b>	<b>\$ 223,972</b>	<b>\$ 223,972</b>	<b>\$ 283,290</b>	<b>\$ 59,318</b>	<b>26.48%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	920	760	1,200	1,200	1,000	(200)	(16.67%)
2022	Operating & Repair Supplies	120,655	68,264	150,000	146,526	170,000	20,000	13.33%
2024	Small Tools/Minor Equipment	11,057	7,263	6,000	6,000	6,200	200	3.33%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	2,075	2,203	3,360	4,060	3,820	460	13.69%
4531	Professional Services	15,851	15,183	25,000	26,325	27,000	2,000	8.00%
4532	Communications	35,221	20,166	6,062	6,062	13,349	7,287	120.21%
4533	Travel & Transportation	221	1,388	2,500	2,500	1,500	(1,000)	(40.00%)
4534	Advertising	1,234	1,515	150	779	-	(150)	(100.00%)
4535	Printing & Binding	-	1,280	2,000	2,000	500	(1,500)	(75.00%)
4536	Insurance	7,970	5,747	9,123	9,123	9,607	484	5.31%
4537	Utilities	168,163	174,168	215,902	215,902	182,698	(33,204)	(15.38%)
4538	Repair & Maintenance	10,611	23,563	33,000	33,000	40,000	7,000	21.21%
4539	Rentals	1,050	8,065	13,107	13,107	15,144	2,037	15.54%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	5,915	5,915	3,520	(2,395)	(40.49%)
4666	Books	85	17	250	250	250	-	-
4667	Dues & Publications	397	314	1,250	1,250	500	(750)	(60.00%)
4999	Contingency	-	-	20,000	20,000	10,000	(10,000)	(50.00%)
5041	Miscellaneous	733	658	700	700	930	230	32.86%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 376,243</b>	<b>\$ 330,554</b>	<b>\$ 495,519</b>	<b>\$ 494,699</b>	<b>\$ 486,018</b>	<b>\$ (9,501)</b>	<b>(1.92%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	15,000	15,000	-	(15,000)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	21,898	13,694	14,200	15,645	11,325	(2,875)	(20.25%)
9090	Transfers Out	205,700	328,202	317,300	317,300	346,100	28,800	9.08%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 227,598</b>	<b>\$ 341,896</b>	<b>\$ 346,500</b>	<b>\$ 347,945</b>	<b>\$ 357,425</b>	<b>\$ 10,925</b>	<b>3.15%</b>
<b>Department Total:</b>		<b>\$ 841,470</b>	<b>\$ 882,850</b>	<b>\$ 1,065,991</b>	<b>\$ 1,066,616</b>	<b>\$ 1,126,733</b>	<b>\$ 60,742</b>	<b>5.70%</b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Water and sewer applications, door tags, daily receipts, and utility bills	1,000
2022	<b><u>Operating and Repair Supplies</u></b>	
	Nalco Utrion 8185 (coagulant) 3,240 gallons	91,562
	Nalco Nalclear 7698 (polymer) 105 gallons	3,174
	NaCl (chlorine) 8,162 gallons	30,934
	Repair and maintenance of well houses, reservoir, lift stations, WTF, water lines, valves, pumps and hydrants.	37,830
	Lab supplies, work gear, transducers, PPE, fittings etc.	1,500
	Bollards for hydrants	5,000
	Spare parts for SCADA	<u>170,000</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Replace office computer	1,100
	Miscellaneous hand tools etc.	2,655
	Endress - Hauser Prosonic S level and flow instrument	<u>2,445</u>
		6,200
4531	<b><u>Professional Services</u></b>	
	SCADA, wonderware, WTF troubleshooting/programming	10,000
	Water testing and instrument calibration	15,000
	Cathodic protection testing	1,200
	Clear trees mile 13 to 14	<u>800</u>
		27,000
4533	<b><u>Transportation</u></b>	
	CEU's for certifications (Water Distribution, waste water collection, water treatment	1,500
4538	<b><u>Repairs and Maintenance</u></b>	
	Repair and maintenance of Water Treatment Facility, water lines, well houses, hydrants, fences and reservoir.	20,000
	New hydrant and installation	15,000
	Two 4 inch valves and install	<u>5,000</u>
		40,000
4539	<b><u>Rentals</u></b>	
	Reservoir land lease	13,094
	DNR water rights permit	1,050
	Generator or light plant rental	<u>1,000</u>
		15,144
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Plow for truck	3,825
	Purchase Capital Projects truck	<u>7,500</u>
		11,325
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	95,600
	30% Matching funds for MMG 47552 to construct a 10" HDPE water main along Swires Road with a total project cost of \$835,000.	<u>250,500</u>
		346,100

## **DEPARTMENT NARRATIVE**

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

The sewer collection system of the City of Kenai collects sewage from approximately 2,000 customers. The City maintains approximately 46 miles of sewer pipe and 18 lift stations.

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

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

City of Kenai  
Fiscal Year 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 122,224	\$ 115,048	\$ 183,562	\$ 183,562	\$ 156,597	\$ (26,965)	(14.69%)
0200	Overtime	10,286	9,975	6,646	6,646	7,413	767	11.54%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	5,097	7,662	6,146	6,146	4,648	(1,498)	(24.37%)
0400	Medicare	1,974	1,897	2,847	2,847	2,445	(402)	(14.12%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	49,400	41,166	67,868	67,868	72,214	4,346	6.40%
0600	Unemployment Insurance	-	-	980	980	843	(137)	(13.98%)
0700	Workers Compensation	2,472	3,817	4,787	4,787	3,236	(1,551)	(32.40%)
0800	Health & Life Insurance	28,053	24,356	49,657	49,657	29,688	(19,969)	(40.21%)
0900	Supplemental Retirement	3,396	2,831	4,313	4,313	3,563	(750)	(17.39%)
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 222,902</b>	<b>\$ 206,752</b>	<b>\$ 326,806</b>	<b>\$ 326,806</b>	<b>\$ 280,647</b>	<b>\$ (46,159)</b>	<b>(14.12%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	727	700	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	23,716	22,725	22,700	22,091	23,400	700	3.08%
2024	Small Tools/Minor Equipment	6,430	4,356	6,500	6,500	5,000	(1,500)	(23.08%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,747	2,132	2,310	2,310	2,480	170	7.36%
4531	Professional Services	8,089	5,365	8,000	8,000	9,000	1,000	12.50%
4532	Communications	4,568	4,257	730	730	3,350	2,620	358.90%
4533	Travel & Transportation	1,728	1,618	2,500	2,500	1,500	(1,000)	(40.00%)
4534	Advertising	597	228	150	759	-	(150)	(100.00%)
4535	Printing & Binding	-	-	500	500	500	-	-
4536	Insurance	3,091	3,859	3,363	3,363	3,671	308	9.16%
4537	Utilities	18,615	17,731	21,281	21,281	22,677	1,396	6.56%
4538	Repair & Maintenance	15,999	24,199	40,000	40,000	42,350	2,350	5.88%
4539	Rentals	-	90	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	3,515	3,515	3,520	5	0.14%
4666	Books	-	-	-	-	250	250	-
4667	Dues & Publications	35	79	150	150	150	-	-
4999	Contingency	-	-	20,000	20,000	10,000	(10,000)	(50.00%)
5041	Miscellaneous	304	529	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 85,646</b>	<b>\$ 87,868</b>	<b>\$ 133,199</b>	<b>\$ 133,199</b>	<b>\$ 129,348</b>	<b>\$ (3,851)</b>	<b>(2.89%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	36,983	27,166	20,000	20,000	23,625	3,625	18.13%
9090	Transfers Out	48,500	52,020	53,900	53,900	56,200	2,300	4.27%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 85,483</b>	<b>\$ 79,186</b>	<b>\$ 73,900</b>	<b>\$ 73,900</b>	<b>\$ 79,825</b>	<b>\$ 5,925</b>	<b>8.02%</b>
<b>Department Total:</b>		<b>\$ 394,031</b>	<b>\$ 373,806</b>	<b>\$ 533,905</b>	<b>\$ 533,905</b>	<b>\$ 489,820</b>	<b>\$ (44,085)</b>	<b>(8.26%)</b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2021	<b><u>Office Supplies</u></b> Water and sewer applications, door tags, daily receipts, and utility bills	1,000
2022	<b><u>Operating and Repair Supplies</u></b> Repair and maintenance of lift stations, manholes, consumables, PPE, work gear Bollards	21,900 1,500 <hr/> 23,400
2024	<b><u>Small Tools &amp; Minor Equipment</u></b> Small tools	5,000
2026	<b><u>Computer Software</u></b> Software for one computer Wonderware Upgrades	430 2,050 <hr/> 2,480
4531	<b><u>Professional Services</u></b> SCADA and Wonderware troubleshooting, fix communications between PSB and crew building. Telemetry scoping project. Cathodic protection testing Clear trees Mile 13 to 14	7,400 800 800 <hr/> 9,000
4533	<b><u>Transportation</u></b> Training and CEU's for certifications	1,500
4538	<b><u>Repair &amp; Maintenance</u></b> Repair and maintenance of lift stations, manholes, sewer lines. Pump repair, equipment calibration, generator maintenance. Bring 3 phase power to Main St. All lift stations generator receptacle replacement	25,000 10,000 7,350 <hr/> 42,350
5041	<b><u>Miscellaneous</u></b> Laundry	500
8064	<b><u>Machinery and Equipment</u></b> Plow for truck Capital projects truck 2 pumps for Mile 13 lift station	3,825 7,500 12,300 <hr/> 23,625
9090	<b><u>Transfer to Other Funds</u></b> Transfer to General Fund: Central Administrative Costs	56,200

## **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 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 193,848	\$ 188,521	\$ 211,211	\$ 211,211	\$ 220,356	\$ 9,145	4.33%
0200	Overtime	4,982	3,504	2,664	2,664	3,019	355	13.33%
0250	Holiday Pay	11,381	10,861	12,064	12,064	12,588	524	4.34%
0300	Leave	3,313	10,089	8,916	8,916	10,133	1,217	13.65%
0400	Medicare	3,042	3,047	3,406	3,406	3,569	163	4.79%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	76,987	66,279	80,615	80,615	103,895	23,280	28.88%
0600	Unemployment Insurance	-	-	1,174	1,174	1,230	56	4.77%
0700	Workers Compensation	5,458	5,932	7,043	7,043	5,343	(1,700)	(24.14%)
0800	Health & Life Insurance	46,016	39,428	51,813	51,813	47,499	(4,314)	(8.33%)
0900	Supplemental Retirement	4,216	4,468	4,500	4,500	4,500	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 349,243</b>	<b>\$ 332,129</b>	<b>\$ 383,406</b>	<b>\$ 383,406</b>	<b>\$ 412,132</b>	<b>\$ 28,726</b>	<b>7.49%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	72	166	250	250	250	-	-
2022	Operating & Repair Supplies	96,655	98,258	118,937	118,937	122,400	3,463	2.91%
2024	Small Tools/Minor Equipment	7,043	3,731	8,508	8,508	7,500	(1,008)	(11.85%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,747	1,196	2,310	2,310	2,340	30	1.30%
4531	Professional Services	22,631	12,476	18,650	32,959	53,670	35,020	187.77%
4532	Communications	5,149	2,980	4,160	4,160	6,264	2,104	50.58%
4533	Travel & Transportation	-	2,139	6,000	6,000	3,000	(3,000)	(50.00%)
4534	Advertising	-	51	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	6,535	6,749	6,951	6,951	5,965	(986)	(14.19%)
4537	Utilities	270,536	284,964	340,185	340,185	319,647	(20,538)	(6.04%)
4538	Repair & Maintenance	4,078	10,339	10,600	20,099	25,000	14,400	135.85%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	775	775	-	(775)	(100.00%)
4667	Dues & Publications	174	131	475	475	200	(275)	(57.89%)
4999	Contingency	-	-	20,000	10,501	10,000	(10,000)	(50.00%)
5041	Miscellaneous	3,006	3,039	3,200	3,200	3,200	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 417,626</b>	<b>\$ 426,219</b>	<b>\$ 541,001</b>	<b>\$ 555,310</b>	<b>\$ 559,436</b>	<b>\$ 18,435</b>	<b>3.41%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,285	-	-	6,500	6,500	-
9090	Transfers Out	102,100	96,880	121,800	121,800	112,100	(9,700)	(7.96%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 102,100</b>	<b>\$ 101,165</b>	<b>\$ 121,800</b>	<b>\$ 121,800</b>	<b>\$ 118,600</b>	<b>\$ (3,200)</b>	<b>(2.63%)</b>
<b>Department Total:</b>		<b>\$ 868,969</b>	<b>\$ 859,513</b>	<b>\$ 1,046,207</b>	<b>\$ 1,060,516</b>	<b>\$ 1,090,168</b>	<b>\$ 43,961</b>	<b>4.20%</b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Sodium hypochlorite 167 drums	34,100
	Sodium Bisulfite 50 drums	13,000
	Lime 450 bags	9,900
	Polymer 60 bags	17,400
	Consumables	3,500
	Lab Supplies	8,000
	Repair and maintenance supplies	25,500
	Fuel, oil, grease	11,000
		<u>122,400</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	HQ40D probe and meter for BOD & pH & DO analyzer	2,500
	Misc. and hand tools	5,000
		<u>7,500</u>
4531	<b><u>Professional Services</u></b>	
	Sludge and effluent wet testing	8,000
	CDL physicals	370
	Calibrate lab scales	300
	Sludge disposal 1000 tons	45,000
		<u>53,670</u>
4533	<b><u>Transportation</u></b>	
	CEU's for certifications, conferences, lab training	3,000
4538	<b><u>Repairs and Maintenance</u></b>	
	Repair and maintenance	25,000
5041	<b><u>Miscellaneous</u></b>	
	Coverall service	3,200
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Auto Clave for sterilizing bottles and tools	6,500
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	112,100

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

	<u>Actual FY 2012</u>	<u>Actual FY 2013</u>	<u>Original Budget FY 2014</u>	<u>Projection FY 2014</u>	<u>Council Adopted FY 2015</u>
<b>Revenues</b>					
State & Federal Grants	\$ 57,730	\$ 61,211	\$ 71,943	\$ 71,943	\$121,567
Usage Fees					
Fuel Sales	21,506	12,491	20,000	15,000	15,000
Fuel Flowage	80,376	60,123	60,000	30,000	30,000
Float Plane	1,428	730	1,800	1,800	1,800
Tie Down	12,489	10,451	10,000	10,000	10,000
Landing	358,010	309,572	336,011	336,011	346,427
Plane Parking	15,209	14,972	15,000	15,000	15,000
Total Usage Fees	<u>489,018</u>	<u>408,339</u>	<u>442,811</u>	<u>407,811</u>	<u>418,227</u>
Rents and Leases					
Land	591,423	701,668	707,849	707,849	711,858
Fish Hauling	836	-	1,000	-	-
Total Rents and Leases	<u>592,259</u>	<u>701,668</u>	<u>708,849</u>	<u>707,849</u>	<u>711,858</u>
Miscellaneous					
Penalty and Interest	11,759	4,877	11,500	8,000	8,000
Interest on Investments	13,296	(10,265)	30,833	25,000	29,266
Other	14,929	12,768	15,000	15,000	15,000
Total Miscellaneous	<u>39,984</u>	<u>7,380</u>	<u>57,333</u>	<u>48,000</u>	<u>52,266</u>
Terminal Revenue					
Parking Fees	200,909	206,706	240,000	240,000	336,000
Rents and Leases	190,921	242,382	255,109	255,109	294,965
Penalty and Interest	6,557	5,988	1,000	1,000	1,000
Car Rental Commissions	180,243	195,398	195,000	195,000	195,000
Advertising Commissions	3,534	3,955	3,500	3,500	3,500
Miscellaneous	14,064	9,686	6,500	6,500	6,500
Total Terminal Revenue	<u>596,228</u>	<u>664,115</u>	<u>701,109</u>	<u>701,109</u>	<u>836,965</u>
Transfers In					
Airport Land Trust Fund	1,011,485	1,031,773	1,090,572	1,094,473	1,147,095
Total Transfers In	<u>1,011,485</u>	<u>1,031,773</u>	<u>1,090,572</u>	<u>1,094,473</u>	<u>1,147,095</u>
Total Revenues	<u>2,786,704</u>	<u>2,874,486</u>	<u>3,072,617</u>	<u>3,031,185</u>	<u>3,287,978</u>
<b>Expenditures</b>					
Airport Terminal	575,759	581,944	676,552	671,652	681,934
Airport Airfield	1,551,142	1,556,870	1,668,598	1,680,382	1,797,025
Airport Administration	274,984	316,735	312,035	320,019	333,274
Airport Other Buildings and Areas	177,797	245,618	137,049	511,345	321,968
Airport Training Facility	41,373	41,980	34,664	39,164	54,450
Total Expenditures	<u>2,621,055</u>	<u>2,743,147</u>	<u>2,828,898</u>	<u>3,222,562</u>	<u>3,188,651</u>
Contribution To/(From) Fund Balance:	165,649	131,339	243,719	(191,377)	99,327
Projected Lapse (6%)	-	-	113,255	114,147	125,391
Adjusted (Deficit)/Surplus			356,974	(77,230)	224,718
Beginning Fund Balance	<u>3,682,341</u>	<u>3,847,990</u>	<u>4,111,056</u>	<u>3,979,329</u>	<u>3,902,099</u>
Ending Fund Balance	<u>\$ 3,847,990</u>	<u>\$ 3,979,329</u>	<u>\$ 4,468,030</u>	<u>\$ 3,902,099</u>	<u>\$ 4,126,817</u>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

**Airport Fund Summary by Line Item**

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 395,618	\$ 352,904	\$ 396,225	\$ 396,225	\$ 466,919	\$ 70,694	17.84%
0200	Overtime	46,173	40,513	42,130	42,130	33,642	(8,488)	(20.15%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	20,551	12,515	16,627	16,627	18,381	1,754	10.55%
0400	Medicare	6,568	5,800	6,599	6,599	7,523	924	14.00%
0450	Social Security	881	478	464	464	480	16	3.45%
0500	PERS	140,462	120,451	153,734	153,734	216,988	63,254	41.15%
0600	Unemployment Insurance	(284)	1,140	2,276	2,276	2,596	320	14.06%
0700	Workers Compensation	7,751	10,156	12,545	12,545	10,581	(1,964)	(15.66%)
0800	Health & Life Insurance	88,148	76,375	100,344	100,344	107,826	7,482	7.46%
0900	Supplemental Retirement	8,508	8,416	8,710	8,710	10,210	1,500	17.22%
<b><u>Total Salaries &amp; Benefits</u></b>		<b><u>\$ 714,376</u></b>	<b><u>\$ 628,748</u></b>	<b><u>\$ 739,654</u></b>	<b><u>\$ 739,654</u></b>	<b><u>\$ 875,146</u></b>	<b><u>\$ 135,492</u></b>	<b><u>18.32%</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,736	1,728	1,950	1,950	1,950	-	-
2022	Operating & Repair Supplies	186,529	179,675	204,000	204,000	209,665	5,665	2.78%
2024	Small Tools/Minor Equipment	38,800	27,077	30,850	30,850	20,550	(10,300)	(33.39%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	480	459	1,560	1,560	1,780	220	14.10%
4531	Professional Services	23,611	51,582	28,500	43,368	80,117	51,617	181.11%
4532	Communications	26,105	23,105	17,148	17,148	22,868	5,720	33.36%
4533	Travel & Transportation	11,067	11,230	13,628	14,181	15,248	1,620	11.89%
4534	Advertising	10,871	8,786	11,550	11,550	12,750	1,200	10.39%
4535	Printing & Binding	841	2,397	4,030	4,030	4,040	10	0.25%
4536	Insurance	83,170	86,094	93,370	93,370	79,899	(13,471)	(14.43%)
4537	Utilities	309,761	293,623	344,778	344,778	344,471	(307)	(0.09%)
4538	Repair & Maintenance	252,868	283,837	279,250	343,750	262,707	(16,543)	(5.92%)
4539	Rentals	11,756	13,477	14,250	18,600	16,960	2,710	19.02%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	108	135	400	400	400	-	-
4667	Dues & Publications	739	436	630	630	650	20	3.17%
4999	General Contingency	-	-	40,000	30,597	40,000	-	-
5041	Miscellaneous	2,917	17,389	2,050	2,050	2,150	100	4.88%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b><u>\$ 961,359</u></b>	<b><u>\$ 1,001,030</u></b>	<b><u>\$ 1,087,944</u></b>	<b><u>\$ 1,162,812</u></b>	<b><u>\$ 1,116,205</u></b>	<b><u>\$ 28,261</u></b>	<b><u>2.60%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	20,600	-	-	-	-	-
8062	Buildings	47,027	34,210	60,000	-	33,500	(26,500)	(44.17%)
8063	Improvements	-	33,931	-	-	65,000	65,000	-
8064	Machinery & Equipment	-	7,861	-	-	-	-	-
9090	Transfers	1,020,385	1,032,660	941,300	1,320,096	1,098,800	157,500	16.73%
<b><u>Total Capital Outlay and Transfers</u></b>		<b><u>\$ 1,067,412</u></b>	<b><u>\$ 1,129,262</u></b>	<b><u>\$ 1,001,300</u></b>	<b><u>\$ 1,320,096</u></b>	<b><u>\$ 1,197,300</u></b>	<b><u>\$ 196,000</u></b>	<b><u>19.57%</u></b>
<b>Department Total:</b>		<b><u>\$ 2,743,147</u></b>	<b><u>\$ 2,759,040</u></b>	<b><u>\$ 2,828,898</u></b>	<b><u>\$ 3,222,562</u></b>	<b><u>\$ 3,188,651</u></b>	<b><u>\$ 359,753</u></b>	<b><u>12.72%</u></b>

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND – TERMINAL**

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

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

The ground floor of the terminal has ticket counter, office, and baggage handling space for four commuter airlines. Currently, Ravn Alaska, Grant Aviation, and Lake and Peninsula Air lease space in the terminal and provide approximately 30 flights per day to and from Anchorage. Charter flights are provided by other carriers, primarily Kenai Aviation. Baggage check-in is handled at the ticket counters and there is a separate baggage claim area with a continuous conveyor belt. Additional lease spaces are occupied by two rental car agencies, a restaurant, and two real estate offices. 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 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 63,227	\$ 58,510	\$ 66,262	\$ 66,262	\$ 96,432	\$ 30,170	45.53%
0200	Overtime	623	2,395	3,317	3,317	5,424	2,107	63.52%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,902	1,702	2,451	2,451	3,102	651	26.56%
0400	Medicare	952	903	1,045	1,045	1,521	476	45.55%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	24,403	21,617	24,825	24,825	44,847	20,022	80.65%
0600	Unemployment Insurance	(142)	570	361	361	525	164	45.43%
0700	Workers Compensation	1,404	1,965	2,363	2,363	2,817	454	19.21%
0800	Health & Life Insurance	17,218	14,476	20,207	20,207	26,443	6,236	30.86%
0900	Supplemental Retirement	1,597	1,620	1,755	1,755	2,505	750	42.74%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 112,184</b>	<b>\$ 103,758</b>	<b>\$ 122,586</b>	<b>\$ 122,586</b>	<b>\$ 183,616</b>	<b>\$ 61,030</b>	<b>49.79%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	214	123	250	250	500	250	100.00%
2022	Operating & Repair Supplies	20,665	17,427	25,000	25,000	25,000	-	-
2024	Small Tools/Minor Equipment	3,533	3,272	11,500	11,500	2,600	(8,900)	(77.39%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	85	-	-	400	400	-
4531	Professional Services	4,111	910	1,500	1,500	1,500	-	-
4532	Communications	4,830	4,745	6,343	1,443	5,832	(511)	(8.06%)
4533	Travel & Transportation	3,446	1,535	3,428	3,428	3,848	420	12.25%
4534	Advertising	360	553	900	900	2,100	1,200	133.33%
4535	Printing & Binding	150	301	370	370	435	65	17.57%
4536	Insurance	6,901	7,905	7,470	7,470	6,902	(568)	(7.60%)
4537	Utilities	134,778	125,285	154,365	154,365	153,161	(1,204)	(0.78%)
4538	Repair & Maintenance	178,115	187,856	192,000	252,000	189,990	(2,010)	(1.05%)
4539	Rentals	6,424	6,355	6,540	6,540	3,450	(3,090)	(47.25%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	10,000	10,000	-	-
5041	Miscellaneous	706	682	500	500	1,200	700	140.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 364,233</b>	<b>\$ 357,034</b>	<b>\$ 420,166</b>	<b>\$ 475,266</b>	<b>\$ 406,918</b>	<b>\$ (13,248)</b>	<b>(3.15%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	47,027	15,210	60,000	-	17,500	(42,500)	(70.83%)
8063	Improvements	-	3,183	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	58,500	57,880	73,800	73,800	73,900	100	0.14%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 105,527</b>	<b>\$ 76,273</b>	<b>\$ 133,800</b>	<b>\$ 73,800</b>	<b>\$ 91,400</b>	<b>\$ (42,400)</b>	<b>(31.69%)</b>
<b>Department Total:</b>		<b>\$ 581,944</b>	<b>\$ 537,065</b>	<b>\$ 676,552</b>	<b>\$ 671,652</b>	<b>\$ 681,934</b>	<b>\$ 5,382</b>	<b>0.80%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Janitorial Supplies	7,300
	FY15 Generator fuel	6,000
	Flowers	3,400
	Misc repairs parts	3,000
	Ice melt	1,500
	Signs, posts, etc. for parking stalls	1,000
	Light bulbs	800
	LUKE machine receipt paper	800
	Vehicle parking permits	400
	Air filters	800
		<hr/> 25,000
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Computer replacement	1,100
	Backup LUKE Parts	1,500
		<hr/> 2,600
4533	<b><u>Transportation</u></b>	
	2015 Great Alaska Gathering, Anchorage	620
	ANTN Digicast Subscription	428
	2015 FAA AMAC Conference	2,800
		<hr/> 3,848
4538	<b><u>Repairs and Maintenance</u></b>	
	Janitorial services	63,800
	Security services	56,000
	Snow plowing	20,000
	Traffic marking and parking lot striping	6,000
	Sidewalk sensor	1,900
	Otis elevator contract and SOA inspection fee	2,650
	Landscaping flowers	2,000
	Painting - inside terminal	4,000
	Annual fire inspection	1,600
	Annual bag belt maintenance	1,000
	Holiday window painting	1,500
	Christmas decorations	2,000
	Maintenance Agreements (LUKE, AED)	2,540
	Misc. services (drain steaming, sprinkler startup, shutdowns, etc)	25,000
		<hr/> 189,990
4539	<b><u>Rentals</u></b>	
	Plant lease and maintenance	3,270
	Hot/cold water dispenser	180
		<hr/> 3,450
8062	<b><u>Buildings</u></b>	
	Replace café counter top and flooring replacement	14,500
	ERA remodel	3,000
		<hr/> 17,500
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	73,900

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND - AIRFIELD**

The Kenai Municipal Airport is the primary commercial service airport on the Kenai Peninsula and is owned and operated by the City of Kenai. It has a grooved 7,855 ft. x 150-ft. CAT III runway, a 4,500-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 a fueling operation.

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

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

The Airport Manager is responsible for overall management of the airport. The Airport Operation's Supervisor position is responsible for the day-to-day maintenance and operations of the airport including daily inspections, planning and allocation of resources, overseeing contractors, addressing complaints, interfacing with airport tenants and users. The Operations Supervisor participates in snow removal and maintenance activities as well as supervising City employees and temporary call-in personnel 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 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 151,860	\$ 134,873	\$ 159,068	\$ 159,068	\$ 190,779	\$ 31,711	19.94%
0200	Overtime	44,444	37,285	36,500	36,500	26,130	(10,370)	(28.41%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	10,479	4,162	6,705	6,705	7,346	641	9.56%
0400	Medicare	2,908	2,454	2,933	2,933	3,251	318	10.84%
0450	Social Security	411	384	464	464	480	16	3.45%
0500	PERS	55,981	46,788	67,110	67,110	92,096	24,986	37.23%
0600	Unemployment Insurance	-	-	1,011	1,011	1,122	111	10.98%
0700	Workers Compensation	5,221	6,491	8,747	8,747	6,489	(2,258)	(25.81%)
0800	Health & Life Insurance	32,878	30,064	39,723	39,723	44,333	4,610	11.61%
0900	Supplemental Retirement	3,378	3,145	3,450	3,450	4,200	750	21.74%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 307,560</b>	<b>\$ 265,646</b>	<b>\$ 325,711</b>	<b>\$ 325,711</b>	<b>\$ 376,226</b>	<b>\$ 50,515</b>	<b>15.51%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	405	413	500	500	500	-	-
2022	Operating & Repair Supplies	156,322	149,918	165,000	165,000	163,925	(1,075)	(0.65%)
2024	Small Tools/Minor Equipment	20,582	17,883	17,125	17,125	16,600	(525)	(3.07%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	10	520	520	580	60	11.54%
4531	Professional Services	8,051	2,541	4,500	16,284	13,000	8,500	188.89%
4532	Communications	7,851	12,147	8,520	8,520	8,890	370	4.34%
4533	Travel & Transportation	2,682	3,573	4,000	4,553	4,400	400	10.00%
4534	Advertising	600	235	500	500	500	-	-
4535	Printing & Binding	120	456	1,120	1,120	1,135	15	1.34%
4536	Insurance	74,799	76,542	84,135	84,135	71,312	(12,823)	(15.24%)
4537	Utilities	145,228	142,892	168,757	168,757	164,680	(4,077)	(2.42%)
4538	Repair & Maintenance	52,364	51,638	60,800	60,800	44,767	(16,033)	(26.37%)
4539	Rentals	3,952	5,521	3,960	8,310	9,760	5,800	146.46%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	54	78	150	150	150	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	5,097	10,000	-	-
5041	Miscellaneous	-	103	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 473,010</b>	<b>\$ 463,950</b>	<b>\$ 529,587</b>	<b>\$ 541,371</b>	<b>\$ 510,199</b>	<b>\$ (19,388)</b>	<b>(3.66%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	3,480	-	-	65,000	65,000	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	776,300	777,215	813,300	813,300	845,600	32,300	3.97%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 776,300</b>	<b>\$ 780,695</b>	<b>\$ 813,300</b>	<b>\$ 813,300</b>	<b>\$ 910,600</b>	<b>\$ 97,300</b>	<b>11.96%</b>
<b>Department Total:</b>		<b>\$ 1,556,870</b>	<b>\$ 1,510,291</b>	<b>\$ 1,668,598</b>	<b>\$ 1,680,382</b>	<b>\$ 1,797,025</b>	<b>\$ 128,427</b>	<b>7.70%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	ARFF	8,625
	Crack sealing material	10,000
	Fuel for equipment, fire truck and generator tanks	50,000
	Equipment cutting edges	20,000
	Misc. operating supplies	15,000
	Runway/taxiway lights	10,000
	Gates parts	5,000
	Urea	22,000
	E36 - 1500 gal. delivered	15,000
	Pyrotechniques/cracker shells	1,000
	Propane ARFF training	5,000
	Nitrogen ARFF truck	1,000
	Personal protection gear	1,000
	Bedding KFD quarters	300
		<u>163,925</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Radios	5,000
	Bowmonk	4,000
	Pallet jack	500
	ARFF gear	6,000
	Computer	1,100
		<u>16,600</u>
4531	<b><u>Professional Services</u></b>	
	SWPPP rewrite based on 2011 State General Permit	8,500
	DOT physicals, pre-employment tests	1,500
	Miscellaneous engineering services	3,000
		<u>13,000</u>
4532	<b><u>Communication</u></b>	
	Voice lines, alarm system, etc.	8,170
	Cell Phones	720
		<u>8,890</u>
4533	<b><u>Transportation</u></b>	
	Training classes - OPS	3,500
	ANTN Digicast Subscription 1/2 cost	900
		<u>4,400</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Surface water sampling - Fall and Spring	2,867
	Annual overhead door inspection and maintenance	2,500
	Annual fire testing/inspections	2,000
	Boiler inspections	700
	Fence repairs	5,000
	Hydroaxing	4,000
	Misc. repairs	25,000
	Calibrate friction reading meters	1,500
	Overhead crane inspection	1,200
		<u>44,767</u>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

4539	<b><u>Rentals</u></b>	
	Portable toilets	1,850
	Tables/chairs KPAF	500
	Portable toilets - KPAF	210
	Compactor	700
	Excavator	1,500
	Screening plant	5,000
		<hr/> 9,760
8063	<b><u>Improvements other than Buildings</u></b>	
	Gate upgrades - replace controllers and add Ethernet	20,000
	Dry Main replacement	25,000
	Replace electric components at OPS gate	15,000
	Shed roof installed over man door at sand bay	5,000
		<hr/> 65,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	845,600

## **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-third 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 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 124,467	\$ 111,749	\$ 129,116	\$ 129,116	\$ 135,830	\$ 6,714	5.20%
0200	Overtime	953	597	2,100	2,100	1,818	(282)	(13.43%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,268	5,545	5,962	5,962	6,233	271	4.55%
0400	Medicare	1,869	1,744	1,990	1,990	2,086	96	4.82%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	43,517	37,048	46,817	46,817	60,607	13,790	29.46%
0600	Unemployment Insurance	-	-	686	686	720	34	4.96%
0700	Workers Compensation	394	596	521	521	423	(98)	(18.81%)
0800	Health & Life Insurance	25,470	21,711	28,843	28,843	26,441	(2,402)	(8.33%)
0900	Supplemental Retirement	2,544	2,547	2,500	2,500	2,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 203,482</b>	<b>\$ 181,537</b>	<b>\$ 218,535</b>	<b>\$ 218,535</b>	<b>\$ 236,658</b>	<b>\$ 18,123</b>	<b>8.29%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,117	971	1,000	1,000	750	(250)	(25.00%)
2022	Operating & Repair Supplies	859	521	1,000	1,000	1,000	-	-
2024	Small Tools/Minor Equipment	14,685	5,610	2,225	2,225	1,350	(875)	(39.33%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	480	364	1,040	1,040	800	(240)	(23.08%)
4531	Professional Services	4,661	2,205	2,500	5,584	1,750	(750)	(30.00%)
4532	Communications	12,200	5,539	1,070	5,970	6,346	5,276	493.08%
4533	Travel & Transportation	4,893	6,113	6,200	6,200	7,000	800	12.90%
4534	Advertising	9,864	7,845	8,650	8,650	8,650	-	-
4535	Printing & Binding	451	1,541	1,420	1,420	1,335	(85)	(5.99%)
4536	Insurance	1,470	1,647	1,765	1,765	1,685	(80)	(4.53%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	54	57	250	250	250	-	-
4667	Dues & Publications	739	436	630	630	650	20	3.17%
4999	Contingency	-	-	10,000	10,000	10,000	-	-
5041	Miscellaneous	1,580	991	1,550	1,550	750	(800)	(51.61%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 53,053</b>	<b>\$ 33,840</b>	<b>\$ 39,300</b>	<b>\$ 47,284</b>	<b>\$ 42,316</b>	<b>\$ 3,016</b>	<b>7.67%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	60,200	53,080	54,200	54,200	54,300	100	0.18%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 60,200</b>	<b>\$ 53,080</b>	<b>\$ 54,200</b>	<b>\$ 54,200</b>	<b>\$ 54,300</b>	<b>\$ 100</b>	<b>0.18%</b>
<b>Department Total:</b>		<b>\$ 316,735</b>	<b>\$ 268,457</b>	<b>\$ 312,035</b>	<b>\$ 320,019</b>	<b>\$ 333,274</b>	<b>\$ 21,239</b>	<b>6.81%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Miscellaneous	300
	Fuel, Apt Mgr. Vehicle	700
		<u>1,000</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. small tools	250
	Computer	1,100
		<u>1,350</u>
4531	<b><u>Professional Services</u></b>	
	Misc. professional services	1,500
	AIT domain host fee	100
	AIT domain renewal fee	150
		<u>1,750</u>
4533	<b><u>Transportation</u></b>	
	ANTN Digicast Subscription	430
	Airport Managers car allowance	360
	NWAAA Conference Oct 2012 Idaho	1,500
	2015 Annual AK DOT DBE summit - Anchorage	250
	2015 FAA AMAC conference	2,300
	2015 WRAPm conference	1,500
	Coupon book	660
		<u>7,000</u>
5041	<b><u>Miscellaneous</u></b>	
	Meeting refreshments	600
	Misc. shipping fees	150
		<u>750</u>
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	54,300

## **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-third 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 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 56,064	\$ 47,772	\$ 41,779	\$ 41,779	\$ 43,878	\$ 2,099	5.02%
0200	Overtime	153	236	213	213	270	57	26.76%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,902	1,106	1,509	1,509	1,700	191	12.66%
0400	Medicare	839	699	631	631	665	34	5.39%
0450	Social Security	470	94	-	-	-	-	-
0500	PERS	16,561	14,998	14,982	14,982	19,438	4,456	29.74%
0600	Unemployment Insurance	(142)	570	218	218	229	11	5.05%
0700	Workers Compensation	732	1,104	914	914	852	(62)	(6.78%)
0800	Health & Life Insurance	12,582	10,124	11,571	11,571	10,609	(962)	(8.31%)
0900	Supplemental Retirement	989	1,104	1,005	1,005	1,005	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 91,150</b>	<b>\$ 77,807</b>	<b>\$ 72,822</b>	<b>\$ 72,822</b>	<b>\$ 78,646</b>	<b>\$ 5,824</b>	<b>8.00%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	221	200	200	200	-	-
2022	Operating & Repair Supplies	8,683	11,809	13,000	13,000	19,740	6,740	51.85%
2024	Small Tools/Minor Equipment	-	312	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	6,788	21,159	20,000	20,000	63,867	43,867	219.34%
4532	Communications	1,224	489	1,215	1,215	1,800	585	48.15%
4533	Travel & Transportation	46	9	-	-	-	-	-
4534	Advertising	47	153	1,500	1,500	1,500	-	-
4535	Printing & Binding	120	99	1,120	1,120	1,135	15	1.34%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	2,796	5,587	2,442	2,442	5,630	3,188	130.55%
4538	Repair & Maintenance	7,368	9,689	11,000	11,000	10,500	(500)	(4.55%)
4539	Rentals	1,380	1,601	3,750	3,750	3,750	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	5,500	10,000	-	-
5041	Miscellaneous	631	15,582	-	-	200	200	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 29,083</b>	<b>\$ 66,710</b>	<b>\$ 64,227</b>	<b>\$ 59,727</b>	<b>\$ 118,322</b>	<b>\$ 54,095</b>	<b>84.22%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	20,600	-	-	-	-	-
8062	Buildings	-	19,000	-	-	-	-	-
8063	Improvements	-	27,268	-	-	-	-	-
8064	Machinery & Equipment	-	7,861	-	-	-	-	-
9090	Transfers Out	125,385	144,485	-	378,796	125,000	125,000	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 125,385</b>	<b>\$ 219,214</b>	<b>\$ -</b>	<b>\$ 378,796</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 245,618</b>	<b>\$ 363,731</b>	<b>\$ 137,049</b>	<b>\$ 511,345</b>	<b>\$ 321,968</b>	<b>\$ 184,919</b>	<b>134.93%</b>



**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Building and ground maintenance supplies	3,000
	100 LL for fueling station	12,000
	Replace bumpers in front of slips	3,740
	Misc. undefined	1,000
		<u>19,740</u>
4531	<b><u>Professional Services</u></b>	
	Storm water sampling - Fall and Winter	2,867
	Land lease appraisals	46,000
	Misc. Engineering	15,000
		<u>63,867</u>
4535	<b><u>Printing &amp; Binding</u></b>	
	Group B services and misc.	1,135
4538	<b><u>Repairs and Maintenance</u></b>	
	Snow plowing AFSS	3,500
	Annual fire test, inspection and misc. repairs	2,000
	Misc. repairs AFSS	5,000
		<u>10,500</u>
4539	<b><u>Rentals</u></b>	
	Porta-toilets	1,250
	Hoe rental, slip maintenance	2,500
		<u>3,750</u>
9090	<b><u>Transfer Out</u></b>	
	FAA Flight Service Station Capital Projects	125,000

## **DEPARTMENT NARRATIVE**

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

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

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

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 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	24,767	-	-	-	-	-
4532	Communications	-	185	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	26,959	19,859	19,214	19,214	21,000	1,786	9.30%
4538	Repair & Maintenance	15,021	34,654	15,450	19,950	17,450	2,000	12.94%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	31	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 41,980</u></b>	<b><u>\$ 79,496</u></b>	<b><u>\$ 34,664</u></b>	<b><u>\$ 39,164</u></b>	<b><u>\$ 38,450</u></b>	<b><u>\$ 3,786</u></b>	<b><u>10.92%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	16,000	16,000	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 16,000</u></b>	<b><u>\$ 16,000</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 41,980</u></b>	<b><u>\$ 79,496</u></b>	<b><u>\$ 34,664</u></b>	<b><u>\$ 39,164</u></b>	<b><u>\$ 54,450</u></b>	<b><u>\$ 19,786</u></b>	<b><u>57.08%</u></b>

City of Kenai  
Fiscal Year 2015 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Fire testing, inspections, etc.	2,000
	Snow plowing	3,500
	Elevator maintenance contract	1,950
	Misc. repairs	10,000
		<u>17,450</u>
8062	<b><u>Buildings</u></b>	
	Training facility boiler replacement	16,000

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

	<u>Actual FY 2012</u>	<u>Actual FY 2013</u>	<u>Original Budget FY 2014</u>	<u>Projection FY 2014</u>	<u>Council Adopted FY 2015</u>
<b>Revenues</b>					
State Grants	\$ 204,757	\$ 202,978	\$ 210,791	\$ 201,495	\$222,845
USDA Grant	10,217	10,950	10,000	10,000	10,000
Choice Waiver	234,488	302,974	300,000	350,000	400,000
KPB Grant	117,644	126,207	126,207	126,207	126,207
United Way	16,812	12,675	16,900	16,900	12,655
Rents and Leases	18,748	11,586	15,000	13,000	13,000
Donations	27,748	41,970	25,000	38,920	25,000
Meal Donations	61,699	60,825	58,148	56,648	61,300
Transfer from General Fund	119,666	93,656	-	-	-
Residual Equity Transfer Senior Citizen Fund	58,380	-	-	-	-
Other	21,566	111	-	-	-
<b>Total Revenue</b>	<u>891,725</u>	<u>863,932</u>	<u>762,046</u>	<u>813,170</u>	<u>871,007</u>
<b>Expenditures</b>					
Senior Citizen Access	213,844	223,790	196,819	198,721	198,470
Congregate Meals	177,347	189,587	184,020	186,935	195,360
Home Meals	153,044	149,764	135,763	136,623	151,060
Senior Transportation	64,583	74,234	65,348	65,492	67,877
Choice Waiver	182,396	194,601	296,359	296,383	333,312
<b>Total Expenditures</b>	<u>791,214</u>	<u>831,976</u>	<u>878,309</u>	<u>884,154</u>	<u>946,079</u>
Contribution To/(From) Fund Balance:	100,511	31,956	(116,263)	(70,984)	(75,072)
Projected Lapse (3%)	-	-	-	22,523	24,254
Adjusted (Deficit)/Surplus	100,511	31,956	(116,263)	(48,461)	(50,818)
Beginning Fund Balance	106,133	206,644	251,341	238,600	190,139
<b>Ending Fund Balance</b>	<u>\$ 206,644</u>	<u>\$ 238,600</u>	<u>\$ 135,078</u>	<u>\$ 190,139</u>	<u>\$ 139,321</u>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

**Senior Citizen Fund Summary by Line Item**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2013 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2014</b>	<b>Amended Budget</b>	<b>Council Adopted FY2015</b>	<b>Increase (Decrease) FY2014 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 270,263	\$ 248,908	\$ 286,628	\$ 261,430	\$ 296,575	\$ 9,947	3.47%
0200	Overtime	700	140	855	25,823	1,450	595	69.59%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	8,015	9,495	10,298	10,017	10,960	662	6.43%
0400	Medicare	3,944	3,678	4,319	4,454	4,481	162	3.75%
0450	Social Security	2,625	2,248	3,373	2,814	3,488	115	3.41%
0500	PERS	83,695	69,605	83,232	80,476	106,448	23,216	27.89%
0600	Unemployment Insurance	24	310	1,491	5,052	1,545	54	3.62%
0700	Workers Compensation	2,879	3,525	5,258	4,617	4,866	(392)	(7.46%)
0800	Health & Life Insurance	71,304	54,823	79,447	77,627	72,041	(7,406)	(9.32%)
0900	Supplemental Retirement	6,459	6,521	7,265	9,631	7,366	101	1.39%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 449,908</b>	<b>\$ 399,253</b>	<b>\$ 482,166</b>	<b>\$ 481,941</b>	<b>\$ 509,220</b>	<b>\$ 27,054</b>	<b>5.61%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	923	942	1,565	1,514	1,580	15	0.96%
2022	Operating & Repair Supplies	146,506	124,710	150,955	147,614	159,590	8,635	5.72%
2024	Small Tools/Minor Equipment	21,138	6,416	9,770	18,917	9,796	26	0.27%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,320	342	3,482	3,666	2,400	(1,082)	(31.07%)
4531	Professional Services	13,226	7,017	11,350	11,481	15,285	3,935	34.67%
4532	Communications	7,188	5,098	6,216	6,216	4,932	(1,284)	(20.66%)
4533	Travel & Transportation	3,123	3,766	7,175	7,175	7,225	50	0.70%
4534	Advertising	648	269	982	982	982	-	-
4535	Printing & Binding	1,689	951	2,772	2,772	2,772	-	-
4536	Insurance	5,977	4,357	7,661	7,661	7,923	262	3.42%
4537	Utilities	40,282	40,541	49,229	49,229	47,138	(2,091)	(4.25%)
4538	Repair & Maintenance	2,709	4,056	3,750	3,750	7,900	4,150	110.67%
4539	Rentals	-	-	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	675	675	1,100	425	62.96%
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	939	832	1,686	1,686	1,686	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	38	575	575	550	(25)	(4.35%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 245,668</b>	<b>\$ 199,335</b>	<b>\$ 262,743</b>	<b>\$ 268,813</b>	<b>\$ 275,759</b>	<b>\$ 13,016</b>	<b>4.95%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	18,500	18,500	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	8,472	-	-	5,000	5,000	-
9090	Transfers	136,400	132,744	133,400	133,400	137,600	4,200	3.15%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 136,400</b>	<b>\$ 141,216</b>	<b>\$ 133,400</b>	<b>\$ 133,400</b>	<b>\$ 161,100</b>	<b>\$ 27,700</b>	<b>20.76%</b>
<b>Department Total:</b>		<b>\$ 831,976</b>	<b>\$ 739,804</b>	<b>\$ 878,309</b>	<b>\$ 884,154</b>	<b>\$ 946,079</b>	<b>\$ 67,770</b>	<b>7.72%</b>

## **DEPARTMENT NARRATIVE**

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

The Senior Center directs its services to the elderly with the greatest social and economic need and senior persons aged 60 and older. The Center serves the City of Kenai, Salamatof, Kalifornsky Beach, 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'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	Medicare Counseling
Housing Assistance	Passenger Assistance	

During the past year, over 45% of program participants were from our target age group 75+. We feel this percentage demonstrates our care in addressing the needs of the "frail" elder.

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 twelve employees; one exempt, five full-time and 7 part-time positions.

City of Kenai  
Fiscal Year 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 92,308	\$ 85,343	\$ 78,358	\$ 78,358	\$ 79,590	\$ 1,232	1.57%
0200	Overtime	-	-	255	255	-	(255)	(100.00%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	6,284	2,954	2,450	2,450	2,928	478	19.51%
0400	Medicare	1,368	1,226	1,176	1,176	1,197	21	1.79%
0450	Social Security	500	460	423	423	438	15	3.55%
0500	PERS	30,841	25,475	25,621	25,621	31,936	6,315	24.65%
0600	Unemployment Insurance	10	7	406	406	413	7	1.72%
0700	Workers Compensation	305	527	419	419	286	(133)	(31.74%)
0800	Health & Life Insurance	26,076	22,515	24,179	24,179	22,166	(2,013)	(8.33%)
0900	Supplemental Retirement	1,882	2,175	2,100	2,100	2,100	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 159,574</b>	<b>\$ 140,682</b>	<b>\$ 135,387</b>	<b>\$ 135,387</b>	<b>\$ 141,054</b>	<b>\$ 5,667</b>	<b>4.19%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	507	430	600	600	600	-	-
2022	Operating & Repair Supplies	117	280	150	150	1,800	1,650	1,100.00%
2024	Small Tools/Minor Equipment	556	1,012	2,200	4,102	5,100	2,900	131.82%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	338	93	1,248	1,248	600	(648)	(51.92%)
4531	Professional Services	6,118	4,907	5,625	5,625	1,950	(3,675)	(65.33%)
4532	Communications	1,796	1,991	3,018	3,018	2,466	(552)	(18.29%)
4533	Travel & Transportation	1,696	1,858	2,450	2,450	2,500	50	2.04%
4534	Advertising	375	134	400	400	400	-	-
4535	Printing & Binding	944	535	1,922	1,922	1,922	-	-
4536	Insurance	1,793	1,441	2,298	2,298	396	(1,902)	(82.77%)
4537	Utilities	12,084	12,148	9,846	9,846	2,357	(7,489)	(76.06%)
4538	Repair & Maintenance	338	1,193	800	800	4,800	4,000	500.00%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	150	150	200	50	33.33%
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	216	219	475	475	475	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	20	150	150	150	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 26,878</b>	<b>\$ 26,261</b>	<b>\$ 31,332</b>	<b>\$ 33,234</b>	<b>\$ 25,716</b>	<b>\$ (5,616)</b>	<b>(17.92%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	37,338	37,587	30,100	30,100	31,700	1,600	5.32%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 37,338</b>	<b>\$ 37,587</b>	<b>\$ 30,100</b>	<b>\$ 30,100</b>	<b>\$ 31,700</b>	<b>\$ 1,600</b>	<b>5.32%</b>
<b>Department Total:</b>		<b>\$ 223,790</b>	<b>\$ 204,530</b>	<b>\$ 196,819</b>	<b>\$ 198,721</b>	<b>\$ 198,470</b>	<b>\$ 1,651</b>	<b>0.84%</b>



**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Stationery	300
	Office supplies	300
		<u>600</u>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Computer Activity Coordinator	1,100
	2 wireless access points	1,500
	Digital Signage	2,500
		<u>5,100</u>
4531	<b><u>Professional Services</u></b>	
	Snow removal, lawn mowing	1,500
	Background checks/finger printing	450
		<u>1,950</u>
4533	<b><u>Transportation</u></b>	
	National Activity Professionals Conference	1,200
	Medicare Conference	100
	ACOA Conference	1,000
	Meetings in Anchorage	200
		<u>2,500</u>
4538	<b><u>Repair and Maintenance</u></b>	
	Misc. repairs	800
	Vinyl in Craft Room	4,000
		<u>4,800</u>
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	31,700

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 49,286	\$ 44,750	\$ 44,028	\$ 44,028	\$ 44,629	\$ 601	1.37%
0200	Overtime	224	45	-	-	383	383	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	489	1,733	1,475	1,475	1,572	97	6.58%
0400	Medicare	715	671	660	660	677	17	2.58%
0450	Social Security	498	371	759	759	716	(43)	(5.67%)
0500	PERS	15,201	12,696	11,346	11,346	14,736	3,390	29.88%
0600	Unemployment Insurance	4	12	228	228	233	5	2.19%
0700	Workers Compensation	735	834	890	890	773	(117)	(13.15%)
0800	Health & Life Insurance	13,463	9,443	14,681	14,681	12,666	(2,015)	(13.73%)
0900	Supplemental Retirement	1,367	1,292	1,108	1,108	1,133	25	2.26%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 81,982</b>	<b>\$ 71,847</b>	<b>\$ 75,175</b>	<b>\$ 75,175</b>	<b>\$ 77,518</b>	<b>\$ 2,343</b>	<b>3.12%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	234	158	535	535	550	15	2.80%
2022	Operating & Repair Supplies	46,264	38,874	48,925	51,780	46,210	(2,715)	(5.55%)
2024	Small Tools/Minor Equipment	7,406	2,445	2,050	2,110	2,306	256	12.49%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	742	160	1,300	1,300	600	(700)	(53.85%)
4531	Professional Services	-	-	-	-	2,850	2,850	-
4532	Communications	744	553	484	484	395	(89)	(18.39%)
4533	Travel & Transportation	1,097	809	1,300	1,300	1,300	-	-
4534	Advertising	248	88	257	257	257	-	-
4535	Printing & Binding	230	118	225	225	225	-	-
4536	Insurance	2,331	1,181	2,988	2,988	1,585	(1,403)	(46.95%)
4537	Utilities	15,710	15,819	14,770	14,770	9,428	(5,342)	(36.17%)
4538	Repair & Maintenance	1,561	1,663	1,550	1,550	1,550	-	-
4539	Rentals	-	-	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	225	225	250	25	11.11%
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	432	270	436	436	436	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	9	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 76,999</b>	<b>\$ 62,147</b>	<b>\$ 80,045</b>	<b>\$ 82,960</b>	<b>\$ 72,942</b>	<b>\$ (7,103)</b>	<b>(8.87%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	18,500	18,500	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	3,986	-	-	-	-	-
9090	Transfers Out	30,606	25,317	28,800	28,800	26,400	(2,400)	(8.33%)
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 30,606</b>	<b>\$ 29,303</b>	<b>\$ 28,800</b>	<b>\$ 28,800</b>	<b>\$ 44,900</b>	<b>\$ 16,100</b>	<b>55.90%</b>
<b>Department Total:</b>		<b>\$ 189,587</b>	<b>\$ 163,297</b>	<b>\$ 184,020</b>	<b>\$ 186,935</b>	<b>\$ 195,360</b>	<b>\$ 11,340</b>	<b>6.16%</b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Food and supplies	41,000
	Paper products	1,010
	Activity supplies	2,150
	Helium	250
	Misc. supplies	1,800
		<u>46,210</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Dishes, glassware, flatware	600
	Misc. kitchen supplies	650
	4 round 48" "take-down" tables	1,056
		<u>2,306</u>
4531	<b><u>Professional Services</u></b>	
	Spring flowers, delivery, plant and/or hanging baskets	2,850
4533	<b><u>Transportation</u></b>	
	MOW Conference	1,300
4538	<b><u>Repair and Maintenance</u></b>	
	Building security	600
	Equipment repair and maintenance	250
	Security, fire extinguisher, hood inspections	700
		<u>1,550</u>
4539	<b><u>Rentals</u></b>	
	In-kind building rent	4,900
4667	<b><u>Dues and Publications</u></b>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	100
	Food bank 1/3 membership	40
	ADN / Clarion subscriptions	201
	Senior Voice	20
		<u>436</u>
8062	<b><u>Buildings</u></b>	
	New cabinets for Coffee bar	5,000
	Solarium & other improvements	10,000
	Raised ADA toilets, and tile in back of each stall	3,500
		<u>18,500</u>
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	26,400

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 42,202	\$ 38,054	\$ 32,889	\$ 32,889	\$ 34,243	\$ 1,354	4.12%
0200	Overtime	189	38	185	185	290	105	56.76%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	418	1,463	1,402	1,402	1,415	13	0.93%
0400	Medicare	612	570	500	500	521	21	4.20%
0450	Social Security	464	337	281	281	287	6	2.14%
0500	PERS	12,793	10,709	10,197	10,197	13,163	2,966	29.09%
0600	Unemployment Insurance	3	10	173	173	180	7	4.05%
0700	Workers Compensation	621	701	822	822	777	(45)	(5.47%)
0800	Health & Life Insurance	11,345	7,991	9,499	9,499	8,709	(790)	(8.32%)
0900	Supplemental Retirement	1,149	1,085	951	951	977	26	2.73%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 69,796</b>	<b>\$ 60,958</b>	<b>\$ 56,899</b>	<b>\$ 56,899</b>	<b>\$ 60,562</b>	<b>\$ 3,663</b>	<b>6.44%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	49	55	55	55	-	-
2022	Operating & Repair Supplies	45,832	38,198	45,530	46,390	46,250	720	1.58%
2024	Small Tools/Minor Equipment	4,895	1,190	275	275	300	25	9.09%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	39	19	703	703	300	(403)	(57.33%)
4531	Professional Services	152	30	200	200	200	-	-
4532	Communications	585	412	480	480	345	(135)	(28.13%)
4533	Travel & Transportation	80	564	1,575	1,575	1,575	-	-
4534	Advertising	25	19	125	125	125	-	-
4535	Printing & Binding	156	57	200	200	200	-	-
4536	Insurance	478	387	613	613	1,585	972	158.56%
4537	Utilities	3,223	3,245	4,923	4,923	9,428	4,505	91.51%
4538	Repair & Maintenance	410	663	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	100	100	250	150	150.00%
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	291	205	285	285	285	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	9	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 56,166</b>	<b>\$ 45,047</b>	<b>\$ 56,164</b>	<b>\$ 57,024</b>	<b>\$ 61,998</b>	<b>\$ 5,834</b>	<b>10.39%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,486	-	-	-	-	-
9090	Transfers Out	23,802	20,044	22,700	22,700	28,500	5,800	25.55%
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 23,802</b>	<b>\$ 24,530</b>	<b>\$ 22,700</b>	<b>\$ 22,700</b>	<b>\$ 28,500</b>	<b>\$ 5,800</b>	<b>25.55%</b>
<b>Department Total:</b>		<b>\$ 149,764</b>	<b>\$ 130,535</b>	<b>\$ 135,763</b>	<b>\$ 136,623</b>	<b>\$ 151,060</b>	<b>\$ 15,297</b>	<b>11.27%</b>

City of Kenai  
Fiscal Year 2015 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Food	41,000
	Containers	<u>5,250</u>
		46,250
4533	<b><u>Transportation</u></b>	
	CPR/First Aid Training	375
	NCOA Conference	<u>1,200</u>
		1,575
4538	<b><u>Repair and Maintenance</u></b>	
	Misc. Appliance Repair	1,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	28,500

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 28,909	\$ 26,440	\$ 25,198	\$ -	\$ 26,327	\$ 1,129	4.48%
0200	Overtime	-	-	230	25,198	-	(230)	(100.00%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	202	420	511	230	534	23	4.50%
0400	Medicare	414	382	376	511	389	13	3.46%
0450	Social Security	877	797	935	376	963	28	2.99%
0500	PERS	5,351	4,411	3,691	935	4,751	1,060	28.72%
0600	Unemployment Insurance	2	198	130	3,691	134	4	3.08%
0700	Workers Compensation	265	403	771	130	767	(4)	(0.52%)
0800	Health & Life Insurance	3,096	2,646	2,591	771	2,375	(216)	(8.34%)
0900	Supplemental Retirement	306	312	225	2,591	225	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 39,422</b>	<b>\$ 36,009</b>	<b>\$ 34,658</b>	<b>\$ 34,433</b>	<b>\$ 36,465</b>	<b>\$ 1,807</b>	<b>5.21%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	156	251	300	225	300	-	-
2022	Operating & Repair Supplies	8,215	7,426	7,500	444	7,600	100	1.33%
2024	Small Tools/Minor Equipment	4,848	970	315	7,500	315	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	120	46	131	315	300	169	129.01%
4531	Professional Services	-	-	-	131	1,860	1,860	-
4532	Communications	3,589	1,429	1,592	1,592	1,134	(458)	(28.77%)
4533	Travel & Transportation	250	378	1,850	1,850	1,850	-	-
4534	Advertising	-	22	50	50	50	-	-
4535	Printing & Binding	277	185	300	300	300	-	-
4536	Insurance	598	801	766	766	396	(370)	(48.30%)
4537	Utilities	4,028	4,056	2,461	2,461	2,357	(104)	(4.23%)
4538	Repair & Maintenance	200	146	200	200	350	150	75.00%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	100	100	200	100	100.00%
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	77	200	200	200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	125	125	100	(25)	(20.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 22,281</b>	<b>\$ 15,787</b>	<b>\$ 15,890</b>	<b>\$ 16,259</b>	<b>\$ 17,312</b>	<b>\$ 1,422</b>	<b>8.95%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	12,531	20,910	14,800	14,800	14,100	(700)	(4.73%)
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 12,531</b>	<b>\$ 20,910</b>	<b>\$ 14,800</b>	<b>\$ 14,800</b>	<b>\$ 14,100</b>	<b>\$ (700)</b>	<b>(4.73%)</b>
<b>Department Total:</b>		<b>\$ 74,234</b>	<b>\$ 72,706</b>	<b>\$ 65,348</b>	<b>\$ 65,492</b>	<b>\$ 67,877</b>	<b>\$ 2,529</b>	<b>3.87%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b><u>Adopted</u></b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Fuel	7,600
4531	<b><u>Professional Services</u></b>	
	Clean and detail vehicles 1 x year @ 310 6 veh.	1,860
4533	<b><u>Transportation</u></b>	
	MOWA conference	800
	ACOA conference	750
	Activity conference	300
		<u>1,850</u>
4538	<b><u>Repair and Maintenance</u></b>	
	Equipment repair, building security	350
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	14,100

## **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 the older Alaskan age 60 and older who meet nursing home level of care requirements, qualify for Medicaid, and wish to stay in their own home. The program itself provides a variety of home and community based services for eligible Alaskans so they may remain safely in the community. Our program receives funding through the state for home delivered meals, congregate meals, and transportation. The current reimbursement rate is \$20.86 per meal for a congregate meal and \$21.47 for a home meal. The rates are reviewed annually and require a yearly periodic budget review to compare actual cost per meal with the current Medicaid rate. We currently provide home or congregate meals to 83 choice waiver clients. This fluctuates depending upon health issues and prior state authorizations. We have a contractor that bills the state insurance for the units of service. The administrative assistant and receptionist/data entry person coordinates services with the state care coordinators, daily meal counts, checks prior authorization and number of units of service to assist in billing and tracks data for the State of Alaska's database program.



City of Kenai  
Fiscal Year 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY14 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 57,558	\$ 54,321	\$ 106,155	\$ 106,155	\$ 111,786	\$ 5,631	5.30%
0200	Overtime	287	57	185	185	777	592	320.00%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	622	2,925	4,460	4,460	4,511	51	1.14%
0400	Medicare	835	829	1,607	1,607	1,697	90	5.60%
0450	Social Security	286	283	975	975	1,084	109	11.18%
0500	PERS	19,509	16,314	32,377	32,377	41,862	9,485	29.30%
0600	Unemployment Insurance	5	83	554	554	585	31	5.60%
0700	Workers Compensation	953	1,060	2,356	2,356	2,263	(93)	(3.95%)
0800	Health & Life Insurance	17,324	12,228	28,497	28,497	26,125	(2,372)	(8.32%)
0900	Supplemental Retirement	1,755	1,657	2,881	2,881	2,931	50	1.74%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 99,134</b>	<b>\$ 89,757</b>	<b>\$ 180,047</b>	<b>\$ 180,047</b>	<b>\$ 193,621</b>	<b>\$ 13,574</b>	<b>7.54%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	26	54	75	99	75	-	-
2022	Operating & Repair Supplies	46,078	39,932	48,850	48,850	57,730	8,880	18.18%
2024	Small Tools/Minor Equipment	3,433	799	4,930	4,930	1,775	(3,155)	(64.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	81	24	100	100	600	500	500.00%
4531	Professional Services	6,956	2,080	5,525	5,525	8,425	2,900	52.49%
4532	Communications	474	713	642	642	592	(50)	(7.79%)
4533	Travel & Transportation	-	157	-	-	-	-	-
4534	Advertising	-	6	150	150	150	-	-
4535	Printing & Binding	82	56	125	125	125	-	-
4536	Insurance	777	547	996	996	3,961	2,965	297.69%
4537	Utilities	5,237	5,273	17,229	17,229	23,568	6,339	36.79%
4538	Repair & Maintenance	200	391	200	200	200	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	100	100	200	100	100.00%
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	61	290	290	290	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 63,344</b>	<b>\$ 50,093</b>	<b>\$ 79,312</b>	<b>\$ 79,336</b>	<b>\$ 97,791</b>	<b>\$ 18,479</b>	<b>23.30%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	5,000	5,000	-
9090	Transfers Out	32,123	28,886	37,000	37,000	36,900	(100)	(0.27%)
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 32,123</b>	<b>\$ 28,886</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>	<b>\$ 41,900</b>	<b>\$ 4,900</b>	<b>13.24%</b>
<b>Department Total:</b>		<b>\$ 194,601</b>	<b>\$ 168,736</b>	<b>\$ 296,359</b>	<b>\$ 296,383</b>	<b>\$ 333,312</b>	<b>\$ 36,953</b>	<b>12.47%</b>

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Food	50,000
	Fuel	3,150
	Disposable containers, sealing film	4,580
		<u>57,730</u>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Jumbo thermal bags - 3 @ \$350/each	1,035
	Replacement cords	50
	2 transport containers @ \$345/each	690
		<u>1,775</u>
4531	<b><u>Professional Services</u></b>	
	Out source billing	6,660
	Background checks	300
	CPR/First aid for 3	150
	Driver training	75
	Detailing inside and out, 2 meals vans	1,240
		<u>8,425</u>
4667	<b><u>Dues and Publications</u></b>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	100
	Food bank 1/3 membership	40
	Agenet	75
		<u>290</u>
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Auto Sham	5,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	36,900

## **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 2015 will be \$162.00 per hour.



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**City of Kenai  
Fiscal Year 2015 Operating Budget**

**Enterprise Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2014 Original Budget	FY2015 Adopted Budget	Difference	FY2014 Original Budget	FY2015 Adopted Budget	Difference
Congregate Housing Fund	\$ 56,488	\$ 61,045	\$ 4,557	\$ 343,549	\$ 369,553	\$ 26,004
Capital Project Management Fund	\$ 82,463	\$ 90,462	\$ 7,999	\$ 10,890	\$ 10,348	\$ (542)
Total Enterprise / Internal Service Funds	<u>\$ 138,951</u>	<u>\$ 151,507</u>	<u>\$ 12,556</u>	<u>\$ 354,439</u>	<u>\$ 379,901</u>	<u>\$ 25,462</u>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

**Enterprise Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2014 Original Budget	FY2015 Adopted Budget	Difference	FY2014 Original Budget	FY2015 Adopted Budget	Difference	
\$ 72,600	\$ 81,900	\$ 9,300	\$ 472,637	\$ 512,498	\$ 39,861	Congregate Housing
\$ 9,700	\$ 10,800	\$ 1,100	\$ 103,053	\$ 111,610	\$ 8,557	Capital Project Management
\$ 82,300	\$ 92,700	\$ 10,400	\$ 575,690	\$ 624,108	\$ 48,418	Total Enterprise / Internal Service Funds

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

	<u>Actual FY2012</u>	<u>Actual FY2013</u>	<u>Original Budget FY2014</u>	<u>Projection FY2014</u>	<u>Council Adopted FY2015</u>
<b>Revenues</b>					
Rents and Leases	\$ 320,832	\$ 326,931	\$ 341,750	\$ 341,750	\$ 357,185
Interest on Investments	2,436	(1,826)	5,000	5,000	5,000
Transfer from General Fund	-	-	-	112,044	-
Miscellaneous	48,724	7,909	4,593	4,593	7,750
Total Revenues	<u>371,992</u>	<u>333,014</u>	<u>351,343</u>	<u>463,387</u>	<u>369,935</u>
 <b>Expenses</b>	 <u>437,943</u>	 <u>417,368</u>	 <u>472,637</u>	 <u>491,690</u>	 <u>512,498</u>
Net Income (loss)	(65,951)	(84,354)	(121,294)	(28,303)	(142,563)
Beginning Retained Earnings	634,163	700,650	492,176	748,734	515,379
Allocated to Capital Projects	(262,996)	(223,275)	-	(337,490)	-
Credit for Depreciation	<u>132,438</u>	<u>132,438</u>	<u>132,438</u>	<u>132,438</u>	<u>132,438</u>
Available Retained Earnings	<u>\$ 437,654</u>	<u>\$ 525,459</u>	<u>\$ 503,320</u>	<u>\$ 515,379</u>	<u>\$ 505,254</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. Seniors must be able to live independently. Rental rates vary from \$762.28 to \$884.68 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. 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 110 seniors on the senior housing wait list.

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 27,015	\$ 24,997	\$ 33,574	\$ 33,574	\$ 35,179	\$ 1,605	4.78%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	590	887	1,667	1,667	1,747	80	4.80%
0400	Medicare	384	362	511	511	535	24	4.70%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	9,892	8,180	11,979	11,979	15,490	3,511	29.31%
0600	Unemployment Insurance	-	-	176	176	185	9	5.11%
0700	Workers Compensation	85	127	134	134	109	(25)	(18.66%)
0800	Health & Life Insurance	5,369	4,619	7,772	7,772	7,125	(647)	(8.32%)
0900	Supplemental Retirement	531	537	675	675	675	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 43,866</b>	<b>\$ 39,709</b>	<b>\$ 56,488</b>	<b>\$ 56,488</b>	<b>\$ 61,045</b>	<b>\$ 4,557</b>	<b>8.07%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	215	402	415	615	405	(10)	(2.41%)
2022	Operating & Repair Supplies	4,399	5,967	9,700	5,975	9,400	(300)	(3.09%)
2024	Small Tools/Minor Equipment	11,434	8,484	15,150	10,319	17,195	2,045	13.50%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	6	663	663	290	(373)	(56.26%)
4531	Professional Services	35,682	33,001	34,200	34,200	43,500	9,300	27.19%
4532	Communications	2,735	2,177	2,755	2,755	3,180	425	15.43%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	106	478	1,000	1,000	1,000	-	-
4535	Printing & Binding	288	185	300	300	300	-	-
4536	Insurance	8,195	9,892	9,225	9,225	8,836	(389)	(4.22%)
4537	Utilities	73,905	73,405	87,133	87,023	84,646	(2,487)	(2.85%)
4538	Repair & Maintenance	74,405	80,985	50,450	77,969	68,240	17,790	35.26%
4539	Rentals	-	238	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	120	120	123	3	2.50%
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	32	-	-	-	-	-
5045	Depreciation	132,438	128,001	132,438	132,438	132,438	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 343,802</b>	<b>\$ 343,253</b>	<b>\$ 343,549</b>	<b>\$ 362,602</b>	<b>\$ 369,553</b>	<b>\$ 26,004</b>	<b>7.57%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	35,000	35,000	45,000	10,000	28.57%
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	29,700	63,021	37,600	37,600	36,900	(700)	(1.86%)
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 29,700</b>	<b>\$ 63,021</b>	<b>\$ 72,600</b>	<b>\$ 72,600</b>	<b>\$ 81,900</b>	<b>\$ 9,300</b>	<b>12.81%</b>
<b>Department Total:</b>		<b>\$ 417,368</b>	<b>\$ 445,983</b>	<b>\$ 472,637</b>	<b>\$ 491,690</b>	<b>\$ 512,498</b>	<b>\$ 39,861</b>	<b>8.43%</b>

**City of Kenai  
Fiscal Year 2015 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Cleaning supplies	1,000
	Electrical and plumbing	4,000
	Painting supplies	300
	Ice melt	300
	Fertilizer	300
	Outdoor plants	2,000
	Paper products	300
	Seasonal decorations - inside	1,000
	Hardware	200
		<hr/> 9,400
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous	300
	Stoves (5)	4,300
	Refrigerators (5)	5,000
	Stackable washer/dryers (5)	5,845
	Salon chair and sink	1,000
	Garbage disposals	750
		<hr/> 17,195
4531	<b><u>Professional Services</u></b>	
	12 months of contractual managerial services	30,000
	Indoor plant maintenance	2,200
	Outdoor landscaping	3,700
	Holiday decoration installation	3,500
	Snow removal, sanding	4,100
		<hr/> 43,500
4538	<b><u>Repair and Maintenance</u></b>	
	4 Apartment Drapery Replacement	6,840
	Drapery cleaning	1,700
	Carpet cleaning	7,500
	Elevator maintenance	1,832
	Fire system inspection	1,319
	Fire extinguisher/elevator inspections	600
	Defibrillator maintenance	1,284
	Plumbing repairs	9,140
	Electrical repairs	6,600
	Painting of 6 apartments and common areas	11,325
	Window and gutter cleaning twice a year	3,500
	Seasonal maintenance on sprinklers	300
	Replace front entry door	3,000
	Electronic front door access system	8,000
	Minor apartment repairs	300
	Electronic access controls on 4 exterior doors	5,000
		<hr/> 68,240
8062	<b><u>Buildings</u></b>	
	Replace interior front door	10,000
	5 Apartment kitchen cabinets	35,000
		<hr/> 45,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	36,900

**City of Kenai**  
**Fiscal Year 2015 Operating Budget**

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

	<u>Actual FY2012</u>	<u>Actual FY2013</u>	<u>Original Budget FY2014</u>	<u>Projection FY2014</u>	<u>Council Adopted FY2015</u>
<b>Revenues</b>					
Charge for Services	\$ 54,542	\$ 63,825	\$ 205,092	\$ 98,181	\$ 139,689
Charge for Equipment Usage	-	-	8,000	1,000	-
State Grant - PERS	5,351	7,174	7,008	7,008	11,947
Other	-	-	-	-	15,000
Total Revenues	<u>59,893</u>	<u>70,999</u>	<u>220,100</u>	<u>106,189</u>	<u>166,636</u>
<b>Expenses</b>	<u>83,778</u>	<u>95,209</u>	<u>103,053</u>	<u>103,053</u>	<u>111,610</u>
Net Income (loss)	(23,885)	(24,210)	117,047	3,136	55,026
Beginning Retained Earnings	<u>(40,130)</u>	<u>(64,015)</u>	<u>(117,047)</u>	<u>(88,225)</u>	<u>(85,089)</u>
Ending Retained Earnings	<u>\$ (64,015)</u>	<u>\$ (88,225)</u>	<u>\$ -</u>	<u>\$ (85,089)</u>	<u>\$ (30,063)</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. 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 2015 Operating Budget

Fund 062 - Project Management fund  
Department: 82 - Capital Project Management

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 49,084	\$ 41,220	\$ 51,231	\$ 51,231	\$ 54,229	\$ 2,998	5.85%
0200	Overtime	-	2,120	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	350	1,369	2,318	2,318	2,418	100	4.31%
0400	Medicare	717	631	776	776	821	45	5.80%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	17,978	13,693	18,279	18,279	23,877	5,598	30.63%
0600	Unemployment Insurance	-	-	268	268	283	15	5.60%
0700	Workers Compensation	154	287	205	205	167	(38)	(18.54%)
0800	Health & Life Insurance	7,669	6,455	8,636	8,636	7,917	(719)	(8.33%)
0900	Supplemental Retirement	1,037	712	750	750	750	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 76,989</b>	<b>\$ 66,487</b>	<b>\$ 82,463</b>	<b>\$ 82,463</b>	<b>\$ 90,462</b>	<b>\$ 7,999</b>	<b>9.70%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	189	250	250	250	-	-
2022	Operating & Repair Supplies	212	180	3,000	3,000	3,000	-	-
2024	Small Tools/Minor Equipment	574	703	600	600	600	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	962	1,333	980	980	635	(345)	(35.20%)
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	389	383	970	970	825	(145)	(14.95%)
4533	Travel & Transportation	-	79	1,000	1,000	1,000	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	62	1,000	1,000	1,000	-	-
4536	Insurance	1,004	785	1,112	1,112	1,060	(52)	(4.68%)
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	1,979	1,188	1,978	1,978	1,978	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 5,120</b>	<b>\$ 4,939</b>	<b>\$ 10,890</b>	<b>\$ 10,890</b>	<b>\$ 10,348</b>	<b>\$ (542)</b>	<b>(4.98%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	13,100	7,000	9,700	9,700	10,800	1,100	11.34%
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 13,100</b>	<b>\$ 7,000</b>	<b>\$ 9,700</b>	<b>\$ 9,700</b>	<b>\$ 10,800</b>	<b>\$ 1,100</b>	<b>11.34%</b>
<b>Department Total:</b>		<b>\$ 95,209</b>	<b>\$ 78,426</b>	<b>\$ 103,053</b>	<b>\$ 103,053</b>	<b>\$ 111,610</b>	<b>\$ 8,557</b>	<b>8.30%</b>

City of Kenai  
Fiscal Year 2015 Operating Budget

Fund: 062 - Project Management Fund  
Department: 82 - Capital Project Management

<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Fuel	2,000
	Oil & Fluids	600
	Maintenance Parts	400
		<u>3,000</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Spray paint, distance wheel, measuring devices, scales	600
4535	<b><u>Printing &amp; Binding</u></b>	
	Printer Toner	1,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	10,800

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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
	Actual	Actual	Actual	Actual	Estimated		FY2015
	<u>12/31/2010</u>	<u>12/31/2011</u>	<u>12/31/2012</u>	<u>12/31/2013</u>	<u>12/31/2014</u>	<u>Average</u>	<u>Transfer</u>
<b>ALSPF</b>	\$21,909,110	\$20,920,217	\$22,258,484	\$24,095,421	\$25,526,297	\$22,941,906	\$1,147,095



**City of Kenai  
Fiscal Year 2015 Operating Budget**

**Budget Projection  
Land Sales Permanent Funds**

	<u>Actual FY2012</u>	<u>Actual FY2013</u>	<u>Original Budget FY2014</u>	<u>FY2014 Projection</u>	<u>Council Adopted FY2015</u>
<b>FUND 082-52 Airport Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 160,324	\$ 2,200,253	\$ 1,559,122	\$ 1,559,122	\$ 1,381,472
Acct. 36645 Interest on Land Sale Contracts	10,744	8,082	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>42,071</u>	<u>12,093</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	213,139	2,220,428	1,569,122	1,569,122	1,391,472
<b>Expenses</b>					
Transfer to Airport Land System Fund	<u>1,011,485</u>	<u>1,031,773</u>	<u>1,090,572</u>	<u>1,094,473</u>	<u>1,147,095</u>
Contributions To/(From) Fund Balance	(798,346)	1,188,655	478,550	474,649	244,377
Beginning Fund Balance	<u>21,782,122</u>	<u>20,983,776</u>	<u>21,959,464</u>	<u>22,172,431</u>	<u>22,647,080</u>
Ending Fund Balance	<u>\$ 20,983,776</u>	<u>\$ 22,172,431</u>	<u>\$ 22,438,014</u>	<u>\$ 22,647,080</u>	<u>\$ 22,891,457</u>
<b>FUND 081-52 General Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 21,188	\$ 268,158	\$ 173,259	\$ 173,259	\$ 165,904
Acct. 36645 Interest on Land Sale Contracts	-	-	3,000	3,000	-
Acct. 33640 Land Sales	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	21,188	268,158	176,259	176,259	165,904
<b>Expenses</b>					
Transfer to General Fund	<u>-</u>	<u>135,668</u>	<u>137,732</u>	<u>146,172</u>	<u>140,134</u>
Contributions To/(From) Fund Balance	21,188	132,490	38,527	30,087	25,770
Beginning Fund Balance	<u>2,535,970</u>	<u>2,557,158</u>	<u>2,668,003</u>	<u>2,689,648</u>	<u>2,719,735</u>
Ending Fund Balance	<u>\$ 2,557,158</u>	<u>\$ 2,689,648</u>	<u>\$ 2,706,530</u>	<u>\$ 2,719,735</u>	<u>\$ 2,745,505</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 2015 Operating Budget**

**Fund 048 - Debt Service**

	<b>Actual FY2012</b>	<b>Actual FY2013</b>	<b>Original Budget FY2014</b>	<b>Projection FY2014</b>	<b>Council Adopted FY2015</b>
<b>Revenues</b>					
Bond Interest Subsidy	37,529	37,533	34,264	34,264	34,264
Transfer from General Fund	139,819	138,315	144,334	144,334	144,334
Total Revenue	<u>177,348</u>	<u>175,848</u>	<u>178,598</u>	<u>178,598</u>	<u>178,598</u>
<b>Expenditures</b>					
Parks, Recreation & Culture	<u>177,348</u>	<u>175,848</u>	<u>178,598</u>	<u>178,598</u>	<u>178,598</u>
Contributions To/From Fund Balance	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai  
Fiscal Year 2015 Operating Budget

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

Account Number	Expense Description	FY2013 Actual	Five year Historical Average	Original Budget FY2014	Amended Budget	Council Adopted FY2015	Increase (Decrease) FY2014 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
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	175,848	105,832	178,598	178,598	178,598	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 175,848</u></b>	<b><u>\$ 105,832</u></b>	<b><u>\$ 178,598</u></b>	<b><u>\$ 178,598</u></b>	<b><u>\$ 178,598</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 175,848</u></b>	<b><u>\$ 105,832</u></b>	<b><u>\$ 178,598</u></b>	<b><u>\$ 178,598</u></b>	<b><u>\$ 178,598</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>



**City of Kenai  
Fiscal Year 2015 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 6/30/2014</u>
<b>Library Expansion Bonds</b>	3/11/2010	\$2,000,000	\$3,852 - \$37,529	2.00 - 6.341	2011 - 2030	\$143,560 - \$178,598	\$ 1,695,000

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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 2015 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 2015  
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**	2014	2015	2016	2017	2018
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.	2013	Server Virtualization Infrastructure	100,000	2018	5	115,927	22,777	22,777	22,777	22,777	22,777	5,000
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	2010	L120 Loader	290,000	2035	25	607,196	17,052	17,052	17,052	17,052	17,052	17,052
Streets	2014	IT-28 Loader, Integrated Tool Carrier	280,000	2039	25	586,258	16,464	16,464	16,464	16,464	16,464	16,464
Fire	1999	Pumper, Engine #2	275,356	2026	27	611,645	15,363	15,363	15,363	15,363	15,363	15,363
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
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	2012	Ambulance	169,170	2028	15	263,561	14,626	14,626	14,626	14,626	14,626	14,626
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	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	2004	4x4 Ambulance	130,690	2019	15	203,611	11,299	11,299	11,299	11,299	11,299	11,299
Streets	2008	Crosswind, IH4300 Sweeper	190,200	2033	25	398,237	11,184	11,184	11,184	11,184	11,184	11,184
Streets	1993	140G Motor Grader, Wing & Plow	188,464	2018	25	394,602	11,082	11,082	11,082	11,082	11,082	9,423
Fire	2001	Squad/Fire Apparatus, F550, 4x5	148,759	2021	20	288,675	10,276	10,276	10,276	10,276	10,276	10,276
Streets	1998	Eagle, Sweeper (Purchased from Airport)	120,000	2018	20	216,733	8,289	8,289	8,289	8,289	8,289	6,000
Fire	1983	Pumper, Engine #3	165,692	2020	32	426,671	8,284	8,284	8,284	8,284	8,284	8,284
Streets	1991	Sander Truck	134,785	2021	30	327,159	7,018	7,018	7,018	7,018	7,018	7,018
Streets	1988	966C Loader	133,396	2014	37	-	6,119	6,670	-	-	-	-
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	2005	Aerial Bucket Truck	79,836	2025	20	144,193	5,515	5,515	5,515	5,515	5,515	5,515
Rec.	2008	Ice Conditioner	78,335	2028	20	141,482	5,411	5,411	5,411	5,411	5,411	5,411
Streets	1982	Sander Truck	80,000	2019	25	167,502	4,704	4,704	4,704	4,704	4,704	4,704
Streets	1982	Sander Truck	60,000	2031	20	108,367	4,145	4,145	4,145	4,145	4,145	4,145
Streets	1987	IT-28 Loader, Integrated Tool Carrier	80,000	2014	27	290,000	4,463	4,000	-	-	-	-
Streets	2003	Flatbed (dump)	41,501	2023	20	74,955	2,867	2,867	2,867	2,867	2,867	2,867
Fire	2015	4x4 Ambulance	185,000	2030	15	288,224	15,994	-	15,994	15,994	15,994	15,994
Non Dept.	2018	Server Virtualization Infrastructure	115,927	2023	5	134,391	26,405	-	-	-	-	26,405
Streets	2018	140G Motor Grader, Wing & Plow	394,602	2043	25	826,209	23,202	-	-	-	-	23,202
Streets	2018	966C Loader	323,787	2048	30	785,916	16,860	-	-	-	-	16,860
Streets	2018	Eagle, Sweeper (Purchased from Airport)	216,733	2038	20	391,444	14,971	-	-	-	-	14,971
			<b>\$ 5,922,262</b>			<b>\$ 11,914,064</b>		<b>\$ 302,481</b>	<b>\$ 307,805</b>	<b>\$ 307,805</b>	<b>\$ 307,805</b>	<b>\$ 367,519</b>

\* 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 2015 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>
<b>GENERAL FUND BUILDINGS</b>				
Animal Control	Painting animal cages, walls & floors	2015	\$ 8,500.00	2007
	Cabinetry and faucet replacement	2015	3,100.00	
	Painting Exterior	2015	20,000.00	2007
	Re-Seal Asphalt	2015	5,000.00	
	Door Hardware	2019	8,500.00	
City Hall	Replace Boiler(s)	2015	DCCED 12-DC-375	1980
	Replace Roof	2015	75,000.00	
	Sidewalk & Handicap Access	2015	DCCED 13-DC-573	
	Council Chambers Dias Improvements	2015	25,000.00	
	Replace All Locks (exterior/interior)	2016	15,000.00	
	Replace Entrance Flooring	2016	7,500.00	
	Replace Air Handling Unit	2016	60,000.00	1980
	Replace Building Siding & Insulation	2017	140,000.00	1980
Public Safety Building	Replace Heating System	2015	DCCED 14-DC-065	
	Paint Exterior/Interior	2016	40,000.00	1999
	Replace all locks	2016	15,000.00	
	Repair/Replace Roofing	2018	80,000.00	
	Replace Flooring (4 baths & locker room)	2017	30,000.00	
Kenai Recreation Center	Water Heaters Equipment Improvements	2015	DCCED	1982
	Showers/Restrooms/Fountains/Paint	2015	DCCED	
	Paint Exterior	2015	DCCED	2006
	Door Hardware	2015	DCCED	
	Replace HVAC Units (3)	2015	DCCED	1982
	Flooring	2015	DCCED	
	Remodel Weight room	2015	DCCED	1982
	Remodel Upstairs Restrooms	2017	55,000.00	1982
Visitors Center	Lighting	2018	6,000.00	
	Paint Exterior/Interior	2016	60,000.00	2005
	Replace Interior Lighting	2017	30,000.00	1992
Dock	Door Hardware	2019	12,000.00	
	Paint Restrooms Exterior/Interior	2016	7,500.00	
3 Million Gallon Reservoir	Sand & Paint Pipes	2016	5,000.00	
MPF	Paint Exterior/Interior	2016	17,000.00	
	Door Hardware	2019	5,000.00	
City Yard	New Unit Heaters	2016	20,000.00	
Fine Arts Building	Lighting	2016	10,000.00	
	Paint Exterior/Interior	2016	30,000.00	
	Flooring	2018	25,000.00	
		<b>Total</b>	<b>\$ 815,100.00</b>	

**General Fund  
Fiscal Year**

	<b>Total</b>
2015	\$ 136,600.00
2016	287,000.00
2017	255,000.00
2018	111,000.00
2019	25,500.00
<b>Total</b>	<b>\$ 815,100.00</b>

City of Kenai  
Fiscal Year 2015 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>
<b>WATER &amp; SEWER FUND BUILDINGS</b>				
WWTF	Door Hardware	2016	\$ 18,000.00	
	Boiler/Unit Heaters	2017	80,000.00	
	<b>Total</b>		<b>\$ 98,000.00</b>	
<b>WWTF</b>				
	<b>Fiscal Year</b>		<b>Total</b>	
	2016	\$	18,000.00	
	2017		80,000.00	
	<b>Total</b>	<b>\$</b>	<b>98,000.00</b>	
<b>AIRPORT BUILDINGS</b>				
Airport Terminal	Café counter and flooring replacement	2015	\$ 14,500.00	
	Tennant remodel - ERA	2015	3,000.00	
	Flood coat/Repair Roof	2016	130,000.00	2002
	Paint Exterior/Interior	2016	80,000.00	
Flight Service Station	Lighting	2016	12,000.00	
	Paint Exterior/Interior	2016	52,000.00	
	Flooring	2016	40,000.00	
Airport Training Facility	Boiler replacement	2015	16,000.00	1997
	Replace Flooring-Level 1	2016	30,000.00	1997
	Paint Interior/Exterior	2018	70,000.00	1997
	Lighting	2018	20,000.00	
Airport Operations Building	Dry sprinkler system replacement	2015	25,000.00	2006
	Sand bay shed roof installation	2015	5,000.00	
	Paint Interior/Exterior	2017	40,000.00	2006
	<b>TOTAL</b>		<b>\$ 537,500.00</b>	
<b>Airport Fund</b>				
	<b>Fiscal Year</b>		<b>Total</b>	
	2015	\$	63,500.00	
	2016		344,000.00	
	2017		40,000.00	
	2018		90,000.00	
	2019		-	
	<b>Total</b>	<b>\$</b>	<b>537,500.00</b>	
<b>KENAI SENIOR CENTER</b>				
	Solarium Improvements	2015	\$ 10,000.00	
	Coffee bar cabinetry	2015	5,000.00	
	Raised ADA toilet installation	2015	3,500.00	
	Flooring	2016	45,000.00	
	Door Hardware	2016	12,000.00	
	Paint Interior	2017	20,000.00	
			<b>\$ 95,500.00</b>	
<b>Senior Fund</b>				
	<b>Fiscal Year</b>		<b>Total</b>	
	2015	\$	18,500.00	
	2016		57,000.00	
	2017		20,000.00	
	2018		-	
	2019		-	
	<b>Total</b>	<b>\$</b>	<b>95,500.00</b>	



City of Kenai  
Fiscal Year 2015 Operating Budget

Five-Year Building Maintenance Schedule

<u>FACILITY</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>	<u>YEAR LAST ACCOMPLISHED</u>
CONGREGATE HOUSING (VINTAGE POINTE)	Painting (6) Apartments & Common Areas	2015	\$ 11,325.00	1996
	Replace Washer/Dryers(5)	2015	5,845.00	1996
	Replace Cabinets/Countertops (5 Units)	2015	35,000.00	1996
	Replace Refrigerators (5)	2015	5,000.00	1996
	Replace Ranges (5)	2015	4,300.00	1996
	Exterior front door replacement	2015	3,000.00	1996
	Interior front door replacement	2015	10,000.00	1996
	Electronic access control exterior doors	2015	5,000.00	1996
	River side concrete work	2015	Siding Project	-
	Replace Washer/Dryers(5)	2016	6,000.00	1996
	Boiler(s) Replacement	2016	150,000.00	1996
	Wallpaper Common Areas	2016	15,000.00	1996
	Replace Cabinets/Countertops (5 Units)	2016	35,000.00	1996
	Replace Refrigerators (5)	2016	5,000.00	1996
	Replace Ranges (5)	2016	5,000.00	1996
	Replace Washer/Dryers(5)	2017	6,000.00	1996
	Wallpaper Common Areas	2017	15,000.00	1996
	Replace Cabinets/Countertops (5 Units)	2017	35,000.00	1996
	Replace Refrigerators (5)	2017	5,250.00	1996
	Replace Ranges (5)	2017	5,300.00	1996
	Replace Washer/Dryers(5)	2017	6,200.00	1996
	Replace Refrigerators (5)	2018	5,500.00	1996
	Replace Ranges (5)	2018	5,500.00	1996
	Replace Washer/Dryers(5)	2018	6,500.00	1996
	Wallpaper Common Areas	2018	15,000.00	1996
	Replace Cabinets/Countertops (5 Units)	2019	35,000.00	1996
	Replace Refrigerators (5)	2019	5,250.00	1996
	Replace Ranges (5)	2019	5,300.00	1996
	Replace Washer/Dryers(5)	2019	6,200.00	1996
	<b>Total</b>		<b>\$ 452,470.00</b>	

**Congregate  
Housing Fund**

<b>Fiscal Year</b>	<b>Total</b>
2015	\$ 79,470.00
2016	216,000.00
2017	72,750.00
2018	32,500.00
2019	51,750.00
<b>Total</b>	<b>\$ 452,470.00</b>

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