



THE
CITY OF
KENAI,
ALASKA

ANNUAL BUDGET



July 01, 2015 – June 30, 2016



**ANNUAL OPERATING BUDGET
OF THE**

CITY OF KENAI, ALASKA

**For the Fiscal Year Beginning
July 1, 2015**

**Rick R. Koch
City Manager**

**Prepared by
FINANCE DEPARTMENT**

**Terry Eubank, CPA
Finance Director**

**City of Kenai
Fiscal Year 2016 Operating Budget**

Organization and Principal City Officials

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

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

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

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

<u>Position</u>	<u>Member</u>	<u>Term Ends</u>
Mayor	Pat Porter	2016
Council Members	Tim Navarre	2017
	Henry Knackstedt	2017
	Terry Bookey	2016
	Brian Gabriel, Sr.	2016
	Robert Molloy	2015
	Ryan Marquis	2015

City Administration

City Manager	Rick R. Koch
Finance Director	Terry Eubank
City Clerk	Sandra Modigh
City Attorney	Scott Bloom
Police Chief	Gus Sandal
Fire Chief	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



SUBSTITUTE
Suggested by: Administration

CITY OF KENAI

ORDINANCE NO. 2833-2015

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2015 AND ENDING JUNE 30, 2016.

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 2016 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, 2015 and ending June 30, 2016.

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, 2015, and ending the 30th day of June, 2016, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the Code of the City of Kenai and to be expended substantially by line item in the manner shown in the budget adopted by Section 1 hereof:

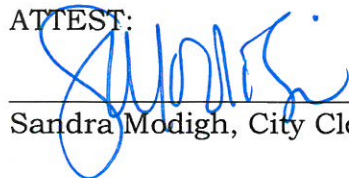
General Fund	\$15,544,659
Enterprise Funds -	
Congregate Housing	519,906
Special Revenue Funds:	
Personal Use Fishery Fund	505,713
Water and Sewer Fund	2,418,459
Airport Fund	2,959,317
Senior Citizen Fund	924,366
Airport Land Sales Permanent Fund	1,171,705
General Land Sales Permanent Fund	155,946
Debt Service Fund	178,798

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 3rd day of June, 2015.



PAT PORTER, MAYOR

ATTEST:



Sandra Modigh, City Clerk

Approved by Finance:



Introduced: May 20, 2015
Adopted: June 3, 2015
Effective: July 1, 2015



Suggested by: Administration

CITY OF KENAI

RESOLUTION NO. 2015-30

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, 2015 AND ENDING JUNE 30, 2016.

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 2016 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, 2015 and ending June 30, 2016 be fixed at 4.35 mills.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 3rd day of June, 2015.


PAT PORTER, MAYOR

ATTEST:


Sandra Modigh, City Clerk

Approved by Finance: 



**CITY OF KENAI
FISCAL YEAR 2016 CONSOLIDATED OPERATING BUDGET**

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FISCAL YEAR 2016 CONSOLIDATED OPERATING BUDGET**

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FISCAL YEAR 2016 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 2016 Operating Budget**

Revenue and Expenditure Summary of All Funds

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Enterprise Funds</u>	<u>Permanent Funds</u>	<u>Debt Service Fund</u>	<u>Total All Funds</u>
REVENUES						
Taxes	\$ 11,000,101	\$ -	\$ -	\$ -	\$ -	\$ 11,000,101
State/Federal	1,024,512	683,834	1,852	-	31,900	1,742,098
Interest	75,000	43,343	5,000	1,692,977	-	1,816,320
Other	1,114,935	5,575,122	377,259	-	-	7,067,316
Transfers In	<u>1,653,146</u>	<u>1,171,705</u>	<u>-</u>	<u>-</u>	<u>146,898</u>	<u>2,971,749</u>
Total Revenues	<u>14,867,694</u>	<u>7,474,004</u>	<u>384,111</u>	<u>1,692,977</u>	<u>178,798</u>	<u>24,597,584</u>
EXPENDITUES/EXPENSES	15,544,659	6,807,855	519,906	1,327,651	178,798	24,378,869
Contributions to (from) Fund Balance/Retained Earnings	(676,965)	666,149	(135,795)	365,326	-	218,715
Add Credit From Depreciation	-	-	132,438	-	-	132,438
Projected lapse/encumbrances	<u>756,238</u>	<u>288,255</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,044,493</u>
Adjusted Deficit/Surplus	79,273	954,404	(3,357)	365,326	-	1,395,646
Beginning Fund Balance/ Net Assets	<u>10,038,283</u>	<u>5,548,117</u>	<u>342,129</u>	<u>27,542,470</u>	<u>-</u>	<u>43,470,999</u>
Ending Fund Balance/ Net Assets	<u>\$ 10,117,556</u>	<u>\$ 6,502,521</u>	<u>\$ 338,772</u>	<u>\$ 27,907,796</u>	<u>\$ -</u>	<u>\$ 44,866,645</u>

City of Kenai
Fiscal Year 2016 Operating Budget

Components of General Fund, Fund Balance

	<u>Projected Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Projected Ending Balance</u>
General Fund				
Nonspendable Fund Balance	\$ -	\$ -	\$ -	\$ -
Restricted Fund Balance				
Athletic Expenditure Reserve (Proceeds resulting from Daubenspeck property & mineral rights donation)	550,238	65,000	-	615,238
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	676,965	155,657	-	832,622
Compensated Absences	820,285	-	-	820,285
Insurance Risk Retention	103,475	-	-	103,475
Total Assigned Fund Balance	1,700,725	155,657	-	1,856,382
Unassigned Fund Balance	7,377,574	-	141,384	7,236,190
Total General Fund, Fund Balance	<u>\$ 10,038,283</u>	<u>\$ 220,657</u>	<u>\$ 141,384</u>	<u>\$ 10,117,556</u>



"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, 2015

Mayor, Council Members, City of Kenai Citizens:

In accordance with the provisions of Chapter 7.25 of the Kenai Municipal Code, the Fiscal Year 2016 (FY16) Operating Budget of the City of Kenai is hereby presented for your approval. The budget contains the operating budgets for the General Fund; one enterprise funds (the Congregate Housing 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 2015 to FY 2016 And Contribution To (From) Fund Balance

	Original FY2015 Budget	Current FY2015 Budget	FY2016 Budget	Change From FY2015 Original	Percent Change	Projected Lapse	Contribution To(From) Fund Bal.
General Fund	\$16,232,707	\$16,538,134	\$15,544,659	\$(688,048)	(4.24)%	\$ 756,238	\$ 79,273
Congregate Housing	512,498	512,498	519,906	7,408	1.45%	-	(135,795)
Capital Projects Management	111,610	111,610	-	(111,610)	-100.00%	-	-
Permanent Funds	1,287,229	1,282,406	1,327,651	40,422	3.14%	-	365,326
Water and Sewer	2,706,721	2,719,721	2,418,459	(288,262)	(10.65)%	129,370	428,549
Airport Fund	3,188,651	3,278,989	2,959,317	(229,334)	(7.19)%	115,513	466,565
Senior Citizens Fund	946,079	1,021,094	924,366	(21,713)	(2.30)%	23,636	(46,510)
Personal Use Fishery Fund	491,315	554,193	505,713	14,398	2.93%	19,736	86,540
Debt Service Fund	<u>178,598</u>	<u>178,598</u>	<u>178,798</u>	<u>200</u>	<u>0.11%</u>	<u>-</u>	<u>-</u>
Total	<u>\$25,655,408</u>	<u>\$26,197,243</u>	<u>\$24,378,869</u>	<u>\$(1,276,539)</u>	<u>(4.98)%</u>	<u>\$1,044,493</u>	<u>\$1,243,948</u>

GENERAL OVERVIEW

The total budget for the City is \$24,378,869, which is a decrease of \$1,276,539 or 4.98% from last year. The significant decrease in the budget is related to a reduction in the State of Alaska on-behalf Public Employees Retirement System (PERS) contribution. In 2014 the State of Alaska contributed \$1.0 Billion to the PERS and made other changes to the actuary assumptions that greatly reduced the system's past service rate. The result on the City's FY2016 Budget is a reduction of \$1,349,206 PERS expenditures and PERS On-behalf revenue. This budget includes a 1.40% cost of living increase to the salary schedule. The 1.40% increase is based upon the increase in Anchorage's Consumer Price Index for 2014 as there is no such index available for the City or Kenai Peninsula Borough. The budgetary impact of the cost of living increase is \$176,403 for all funds comprised of \$107,147 in employee pay increases and \$69,256 in associated benefits (including \$24,664 in Public Employee Retirement System on-behalf funding).

The City completed a classification study in FY15. The study reviewed the duties of all classified positions and utilizing a tool developed by the consultant produced recommended pay ranges based upon a variety of duties, skills, training and labor market conditions for each position. The recommendations of the study have been included and the result is an increase in the FY2016 budget of \$12,846 comprised of \$8,339 in employee pay and \$4,507 in associated benefits (including \$1,864 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 FY16 premium rate increase provided by the City's current health insurance provider was 37.9% or \$584,895 for all funds. The primary cause of the increase is several large claims for the current plan year. FY15 was the second year in a row where large claims have had a significant impact on the City's renewal. The City has selected an alternate plan by the same provider to provide employee health insurance resulting in renewal rates approximately 20% higher than or \$321,876 for all funds. The budget maintains the employee share of health insurance costs at 8.5% of total plan costs. The result is an increase of \$291,629 over FY15 budgeted health care costs.

The following personnel changes are also included:

Finance Department: City's Accountant will be retiring in October 2015. The FY16 Budget includes a two month overlap for this position which will allow the department to hire the replacement on September 1st and provide for training of the new position. The budget also includes projected payoff of leave for the retiring employee as it will be substantially more than what is traditionally budgeted.

Animal Control: Provisions of the Affordable Care Act (ACA) will go into effect on July 1, 2015. These provisions require the City to offer health insurance benefits to any temporary employee who works more than 3 months and any seasonal employee who works more than 1,560 hours in a year or more than 6 consecutive months without a 13 week gap in services. As a result the FY15 staffing of one permanent 24 hour per week Animal Control Officer and a temporary six-month Department Assistant would have required the offering of health insurance benefits to the temporary six-month Department Assistant, greatly increasing the cost of that position. As a result the FY16 Budget includes a proposal to change the permanent 24 hour per week Animal Control Officer to a permanent 40 hour per week Animal Control Officer and eliminate the temporary six-month Department Assistant.

Parks, Recreation & Beautification Department (Both General and Personal Use Fishery Funds): The FY16 Budget includes the addition of one six month seasonal Administrative Assistant I at a cost of \$21,346. This position will be evenly distributed to the General Fund and Personal Use Fishery Parks, Recreation & Beautification Budgets.

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
PERS On-behalf Funding	\$(1,107,201)	\$(6,829)	\$(94,961)	\$(81,741)	\$(40,629)	\$(5,898)	\$(11,947)	\$(1,349,206)
COLA @ 1.4%	143,924	2,670	11,968	11,067	6,029	745	-	176,403
Classification Study Implementation	7,239	-	3,887	1,720	-	-	-	12,846
Employee Health Care Increase	273,048	2,359	12,540	17,281	(6,824)	1,142	\$(7,917)	291,629
Accountant Retirement	19,478	-	-	-	-	-	-	19,478
Animal Control Staffing Changes	10,930	-	-	-	-	-	-	10,930
Parks, Recreation & Beautification Administrative Assistant I	<u>10,673</u>	<u>10,673</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>21,346</u>
Total	<u>\$(641,909)</u>	<u>\$8,873</u>	<u>\$(66,566)</u>	<u>\$(51,673)</u>	<u>\$(41,424)</u>	<u>\$(4,011)</u>	<u>\$(19,864)</u>	<u>\$(816,574)</u>

GENERAL FUND

The General Fund budget of \$15,544,659 is down \$688,048 or (4.24)% from last year. This includes a decrease of \$605,258 in Personnel Services, an increase of \$126,360 in Maintenance and Operations and a decrease of \$209,150 in Capital Outlay and Transfers. Revenues and transfers in for FY16 are projected to be \$14,867,694 down \$668,508 compared to the FY15 adopted budget.

Sales tax projection for FY16 is \$7.25 million, which is \$414,260 more than FY15 budgeted revenues. Sales tax revenue is projected to increase 2.0% over prior year actual receipts which were higher than prior budget estimates. July 2014 through September 2014 saw taxable sales increase 4.63% and October 2014 through December 2014 taxable sales increase 10.15%. These quarterly increases were significantly higher than the budgeted 1.5% increases and account for the significant increases in projected sales tax revenue for FY16.

Property tax values are up 3.66% on average. The assessed, real property value of \$738.0 million is up \$25.4 million or 3.56% from the FY15 value. Oil and gas (AS 43.56) property increased \$3.48 million, 5.15% in value. Of the total \$71.0 million in oil and gas (AS 43.56) property, \$39.6 million is from production and office facilities, \$3.2 million represents transmission pipelines, and \$28.2 million is drilling rigs and the assets of oilfield service companies. The \$28.2 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 3.66%, an increase of \$89,893 with no proposed change in mill rate.

Funding for four capital projects totaling \$273,000 have been included as transfers from the General Fund in the FY16 Budget. \$8,000 has been included for design of a new fountain in Leif Hansen Memorial Park, \$35,000 for cemetery improvements, \$150,000 for First Ave rehabilitation which will be combined with \$250,000 of remaining State of Alaska Grant Funds for a total project budget of \$400,000, \$40,000 for picnic shelter foundation, pad and materials

in Municipal Park, and \$40,000 for the purchase and installation of equipment and related improvements at Beaver Creek Park Playground.

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

Congregate Housing Fund

The Congregate Housing Fund's budget increased \$7,408 (1.45%) to \$519,906 in the proposed FY16 Budget. The Congregate Housing Fund's revenue sources are rent and interest. Using the results of a rent study commissioned by the City to determine the market value of rents for comparable units, the City is in the third year of a plan to raise rents. The FY16 rate increase will be equal to \$35.00 for units priced below the market rate as determined by the City's 2015 rental rate study which was just completed. The increase will result in a projected increase of rental revenue in FY16 of \$20,074. 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.

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 2016 Personal Use Fishery are as follows:

	<u>FY15</u>	<u>FY16</u>
Personal Use Fishery Day Use Parking – 5:00am to Midnight (vehicle or up to two atv's)	\$20.00	\$20.00
Personal Use Fishery Overnight Parking Before noon on the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$55.00	\$55.00
After noon on the first day to noon of the second day (vehicle or up to two atv's and one tent)	\$45.00	\$45.00
Personal Use Fishery Camping (one tent)	\$25.00	\$25.00
Dock Parking	\$15.00	\$20.00
Dock Launch and Parking	\$25.00	\$35.00

Airport Special Revenue Fund

The proposed Airport Fund budget is \$2,959,317, a decrease of \$229,334, (7.19%) from last year. The fund is projected to have an adjusted surplus of \$466,565 including an estimated \$115,513 budget lapse. This budget includes increased revenues resulting from a 1.4% increase in landing fees and tenant rents (equal to the 2014 increase in Anchorage's Consumer Price Index). \$65,000 of the decrease is the reduction of funding required for the FAA Flight Service Station Improvements. The FY15 funding for this project was \$125,000 for Phase 2 and the FY16 funding is \$60,000 for Phase 3.

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 \$1,171,705.

The FY2016 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 \$2,418,459 is down \$288,262, (10.65%) from FY15 and the Fund is expected to produce an adjusted surplus of \$428,549 including a projected budget lapse of \$129,370. The FY16 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 \$2.81 per month or from \$28.06 per month to \$30.87 for an unmetered residential customer. The recommended 3% increase in sewer rates will increase rates \$1.44 per month or from \$48.04 per month to \$49.48 for an unmetered residential customer.

The FY15 budget included 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. No such transfer is budgeted in FY16 as the required local match on remaining State of Alaska Municipal Matching Grants will be provided by other State Grants.

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 FY16 grant from the Borough is \$126,207.

The transfer from the General Fund to support these programs remains at \$0 for FY16. No General Fund transfer is needed due to utilization of \$46,510 (after projected lapse of \$23,636) in fund balance of the Senior Citizens Funds. With a projected beginning fund balance of \$157,382 no transfer is projected for 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.

The FY16 budget includes \$178,798 in debt service. Debt service is being funded by a transfer from the General Fund in the amount of \$146,898 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 \$31,900. 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 2016 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2015 Grade</u>	<u>FY2016 Grade</u>	<u>FY2015 Full Time Equivalent Positions</u>	<u>FY2016 Full Time Equivalent Positions</u>
<u>General Fund</u>					
<u>Legislative</u>	Mayor	Unclassified	Unclassified		
	Council Members	Unclassified	Unclassified		
<u>City Clerk</u>	City Clerk	Unclassified	Unclassified	1.00	1.00
	Administrative Assistant I	8.00	8.00	0.50	-
	Administrative Assistant II	9.00	9.00	-	0.50
<u>Legal Department</u>	City Attorney	Unclassified	Unclassified	1.00	1.00
	Administrative Assistant II	9.00	9.00	1.00	1.00
<u>City Manager</u>	City Manager	Unclassified	Unclassified	1.00	1.00
	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 Technician I	10.00	10.00	0.50	0.50
	Accounting Technician II	11.00	11.00	1.00	1.00
	Administrative Assistant I	8.00	8.00	0.25	0.25
<u>Planning & Zoning Department</u>	City Planner	16.00	16.00	1.00	1.00
	Administrative Assistant III	10.00	10.00	1.00	1.00
	Commissioners	Unclassified	Unclassified		
<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	13.00	13.00
	Temporary Enforcement Officer	3.00	3.00	0.60	0.60
	Administrative Assistant I	8.00	8.00	1.00	-
	Administrative Assistant III	10.00	10.00	-	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	-
	Administrative Assistant II	9.00	9.00	-	1.00
<u>Communications Department</u>	Communications Supervisor	12.00	12.00	1.00	1.00
	Public Safety Dispatcher	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
	Animal Control Officer	9.00	9.00	1.60	2.00
	Department Assistant II	7.00	7.00	0.30	-
<u>Public Works Administration</u>	Public Works Director	23.00	23.00	0.50	1.00
	Administrative Assistant II	9.00	9.00	-	1.00
	Administrative Assistant III	10.00	10.00	1.00	-
<u>Shop Department</u>	Shop Foreman	16.00	16.00	1.00	1.00
	Shop Mechanic	14.00	14.00	2.00	2.00

**City of Kenai
Fiscal Year 2016 Consolidated Operating Budget**

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2015 Grade</u>	<u>FY2016 Grade</u>	<u>FY2015 Full Time Equivalent Positions</u>	<u>FY2016 Full Time Equivalent Positions</u>
<u>Street Department</u>	Street Foreman	16.00	16.00	0.89	0.87
	Equipment Lead Operator	14.00	14.00	0.87	0.85
	Equipment Operator	11.00	11.00	3.57	3.59
	Temporary Equipment Operator	11.00	11.00	0.14	0.14
<u>Building Department</u>	Building Official	15.00	15.00	1.00	1.00
	Building Maintenance Lead Technician	12.00	13.00	0.66	0.66
	Building Maintenance Technician	11.00	12.00	0.66	0.66
<u>Library</u>	Library Director	18.00	18.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	1.00	-
	Administrative Assistant III	10.00	10.00	-	1.00
	Library Assistant	6.00	6.00	3.00	3.00
	Library Aide (52 week 14 hr/week position)	2.50	2.50	0.70	0.70
	Library Aide (52 week 24 hr/week position)	2.50	2.50	2.40	2.40
<u>Parks, Recreation & Beautification Department</u>	Parks & Recreation & Beautification Director	17.00	17.00	0.96	0.96
	Parks & Recreation & Beautification Operator	9.00	9.00	1.92	1.92
	Parks, Recreation & Beautification Laborer	2.40	2.40	0.94	0.94
	Temporary Parks & Grounds Maintenance Crew Leader	2.30	2.30	0.19	0.65
	Temporary Parks & Grounds Maintenance Worker	2.10	2.10	3.31	2.88
	Temporary Parks & Grounds Gardener	2.20	2.20	0.29	0.29
	Temporary Administrative Assistant I	8.00	8.00	-	0.21
<u>Dock</u>	Street Foreman	16.00	16.00	0.05	0.05
	Equipment Lead Operator	14.00	14.00	0.07	0.07
	Equipment Operator	11.00	11.00	0.33	0.33
<u>General Fund Totals</u>				<u>89.54</u>	<u>90.36</u>
<u>Water and Sewer Fund</u>					
<u>Water</u>	Water & Sewer Foreman	15.00	16.00	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	0.50	0.50
	Water & Sewer Operator	13.00	13.00	1.00	1.00
	Accounting Technician I	10.00	10.00	0.25	0.25
	Administrative Assistant I	8.00	8.00	0.13	0.13
<u>Sewer</u>	Water & Sewer Foreman	15.00	16.00	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	0.50	0.50
	Water & Sewer Operator	13.00	13.00	1.00	1.00
	Accounting Technician I	10.00	10.00	0.25	0.25
	Administrative Assistant I	8.00	8.00	0.13	0.13
<u>Sewer Treatment Plant</u>	Sewer Treatment Plant Foreman	15.00	16.00	1.00	1.00
	Sewer Treatment Plant Lead Operator	14.00	14.00	1.00	1.00
	Sewer Treatment Plant Operator	13.00	13.00	1.00	1.00
<u>Water and Sewer Fund Totals</u>				<u>7.76</u>	<u>7.76</u>
<u>Airport Fund</u>					
<u>Administration</u>	Airport Manager	20.00	20.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	0.67	0.67

**City of Kenai
Fiscal Year 2016 Consolidated Operating Budget**

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2015 Grade</u>	<u>FY2016 Grade</u>	<u>FY2015 Full Time Equivalent Positions</u>	<u>FY2016 Full Time Equivalent Positions</u>
<u>Airfield</u>	Airport Operations Supervisor	15.00	15.00	1.00	1.00
	Airport Operations Specialist	11.00	11.00	1.00	1.00
	Equipment Operator	11.00	11.00	0.80	0.80
	Temporary Equipment Operator	11.00	11.00	0.14	0.14
<u>Other Buildings & Areas</u>	Assistant to the City Manager/Human Resource Specialist	15.00	15.00	0.33	0.33
	Building Maintenance Lead Technician	12.00	12.00	0.17	0.17
	Building Maintenance Technician	11.00	11.00	0.17	0.17
<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	1.00	1.00
<u>Airport Fund Totals</u>				<u>6.95</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	-
<u>Capital Project Management Fund Totals</u>				<u>0.50</u>	<u>-</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
	Data Entry Clerk	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
	Data Entry Clerk	1.10	1.10	0.02	0.02
	Janitor	1.00	1.00	0.32	0.32
	Temporary Maintenance Assistant	1.00	1.00	0.01	0.01
	Cook	2.40	2.40	0.30	0.30
	Kitchen Assistant	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	2.40	2.40	0.20	0.20
	Kitchen Assistant	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 2016 Consolidated Operating Budget**

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2015 Grade</u>	<u>FY2016 Grade</u>	<u>FY2015 Full Time Equivalent Positions</u>	<u>FY2016 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	1.00	1.00	0.70	0.58
<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
	Data Entry Clerk	1.10	1.10	0.31	0.31
	Cook	2.40	2.40	0.50	0.50
	Kitchen Assistant	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
	Driver	1.00	1.00	-	0.12
	Janitor	1.00	1.00	0.03	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	0.62	0.62
<u>Streets</u>	Street Foreman	16.00	16.00	0.04	0.04
	Equipment Lead Operator	14.00	14.00	0.04	0.05
	Equipment Operator	11.00	11.00	0.16	0.13
<u>Parks, Recreation & Beautification Department</u>	Parks & Recreation & Beautification Director	17.00	17.00	0.04	0.04
	Parks & Recreation & Beautification Operator	9.00	9.00	0.08	0.08
	Parks, Recreation & Beautification Laborer	2.40	2.40	0.06	0.06
	Parks & Grounds Maintenance Crew Leader	2.30	2.30	0.06	0.06
	Parks & Grounds Maintenance Worker	2.10	2.10	0.83	0.83
	Temporary Administrative Assistant I	8.00	8.00	-	0.21
<u>Dock</u>	Street Foreman	16.00	16.00	0.02	0.04
	Equipment Lead Operator	14.00	14.00	0.02	0.03
	Equipment Operator	11.00	11.00	0.14	0.15
	Dock Worker	3.00	3.00	0.35	0.35
<u>Personal Use Fishery Fund Total</u>				<u>2.46</u>	<u>2.69</u>
All Funds Totals				<u>115.01</u>	<u>115.56</u>

**City of Kenai
Fiscal Year 2016 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	10.19	10.44	10.70	10.95	11.20	11.46	11.71	11.97	12.23
1.1	10.69	10.95	11.20	11.48	11.74	12.02	12.28	12.55	12.82
2	11.38	11.66	11.94	12.23	12.51	12.80	13.08	13.36	13.65
2.1	11.98	12.28	12.57	12.88	13.17	13.48	13.77	14.07	14.37
2.2	12.66	12.98	13.30	13.62	13.93	14.26	14.57	14.89	15.21
2.3	13.30	13.63	13.97	14.31	14.64	14.97	15.30	15.64	15.96
2.4	15.54	15.93	16.32	16.71	17.10	17.48	17.88	18.26	18.65
2.5	17.60	18.04	18.49	18.91	19.36	19.79	20.23	20.68	21.11
3	17.71	18.16	18.60	19.03	19.49	19.93	20.37	20.81	21.25
4	18.60	19.07	19.53	20.00	20.46	20.93	21.39	21.86	22.32
5	19.53	20.03	20.50	21.00	21.49	21.97	22.46	22.96	23.44
6	20.50	21.02	21.54	22.05	22.56	23.07	23.59	24.09	24.61
7	21.54	22.08	22.61	23.15	23.69	24.23	24.77	25.30	25.85
8	22.62	23.19	23.76	24.33	24.88	25.45	26.02	26.59	27.15
9	23.75	24.34	24.93	25.52	26.12	26.71	27.31	27.91	28.49
10	24.92	25.55	26.17	26.79	27.42	28.05	28.68	29.29	29.91
11	26.17	26.82	27.48	28.14	28.79	29.45	30.10	30.75	31.41
12	27.50	28.18	28.86	29.56	30.24	30.93	31.61	32.31	32.99
13	28.85	29.57	30.29	31.01	31.74	32.45	33.18	33.90	34.61
14	30.31	31.07	31.82	32.59	33.34	34.10	34.85	35.62	36.37
15	31.82	32.62	33.41	34.21	35.01	35.80	36.60	37.40	38.19
16	33.40	34.23	35.07	35.91	36.75	37.57	38.41	39.24	40.08
17	35.07	35.96	36.83	37.71	38.59	39.46	40.35	41.21	42.09
18	36.83	37.75	38.67	39.59	40.51	41.43	42.35	43.27	44.19
19	38.66	39.63	40.59	41.56	42.53	43.49	44.46	45.44	46.40
20	40.61	41.63	42.64	43.66	44.68	45.69	46.70	47.72	48.74
21	42.65	43.71	44.78	45.84	46.91	47.97	49.05	50.10	51.18
22	44.75	45.87	47.00	48.10	49.23	50.35	51.47	52.59	53.70
23	47.00	48.18	49.35	50.52	51.69	52.87	54.05	55.22	56.40
24	49.41	50.65	51.88	53.11	54.35	55.59	56.81	58.06	59.30

Employee's Engaged in Fire Protection Activities

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
13	20.61	21.11	21.63	22.16	22.67	23.18	23.70	24.21	24.72
14	21.65	22.19	22.73	23.28	23.81	24.36	24.89	25.44	25.99
15	22.73	23.30	23.87	24.45	25.01	25.57	26.14	26.71	27.28
16	23.87	24.46	25.06	25.65	26.25	26.83	27.43	28.03	28.63
17	25.06	25.68	26.30	26.93	27.56	28.19	28.82	29.44	30.07

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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 2016 Operating Budget**

**General Fund
Budget Projection**

	Actual FY2013	Actual FY2014	Original Budget FY2015	Projection FY2015	Adopted Budget FY2016	Projection FY2017
TOTAL ASSESSED VALUE	\$ 738,973,565	\$ 804,454,601	\$ 831,945,941	\$ 828,384,580	\$ 853,032,979	\$ 872,946,481
MILL RATE	3.85	3.85	4.35	4.35	4.35	4.35
REVENUES						
Property & Sales Taxes						
Property Tax	2,913,634	3,162,530	3,664,586	3,664,586	3,754,479	3,832,317
Sales Tax	<u>6,587,575</u>	<u>6,669,426</u>	<u>6,831,362</u>	<u>7,103,551</u>	<u>7,245,622</u>	<u>7,462,991</u>
Total Property & Sales Taxes	<u>9,501,209</u>	<u>9,831,956</u>	<u>10,495,948</u>	<u>10,768,137</u>	<u>11,000,101</u>	<u>11,295,308</u>
State/Federal Revenue:						
PERS Funding	911,060	914,272	1,457,847	1,457,847	350,646	361,165
Municipal Assistance	627,466	435,888	433,538	441,046	415,866	277,244
Fish Tax	296,136	202,044	200,000	292,718	200,000	206,000
Other	<u>299,372</u>	<u>242,714</u>	<u>58,000</u>	<u>89,573</u>	<u>58,000</u>	<u>50,000</u>
Total State/Federal Revenue	<u>2,134,034</u>	<u>1,794,918</u>	<u>2,149,385</u>	<u>2,281,184</u>	<u>1,024,512</u>	<u>894,409</u>
Other Revenue						
Licenses and Permits	204,645	112,952	76,500	76,000	76,500	78,795
Ambulance Fees	319,315	335,726	400,000	375,000	400,000	412,000
Interest	(39,829)	82,629	75,000	75,000	75,000	252,939
Other	<u>933,584</u>	<u>637,498</u>	<u>650,435</u>	<u>605,087</u>	<u>638,435</u>	<u>546,863</u>
Total Other Revenue	<u>1,417,715</u>	<u>1,168,805</u>	<u>1,201,935</u>	<u>1,131,087</u>	<u>1,189,935</u>	<u>1,290,597</u>
Total Revenues	<u>13,052,958</u>	<u>12,795,679</u>	<u>13,847,268</u>	<u>14,180,408</u>	<u>13,214,548</u>	<u>13,480,314</u>
Transfer From Other Funds						
Charges to other funds	1,252,700	1,495,800	1,501,100	1,501,100	1,458,900	1,502,667
Capital Projects / Special Revenue	-	-	-	-	-	-
Enterprise	42,800	-	47,700	47,700	38,300	39,449
Trust Fund	<u>135,668</u>	<u>146,172</u>	<u>140,134</u>	<u>147,093</u>	<u>155,946</u>	<u>155,946</u>
Total Transfers	<u>1,431,168</u>	<u>1,641,972</u>	<u>1,688,934</u>	<u>1,695,893</u>	<u>1,653,146</u>	<u>1,698,062</u>
Total Revenues and Transfers	<u>14,484,126</u>	<u>14,437,651</u>	<u>15,536,202</u>	<u>15,876,301</u>	<u>14,867,694</u>	<u>15,178,376</u>
EXPENDITURES/APPROPRIATIONS						
General Government	3,337,488	3,212,087	4,113,450	4,177,694	3,092,419	3,185,191
Public Safety	6,536,153	6,737,967	7,204,365	7,213,436	7,421,731	7,644,383
Public Works	2,196,503	2,307,312	2,512,693	2,518,252	2,514,811	2,590,255
Parks, Recreation & Cultural	<u>2,083,889</u>	<u>1,877,813</u>	<u>1,947,865</u>	<u>2,052,418</u>	<u>2,095,800</u>	<u>2,158,674</u>
Total Operating Expenditures	14,154,033	14,135,179	15,778,373	15,961,800	15,124,761	15,578,503
Transfers or Non-Operating	<u>2,381,971</u>	<u>294,096</u>	<u>454,334</u>	<u>576,334</u>	<u>419,898</u>	<u>432,495</u>
Total Expenditures/Appropriations	16,536,004	14,429,275	16,232,707	16,538,134	15,544,659	16,010,998
Total Surplus (Deficit)	(2,051,878)	8,376	(696,505)	(661,833)	(676,965)	(832,622)
Projected Lapse - 5%	<u>-</u>	<u>-</u>	<u>788,919</u>	<u>798,090</u>	<u>756,238</u>	<u>778,925</u>
Adjusted Surplus (Deficit)	(2,051,878)	8,376	92,414	136,257	79,273	(53,697)
Beginning Fund Balance	<u>11,945,528</u>	<u>9,893,650</u>	<u>9,427,467</u>	<u>9,902,026</u>	<u>10,038,283</u>	<u>10,117,556</u>
Ending Fund Balance	9,893,650	9,902,026	9,519,881	10,038,283	10,117,556	10,063,859
Restricted	(408,534)	(480,238)	(493,534)	(550,238)	(615,238)	
Committed	(521,790)	(409,746)	(409,746)	(409,746)	(409,746)	
Assigned	<u>(1,580,579)</u>	<u>(1,518,184)</u>	<u>(1,751,467)</u>	<u>(1,700,725)</u>	<u>(1,856,382)</u>	
Unreserved/Undesignated						
Fund Balance	<u>\$ 7,382,747</u>	<u>\$ 7,493,858</u>	<u>\$ 6,865,134</u>	<u>\$ 7,377,574</u>	<u>\$ 7,236,190</u>	<u>\$ 10,063,859</u>

**City of Kenai
Fiscal Year 2016 Operating Budget**

**General Fund
Budget Projection**

	Projection FY2018	Projection FY2019
TOTAL ASSESSED VALUE	\$ 893,741,261	\$ 915,429,565
MILL RATE	4.35	4.35
REVENUES		
Property & Sales Taxes		
Property Tax	3,922,774	4,017,119
Sales Tax	<u>7,686,881</u>	<u>7,917,487</u>
Total Property & Sales Taxes	<u>11,609,655</u>	<u>11,934,606</u>
State/Federal Revenue:		
PERS Funding	372,000	383,160
Municipal Assistance	184,829	123,220
Fish Tax	212,180	218,545
Other	<u>50,001</u>	<u>50,002</u>
Total State/Federal Revenue	<u>819,010</u>	<u>774,927</u>
Other Revenue		
Licenses and Permits	81,159	83,594
Ambulance Fees	424,360	437,091
Interest	301,916	347,148
Other	<u>563,269</u>	<u>580,167</u>
Total Other Revenue	<u>1,370,704</u>	<u>1,448,000</u>
Total Revenues	<u>13,799,369</u>	<u>14,157,533</u>
Transfer From Other Funds		
Charges to other funds	1,547,747	1,594,179
Capital Projects / Special Revenue	-	-
Enterprise	40,632	41,851
Trust Fund	<u>155,946</u>	<u>155,946</u>
Total Transfers	<u>1,744,325</u>	<u>1,791,976</u>
Total Revenues and Transfers	<u>15,543,694</u>	<u>15,949,509</u>
EXPENDITURES/APPROPRIATIONS		
General Government	3,280,747	3,379,169
Public Safety	7,873,714	8,109,925
Public Works	2,667,963	2,748,002
Parks, Recreation & Cultural	<u>2,223,434</u>	<u>2,290,137</u>
Total Operating Expenditures	16,045,858	16,527,233
Transfers or Non-Operating	<u>445,470</u>	<u>458,834</u>
Total Expenditures/Appropriations	16,491,328	16,986,067
Total Surplus (Deficit)	(947,634)	(1,036,558)
Projected Lapse - 5%	<u>802,293</u>	<u>826,362</u>
Adjusted Surplus (Deficit)	(145,341)	(210,196)
Beginning Fund Balance	<u>10,063,859</u>	<u>9,918,518</u>
Ending Fund Balance	9,918,518	9,708,322
Restricted		
Committed		
Assigned		
Unreserved/Undesignated		
Fund Balance	<u>\$ 9,918,518</u>	<u>\$ 9,708,322</u>

City of Kenai
Fiscal Year 2016 Operating Budget

General Fund Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2015 Original Budget	FY2016 Adopted Budget	Difference	FY2015 Original Budget	FY2016 Adopted Budget	Difference
<u>General Government</u>						
City Clerk	\$ 179,224	\$ 171,297	\$ (7,927)	\$ 81,245	\$ 77,111	\$ (4,134)
Visitor Center	-	-	-	183,613	190,122	6,509
Legislative	51,814	51,875	61	123,326	118,330	(4,996)
Legal	267,622	288,716	21,094	108,185	109,722	1,537
City Manager	303,947	318,317	14,370	37,530	31,530	(6,000)
Finance	564,364	618,384	54,020	60,525	64,206	3,681
Land Administration	-	-	-	18,230	17,900	(330)
Non-Departmental	1,457,847	350,646	(1,107,201)	409,419	426,224	16,805
Planning and Zoning	184,224	192,432	8,208	49,735	45,200	(4,535)
Safety	-	-	-	32,600	11,407	(21,193)
Total General Government	<u>3,009,042</u>	<u>1,991,667</u>	<u>(1,017,375)</u>	<u>1,104,408</u>	<u>1,091,752</u>	<u>(12,656)</u>
<u>Public Safety</u>						
Police	2,606,299	2,702,578	96,279	272,884	277,645	4,761
Fire	2,581,608	2,644,491	62,883	411,657	436,234	24,577
Communications	764,430	800,489	36,059	57,417	53,226	(4,191)
Animal Control	243,822	279,014	35,192	112,402	160,222	47,820
Total Public Safety	<u>6,196,159</u>	<u>6,426,572</u>	<u>230,413</u>	<u>854,360</u>	<u>927,327</u>	<u>72,967</u>
<u>Public Works</u>						
Public Works Administration	171,352	218,655	47,303	8,600	18,527	9,927
Shop	363,366	363,307	(59)	345,925	333,207	(12,718)
Streets	576,822	607,224	30,402	398,117	408,347	10,230
Buildings	243,215	248,896	5,681	101,710	111,194	9,484
Street Lighting	-	-	-	153,386	156,454	3,068
Total Public Works	<u>1,354,755</u>	<u>1,438,082</u>	<u>83,327</u>	<u>1,007,738</u>	<u>1,027,729</u>	<u>19,991</u>
<u>Library</u>	<u>602,084</u>	<u>662,602</u>	<u>60,518</u>	<u>252,190</u>	<u>250,967</u>	<u>(1,223)</u>
<u>Parks and Recreation</u>						
Boating Facility	43,915	47,359	3,444	59,949	50,888	(9,061)
Parks, Recreation & Beautification	436,021	470,436	34,415	538,706	595,048	56,342
Total Parks and Recreation	<u>479,936</u>	<u>517,795</u>	<u>37,859</u>	<u>598,655</u>	<u>645,936</u>	<u>47,281</u>
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	<u>\$ 11,641,976</u>	<u>\$ 11,036,718</u>	<u>\$ (605,258)</u>	<u>\$ 3,817,351</u>	<u>\$ 3,943,711</u>	<u>\$ 126,360</u>

City of Kenai
Fiscal Year 2016 Operating Budget
General Fund Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2015 Original Budget	FY2016 Adopted Budget	Difference	FY2015 Original Budget	FY2016 Adopted Budget	Difference	
\$ -	\$ -	\$ -	\$ 260,469	\$ 248,408	\$ (12,061)	<u>General Government</u>
-	-	-	183,613	190,122	6,509	City Clerk
-	-	-	175,140	170,205	(4,935)	Visitor Center
-	-	-	375,807	398,438	22,631	Legislative
-	-	-	341,477	349,847	8,370	Legal
-	-	-	624,889	682,590	57,701	City Manager
-	-	-	18,230	17,900	(330)	Finance
160,238	9,000	(151,238)	2,027,504	785,870	(1,241,634)	Land Administration
-	-	-	233,959	237,632	3,673	Non-Departmental
-	-	-	32,600	11,407	(21,193)	Planning and Zoning
160,238	9,000	(151,238)	4,273,688	3,092,419	(1,181,269)	Safety
						Total General Government
52,750	-	(52,750)	2,931,933	2,980,223	48,290	<u>Public Safety</u>
101,096	67,832	(33,264)	3,094,361	3,148,557	54,196	Police
-	-	-	821,847	853,715	31,868	Fire
-	-	-	356,224	439,236	83,012	Communications
153,846	67,832	(86,014)	7,204,365	7,421,731	217,366	Animal Control
						Total Public Safety
-	-	-	179,952	237,182	57,230	<u>Public Works</u>
-	24,000	24,000	709,291	720,514	11,223	Public Works Administration
13,600	25,000	11,400	988,539	1,040,571	52,032	Shop
136,600	-	(136,600)	481,525	360,090	(121,435)	Streets
-	-	-	153,386	156,454	3,068	Buildings
150,200	49,000	(101,200)	2,512,693	2,514,811	2,118	Street Lighting
						Total Public Works
-	-	-	854,274	913,569	59,295	<u>Library</u>
-	-	-	103,864	98,247	(5,617)	<u>Parks and Recreation</u>
15,000	18,500	3,500	989,727	1,083,984	94,257	Boating Facility
15,000	18,500	3,500	1,093,591	1,182,231	88,640	Parks, Recreation & Beautification
						Total Parks and Recreation
294,096	419,898	125,802	294,096	419,898	125,802	Non-Departmental Transfers
\$ 773,380	\$ 564,230	\$ (209,150)	\$ 16,232,707	\$ 15,544,659	\$ (688,048)	Total General Fund

**City of Kenai
Fiscal Year 2016 Operating Budget**

**General Fund
Expenditure Summary**

	FY2014	Original	Amended	Council	Increase	%
	Actual	Budget	Budget	Adopted	(Decrease)	
	FY2015	FY2015	FY2016	FY2015 Original	Change	
<u>General Government</u>						
01 City Clerk	\$ 224,264	\$ 260,469	\$ 252,969	\$ 248,408	\$ (12,061)	(4.63%)
03 Visitor Center	177,294	183,613	184,213	190,122	6,509	3.54%
11 Legislative	154,336	175,140	166,740	170,205	(4,935)	(2.82%)
12 Legal	277,500	375,807	375,807	398,438	22,631	6.02%
13 City Manager	419,054	341,477	423,486	349,847	8,370	2.45%
15 Finance	573,779	624,889	626,589	682,590	57,701	9.23%
16 Land Administration	1,811	18,230	58,265	17,900	(330)	(1.81%)
18 Non-Departmental	1,188,889	1,867,266	1,820,466	785,870	(1,081,396)	(57.91%)
19 Planning and Zoning	190,427	233,959	235,559	237,632	3,673	1.57%
20 Safety	4,733	32,600	33,600	11,407	(21,193)	(65.01%)
Total General Government	<u>\$ 3,212,087</u>	<u>\$ 4,113,450</u>	<u>\$ 4,177,694</u>	<u>\$ 3,092,419</u>	<u>(1,021,031)</u>	<u>(24.82%)</u>
<u>Public Safety</u>						
21 Police	2,825,644	2,931,933	2,957,438	2,980,223	48,290	1.65%
22 Fire	2,846,332	3,094,361	3,091,702	3,148,557	54,196	1.75%
23 Communications	739,200	821,847	807,747	853,715	31,868	3.88%
29 Animal Control	326,791	356,224	356,549	439,236	83,012	23.30%
Total Public Safety	<u>6,737,967</u>	<u>7,204,365</u>	<u>7,213,436</u>	<u>7,421,731</u>	<u>217,366</u>	<u>3.02%</u>
<u>Public Works</u>						
31 Public Works Administration	167,901	179,952	179,952	237,182	57,230	31.80%
32 Shop	627,278	709,291	733,591	720,514	11,223	1.58%
33 Streets	919,106	988,539	988,139	1,040,571	52,032	5.26%
34 Buildings	458,948	481,525	463,184	360,090	(121,435)	(25.22%)
35 Street Lighting	134,079	153,386	153,386	156,454	3,068	2.00%
Total Public Works	<u>2,307,312</u>	<u>2,512,693</u>	<u>2,518,252</u>	<u>2,514,811</u>	<u>2,118</u>	<u>0.08%</u>
<u>Library</u>						
40 Library	<u>830,420</u>	<u>854,274</u>	<u>898,043</u>	<u>913,569</u>	<u>59,295</u>	<u>6.94%</u>
<u>Parks and Recreation</u>						
36 Boating Facility	59,258	103,864	108,614	98,247	(5,617)	(5.41%)
45 Parks, Recreation & Beautification	988,135	989,727	1,045,761	1,083,984	94,257	9.52%
Total Parks and Recreation	<u>1,047,393</u>	<u>1,093,591</u>	<u>1,154,375</u>	<u>1,182,231</u>	<u>88,640</u>	<u>8.11%</u>
Total Operating Expenditures	<u>14,135,179</u>	<u>15,778,373</u>	<u>15,961,800</u>	<u>15,124,761</u>	<u>(653,612)</u>	<u>(4.14%)</u>
<u>Transfers to other funds</u>						
Debt Service	144,052	144,334	144,334	146,898	2,564	1.78%
Other non-operating	150,044	310,000	432,000	273,000	(37,000)	(11.94%)
Total Transfers to other funds	<u>294,096</u>	<u>454,334</u>	<u>576,334</u>	<u>419,898</u>	<u>(34,436)</u>	<u>(7.58%)</u>
Total General Fund	<u>\$ 14,429,275</u>	<u>\$ 16,232,707</u>	<u>\$ 16,538,134</u>	<u>\$ 15,544,659</u>	<u>\$ (688,048)</u>	<u>(4.24%)</u>

**City of Kenai
Fiscal Year 2016 Operating Budget**

General Fund Summary by Line Item

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 5,866,707	\$ 5,530,144	\$ 6,294,637	\$ 6,293,103	\$ 6,418,512	\$ 123,875	1.97%
0200	Overtime	446,713	392,043	390,364	391,014	394,896	4,532	1.16%
0250	Holiday Pay	151,251	145,004	161,226	161,226	163,472	2,246	1.39%
0300	Leave	207,435	166,882	247,988	262,788	272,720	24,732	9.97%
0400	Medicare	93,084	86,078	101,688	101,688	105,120	3,432	3.38%
0450	Social Security	13,326	14,767	14,176	14,176	13,683	(493)	(3.48%)
0500	PERS	2,292,151	1,938,453	2,913,712	2,913,712	1,837,010	(1,076,702)	(36.95%)
0600	Unemployment Insurance	15,644	10,357	34,341	39,741	35,087	746	2.17%
0700	Workers Compensation	154,048	141,627	161,930	161,930	199,245	37,315	23.04%
0800	Health & Life Insurance	1,157,652	1,101,500	1,194,411	1,194,411	1,467,459	273,048	22.86%
0900	Supplemental Retirement	110,403	110,942	127,503	127,503	129,514	2,011	1.58%
<u>Total Salaries & Benefits</u>		<u>\$ 10,508,414</u>	<u>\$ 9,637,797</u>	<u>\$ 11,641,976</u>	<u>\$ 11,661,292</u>	<u>\$ 11,036,718</u>	<u>\$ (605,258)</u>	<u>(5.20%)</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	23,957	28,421	32,720	32,104	32,544	(176)	(0.54%)
2022	Operating & Repair Supplies	568,258	583,843	683,833	670,113	689,640	5,807	0.85%
2024	Small Tools/Minor Equipment	182,571	164,690	167,142	183,753	170,409	3,267	1.95%
2026	Computer Software	55,528	43,795	82,765	88,044	80,064	(2,701)	(3.26%)
4531	Professional Services	641,245	628,744	633,863	717,052	652,038	18,175	2.87%
4532	Communications	59,595	72,195	82,474	82,474	82,601	127	0.15%
4533	Travel & Transportation	102,944	105,762	153,885	156,549	162,505	8,620	5.60%
4534	Advertising	32,528	35,845	39,850	43,907	39,895	45	0.11%
4535	Printing & Binding	21,342	31,071	38,890	38,390	39,365	475	1.22%
4536	Insurance	142,310	136,121	141,547	141,547	150,996	9,449	6.68%
4537	Utilities	612,522	528,065	667,513	690,513	729,507	61,994	9.29%
4538	Repair & Maintenance	297,960	323,927	329,562	333,765	329,003	(559)	(0.17%)
4539	Rentals	128,234	152,742	145,520	147,520	133,757	(11,763)	(8.08%)
4540	Equip. Fund Pmts.	285,592	195,121	307,805	311,805	340,814	33,009	10.72%
4541	Postage	11,427	8,682	18,000	18,166	19,300	1,300	7.22%
4666	Books	74,053	68,080	72,281	78,987	69,537	(2,744)	(3.80%)
4667	Dues & Publications	23,484	23,179	35,290	34,290	36,555	1,265	3.58%
4999	General Contingency	-	-	90,000	50,000	90,000	-	-
5041	Miscellaneous	56,634	66,090	63,311	66,710	65,081	1,770	2.80%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	24,470	48,393	31,100	31,100	30,100	(1,000)	(3.22%)
<u>Total Maint. and Operations</u>		<u>\$ 3,344,654</u>	<u>\$ 3,244,766</u>	<u>\$ 3,817,351</u>	<u>\$ 3,916,789</u>	<u>\$ 3,943,711</u>	<u>\$ 126,360</u>	<u>3.31%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	27,037	-	32,485	-	-	-
8062	Buildings	144,332	84,055	136,600	110,398	-	(136,600)	(100.00%)
8063	Improvements	3,260	38,871	-	18,900	35,000	35,000	-
8064	Machinery & Equipment	134,519	174,467	182,446	221,936	109,332	(73,114)	(40.07%)
9090	Transfers	294,096	814,144	454,334	576,334	419,898	(34,436)	(7.58%)
<u>Total Capital Outlay and Transfers</u>		<u>\$ 576,207</u>	<u>\$ 1,138,574</u>	<u>\$ 773,380</u>	<u>\$ 960,053</u>	<u>\$ 564,230</u>	<u>\$ (209,150)</u>	<u>(27.04%)</u>
<u>Manager Total:</u>		<u>\$ 14,429,275</u>	<u>\$ 14,021,137</u>	<u>\$ 16,232,707</u>	<u>\$ 16,538,134</u>	<u>\$ 15,544,659</u>	<u>\$ (688,048)</u>	<u>(4.24%)</u>

City of Kenai
Fiscal Year 2016 Operating Budget

General Fund Central Administration Cost Allocation

	FY 2015	FY 2016	Difference	Percent
Water	\$ 95,600	\$ 94,200	\$ (1,400)	(1.46%)
Sewer	56,200	\$ 51,000	(5,200)	(9.25%)
Sewer Treatment	112,100	\$ 117,100	5,000	4.46%
Airport - Airfield	845,600	\$ 835,200	(10,400)	(1.23%)
Airport - Administration Including Land	54,300	\$ 45,200	(9,100)	(16.76%)
Airport - Terminal	73,900	\$ 68,700	(5,200)	(7.04%)
Senior - Access	31,700	\$ 24,200	(7,500)	(23.66%)
Senior - Cong Meals	26,400	\$ 25,500	(900)	(3.41%)
Senior - Home Meals	28,500	\$ 24,700	(3,800)	(13.33%)
Senior - Transportation	14,100	\$ 9,400	(4,700)	(33.33%)
Senior - Choice Waiver	36,900	\$ 52,700	15,800	42.82%
Dipnet - Public Safety	80,000	\$ 76,200	(3,800)	(4.75%)
Dipnet - Streets	7,200	\$ 5,100	(2,100)	(29.17%)
Dipnet - Parks, Recreation & Beautification	27,700	\$ 19,100	(8,600)	(31.05%)
Dipnet - Dock	10,900	\$ 10,600	(300)	(2.75%)
Capital Project Management	10,800	\$ -	(10,800)	(100.00%)
Congregate Housing	36,900	\$ 38,300	1,400	3.79%
Total	\$ 1,548,800	\$ 1,497,200	\$ (51,600)	(3.33%)

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 2016 Operating Budget

Fund: 001 - General Fund
Department: City Clerk

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 109,435	\$ 102,772	\$ 117,090	\$ 115,556	\$ 118,240	\$ 1,150	0.98%
0200	Overtime	398	2,975	3,213	2,863	-	(3,213)	(100.00%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	6,838	3,674	3,674	2,801	(873)	(23.76%)
0400	Medicare	1,567	1,090	1,798	1,798	1,755	(43)	(2.39%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	23,885	23,182	26,466	26,466	26,013	(453)	(1.71%)
0600	Unemployment Insurance	-	-	620	620	605	(15)	(2.42%)
0700	Workers Compensation	348	498	363	363	512	149	41.05%
0800	Health & Life Insurance	23,785	19,842	23,750	16,250	18,371	(5,379)	(22.65%)
0900	Supplemental Retirement	2,102	2,301	2,250	2,250	3,000	750	33.33%
<u>Total Salaries & Benefits</u>		\$ 161,520	\$ 159,498	\$ 179,224	\$ 169,840	\$ 171,297	\$ (7,927)	(4.42%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	581	1,575	1,500	1,500	2,000	500	33.33%
2022	Operating & Repair Supplies	159	232	320	320	320	-	-
2024	Small Tools/Minor Equipment	8,999	2,989	1,415	2,842	1,600	185	13.07%
2026	Computer Software	6,930	6,087	20,190	20,874	14,906	(5,284)	(26.17%)
4531	Professional Services	24,401	20,308	27,730	27,730	25,900	(1,830)	(6.60%)
4532	Communications	1,569	1,100	2,700	2,700	2,295	(405)	(15.00%)
4533	Travel & Transportation	5,825	6,667	8,240	8,590	10,810	2,570	31.19%
4534	Advertising	10,387	9,987	11,800	11,800	11,800	-	-
4535	Printing & Binding	2,608	1,501	5,100	5,100	5,100	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	223	1,171	750	173	750	-	-
4539	Rentals	-	-	-	-	100	100	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	23	56	200	200	200	-	-
4667	Dues & Publications	845	628	1,000	1,000	1,030	30	3.00%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	194	375	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 62,744	\$ 52,676	\$ 81,245	\$ 83,129	\$ 77,111	\$ (4,134)	(5.09%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	2,957	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 2,957	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 224,264	\$ 215,131	\$ 260,469	\$ 252,969	\$ 248,408	\$ (12,061)	(4.63%)

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2024	<u>Small Tools/Minor Equipment</u>	
	8' table x 2	800
	6' table x 2	600
	Miscellaneous	200
		<hr/> 1,600
2026	<u>Computer Software</u>	
	Laserfiche LSAP	8,846
	Software for 3 computers	390
	Software for 2 users	240
	ArcGIS	330
	Barracuda email archiver maintenance	2,500
	GoToMyPC	100
	Packet management for tablet	1,500
	Miscellaneous	1,000
		<hr/> 14,906
4531	<u>Professional Services</u>	
	e-Docs support	5,000
	Website programming	1,500
	Granicus video streaming	12,000
	Election Judges and Canvass Board	2,200
	Shredding documents	1,200
	Alaska Map Company	3,000
	Miscellaneous	1,000
		<hr/> 25,900
4533	<u>Transportation</u>	
	Car allowance	2,760
	Alaska Assoc. of Municipal Clerk's conference	2,700
	International Institute of Municipal Clerk's academy	1,750
	Laserfiche annual conference for 1	2,400
	Miscellaneous	1,200
		<hr/> 10,810
4534	<u>Advertising</u>	
	Elections notices	2,450
	Meeting agendas, public notices	8,650
	Miscellaneous	700
		<hr/> 11,800
4535	<u>Printing and Binding</u>	
	Ballot printing	1,800
	Copier/printer	2,800
	Miscellaneous	500
		<hr/> 5,100
4667	<u>Dues and Publications</u>	
	IIMC x 2	265
	AAMC x2	225
	Clarion	150
	National Association of Parliamentarians	75
	ARMA International	215
	Miscellaneous	100
		<hr/> 1,030

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 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	667	1,500	1,500	1,000	(500)	(33.33%)
2024	Small Tools/Minor Equipment	-	710	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	125,000	123,920	125,000	125,500	125,000	-	-
4532	Communications	1,788	927	1,670	2,270	2,270	600	35.93%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	300	60	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	32,347	31,134	36,723	36,723	37,382	659	1.79%
4538	Repair & Maintenance	15,461	14,734	18,720	18,220	24,470	5,750	30.72%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,398	480	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 177,294	\$ 172,632	\$ 183,613	\$ 184,213	\$ 190,122	\$ 6,509	3.54%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 177,294	\$ 172,632	\$ 183,613	\$ 184,213	\$ 190,122	\$ 6,509	3.54%

City of Kenai
Fiscal Year 2016 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Council Adopted</u>
2022	<u>Operating and Repair Supplies</u> Cleaning/restroom supplies	1,000
4531	<u>Professional Services</u> Professional management contract with Kenai CVB	125,000
4532	<u>Communications</u> Metro ethernet connection	2,270
4538	<u>Repairs and Maintenance</u> Janitorial services Security monitoring Window washing Sound system upgrade	22,000 420 400 1,650 <hr/> 24,470

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 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 48,000	\$ 47,580	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	15	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	696	690	696	696	696	-	-
0450	Social Security	2,976	2,950	2,976	2,976	2,976	-	-
0500	PERS	-	3	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	153	215	142	142	203	61	42.96%
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ 51,825	\$ 51,453	\$ 51,814	\$ 51,814	\$ 51,875	\$ 61	0.12%
<u>Maintenance and Operations</u>								
2021	Office Supplies	22	106	200	542	200	-	-
2022	Operating & Repair Supplies	4,732	2,386	2,758	2,758	2,800	42	1.52%
2024	Small Tools/Minor Equipment	1,033	552	1,700	1,700	2,500	800	47.06%
2026	Computer Software	240	173	1,140	1,140	1,860	720	63.16%
4531	Professional Services	38,360	46,288	47,578	39,178	39,805	(7,773)	(16.34%)
4532	Communications	531	166	1,130	1,130	845	(285)	(25.22%)
4533	Travel & Transportation	11,747	9,764	11,500	11,500	11,500	-	-
4534	Advertising	7,727	12,110	9,300	9,300	9,400	100	1.08%
4535	Printing & Binding	107	243	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	223	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	132	68	200	200	200	-	-
4667	Dues & Publications	7,447	7,397	8,070	8,070	8,170	100	1.24%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	5,963	9,640	8,150	7,808	10,450	2,300	28.22%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	24,470	16,984	31,100	31,100	30,100	(1,000)	(3.22%)
<u>Total Maint. and Operations</u>		\$ 102,511	\$ 106,100	\$ 123,326	\$ 114,926	\$ 118,330	\$ (4,996)	(4.05%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Manager Total:</u>		\$ 154,336	\$ 157,553	\$ 175,140	\$ 166,740	\$ 170,205	\$ (4,935)	(2.82%)

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Miscellaneous - Food/refreshments/awards	2,800
2024	<u>Small Tools & Minor Equipment</u>	
	Chambers sound maintenance	2,500
4531	<u>Professional Services</u>	
	Annual audit	39,805
4533	<u>Transportation</u>	
	Alaska Municipal League travel	7,400
	Mayoral travel	1,500
	Legislative hearing travel	1,500
	Newly elected official training	1,100
		<hr/> 11,500
4534	<u>Advertising</u>	
	Milepost advertisement	3,500
	T-shirt/cap replenishment	1,900
	KCHA Ads	600
	City souvenirs	2,800
	Miscellaneous	600
		<hr/> 9,400
4667	<u>Dues and Publications</u>	
	AML Dues	7,000
	Kenai Chamber of Commerce	600
	Alaska Conference of Mayors	120
	Publications: Miscellaneous	450
		<hr/> 8,170
5041	<u>Miscellaneous</u>	
	Gifts, flowers, etc.	950
	Mini-Grants	2,500
	Mayor reimbursements	2,000
	Volunteer appreciation	3,000
	Miscellaneous	2,000
		<hr/> 10,450
5047	<u>Grants to Other Agencies</u>	
	Kenai Watershet Forum - Water Testing	5,000
	Oilers Baseball Park Utilities	1,600
	Kenai Chamber of Commerce 4th of July Activities	2,500
	Kenai Chamber of Commerce Holiday Fireworks	3,500
	Industry Appreciation Day	500
	Economic Outlook Forum	500
	Kenai Boys & Girls Club Grant	10,000
	Kenai Historic Society Cabin Host Grant	4,000
	Miscellaneous Grants to be Identified	2,500
		<hr/> 30,100

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 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 178,803	\$ 166,787	\$ 183,052	\$ 183,052	\$ 195,027	\$ 11,975	6.54%
0200	Overtime	-	28	389	389	401	12	3.08%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	5,252	4,929	4,929	5,892	963	19.54%
0400	Medicare	2,538	2,496	2,731	2,731	2,919	188	6.88%
0450	Social Security	148	66	-	-	-	-	-
0500	PERS	38,810	36,227	40,357	40,357	42,994	2,637	6.53%
0600	Unemployment Insurance	1,110	222	942	942	1,006	64	6.79%
0700	Workers Compensation	530	665	556	556	735	179	32.19%
0800	Health & Life Insurance	30,765	27,403	31,666	31,666	36,742	5,076	16.03%
0900	Supplemental Retirement	3,790	2,873	3,000	3,000	3,000	-	-
<u>Total Salaries & Benefits</u>		\$ 256,494	\$ 242,019	\$ 267,622	\$ 267,622	\$ 288,716	\$ 21,094	7.88%
<u>Maintenance and Operations</u>								
2021	Office Supplies	278	601	770	770	785	15	1.95%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,702	1,528	1,300	1,300	2,100	800	61.54%
2026	Computer Software	240	129	860	860	630	(230)	(26.74%)
4531	Professional Services	6,523	11,079	83,000	83,000	83,660	660	0.80%
4532	Communications	1,199	491	1,340	1,340	1,270	(70)	(5.22%)
4533	Travel & Transportation	3,779	8,701	11,020	11,020	11,220	200	1.81%
4534	Advertising	-	80	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	4,509	4,185	6,040	6,040	6,157	117	1.94%
4667	Dues & Publications	2,143	1,907	2,355	2,355	2,400	45	1.91%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	633	536	1,500	1,500	1,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 21,006	\$ 29,237	\$ 108,185	\$ 108,185	\$ 109,722	\$ 1,537	1.42%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	25	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	-
<u>Manager Total:</u>		\$ 277,500	\$ 271,281	\$ 375,807	\$ 375,807	\$ 398,438	\$ 22,631	6.02%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2024	<u>Small Tools and Minor Equipment</u>	
	Computer for City Attorney	1,100
	Printer for City Attorney	500
	Miscellaneous	500
		<u>2,100</u>
4531	<u>Professional Services</u>	
	Outside legal council	75,660
	Process servers	1,000
	Code Publishing - supplement updates	7,000
		<u>83,660</u>
4533	<u>Transportation</u>	
	Car Allowance	720
	Continuing education - City Attorney	9,000
	Continuing education - Legal Assistant	1,000
	Travel for litigation	500
		<u>11,220</u>
4666	<u>Books</u>	
	James Publishing, Lexis-Nexis, Todd Communications, West Group, misc.	6,157
4667	<u>Dues and Publications</u>	
	Alaska Bar Assoc., AMA, AMA, Lawyers Weekly USA, FLSA Handbook, Federal Court Rules, National Law Journal, Am. Assoc of Airport Executives.	2,400
5041	<u>Miscellaneous</u>	
	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 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 209,732	\$ 180,539	\$ 215,365	\$ 215,365	\$ 221,310	\$ 5,945	2.76%
0200	Overtime	558	243	-	-	221	221	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,883	10,944	8,089	8,089	10,245	2,156	26.65%
0400	Medicare	3,205	2,788	3,240	3,240	3,361	121	3.73%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	46,232	39,678	47,380	47,380	48,737	1,357	2.86%
0600	Unemployment Insurance	-	-	267	267	279	12	4.49%
0700	Workers Compensation	707	807	660	660	979	319	48.33%
0800	Health & Life Insurance	25,689	22,230	26,441	26,441	30,680	4,239	16.03%
0900	Supplemental Retirement	2,586	2,064	2,505	2,505	2,505	-	-
<u>Total Salaries & Benefits</u>		\$ 298,592	\$ 259,293	\$ 303,947	\$ 303,947	\$ 318,317	\$ 14,370	4.73%
<u>Maintenance and Operations</u>								
2021	Office Supplies	421	853	1,000	933	1,000	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	2,041	1,500	1,567	1,100	(400)	(26.67%)
2026	Computer Software	360	202	1,010	1,010	1,480	470	46.53%
4531	Professional Services	92,954	71,137	10,500	82,509	5,000	(5,500)	(52.38%)
4532	Communications	1,450	1,036	1,820	1,820	1,750	(70)	(3.85%)
4533	Travel & Transportation	18,504	14,789	16,300	15,300	15,800	(500)	(3.07%)
4534	Advertising	1,896	1,127	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	20	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,868	1,743	1,900	1,900	1,900	-	-
4999	General Contingency	-	-	-	10,000	-	-	-
5041	Miscellaneous	3,009	7,003	2,500	3,500	2,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 120,462	\$ 99,951	\$ 37,530	\$ 119,539	\$ 31,530	\$ (6,000)	(15.99%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 419,054	\$ 359,244	\$ 341,477	\$ 423,486	\$ 349,847	\$ 8,370	2.45%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2024	<u>Small Tools and Minor Equipment</u>	
	Computer replacement	1,100
4531	<u>Professional Services</u>	
	Miscellaneous external legal services	5,000
4533	<u>Transportation</u>	
	Auto allowance	4,800
	AML/AMMA	2,000
	Anchorage / Juneau travel	4,000
	Miscellaneous	5,000
		<hr/> 15,800
4534	<u>Advertising</u>	
	Miscellaneous	1,000
4667	<u>Dues and Publications</u>	
	Subscriptions	200
	AMMA Dues	200
	AML Publications	100
	ICMA Dues	1,200
	SHRM/IPMA Dues	200
		<hr/> 1,900
5041	<u>Miscellaneous</u>	
	Chamber lunches/prof. meeting meals	2,500

DEPARTMENT NARRATIVE

GENERAL FUND - FINANCE

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

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

City of Kenai
Fiscal Year 2016 Operating Budget

Fund: 001 - General Fund
Department: Finance

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 363,846	\$ 309,846	\$ 384,794	\$ 384,794	\$ 395,824	\$ 11,030	2.87%
0200	Overtime	2,471	1,414	3,876	3,876	4,428	552	14.24%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	10,852	5,397	14,636	14,636	29,604	14,968	102.27%
0400	Medicare	5,374	4,510	5,848	5,848	6,233	385	6.58%
0450	Social Security	86	17	-	-	-	-	-
0500	PERS	80,286	68,001	85,507	85,507	88,056	2,549	2.98%
0600	Unemployment Insurance	-	-	2,017	2,017	2,150	133	6.59%
0700	Workers Compensation	1,163	1,354	1,187	1,187	1,812	625	52.65%
0800	Health & Life Insurance	57,335	58,292	59,374	55,874	82,670	23,296	39.24%
0900	Supplemental Retirement	7,250	6,617	7,125	7,125	7,607	482	6.76%
<u>Total Salaries & Benefits</u>		\$ 528,663	\$ 455,448	\$ 564,364	\$ 560,864	\$ 618,384	\$ 54,020	9.57%
<u>Maintenance and Operations</u>								
2021	Office Supplies	4,172	4,824	6,400	6,400	6,528	128	2.00%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	5,202	4,837	5,100	5,100	4,700	(400)	(7.84%)
2026	Computer Software	17,505	7,653	25,190	22,990	29,948	4,758	18.89%
4531	Professional Services	6,935	2,517	1,500	9,000	1,250	(250)	(16.67%)
4532	Communications	2,501	1,548	3,630	3,530	3,455	(175)	(4.82%)
4533	Travel & Transportation	6,753	6,941	14,225	14,225	13,845	(380)	(2.67%)
4534	Advertising	47	402	500	500	500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	5,844	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	120	24	-	-	-	-	-
4667	Dues & Publications	1,120	1,447	1,980	1,980	1,980	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	761	951	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 45,116	\$ 36,988	\$ 60,525	\$ 65,725	\$ 64,206	\$ 3,681	6.08%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	4,056	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 4,056	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 573,779	\$ 496,492	\$ 624,889	\$ 626,589	\$ 682,590	\$ 57,701	9.23%

City of Kenai
Fiscal Year 2016 Operating Budget

Fund: 001 - General Fund
Department: 15 - Finance

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u>	
	Office supplies, printer cartridges	6,528
2024	<u>Small Tools and Minor Equipment</u>	
	Misc. office equipment	1,500
	Replace 2 staff computers (FD, AP/PR clerk)	2,200
	Misc. tools	1,000
		<hr/> 4,700
2026	<u>Computer Software</u>	
	Server CALs (7 computers)	840
	Microsoft office (5 users)	600
	Visio (IT)	90
	Adobe	600
	AutoCad maintenance	230
	Misc. Software	2,000
	Caselle software support	24,168
	Go To Assist for IT Manager	660
	10 remote desktop CALs for Caselle	760
		<hr/> 29,948
4531	<u>Professional Services</u>	
	FICA administration	500
	Misc. professional assistance	750
		<hr/> 1,250
4533	<u>Transportation</u>	
	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)	360
	IT Manager training (VM Ware Course)	3,000
		<hr/> 13,845
4667	<u>Dues and Publications</u>	
	AGFOA, GFOA, AICPA dues	840
	GFOA Certificate of Achievement	550
	Alaska Employment Law Letter	290
	Miscellaneous	300
		<hr/> 1,980

DEPARTMENT NARRATIVE

GENERAL FUND - LAND

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

City of Kenai
Fiscal Year 2016 Operating Budget

Fund: 001 - General Fund
Department: Land Administration

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ 1,515	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	22	-	-	-	-	-
0450	Social Security	-	94	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	5	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ -	\$ 1,636	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	189	200	200	200	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	22	4	200	200	1,000	800	400.00%
2026	Computer Software	329	92	620	620	-	(620)	(100.00%)
4531	Professional Services	-	9,957	15,000	22,550	15,000	-	-
4532	Communications	267	59	210	210	-	(210)	(100.00%)
4533	Travel & Transportation	-	30	-	-	-	-	-
4534	Advertising	-	182	500	500	500	-	-
4535	Printing & Binding	-	-	500	500	200	(300)	(60.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	699	1,242	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	494	1,098	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 1,811	\$ 12,853	\$ 18,230	\$ 25,780	\$ 17,900	\$ (330)	(1.81%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	1,512	-	32,485	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 1,512	\$ -	\$ 32,485	\$ -	\$ -	-
Manager Total:		\$ 1,811	\$ 16,001	\$ 18,230	\$ 58,265	\$ 17,900	\$ (330)	(1.81%)

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

<u>Account Number</u>	<u>Description</u>	<u>Council Adopted</u>
2024	<u>Small Tools & Minor Equipment</u> Lateral file cabinet	1,000
4531	<u>Professional Services</u> Surveying, platting, appraising city-owned lands, litigation reports, site assessments	15,000

DEPARTMENT NARRATIVE

GENERAL FUND – NON-DEPARTMENTAL

The Non-Departmental budget provides for administrative expenditures that are not accounted for in another specific department. It includes in the day-to-day activities of City operations, including insurance (less than what is allocated to Airport, Water and Sewer, Senior Center, Personal Use Fishery, Congregate Housing and Workers' Compensation), 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 2016 Operating Budget

Fund: 001 - General Fund
Department: Non-Departmental

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	914,272	654,873	1,457,847	1,457,847	350,646	(1,107,201)	(75.95%)
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ 914,272	\$ 654,873	\$ 1,457,847	\$ 1,457,847	\$ 350,646	\$ (1,107,201)	(75.95%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	2,713	2,138	2,500	2,500	2,500	-	-
2022	Operating & Repair Supplies	2,007	3,397	2,500	2,500	2,500	-	-
2024	Small Tools/Minor Equipment	2,292	6,951	4,500	3,571	4,500	-	-
2026	Computer Software	819	1,530	-	4,129	6,720	6,720	-
4531	Professional Services	-	26,018	3,000	3,000	4,500	1,500	50.00%
4532	Communications	5,601	14,527	3,020	3,020	2,950	(70)	(2.32%)
4533	Travel & Transportation	(25,747)	(18,246)	-	-	-	-	-
4534	Advertising	-	11	-	-	-	-	-
4535	Printing & Binding	8,056	10,289	12,500	12,500	12,500	-	-
4536	Insurance	142,310	136,121	141,547	141,547	150,996	9,449	6.68%
4537	Utilities	37,756	38,039	42,564	42,564	42,677	113	0.27%
4538	Repair & Maintenance	18,728	17,985	22,025	22,025	29,025	7,000	31.78%
4539	Rentals	37,085	37,176	46,686	46,686	38,779	(7,907)	(16.94%)
4540	Equip. Fund Pmts.	22,777	9,111	22,777	22,777	22,777	-	-
4541	Postage	5,013	7,399	9,500	9,500	9,500	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	36	-	-	-	-	-
4999	General Contingency	-	-	90,000	40,000	90,000	-	-
5041	Miscellaneous	5,857	5,596	6,300	6,300	6,300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	31,409	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 265,267	\$ 329,487	\$ 409,419	\$ 362,619	\$ 426,224	\$ 16,805	4.10%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	25,500	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	9,350	4,185	-	-	9,000	9,000	-
9090	Transfers	294,096	814,144	454,334	576,334	419,898	(34,436)	(7.58%)
<u>Total Capital Outlay and Transfers</u>		\$ 303,446	\$ 843,829	\$ 454,334	\$ 576,334	\$ 428,898	\$ (25,436)	(5.60%)
Manager Total:		\$ 1,482,985	\$ 1,828,189	\$ 2,321,600	\$ 2,396,800	\$ 1,205,768	\$ (1,115,832)	(48.06%)

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2024	<u>Small Tools & Minor Equipment</u>	
	Misc. network hardware	2,500
	Misc. computer supplies	2,000
		<u>4,500</u>
4531	<u>Professional Services</u>	
	Network technical support	4,500
4535	<u>Printing and Binding</u>	
	Copier maintenance	9,000
	Copy paper	3,500
		<u>12,500</u>
4536	<u>Insurance</u>	
	All insurance & deductibles, less that attributed to Airport, Water and Sewer, Dock, Congregate Housing and Worker's Comp	150,996
4538	<u>Repairs and Maintenance</u>	
	City Hall janitorial	25,000
	City Hall window cleaning	300
	Fax machine maintenance	425
	Security monitoring	300
	City Hall carpet rental and cleaning	3,000
		<u>29,025</u>
4539	<u>Rentals</u>	
	Rental of postage meter & scale	3,300
	Shop property	35,479
		<u>38,779</u>
4541	<u>Postage</u>	
	All City Hall (excluding water and sewer bills)	9,500
5041	<u>Miscellaneous</u>	
	Employee appreciation	5,000
	Hope Health Newsletter	800
	Miscellaneous	500
		<u>6,300</u>
8064	<u>Machinery & Equipment</u>	
	Redundant VOIP Server	9,000
9090	<u>Transfers</u>	
	Library expansion bonds debt service	146,898
	Leif Hansen Park Fountain Project - Design	8,000
	Cemetery Improvements	35,000
	First Ave. Rehabilitation Project	150,000
	Picnic shelter foundation, pad and materials	40,000
	Beaver Creek Park Playground Project - Purchase and installation of equipment and related improvements	40,000
		<u>419,898</u>

DEPARTMENT NARRATIVE

GENERAL FUND - PLANNING & ZONING

The Planning & Zoning Division consists of the City Planner and an Administrative Assistant III. Planning staff provide services in the areas of Land-Use Development, interpretation of Kenai Municipal Code, Historic Preservation, Code Enforcement, and Geographic Information Systems (GIS). The Division is responsible for administering and coordinating the City's Planning and Zoning regulations under Title 14 (Planning & Zoning), Code Enforcement under Title 9 (Garbage & Other Refuse) and Title 12 (Health & Safety) of the Kenai Municipal Code.

Planning staff collaborates with the City Manager, Public Works Director, City Building Official Kenai Peninsula Borough personnel, and other City department personnel to compile information for the general public, other City departments and Commissions and particularly the Planning & Zoning Commission.

Staff provides administrative support by acting as a liaison between the citizens of Kenai and the Planning & Zoning Commission through the processing of land-use permit applications. The Planning and Zoning Commission reviews and acts upon applications for: variances, encroachments, rezoning, conditional land use permits and home occupation permits. The Commission is responsible for reviewing amendments to the Kenai Municipal Code and the review of the Comprehensive Plan for the City of Kenai. The Commission also acts in an advisory capacity to the City Council in matters of rezoning, City and airport land lease or sale petitions, capital improvements programming, subdivision plat proposals, and right-of-way and easement vacation petitions.

The Planning Division maintains and manages development and expansion of the City's GIS Land-Use and Development database which includes water and sewer lines, street lights, addresses, ownership, subdivisions, zoning information and cemetery plots. The Planning Division also prepares and maintains the City's official Zoning and Land-Use Maps. The GIS system's capabilities allow staff to provide immediate parcel data and maps to other City departments and the public.

Staff is often the point of first contact for members of the public who have questions regarding the development of their property. Staff responds to questions regarding building permits, commercial development, home occupations, conditional use permits, sign permits, and also responds to refuse and abandoned vehicle complaints.

City of Kenai
Fiscal Year 2016 Operating Budget

Fund: 001 - General Fund
Department: Planning and Zoning

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 110,408	\$ 125,453	\$ 130,473	\$ 130,473	\$ 134,263	\$ 3,790	2.90%
0200	Overtime	2,418	1,759	2,201	3,201	2,270	69	3.13%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,831	2,289	1,878	1,878	2,562	684	36.42%
0400	Medicare	1,619	1,791	1,951	1,951	2,018	67	3.43%
0450	Social Security	1,629	821	521	521	521	-	-
0500	PERS	18,265	24,964	27,340	27,340	28,189	849	3.11%
0600	Unemployment Insurance	2,512	502	631	631	653	22	3.49%
0700	Workers Compensation	334	583	396	396	585	189	47.73%
0800	Health & Life Insurance	15,383	24,667	15,833	17,433	18,371	2,538	16.03%
0900	Supplemental Retirement	526	2,460	3,000	3,000	3,000	-	-
<u>Total Salaries & Benefits</u>		\$ 155,925	\$ 185,289	\$ 184,224	\$ 186,824	\$ 192,432	\$ 8,208	4.46%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,239	1,947	1,600	1,600	1,100	(500)	(31.25%)
2022	Operating & Repair Supplies	406	312	600	600	600	-	-
2024	Small Tools/Minor Equipment	453	3,576	3,200	3,200	8,100	4,900	153.13%
2026	Computer Software	1,267	1,447	2,750	2,750	3,160	410	14.91%
4531	Professional Services	11,997	6,757	15,000	15,000	7,000	(8,000)	(53.33%)
4532	Communications	821	401	1,660	1,660	1,490	(170)	(10.24%)
4533	Travel & Transportation	10,293	8,118	12,600	11,600	11,000	(1,600)	(12.70%)
4534	Advertising	4,053	4,962	6,600	6,600	6,300	(300)	(4.55%)
4535	Printing & Binding	88	465	400	400	1,500	1,100	275.00%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	432	600	600	600	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	158	300	300	300	-	-
4667	Dues & Publications	395	904	1,130	130	975	(155)	(13.72%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	3,490	3,029	3,295	4,295	3,075	(220)	(6.68%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 34,502	\$ 32,508	\$ 49,735	\$ 48,735	\$ 45,200	\$ (4,535)	(9.12%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	1,454	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 1,454	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 190,427	\$ 219,251	\$ 233,959	\$ 235,559	\$ 237,632	\$ 3,673	1.57%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u>	
	Misc. office supplies	1,100
2022	<u>Operating and Repair Supplies</u>	
	Snacks for meetings and misc.	600
2024	<u>Small Tools/Minor Equipment</u>	
	Replace GIS computer workstation	3,500
	ArcGIS data collection tool	3,650
	Replace computer for scanner - split with PW	550
	Misc. office equipment	400
		<hr/> 8,100
2026	<u>Computer Software</u>	
	Software updates for 3 computers	650
	ArcGIS maintenance/licenses	910
	Adobe Creative Cloud license	600
	Large format scanner software upgrade	1,000
		<hr/> 3,160
4531	<u>Professional Services</u>	
	GIS technical support	5,000
	Misc. services	2,000
		<hr/> 7,000
4533	<u>Transportation</u>	
	AKAPA conference / planning commission training	5,000
	Planning conference	3,000
	Planning, GIS, code enforcement training	3,000
		<hr/> 11,000
4535	<u>Printing and Binding</u>	
	Ink and print heads for large format printer	1,000
	Paper for large format printer	500
		<hr/> 1,500
4538	<u>Repairs and Maintenance</u>	
	Repair and maintenance for desktop printers	600
4667	<u>Dues and Publications</u>	
	American Planning Assn./AICP Dues	375
	American Planning Assn. commissioners dues	450
	Alaska Assn of Historical Preservation	50
	Western Planner Magazine	50
	National Assn. of Preservation Commissions	50
		<hr/> 975
5041	<u>Miscellaneous</u>	
	Junk vehicle disposal	2,575
	College classes	500
		<hr/> 3,075

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 2016 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2014 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2015</u>	<u>Amended Budget</u>	<u>Council Adopted FY2016</u>	<u>Increase (Decrease) FY2015 Original</u>	<u>% Change</u>
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	200	200	-	(200)	(100.00%)
2022	Operating & Repair Supplies	-	250	600	1,600	1,000	400	66.67%
2024	Small Tools/Minor Equipment	-	153	450	450	1,000	550	122.22%
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	1,696	2,332	30,000	30,000	8,057	(21,943)	(73.14%)
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	2,842	640	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	195	465	750	750	750	-	-
4667	Dues & Publications	-	47	600	600	600	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 4,733</u>	<u>\$ 3,887</u>	<u>\$ 32,600</u>	<u>\$ 33,600</u>	<u>\$ 11,407</u>	<u>\$ (21,193)</u>	<u>(65.01%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Manager Total:	<u>\$ 4,733</u>	<u>\$ 3,887</u>	<u>\$ 32,600</u>	<u>\$ 33,600</u>	<u>\$ 11,407</u>	<u>\$ (21,193)</u>	<u>(65.01%)</u>

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
4531	<u>Professional Services</u>	
	Drug & alcohol testing	4,557
	Overhead crane training	<u>3,500</u>
		8,057
4666	<u>Books</u>	
	Training videos, pamphlets, reference books, OSHA regulations	750

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 CY2014, the Police Department responded to 8,197 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 FY16 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. 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 FY16: 1. Suppressing criminal activity of 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 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,495,041	\$ 1,432,556	\$ 1,581,896	\$ 1,581,896	\$ 1,614,042	\$ 32,146	2.03%
0200	Overtime	108,237	109,358	103,036	103,036	99,469	(3,567)	(3.46%)
0250	Holiday Pay	69,142	67,222	72,703	72,703	74,056	1,353	1.86%
0300	Leave	75,057	52,824	62,294	62,294	64,523	2,229	3.58%
0400	Medicare	25,041	23,848	26,388	26,388	26,854	466	1.77%
0450	Social Security	1,147	1,792	1,343	1,343	1,362	19	1.41%
0500	PERS	368,721	349,615	381,913	381,913	388,432	6,519	1.71%
0600	Unemployment Insurance	-	529	9,101	9,101	9,262	161	1.77%
0700	Workers Compensation	37,778	37,217	38,298	38,298	47,029	8,731	22.80%
0800	Health & Life Insurance	290,346	271,090	300,827	292,327	349,049	48,222	16.03%
0900	Supplemental Retirement	27,051	25,601	28,500	28,500	28,500	-	-
<u>Total Salaries & Benefits</u>		\$ 2,497,561	\$ 2,371,652	\$ 2,606,299	\$ 2,597,799	\$ 2,702,578	\$ 96,279	3.69%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,456	2,157	3,000	2,709	3,000	-	-
2022	Operating & Repair Supplies	68,861	68,831	72,800	67,600	72,550	(250)	(0.34%)
2024	Small Tools/Minor Equipment	32,314	35,053	20,375	29,190	26,400	6,025	29.57%
2026	Computer Software	8,324	7,945	9,100	10,420	6,560	(2,540)	(27.91%)
4531	Professional Services	16,323	15,756	17,800	17,300	18,100	300	1.69%
4532	Communications	11,645	13,203	20,010	19,010	19,350	(660)	(3.30%)
4533	Travel & Transportation	26,699	27,966	26,650	29,650	26,650	-	-
4534	Advertising	-	46	-	1,388	500	500	-
4535	Printing & Binding	2,808	3,058	3,540	3,540	3,560	20	0.56%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	39,266	37,009	46,026	46,026	48,557	2,531	5.50%
4538	Repair & Maintenance	20,854	16,137	25,698	25,698	26,098	400	1.56%
4539	Rentals	-	681	300	300	-	(300)	(100.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	2,495	499	3,900	4,066	3,900	-	-
4666	Books	1,333	1,382	1,450	1,506	1,420	(30)	(2.07%)
4667	Dues & Publications	3,219	3,639	5,935	5,935	4,350	(1,585)	(26.71%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	16,736	14,931	16,300	16,531	16,650	350	2.15%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 252,333	\$ 248,293	\$ 272,884	\$ 280,869	\$ 277,645	\$ 4,761	1.74%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	75,750	98,430	52,750	78,770	-	(52,750)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 75,750	\$ 98,430	\$ 52,750	\$ 78,770	\$ -	\$ (52,750)	(100.00%)
Manager Total:		\$ 2,825,644	\$ 2,718,375	\$ 2,931,933	\$ 2,957,438	\$ 2,980,223	\$ 48,290	1.65%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u> Misc. office supplies, codes, statutes, special forms, etc.	3,000
2022	<u>Operating and Repair Supplies</u> Investigative supplies, film, and photo processing, chemicals, ammunition, uniform issue items, video supplies, vehicle supplies & fuel, kitchen supplies, crime prevention materials, janitorial supplies, electrical supplies, parts and supplies for radar units, weapons, video cameras, etc.	72,550
2024	<u>Small Tools and Minor Equipment</u> Miscellaneous computer hardware Computers, (4 semi-tough) w/ car mounts & docks Replacement desk computer New tasers (6) Soft body armor (6) Digital cameras Audio recorders Body camera accessories Radar (1)	1,250 12,100 1,100 6,000 2,250 500 500 500 2,200 <hr/> 26,400
2026	<u>Computer Software</u> Software for 32 computers Software for 20 users	4,160 <hr/> 2,400 <hr/> 6,560
4531	<u>Professional Services</u> Investigative and other impounds Lab exams & emergency room charges Applicant psychological exams Applicant medical exam Applicant polygraph exam	7,000 7,200 1,400 1,800 700 <hr/> 18,100
4533	<u>Transportation</u> Death Inv. Training, Sexual Assault Training, Sexual abuse/child exploitation training, AK Assoc. Chief of Police meetings, interview/interrogation training, MVA training, Field training, DARE office training, Firearms/Tactical training, Less lethal weapons training, crime stoppers conference, drug training, APOA Crime Conference, polygraph school.	26,650

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	<u>Description</u>	Council <u>Adopted</u>
4535	<u>Printing and Binding</u>	
	Copy machine maintenance	1,260
	Copy paper and supplies	1,800
	TRACS paper	500
		<u>3,560</u>
4538	<u>Repairs and Maintenance</u>	
	Building repairs & maintenance	2,100
	Janitorial contract	15,668
	Printer maintenance	1,000
	Taser repairs	2,000
	Mobile/portable radio programming/maintenance	600
	Digital Ally video camera repairs	2,000
	Veripic evidence software annual maintenance	2,730
		<u>26,098</u>
4667	<u>Dues and Publications</u>	
	Civil Liability updates, Peninsula Clarion/Anch. Daily News, APSC certifications fees (5), Snowshoe Gun Club dues, Dues to professional organizations, and professional publications	4,350
5041	<u>Miscellaneous</u>	
	Uniform allowances	14,700
	College tuition	400
	Biohazard & sensitive doc. disposal	1,200
	Officer/Dispatcher plaques	350
		<u>16,650</u>

DEPARTMENT NARRATIVE

GENERAL FUND - FIRE

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

The department has a total of nineteen personnel and provides around the clock response service. Staffing consists of: Fire Chief, Fire Marshal, Battalion/Training Chief, Administrative Assistant 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, annual pump service tests, and equipment maintenance and testing.

Emergency response equipment consists of a 95' aerial platform, three Class A tanker/pumpers, two airport crash trucks, two advanced life support ambulances, one rescue squad truck, four staff vehicles, one off road ATV, an 18 foot rigid hull inflatable boat and a 25' SAFE boat.

The department responded to 1,223 calls for service during 2014. This is a 7.4% increase in calls for service over 2013. Of these, 917 were Emergency Medical related calls.

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 1,363,269	\$ 1,232,952	\$ 1,440,350	\$ 1,440,350	\$ 1,440,360	\$ 10	-
0200	Overtime	266,698	203,624	213,135	213,135	216,382	3,247	1.52%
0250	Holiday Pay	58,840	55,475	62,777	62,777	63,218	441	0.70%
0300	Leave	48,290	37,954	77,344	77,344	78,332	988	1.28%
0400	Medicare	24,560	21,701	26,007	26,007	26,075	68	0.26%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	370,700	328,019	377,578	377,578	378,392	814	0.22%
0600	Unemployment Insurance	-	-	8,968	8,968	8,991	23	0.26%
0700	Workers Compensation	74,172	60,295	77,788	77,788	91,934	14,146	18.19%
0800	Health & Life Insurance	267,913	253,336	269,161	262,661	312,307	43,146	16.03%
0900	Supplemental Retirement	25,689	25,414	28,500	28,500	28,500	-	-
<u>Total Salaries & Benefits</u>		<u>\$ 2,500,131</u>	<u>\$ 2,218,770</u>	<u>\$ 2,581,608</u>	<u>\$ 2,575,108</u>	<u>\$ 2,644,491</u>	<u>\$ 62,883</u>	<u>2.44%</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,697	1,560	1,800	1,800	1,800	-	-
2022	Operating & Repair Supplies	62,567	57,475	63,860	62,288	64,660	800	1.25%
2024	Small Tools/Minor Equipment	32,379	33,789	52,980	52,980	50,390	(2,590)	(4.89%)
2026	Computer Software	1,716	1,041	3,200	3,891	3,960	760	23.75%
4531	Professional Services	52,312	44,974	66,840	68,340	69,108	2,268	3.39%
4532	Communications	5,524	5,546	7,170	7,070	6,595	(575)	(8.02%)
4533	Travel & Transportation	16,407	15,693	21,050	21,402	24,460	3,410	16.20%
4534	Advertising	1,973	1,050	1,400	1,400	1,400	-	-
4535	Printing & Binding	2,976	2,218	2,500	2,500	3,500	1,000	40.00%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	45,749	43,389	47,649	47,649	50,560	2,911	6.11%
4538	Repair & Maintenance	2,566	6,437	4,160	4,160	5,060	900	21.63%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	101,817	71,065	117,811	117,811	136,270	18,459	15.67%
4541	Postage	-	-	200	200	500	300	150.00%
4666	Books	1,215	1,644	7,141	7,141	3,202	(3,939)	(55.16%)
4667	Dues & Publications	3,800	2,697	2,700	2,700	3,573	873	32.33%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	8,829	8,315	11,196	11,196	11,196	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 341,527</u>	<u>\$ 296,893</u>	<u>\$ 411,657</u>	<u>\$ 412,528</u>	<u>\$ 436,234</u>	<u>\$ 24,577</u>	<u>5.97%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	4,674	12,684	101,096	104,066	67,832	(33,264)	(32.90%)
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		<u>\$ 4,674</u>	<u>\$ 12,684</u>	<u>\$ 101,096</u>	<u>\$ 104,066</u>	<u>\$ 67,832</u>	<u>\$ (33,264)</u>	<u>(32.90%)</u>
Manager Total:		<u>\$ 2,846,332</u>	<u>\$ 2,528,347</u>	<u>\$ 3,094,361</u>	<u>\$ 3,091,702</u>	<u>\$ 3,148,557</u>	<u>\$ 54,196</u>	<u>1.75%</u>

City of Kenai
Fiscal Year 2016 Operating Budget

Fund: 001 - General Fund
Department: 22 - Fire

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	General operating supplies	6,000
	EMS supplies	14,700
	Fire prevention supplies	3,500
	File and developing / micro cards / USB cards	200
	Oil, lubricants and cleaners	800
	Gasoline and diesel	25,200
	Misc. repair and maintenance supplies	500
	Compressor and filters	900
	Batteries (hand lights, radios, camera, pagers)	1,400
	Fire investigation supplies	500
	Calibration gas for CO detector	260
	Soldotna Professional Pharmacy	4,600
	New hire cost allocation	2,800
	Oxygen & nitrogen refills	3,300
		<hr/> 64,660
2024	<u>Small Tools and Minor Equipment</u>	
	92 each section of 3" fire hose	17,480
	Extrication ram replacement	9,500
	Confined space rescue tool system	7,980
	Ambulance Toughbook replacement	5,000
	Misc. fire equipment	3,500
	Misc. EMS equipment	3,000
	Intake valves (2)	3,000
	CPR manikins	930
		<hr/> 50,390
4531	<u>Professional Services</u>	
	Medical advisor fee	12,000
	Penguin management	948
	Ambulance billing service fees	30,740
	Image Trend maintenance fee	3,000
	LifPac Cardiac Monitor Service / Support Contract	2,600
	Bench Testing Scott Air packs	1,500
	Paramedic refresher course instructor fees	6,500
	ACLS and PALS course fees	720
	Fire instructors fees	500
	Misc. professional services	400
	Physicals fees	10,000
	Shredding	200
		<hr/> 69,108
4533	<u>Transportation</u>	
	Fire Rescue International	3,300
	Alaska Leadership Summit	3,610
	Alaska Fire Conference	2,000
	Company officer leadership symposium	2,300
	Alaska EMS Symposium	2,000
	National Fire Academy	1,500
	Travel for training	4,750
	Image Trend Users Group Training	5,000
		<hr/> 24,460
4535	<u>Printing and Binding</u>	
	Misc. printing & binding, maint. contract, copy paper, toner	3,500

City of Kenai
Fiscal Year 2016 Operating Budget

Fund: 001 - General Fund
Department: 22 - Fire

Account Number	<u>Description</u>	Counci <u>Adopted</u>
4538	<u>Repairs and Maintenance</u>	
	Miscellaneous repair and maintenance	2,400
	Boiler Inspection	200
	Carpet cleaning	800
	Ladder testing	1,100
	SCBA air sample test kits	560
		<u>5,060</u>
4666	<u>Books</u>	
	ACLS & PALS Manuals, IFSTA manual and National Fire Code updates	3,202
4667	<u>Dues and Publications</u>	
	EMS Council dues, NFPA, AK Fire Chiefs Dues, AK Firefighters Dues, Promotional exams, recertification fees and various publications	3,573
5041	<u>Miscellaneous</u>	
	Uniform allowances	9,300
	Supervision Course	1,896
		<u>11,196</u>
8064	<u>Machinery & Equipment</u>	
	Breathing air compressor system	67,832

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 is also capable of serving 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 2014 calendar year Communications processed 8,197 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 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 411,784	\$ 393,491	\$ 451,908	\$ 451,908	\$ 461,019	\$ 9,111	2.02%
0200	Overtime	19,340	13,625	12,212	12,212	13,898	1,686	13.81%
0250	Holiday Pay	23,269	22,307	25,746	25,746	26,198	452	1.76%
0300	Leave	10,970	6,956	16,768	16,768	17,865	1,097	6.54%
0400	Medicare	6,487	6,103	7,345	7,345	7,526	181	2.46%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	94,711	92,044	107,771	107,771	110,245	2,474	2.30%
0600	Unemployment Insurance	-	-	2,532	2,532	2,595	63	2.49%
0700	Workers Compensation	1,408	1,957	1,484	1,484	2,175	691	46.56%
0800	Health & Life Insurance	117,292	109,016	126,664	112,664	146,968	20,304	16.03%
0900	Supplemental Retirement	9,534	9,816	12,000	12,000	12,000	-	-
<u>Total Salaries & Benefits</u>		\$ 694,795	\$ 655,315	\$ 764,430	\$ 750,430	\$ 800,489	\$ 36,059	4.72%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,631	2,474	2,570	2,570	2,570	-	-
2022	Operating & Repair Supplies	158	707	800	800	800	-	-
2024	Small Tools/Minor Equipment	4,833	4,887	2,100	2,100	5,600	3,500	166.67%
2026	Computer Software	11,791	8,311	9,550	9,664	1,860	(7,690)	(80.52%)
4531	Professional Services	2,500	725	720	720	720	-	-
4532	Communications	1,188	3,551	3,058	2,958	2,918	(140)	(4.58%)
4533	Travel & Transportation	4,234	6,258	9,300	9,300	9,500	200	2.15%
4534	Advertising	-	53	400	1,216	500	100	25.00%
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	14,562	21,780	25,004	24,774	24,843	(161)	(0.64%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	555	371	300	300	300	-	-
4667	Dues & Publications	-	238	595	595	595	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,953	2,594	3,020	2,320	3,020	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 44,405	\$ 51,949	\$ 57,417	\$ 57,317	\$ 53,226	\$ (4,191)	(7.30%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	2,210	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ 2,210	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 739,200	\$ 709,474	\$ 821,847	\$ 807,747	\$ 853,715	\$ 31,868	3.88%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u> Radio logs, typewriter ribbons, microfilm, and other misc. office supplies	2,570
2022	<u>Operating and Repair Supplies</u> Uniform items, training material and films	800
2024	<u>Small Tools & Minor Equipment</u> Miscellaneous computer hardware and upgrades Replace 1 computer Replace 1 printer	1,000 1,100 3,500 <hr/> 5,600
4531	<u>Professional Services</u> Drug Screening HEP A & B for new hires	270 450 <hr/> 720
4532	<u>Communication</u> Toll charges, Crimestopper phone, APSIN/NCIC device & line charges	2,918
4533	<u>Transportation</u> Emergency communications professional development training EMD training/certification APSIN user, TSO & UCS training Navigator seminar	2,200 2,000 900 4,400 <hr/> 9,500
4538	<u>Repairs and Maintenance</u> Spillman maintenance contract Radio maintenance Stancil recorder annual maintenance contract APSIN printer maintenance ProQA computer software maintenance CAD annual maintenance contract Criticall software maintenance Radio tower inspection and maintenance Misc. maintenance contingency	9,492 9,000 580 500 300 2,870 1,101 500 500 <hr/> 24,843
5041	<u>Miscellaneous</u> Notary bonds and seals Uniform allowance 911 elementary education materials	250 2,400 370 <hr/> 3,020

DEPARTMENT NARRATIVE

GENERAL FUND - ANIMAL CONTROL

The Animal Control Department is budgeted for three full-time employees in FY16; a Chief Animal Control Officer, and two Animal Control Officers. The change for FY16 eliminates the part-time temporary department assistant position, and changes the part-time officer to a full time officer.

The primary responsibilities of the Animal Control Department are: 1. Provide temporary care and shelter to a variety of pets; 2. Provide fair enforcement of Title 3 of the Kenai Municipal Code throughout the City of Kenai. The code covers many areas of animal welfare and restraint. In CY2014, the Department handled 1,072 live animals and performed 564 field investigations/patrols.

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

The Department performs regular patrols of neighborhoods, investigates complaints, issues citations to violators, responds to exigent situations, and assists other agencies with animal related issues.

The 3,500 square foot Kenai Animal Shelter has an office, staff room, animal kennels, quarantine kennels, medical room, garage, and feed room. The shelter can reasonably house 15 adult dogs and 16 cats.

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 140,910	\$ 139,688	\$ 158,541	\$ 158,541	\$ 161,194	\$ 2,653	1.67%
0200	Overtime	5,033	4,245	5,968	5,968	8,187	2,219	37.18%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	19,013	4,823	3,966	3,966	5,002	1,036	26.12%
0400	Medicare	1,913	1,377	2,442	2,442	2,529	87	3.56%
0450	Social Security	822	505	1,369	1,369	-	(1,369)	(100.00%)
0500	PERS	29,191	29,853	31,333	31,333	37,264	5,931	18.93%
0600	Unemployment Insurance	-	706	842	842	872	30	3.56%
0700	Workers Compensation	3,321	3,062	3,497	3,497	4,353	856	24.48%
0800	Health & Life Insurance	27,560	28,967	31,666	31,666	55,113	23,447	74.04%
0900	Supplemental Retirement	3,756	3,917	4,198	4,198	4,500	302	7.19%
<u>Total Salaries & Benefits</u>		\$ 231,519	\$ 217,143	\$ 243,822	\$ 243,822	\$ 279,014	\$ 35,192	14.43%
<u>Maintenance and Operations</u>								
2021	Office Supplies	914	788	780	780	795	15	1.92%
2022	Operating & Repair Supplies	8,889	10,255	20,095	19,505	13,600	(6,495)	(32.32%)
2024	Small Tools/Minor Equipment	6,005	1,830	5,900	6,100	1,300	(4,600)	(77.97%)
2026	Computer Software	240	104	580	895	1,050	470	81.03%
4531	Professional Services	634	507	1,000	1,400	54,500	53,500	5,350.00%
4532	Communications	1,859	2,000	2,181	2,181	2,486	305	13.98%
4533	Travel & Transportation	4,403	4,134	5,000	4,200	5,000	-	-
4534	Advertising	836	597	1,500	2,300	1,500	-	-
4535	Printing & Binding	-	-	-	-	600	600	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	22,428	19,652	24,502	24,502	28,527	4,025	16.43%
4538	Repair & Maintenance	300	407	1,600	1,600	1,600	-	-
4539	Rentals	46,334	47,800	46,334	46,334	46,334	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	400	400	400	-	-
4666	Books	718	191	500	500	500	-	-
4667	Dues & Publications	125	125	230	230	230	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,587	1,266	1,800	1,800	1,800	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 95,272	\$ 89,656	\$ 112,402	\$ 112,727	\$ 160,222	\$ 47,820	42.54%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 326,791	\$ 306,799	\$ 356,224	\$ 356,549	\$ 439,236	\$ 83,012	23.30%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u>	
	Miscellaneous office supplies, vouchers, license forms, door tags	795
2022	<u>Operating and Repair Supplies</u>	
	Euthanasia drugs / supplies	2,250
	Dog/Cat vaccines	2,500
	Animal Feed / litter	1,800
	Cleaning supplies	1,200
	Volunteer staff supplies	800
	Misc. (film, batteries, kitchen, etc.)	800
	Vehicle fuel	2,500
	New uniform items, winter parkas	600
	Officer safety protection, OC, protective gloves	150
	Rabies clinic costs	1,000
		<hr/> 13,600
2024	<u>Small Tools and Minor Equipment</u>	
	Miscellaneous small tools	500
	Capture / restraint tools / bite sticks	300
	Animal traps	500
		<hr/> 1,300
4531	<u>Professional Services</u>	
	Veterinary services associated with adoptions	53,000
	Veterinary services for medical treatment of shelter animals	1,500
		<hr/> 54,500
4533	<u>Transportation</u>	
	Shelter Manager's Training	200
	Animal Control training - 2 employees	4,800
		<hr/> 5,000
4538	<u>Repairs and Maintenance</u>	
	Guardian Security alarm monitoring	300
	Alarm repair & maintenance	800
	Miscellaneous maintenance contingency	500
		<hr/> 1,600
4539	<u>Rentals</u>	
	Payment to Airport Fund: Shelter	46,334
5041	<u>Miscellaneous</u>	
	Uniform allowance	1,500
	Miscellaneous	300
		<hr/> 1,800

DEPARTMENT NARRATIVE

GENERAL FUND - PUBLIC WORKS ADMINISTRATION

The Public Works Administration (PWA) consists of the Public Works Director and an Administrative Assistant. The Public Works Director also serves as the Capital Projects Manager, City Safety Coordinator, and Harbormaster. Public Works Department responsibilities include supervision and coordination of twelve Public Works budgets and five departments including safety, public works administration, shop, streets, buildings, street lighting, boating facility, water, sewer, wastewater, personal use fishery streets, and personal use fishery boating facility.

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 107,373	\$ 108,685	\$ 111,752	\$ 111,752	\$ 141,047	\$ 29,295	26.21%
0200	Overtime	294	2,048	498	498	507	9	1.81%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	5,111	5,758	5,758	7,645	1,887	32.77%
0400	Medicare	1,550	1,694	1,711	1,711	2,163	452	26.42%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	23,511	24,525	24,695	24,695	31,142	6,447	26.11%
0600	Unemployment Insurance	-	-	590	590	747	157	26.61%
0700	Workers Compensation	343	575	348	348	630	282	81.03%
0800	Health & Life Insurance	23,074	21,919	23,750	23,750	32,149	8,399	35.36%
0900	Supplemental Retirement	2,346	2,383	2,250	2,250	2,625	375	16.67%
<u>Total Salaries & Benefits</u>		\$ 158,491	\$ 166,940	\$ 171,352	\$ 171,352	\$ 218,655	\$ 47,303	27.61%
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,003	1,318	1,300	1,300	1,530	230	17.69%
2022	Operating & Repair Supplies	-	33	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,489	934	1,500	1,500	8,350	6,850	456.67%
2026	Computer Software	569	1,051	1,250	1,250	2,390	1,140	91.20%
4531	Professional Services	170	84	-	-	-	-	-
4532	Communications	664	605	875	875	1,270	395	45.14%
4533	Travel & Transportation	270	744	1,000	1,000	2,040	1,040	104.00%
4534	Advertising	491	726	800	800	1,200	400	50.00%
4535	Printing & Binding	210	199	1,000	1,000	1,020	20	2.00%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	4,000	2,400	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	10	-	-	-	-	-
4667	Dues & Publications	414	395	625	625	727	102	16.32%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	130	160	250	250	-	(250)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 9,410	\$ 8,659	\$ 8,600	\$ 8,600	\$ 18,527	\$ 9,927	115.43%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 167,901	\$ 175,599	\$ 179,952	\$ 179,952	\$ 237,182	\$ 57,230	31.80%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u> Engineering supplies, maps, drafting supplies, plans and specs, tapes and other miscellaneous office supplies	1,530
2024	<u>Small Tools and Minor Equipment</u> Replace 1 computer Scanner computer - shared with P&Z Tools required to manage projects and public works Plan computer	1,100 550 3,200 3,500 <hr/> 8,350
4533	<u>Transportation</u> PWA CPM	1,020 1,020 <hr/> 2,040
4534	<u>Advertising</u> PSA's, auction, hiring, RFQ ads	1,200
4535	<u>Printing and Binding</u> Miscellaneous supplies, HP design jet toner	1,020

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 460 pieces of City-owned equipment. The department includes three full-time employees: a Shop Foreman and two Mechanics. Examples of equipment serviced for department are listed below.

Administration: passenger vehicles

Animal Control: passenger vehicles, animal lift

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

Beacon Training Center: Airport Emergency Training Vehicles, UTV

Boating Facility: boats, cranes, forklift, passenger vehicle

Building Maintenance: Passenger vehicles / Maintenance Van

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

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

Parks & Recreation: vehicles, tractors, mowers, trimmers, snow machines, trailers, trencher, seeders, sprinkler equipment, snow blowers, backhoe, mixers.

Senior Center: Handicap vehicle, passenger vans, delivery van

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

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

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

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

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 226,725	\$ 212,296	\$ 229,286	\$ 229,286	\$ 222,028	\$ (7,258)	(3.17%)
0200	Overtime	5,508	4,566	7,154	7,154	7,887	733	10.25%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	13,145	2,629	10,426	10,426	8,600	(1,826)	(17.51%)
0400	Medicare	2,211	2,079	2,406	2,406	3,458	1,052	43.72%
0450	Social Security	-	295	-	-	-	-	-
0500	PERS	51,465	46,660	52,016	52,016	50,581	(1,435)	(2.76%)
0600	Unemployment Insurance	-	-	1,235	1,235	1,192	(43)	(3.48%)
0700	Workers Compensation	8,774	7,836	8,844	8,844	9,948	1,104	12.48%
0800	Health & Life Insurance	46,098	42,500	47,499	47,499	55,113	7,614	16.03%
0900	Supplemental Retirement	4,727	4,588	4,500	4,500	4,500	-	-
<u>Total Salaries & Benefits</u>		\$ 358,653	\$ 323,449	\$ 363,366	\$ 363,366	\$ 363,307	\$ (59)	(0.02%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	385	518	800	800	816	16	2.00%
2022	Operating & Repair Supplies	141,100	162,373	209,000	192,887	195,000	(14,000)	(6.70%)
2024	Small Tools/Minor Equipment	14,749	10,634	15,972	17,385	12,599	(3,373)	(21.12%)
2026	Computer Software	480	1,410	1,150	1,150	750	(400)	(34.78%)
4531	Professional Services	450	246	670	670	683	13	1.94%
4532	Communications	3,947	2,803	6,430	7,730	7,870	1,440	22.40%
4533	Travel & Transportation	953	374	3,500	3,500	3,570	70	2.00%
4534	Advertising	934	274	800	800	-	(800)	(100.00%)
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	68,632	61,897	73,578	96,578	75,312	1,734	2.36%
4538	Repair & Maintenance	31,200	26,242	25,550	29,750	26,061	511	2.00%
4539	Rentals	-	-	550	550	561	11	2.00%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	3,619	2,474	-	-	-	-	-
4667	Dues & Publications	-	12	4,925	4,925	6,925	2,000	40.61%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,176	2,156	3,000	3,000	3,060	60	2.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 268,625	\$ 271,413	\$ 345,925	\$ 359,725	\$ 333,207	\$ (12,718)	(3.68%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	10,500	24,000	24,000	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ 10,500	\$ 24,000	\$ 24,000	-
Manager Total:		\$ 627,278	\$ 594,862	\$ 709,291	\$ 733,591	\$ 720,514	\$ 11,223	1.58%

City of Kenai
Fiscal Year 2016 Operating Budget

Fund: 001 - General Fund
Department: 32 - Shop

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Miscellaneous parts	167,460
	Oil and lube	14,280
	Fuel	4,590
	Freight	4,080
	Summer tire order	4,590
		<hr/> 195,000
2024	<u>Small Tools and Minor Equipment</u>	
	Misc. small tools	9,599
	Tool allowance	3,000
		<hr/> 12,599
4531	<u>Professional Services</u>	
	CDL licenses and physicals	683
4533	<u>Transportation</u>	
	Maintenance and safety classes	3,570
4538	<u>Repairs and Maintenance</u>	
	Crash repairs for vehicles	9,000
	Crane, hoists, bucket truck inspections	4,000
	Crash truck inspections	5,000
	Oil furnace service	650
	Dealership repairs	5,000
	Copier maintenance and services	600
	Hazardous waste cleanup	1,000
	Misc. repairs	811
		<hr/> 26,061
4539	<u>Rentals</u>	
	Rental of nonessential equipment	561
4667	<u>Dues and Publications</u>	
	Annual vehicle diagnostic software updates	2,700
	Parts and service manuals	1,225
	Caterpillar electronic technician	1,000
	Volvo annual diagnostic subscription	2,000
		<hr/> 6,925
5041	<u>Miscellaneous</u>	
	Laundry service, vehicle licenses	3,060
8064	<u>Machinery & Equipment</u>	
	1/2 ton pickup	24,000

DEPARTMENT NARRATIVE

GENERAL FUND - STREETS

The Streets department consist of one Street foreman, one lead operator, and five full-time equipment operators. Two operators split their time between the airport during the winter and the streets department during the summer.

Under the supervision of the Public Works Director the Streets Department is responsible for year-round street maintenance, clearing, cleaning and repair activities for approximately 55 miles of paved and 15 miles of gravel roads. Duties include road grading, street cleaning, snow plowing, maintenance of drainage ditches and culverts and parking lots, dust control, sign repair, and crack sealing. The department also staffs the Boating Facility during the summer and provides assistance to other departments as needed.

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 295,287	\$ 317,146	\$ 338,071	\$ 338,071	\$ 342,878	\$ 4,807	1.42%
0200	Overtime	30,839	29,487	34,541	34,541	37,064	2,523	7.30%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,518	9,765	10,762	10,762	11,968	1,206	11.21%
0400	Medicare	4,598	4,513	5,559	5,559	5,683	124	2.23%
0450	Social Security	512	196	480	480	487	7	1.46%
0500	PERS	77,571	78,876	80,271	80,271	81,861	1,590	1.98%
0600	Unemployment Insurance	9,456	1,891	1,918	1,918	1,961	43	2.24%
0700	Workers Compensation	12,391	13,175	12,414	12,414	19,328	6,914	55.70%
0800	Health & Life Insurance	76,492	74,712	84,358	83,958	97,477	13,119	15.55%
0900	Supplemental Retirement	5,908	7,532	8,448	8,448	8,517	69	0.82%
<u>Total Salaries & Benefits</u>		\$ 515,572	\$ 537,293	\$ 576,822	\$ 576,422	\$ 607,224	\$ 30,402	5.27%
<u>Maintenance and Operations</u>								
2021	Office Supplies	264	321	500	500	510	10	2.00%
2022	Operating & Repair Supplies	144,682	144,366	160,500	159,847	171,710	11,210	6.98%
2024	Small Tools/Minor Equipment	1,317	7,562	4,950	4,820	5,050	100	2.02%
2026	Computer Software	240	949	580	710	620	40	6.90%
4531	Professional Services	988	647	925	925	943	18	1.95%
4532	Communications	2,609	3,258	5,210	5,210	5,775	565	10.84%
4533	Travel & Transportation	-	579	1,500	1,500	1,530	30	2.00%
4534	Advertising	1,843	1,395	1,000	1,403	1,020	20	2.00%
4535	Printing & Binding	70	32	500	500	510	10	2.00%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	7,103	7,211	8,896	8,896	9,028	132	1.48%
4538	Repair & Maintenance	33,360	32,593	28,000	28,000	18,000	(10,000)	(35.71%)
4539	Rentals	16,202	7,191	21,500	21,500	15,000	(6,500)	(30.23%)
4540	Equip. Fund Pmts.	155,587	110,161	161,806	161,806	176,356	14,550	8.99%
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	130	26	750	750	765	15	2.00%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,049	1,103	1,500	1,750	1,530	30	2.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 365,444	\$ 317,394	\$ 398,117	\$ 398,117	\$ 408,347	\$ 10,230	2.57%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	25,000	25,000	-
8064	Machinery & Equipment	38,090	28,341	13,600	13,600	-	(13,600)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 38,090	\$ 28,341	\$ 13,600	\$ 13,600	\$ 25,000	\$ 11,400	83.82%
Manager Total:		\$ 919,106	\$ 883,028	\$ 988,539	\$ 988,139	\$ 1,040,571	\$ 52,032	5.26%

City of Kenai
Fiscal Year 2016 Operating Budget

Fund: 001 - General Fund
Department: 33 - Streets

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Welding and cutting supplies, barricades, gloves, safety supplies, paper towels, coffee, cleaning supplies, soap, tissue paper, foul weather gear, safety boots, hoses, saw blades, chains, wire, ripe, hot mix, pea gravel, chip rock, tar, sealer, pipe and steel, propane, culverts, catch basins, lids, building supplies, cable concrete, gravel, sewer rock, paint and paint supplies and salt.	15,000
	Sign and sign materials;	5,000
	Salt - 30 super sacks	18,750
	Gravel - 1000 yards	8,000
	Sand - 1630 yards	11,410
	Calcium Chloride - 30 super sacks	23,550
	Fuel	90,000
		<hr/> 171,710
2024	<u>Small Tools and Minor Equipment</u>	
	Miscellaneous hand tools	3,950
	Replacement computer	1,100
		<hr/> 5,050
4531	<u>Professional Services</u>	
	CDL license physicals	943
4533	<u>Transportation</u>	
	Travel expenses for classes and seminars	1,530
4538	<u>Repairs and Maintenance</u>	
	Crack sealing - 5.5 pallets	18,000
4539	<u>Rentals</u>	
	Rental on compaction equipment, concrete drill, hose, dozer, crane, barricades, pumps, sweeper, compressor, lights, saws, etc.	15,000
5041	<u>Miscellaneous</u>	
	Laundry service	1,530
8063	<u>Improvements</u>	
	Senior Center Culvert Repair	25,000

DEPARTMENT NARRATIVE

GENERAL FUND - BUILDINGS

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

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

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

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 148,924	\$ 137,807	\$ 154,996	\$ 154,996	\$ 155,421	\$ 425	0.27%
0200	Overtime	1,145	1,264	1,210	1,210	1,231	21	1.74%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	2,980	6,007	18,807	4,622	(1,385)	(23.06%)
0400	Medicare	2,145	2,033	2,352	2,352	2,339	(13)	(0.55%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	33,191	30,572	34,365	34,365	34,464	99	0.29%
0600	Unemployment Insurance	-	2,213	811	811	806	(5)	(0.62%)
0700	Workers Compensation	3,002	3,516	3,261	3,261	3,912	651	19.96%
0800	Health & Life Insurance	35,688	31,156	36,733	31,933	42,621	5,888	16.03%
0900	Supplemental Retirement	3,422	3,230	3,480	3,480	3,480	-	-
<u>Total Salaries & Benefits</u>		\$ 227,517	\$ 214,771	\$ 243,215	\$ 251,215	\$ 248,896	\$ 5,681	2.34%
<u>Maintenance and Operations</u>								
2021	Office Supplies	475	379	500	500	510	10	2.00%
2022	Operating & Repair Supplies	30,927	22,786	35,000	35,000	40,000	5,000	14.29%
2024	Small Tools/Minor Equipment	4,755	3,179	8,600	8,600	4,000	(4,600)	(53.49%)
2026	Computer Software	569	643	910	921	1,080	170	18.68%
4531	Professional Services	6,142	10,264	6,000	6,000	11,120	5,120	85.33%
4532	Communications	2,461	2,104	3,205	3,055	3,296	91	2.84%
4533	Travel & Transportation	4,559	2,172	3,500	3,500	3,570	70	2.00%
4534	Advertising	258	460	500	500	510	10	2.00%
4535	Printing & Binding	230	232	250	250	255	5	2.00%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	36,187	69,746	42,000	42,000	45,583	3,583	8.53%
4539	Rentals	-	96	500	500	510	10	2.00%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	250	400	400	408	8	2.00%
4667	Dues & Publications	536	371	345	345	352	7	2.03%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 87,099	\$ 112,682	\$ 101,710	\$ 101,571	\$ 111,194	\$ 9,484	9.32%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	144,332	84,055	136,600	110,398	-	(136,600)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,097	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 144,332	\$ 88,152	\$ 136,600	\$ 110,398	\$ -	\$ (136,600)	(100.00%)
Manager Total:		\$ 458,948	\$ 415,605	\$ 481,525	\$ 463,184	\$ 360,090	\$ (121,435)	(25.22%)

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u> Film, Fuel, foul weather gear, nails, drill bits, safety supplies, miscellaneous supplies, paint and paint supplies, wire and electrical supplies, plumbing supplies, etc. (All General Fund Bldgs. & Sr. Ctr.)	40,000
2024	<u>Small Tools & Minor Equipment</u> Network switch Laptop Misc. tools	775 2,200 1,025 <hr/> 4,000
4531	<u>Professional Services</u> Contract services for Building Officials absence Miscellaneous engineering services Citywide boiler condition report	4,080 2,040 5,000 <hr/> 11,120
4533	<u>Transportation</u> Building maintenance & repair & safety training, ICBO seminar	3,570
4534	<u>Advertising</u> Advertise for open positions	510
4538	<u>Repairs and Maintenance</u> General building repair and maintenance City Hall front door repair	40,583 5,000 <hr/> 45,583

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 2016 Operating Budget

Fund: 001 - General Fund
Department: Street Lighting

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	3,435	5,000	5,000	5,100	100	2.00%
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	280	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	121,656	104,327	130,386	130,386	131,811	1,425	1.09%
4538	Repair & Maintenance	12,423	17,207	18,000	18,000	19,543	1,543	8.57%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 134,079</u>	<u>\$ 125,249</u>	<u>\$ 153,386</u>	<u>\$ 153,386</u>	<u>\$ 156,454</u>	<u>\$ 3,068</u>	<u>2.00%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Manager Total:		<u>\$ 134,079</u>	<u>\$ 125,249</u>	<u>\$ 153,386</u>	<u>\$ 153,386</u>	<u>\$ 156,454</u>	<u>\$ 3,068</u>	<u>2.00%</u>

City of Kenai
Fiscal Year 2016 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Council Adopted</u>
2022	<u>Operating and Repair Supplies</u> Light poles, fixtures, photocells	5,100
4538	<u>Repairs and Maintenance</u> Contracted streetlight repairs	19,543

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. With assistance from the Friends of the Library we have increased programming to include sewing and cooking classes. Through grants from the Alaska State Library we have increased early literacy programming and have started a Lego Club. We also have more family programming with music once a month on Saturdays. Traditional programs for adults and children are the weekly story times, summer reading program, and book clubs. The Writer's Group and Totem Tracers continue to meet regularly at the library.

Several special collections located in the library include Alaskana, Alaska State documents, genealogy, 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 and e-books.

The library has partnered with the Internal Revenue Service to offer users access via videoconferencing to the IRS Tax Advocate Service. The service allows taxpayers to consult in real time with an IRS representative and to get assistance with tax issues and forms.

Participation in the Alaska OWL (Online with Libraries) project allows users of the library to attend presentations from anywhere around the country and the world as well as to connect with any other library in the state. Through the OWL project the library received iPads which are distributed throughout the library for easy access and use by the public.

The Library is open 60 hours per week, including Saturdays and Sundays (open Sundays from Labor Day until Memorial Day). Five full-time and six part-time employees service over 12,000 registered library users. Approximately 65% of those registered borrowers do not live in the city limits.

The Library collection includes approximately 77,000 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 2016 Operating Budget

Fund: 001 - General Fund
Department: Library

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 382,310	\$ 345,226	\$ 404,320	\$ 404,320	\$ 412,413	\$ 8,093	2.00%
0200	Overtime	246	49	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,969	5,171	13,204	13,204	13,732	528	4.00%
0400	Medicare	5,398	4,986	6,054	6,054	6,179	125	2.06%
0450	Social Security	1,186	1,115	1,651	1,651	1,688	37	2.24%
0500	PERS	78,739	71,828	83,091	83,091	84,741	1,650	1.99%
0600	Unemployment Insurance	-	-	2,088	2,088	2,130	42	2.01%
0700	Workers Compensation	1,213	1,572	1,234	1,234	1,804	570	46.19%
0800	Health & Life Insurance	84,604	76,079	79,165	106,165	128,597	49,432	62.44%
0900	Supplemental Retirement	8,246	8,472	11,277	11,277	11,318	41	0.36%
<u>Total Salaries & Benefits</u>		\$ 565,911	\$ 514,498	\$ 602,084	\$ 629,084	\$ 662,602	\$ 60,518	10.05%
<u>Maintenance and Operations</u>								
2021	Office Supplies	6,706	6,538	6,900	6,300	6,700	(200)	(2.90%)
2022	Operating & Repair Supplies	6,138	4,488	6,000	6,909	6,000	-	-
2024	Small Tools/Minor Equipment	37,094	17,775	7,100	10,098	7,100	-	-
2026	Computer Software	3,549	4,227	3,825	3,825	2,100	(1,725)	(45.10%)
4531	Professional Services	569	2,825	2,000	7,000	2,000	-	-
4532	Communications	6,119	10,707	9,400	9,300	7,276	(2,124)	(22.60%)
4533	Travel & Transportation	11,048	9,214	7,000	8,912	7,500	500	7.14%
4534	Advertising	1,418	1,508	2,500	3,000	2,500	-	-
4535	Printing & Binding	3,636	6,581	8,000	7,500	5,800	(2,200)	(27.50%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	50,410	42,970	54,640	54,640	61,721	7,081	12.96%
4538	Repair & Maintenance	64,546	45,046	75,955	75,955	71,370	(4,585)	(6.04%)
4539	Rentals	6,431	6,557	7,400	7,400	7,500	100	1.35%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,919	784	4,000	4,000	5,000	1,000	25.00%
4666	Books	61,634	56,802	55,000	61,650	56,100	1,100	2.00%
4667	Dues & Publications	1,292	1,385	1,470	1,470	1,300	(170)	(11.56%)
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	273	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 264,509	\$ 217,680	\$ 252,190	\$ 268,959	\$ 250,967	\$ (1,223)	(0.48%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 830,420	\$ 732,178	\$ 854,274	\$ 898,043	\$ 913,569	\$ 59,295	6.94%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2024	<u>Small Tools and Minor Equipment</u>	
	Replace 1 computer	1,100
	Replace 1 workstation	1,500
	Misc. computer equipment	1,000
	Security cameras	3,500
		<hr/> 7,100
2026	<u>Computer Software</u>	
	Wilson Web online	1,100
	Miscellaneous software	1,000
		<hr/> 2,100
4533	<u>Transportation</u>	
	Pacific Northwest Library Association Annual Conference - Library Director (per diem only)	200
	DirLead - Library Director (per diem only)	100
	Assoc. of Rural & Small Libraries - Library Assistant	2,000
	Alaska Library Assoc. Annual Conference - Library Director & Assistant (pending \$1,000 State Library Grant)	1,900
	Public Library Association Annual Conference - Library Director & Admin. Assistant (pending \$1,500 State Library Grant)	2,940
	Car Allowance	360
		<hr/> 7,500
4535	<u>Printing and Binding</u>	
	Copier rental, paper supplies, book rebinding, ink cartridges	5,800
4538	<u>Repairs and Maintenance</u>	
	SirsiDynix maintenance	6,000
	Janitorial service	55,000
	Carpet cleaning	500
	Window washing	500
	Deep Freeze maintenance	450
	CASSIE	600
	OCLC	7,200
	Dreamhost maintenance	120
	Equipment repair	1,000
		<hr/> 71,370
4539	<u>Rentals</u>	
	McNaughton rental books/tapes/DVD	6,500
	Movie licensing	400
	Postage meter	600
		<hr/> 7,500
4667	<u>Dues and Publications</u>	
	Professional subscription	595
	Alaska Library Network dues	250
	American Library Assoc. dues	270
	Alaska Library Assoc. dues	185
		<hr/> 1,300

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 2016 Operating Budget**

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 258,136	\$ 245,175	\$ 318,053	\$ 318,053	\$ 327,491	\$ 9,438	2.97%
0200	Overtime	3,508	9,251	2,051	2,051	2,037	(14)	(0.68%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	10,907	7,949	7,400	9,400	8,428	1,028	13.89%
0400	Medicare	3,946	3,803	4,748	4,748	4,900	152	3.20%
0450	Social Security	4,774	6,573	5,836	5,836	6,649	813	13.93%
0500	PERS	41,131	33,210	49,717	49,717	48,902	(815)	(1.64%)
0600	Unemployment Insurance	2,566	4,294	1,638	7,038	1,689	51	3.11%
0700	Workers Compensation	7,231	6,792	10,519	10,519	11,805	1,286	12.23%
0800	Health & Life Insurance	34,334	32,781	30,400	47,000	52,908	22,508	74.04%
0900	Supplemental Retirement	2,989	2,567	5,659	5,659	5,627	(32)	(0.57%)
<u>Total Salaries & Benefits</u>		\$ 369,522	\$ 352,395	\$ 436,021	\$ 460,021	\$ 470,436	\$ 34,415	7.89%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	95	-	-	-	-	-
2022	Operating & Repair Supplies	88,841	88,724	83,500	91,999	99,000	15,500	18.56%
2024	Small Tools/Minor Equipment	27,552	24,651	27,300	25,300	22,000	(5,300)	(19.41%)
2026	Computer Software	360	421	860	945	990	130	15.12%
4531	Professional Services	248,259	224,694	175,000	172,630	175,000	-	-
4532	Communications	7,481	7,679	7,355	7,005	9,040	1,685	22.91%
4533	Travel & Transportation	375	1,184	1,000	850	4,000	3,000	300.00%
4534	Advertising	142	563	500	650	500	-	-
4535	Printing & Binding	538	4,788	3,100	3,100	3,300	200	6.45%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	170,445	131,980	186,850	186,850	225,877	39,027	20.89%
4538	Repair & Maintenance	44,220	29,224	30,500	31,810	30,000	(500)	(1.64%)
4539	Rentals	14,749	45,241	16,100	18,100	18,700	2,600	16.15%
4540	Equip. Fund Pmts.	5,411	4,784	5,411	9,411	5,411	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	37	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	325	6,454	700	2,660	700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 608,698	\$ 570,519	\$ 538,706	\$ 551,840	\$ 595,048	\$ 56,342	10.46%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	3,260	34,815	-	18,900	10,000	10,000	-
8064	Machinery & Equipment	6,655	20,109	15,000	15,000	8,500	(6,500)	(43.33%)
9090	Transfers	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ 9,915	\$ 54,924	\$ 15,000	\$ 33,900	\$ 18,500	\$ 3,500	23.33%
Manager Total:		\$ 988,135	\$ 977,838	\$ 989,727	\$ 1,045,761	\$ 1,083,984	\$ 94,257	9.52%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Ice paint	1,500
	Flowers for circle planters and boxes	13,500
	Replacement nets, pads and line kits	800
	Zamboni propane	2,000
	Fertilizer, Ag lime, herbicides	12,400
	Grass seed	1,500
	Sand, gravel and topsoil	4,000
	Fuel	19,000
	Janitorial and restroom supplies	960
	Park supplies and maintenance items	12,400
	Misc. flowers and shrubs	7,000
	Trees	3,500
	Winter decorations, lights, bulbs, etc.	2,000
	Multipurpose Facility poly caprail replacement	6,500
	Old Towne Historic Cabin Sign	2,500
	Miscellaneous	9,440
		<hr/> 99,000
2024	<u>Small Tools and Minor Equipment</u>	
	Hand tools, tables and chairs	3,000
	Hand mowers, tools, safety equipment	4,250
	Picnic tables, benches, grills and trash receptacles	7,000
	Winter pole decorations	2,000
	Static light displays	3,600
	Miscellaneous	2,150
		<hr/> 22,000
4531	<u>Professional Services</u>	
	Recreation Center Services	130,000
	Winter ice maintenance	45,000
		<hr/> 175,000
4535	<u>Printing & Binding</u>	
	Brochures	500
	Park timecards	300
	Copy paper	200
	Copy machine service contract	2,000
	Printer Ink	300
		<hr/> 3,300
4538	<u>Repairs and Maintenance</u>	
	Restroom vault pumping and fencing	10,000
	Repair and replace transformer	4,000
	Planting of circle planters and flower boxes	3,000
	Compressor rebuild	3,000
	Miscellaneous	2,500
		<hr/> 7,500
		<hr/> 30,000

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
4539	<u>Rentals</u>	
	Miscellaneous machinery and equipment	1,500
	Park dumpsters	6,500
	Park portable toilets	5,500
	Portable toilets	2,600
	Wood chipper rentals	2,600
		18,700
4667	<u>Dues and Publications</u>	
	NRPA and ARPA Dues	530
5041	<u>Miscellaneous</u>	
	Disposal fees	700
8063	<u>Improvements</u>	
	Field of Flowers improvements	10,000
8064	<u>Machinery & Equipment</u>	
	Snow Plow	8,500

DEPARTMENT NARRATIVE

GENERAL FUND - BOATING FACILITY

The Boating Facility is staffed with 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, commercial fishing activities, 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 2016 Operating Budget

Fund: 001 - General Fund
Department: Boating Facility

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY2015 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 16,724	\$ 30,630	\$ 26,690	\$ 26,690	\$ 27,955	\$ 1,265	4.74%
0200	Overtime	20	8,092	880	880	914	34	3.86%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	853	853	899	46	5.39%
0400	Medicare	236	554	412	412	432	20	4.85%
0450	Social Security	46	343	-	-	-	-	-
0500	PERS	1,470	6,323	6,065	6,065	6,351	286	4.72%
0600	Unemployment Insurance	-	-	141	141	149	8	5.67%
0700	Workers Compensation	1,180	1,503	939	939	1,501	562	59.85%
0800	Health & Life Insurance	1,294	7,510	7,124	7,124	8,323	1,199	16.83%
0900	Supplemental Retirement	481	1,107	811	811	835	24	2.96%
<u>Total Salaries & Benefits</u>		\$ 21,451	\$ 56,062	\$ 43,915	\$ 43,915	\$ 47,359	\$ 3,444	7.84%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	40	200	200	-	(200)	(100.00%)
2022	Operating & Repair Supplies	8,791	13,126	19,000	19,000	13,000	(6,000)	(31.58%)
2024	Small Tools/Minor Equipment	381	1,055	1,000	5,750	1,020	20	2.00%
2026	Computer Software	-	100	-	-	-	-	-
4531	Professional Services	5,032	7,709	4,600	4,600	4,692	92	2.00%
4532	Communications	371	484	400	400	400	-	-
4533	Travel & Transportation	-	40	500	500	510	10	2.00%
4534	Advertising	223	252	750	750	765	15	2.00%
4535	Printing & Binding	15	1,465	1,000	1,000	1,020	20	2.00%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	16,031	9,215	15,699	15,699	18,055	2,356	15.01%
4538	Repair & Maintenance	3,330	18,699	10,000	10,000	5,000	(5,000)	(50.00%)
4539	Rentals	3,433	5,600	6,150	6,150	6,273	123	2.00%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	150	145	150	150	153	3	2.00%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	50	130	500	500	-	(500)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 37,807	\$ 58,060	\$ 59,949	\$ 64,699	\$ 50,888	\$ (9,061)	(15.11%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Manager Total:		\$ 59,258	\$ 114,122	\$ 103,864	\$ 108,614	\$ 98,247	\$ (5,617)	(5.41%)

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	<u>Description</u>	Council <u>Adopted</u>
2022	<u>Operating and Repair Supplies</u> Fuel, signs, lubricants, oil absorbent boom, cleaning supplies, safety equipment, miscellaneous supplies	13,000
2024	<u>Small Tools and Minor Equipment</u> Miscellaneous	1,020
4531	<u>Professional Services</u> Fuel dispenser services, testing and repair	4,692
4535	<u>Printing and Binding</u> Print boat launch envelopes, new signage for ramp	1,020
4538	<u>Repair and Maintenance</u> Required inspections and restroom maintenance	5,000
4539	<u>Rentals</u> 200 excavator to open and close dock ramp and set pilings/floats Squirt boom fork lift to set piling out front of fuel dock 6 yard dumpster for six months	3,673 1,100 1,500 <hr/> 6,273
4667	<u>Dues and Publications</u> Harbormaster dues	153

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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 2016 Operating Budget**

Special Revenue Funds Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2015 Original Budget	FY2016 Council Adopted	Difference	FY2015 Original Budget	FY2016 Council Adopted	Difference
<u>Personal Use Fishery Fund</u>						
Public Safety	\$ 33,295	\$ 33,888	\$ 593	\$ 314	\$ 2,500	\$ 2,186
Streets	25,259	23,000	(2,259)	26,214	32,092	5,878
Parks, Recreation & Beautification	70,584	87,456	16,872	111,022	149,036	38,014
Dock	38,371	50,976	12,605	15,456	15,765	309
Total Personal Use Fishery Fund	<u>167,509</u>	<u>195,320</u>	<u>27,811</u>	<u>153,006</u>	<u>199,393</u>	<u>46,387</u>
<u>Water and Sewer Fund</u>						
Water	\$ 283,290	\$ 259,158	\$ (24,132)	\$ 486,018	\$ 498,944	\$ 12,926
Sewer	280,647	259,158	(21,489)	129,348	114,238	(15,110)
Wastewater Treatment Plant	412,132	390,393	(21,739)	559,436	600,768	41,332
Total Water and Sewer Fund	<u>976,069</u>	<u>908,709</u>	<u>(67,360)</u>	<u>1,174,802</u>	<u>1,213,950</u>	<u>39,148</u>
<u>Airport Fund</u>						
Terminal	183,616	182,916	(700)	406,918	399,232	(7,686)
Airfield	376,226	371,722	(4,504)	510,199	528,652	18,453
Administration	236,658	221,947	(14,711)	42,316	43,143	827
Other Buildings & Areas	78,646	73,394	(5,252)	118,322	59,885	(58,437)
Training Facility	-	-	-	38,450	36,826	(1,624)
Total Airport Fund	<u>875,146</u>	<u>849,979</u>	<u>(25,167)</u>	<u>1,116,205</u>	<u>1,067,738</u>	<u>(48,467)</u>
<u>Senior Citizen Fund</u>						
Access	141,054	134,244	(6,810)	25,716	25,055	(661)
Congregate Meals	77,518	69,375	(8,143)	72,942	86,971	14,029
Home Meals	60,562	53,456	(7,106)	61,998	73,159	11,161
Transportation	36,465	32,432	(4,033)	17,312	19,114	1,802
Choice Waiver	193,621	175,658	(17,963)	97,791	118,402	20,611
Total Senior Citizen Funds	<u>509,220</u>	<u>465,165</u>	<u>(44,055)</u>	<u>275,759</u>	<u>322,701</u>	<u>46,942</u>
Total Special Revenue Funds	\$ 2,527,944	\$ 2,419,173	\$ (108,771)	\$ 2,719,772	\$ 2,803,782	\$ 84,010

**City of Kenai
Fiscal Year 2016 Operating Budget**

Special Revenue Funds Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2015 Original Budget	FY2016 Council Adopted	Difference	FY2015 Original Budget	FY2016 Council Adopted	Difference	
<u>Personal Use Fishery Fund</u>						
\$ 80,000	\$ 76,200	\$ (3,800)	\$ 113,609	\$ 112,588	\$ (1,021)	Public Safety
7,200	5,100	(2,100)	58,673	60,192	1,519	Streets
47,700	19,100	(28,600)	229,306	255,592	26,286	Parks, Recreation & Beautification
35,900	10,600	(25,300)	89,727	77,341	(12,386)	Dock
<u>170,800</u>	<u>111,000</u>	<u>(59,800)</u>	<u>491,315</u>	<u>505,713</u>	<u>14,398</u>	Total Personal Use Fishery Fund
<u>Water and Sewer Fund</u>						
\$ 357,425	\$ 114,200	\$ (243,225)	\$ 1,126,733	\$ 872,302	\$ (254,431)	Water
79,825	64,500	(15,325)	489,820	437,896	(51,924)	Sewer
118,600	117,100	(1,500)	1,090,168	1,108,261	18,093	Wastewater Treatment Plant
<u>555,850</u>	<u>295,800</u>	<u>(260,050)</u>	<u>2,706,721</u>	<u>2,418,459</u>	<u>(288,262)</u>	Total Water and Sewer Fund
<u>Airport Fund</u>						
91,400	68,700	(22,700)	681,934	650,848	(31,086)	Terminal
910,600	842,700	(67,900)	1,797,025	1,743,074	(53,951)	Airfield
54,300	45,200	(9,100)	333,274	310,290	(22,984)	Administration
125,000	85,000	(40,000)	321,968	218,279	(103,689)	Other Buildings & Areas
16,000	-	(16,000)	54,450	36,826	(17,624)	Training Facility
<u>1,197,300</u>	<u>1,041,600</u>	<u>(155,700)</u>	<u>3,188,651</u>	<u>2,959,317</u>	<u>(229,334)</u>	Total Airport Fund
<u>Senior Citizen Fund</u>						
31,700	24,200	(7,500)	198,470	183,499	(14,971)	Access
44,900	25,500	(19,400)	195,360	181,846	(13,514)	Congregate Meals
28,500	24,700	(3,800)	151,060	151,315	255	Home Meals
14,100	9,400	(4,700)	67,877	60,946	(6,931)	Transportation
41,900	52,700	10,800	333,312	346,760	13,448	Choice Waiver
<u>161,100</u>	<u>136,500</u>	<u>(24,600)</u>	<u>946,079</u>	<u>924,366</u>	<u>(21,713)</u>	Total Senior Citizen Funds
<u>\$ 2,085,050</u>	<u>\$ 1,584,900</u>	<u>\$ (500,150)</u>	<u>\$ 7,332,766</u>	<u>\$ 6,807,855</u>	<u>\$ (524,911)</u>	<u>Total Special Revenue Funds</u>

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

	<u>Actual FY 2013</u>	<u>Actual FY 2014</u>	<u>Original Budget FY 2015</u>	<u>Amended Budget FY 2015</u>	<u>Projection FY 2015</u>	<u>Council Adopted FY 2016</u>
Revenues						
Beach Parking	\$ -	\$ 271,769	\$ 300,000	\$ 219,758	\$ 219,760	\$ 220,000
Beach Camping	-	64,838	70,000	195,871	195,871	195,000
Dock Launch & Park	-	91,011	91,500	101,370	101,370	134,822
Dock Parking Only	-	14,689	15,000	15,868	15,868	20,099
Other	-	(1,735)	2,676	6,715	2,676	2,596
Total Revenue	-	<u>440,572</u>	<u>479,176</u>	<u>539,582</u>	<u>535,545</u>	<u>572,517</u>
Expenditures						
Public Safety	-	103,528	113,609	122,700	122,700	112,588
Streets	-	46,908	58,673	67,575	67,575	60,192
Boating Facility	-	90,790	89,727	82,367	82,367	77,341
Parks, Recreation & Beautification	-	<u>170,283</u>	<u>229,306</u>	<u>281,551</u>	<u>281,551</u>	<u>255,592</u>
Total Expenditures	-	<u>411,509</u>	<u>491,315</u>	<u>554,193</u>	<u>554,193</u>	<u>505,713</u>
Contribution To/(From) Fund Balance:	-	29,063	(12,139)	(14,611)	(18,648)	66,804
Projected Lapse	-	-	<u>(10,965)</u>	-	<u>(10,000)</u>	<u>(19,736)</u>
Adjusted (Deficit)/Surplus	-	29,063	(1,174)	(14,611)	(8,648)	86,540
Beginning Fund Balance	-	-	<u>6,274</u>	<u>29,063</u>	<u>29,063</u>	<u>20,415</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ 29,063</u>	<u>\$ 5,100</u>	<u>\$ 14,452</u>	<u>\$ 20,415</u>	<u>\$ 106,955</u>

City of Kenai
Fiscal Year 2016 Operating Budget

Personal Use Fishery Fund Summary by Line Item

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 75,851	\$ 75,851	\$ 87,630	\$ 89,787	\$ 104,794	\$ 17,164	19.59%
0200	Overtime	29,888	29,888	39,534	46,580	49,532	9,998	25.29%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	1,068	343	1,405	337	31.55%
0400	Medicare	1,514	1,514	1,859	1,971	2,257	398	21.41%
0450	Social Security	4,358	4,358	5,232	5,781	6,465	1,233	23.57%
0500	PERS	4,253	4,253	18,838	13,430	13,603	(5,235)	(27.79%)
0600	Unemployment Insurance	-	-	641	70	777	136	21.22%
0700	Workers Compensation	4,350	4,350	3,808	4,037	5,301	1,493	39.21%
0800	Health & Life Insurance	7,687	7,687	7,946	8,704	10,305	2,359	29.69%
0900	Supplemental Retirement	690	690	953	1,114	881	(72)	(7.56%)
<u>Total Salaries & Benefits</u>		\$ 128,591	\$ 128,591	\$ 167,509	\$ 171,817	\$ 195,320	\$ 27,811	16.60%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	23,772	23,772	20,030	20,164	19,130	(900)	(4.49%)
2024	Small Tools/Minor Equipment	18,457	18,457	4,500	13,438	12,750	8,250	183.33%
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	360	360	2,500	10,615	3,500	1,000	40.00%
4532	Communications	1,067	1,067	2,090	1,515	1,877	(213)	(10.19%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	170	170	800	-	816	16	2.00%
4535	Printing & Binding	3,814	3,814	6,000	18,210	11,500	5,500	91.67%
4536	Insurance	1,199	1,199	2,025	2,025	1,754	(271)	(13.38%)
4537	Utilities	841	841	996	996	1,176	180	18.07%
4538	Repair & Maintenance	-	-	-	560	-	-	-
4539	Rentals	112,181	112,181	106,565	144,868	139,390	32,825	30.80%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	10,000	-	-	-
5041	Miscellaneous	7,500	7,500	7,500	7,500	7,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 169,361	\$ 169,361	\$ 153,006	\$ 229,891	\$ 199,393	\$ 46,387	30.32%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	9,257	9,257	45,000	-	-	(45,000)	(100.00%)
8064	Machinery & Equipment	-	-	-	26,685	-	-	-
9090	Transfers	104,300	104,300	125,800	125,800	111,000	(14,800)	(11.76%)
<u>Total Capital Outlay and Transfers</u>		\$ 113,557	\$ 113,557	\$ 170,800	\$ 152,485	\$ 111,000	\$ (59,800)	(35.01%)
Department Total:		\$ 411,509	\$ 411,509	\$ 491,315	\$ 554,193	\$ 505,713	\$ 14,398	2.93%

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 CY2014, the Police Department responded to 150 dipnet calls for service. By providing a continuous presence of police officers and TEOs at dipnet locations, the department is able to maintain order and prevent a much larger number of calls for service. The calls for service are comprised of criminal offenses, motor vehicle crashes, boat crashes, traffic violations, stuck vehicles, lost children, lost property, and a variety of other calls. During the fishery, most of the City's 18 police officers are utilized for dipnet operations. The Police Chief and Lieutenant are involved with dipnet planning as well as ongoing operations during the fishery. Most of the Police Department's vehicles are utilized during the fishery, including police cruisers, pick-ups, and all-terrain vehicles.

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

The Kenai Fire Department responds to a variety of calls for service involving dipnet participants. Those calls can vary from dumpster fires to heart attack patients to rescuing boaters whose boat capsized. The Fire Department has a boat which is utilized for rescues and no wake patrols. They also have a Polaris Ranger which can be utilized for beach rescues.

For the 2015 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 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 23,725	\$ 23,725	\$ 22,362	\$ 22,848	\$ 22,675	\$ 313	1.40%
0200	Overtime	3,898	3,898	7,862	6,250	7,972	110	1.40%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	400	400	438	424	444	6	1.37%
0450	Social Security	1,713	1,713	1,874	1,817	1,900	26	1.39%
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	151	-	153	2	1.32%
0700	Workers Compensation	624	624	608	562	744	136	22.37%
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ 30,360	\$ 30,360	\$ 33,295	\$ 31,901	\$ 33,888	\$ 593	1.78%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	4,568	4,568	-	10,485	2,500	2,500	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	314	314	-	(314)	(100.00%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 4,568	\$ 4,568	\$ 314	\$ 10,799	\$ 2,500	\$ 2,186	696.18%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	68,600	68,600	80,000	80,000	76,200	(3,800)	(4.75%)
<u>Total Capital Outlay and Transfers</u>		\$ 68,600	\$ 68,600	\$ 80,000	\$ 80,000	\$ 76,200	\$ (3,800)	(4.75%)
Department Total:		\$ 103,528	\$ 103,528	\$ 113,609	\$ 122,700	\$ 112,588	\$ (1,021)	(0.90%)

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account <u>Number</u>	<u>Description</u>	Council <u>Adopted</u>
2024	<u>Small Tools and Minor Equipent</u> Additional CCTV cameras for dipnet	2,500

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 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 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 5,670	\$ 5,670	\$ 13,895	\$ 12,931	\$ 13,585	\$ (310)	(2.23%)
0200	Overtime	-	-	-	820	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	422	127	509	87	20.62%
0400	Medicare	76	76	207	198	204	(3)	(1.45%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	774	774	6,117	4,200	3,694	(2,423)	(39.61%)
0600	Unemployment Insurance	-	-	71	22	70	(1)	(1.41%)
0700	Workers Compensation	232	232	478	577	718	240	50.21%
0800	Health & Life Insurance	1,493	1,493	3,688	2,867	3,912	224	6.07%
0900	Supplemental Retirement	196	196	381	543	308	(73)	(19.16%)
<u>Total Salaries & Benefits</u>		\$ 8,441	\$ 8,441	\$ 25,259	\$ 22,285	\$ 23,000	\$ (2,259)	(8.94%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	10,140	10,140	11,230	9,346	8,950	(2,280)	(20.30%)
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	272	272	134	134	142	8	5.97%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	560	-	-	-
4539	Rentals	20,955	20,955	14,850	25,550	23,000	8,150	54.88%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	2,500	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 31,367	\$ 31,367	\$ 26,214	\$ 38,090	\$ 32,092	\$ 5,878	22.42%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	7,100	7,100	7,200	7,200	5,100	(2,100)	(29.17%)
<u>Total Capital Outlay and Transfers</u>		\$ 7,100	\$ 7,100	\$ 7,200	\$ 7,200	\$ 5,100	\$ (2,100)	(29.17%)
Department Total:		\$ 46,908	\$ 46,908	\$ 58,673	\$ 67,575	\$ 60,192	\$ 1,519	2.59%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating , Repair & Maintenance Supplies</u>	
	Gravel for 2 beach access	1,650
	Calcium chloride above what is normally required	1,300
	Signage	3,000
	Fuel	3,000
		<u>8,950</u>
4539	<u>Rentals</u>	
	Reader boards for highway	2,000
	Vactor truck	2,400
	Flat bed truck	600
	Bucket truck	2,000
	20T equipment trailer	700
	Dump truck 10yd - shacks/barriers	2,100
	Loaders - shacks/barriers	1,200
	Grader - 160	2,400
	Grader 14H	2,400
	Dump truck 10yd build beach access road	2,400
	Loaders - build beach access	1,200
	Water truck 4000 gal.	1,500
	Calcium chloride truck	1,050
	Miscellaneous	1,050
		<u>23,000</u>

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 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 22,866	\$ 22,866	\$ 31,682	\$ 28,692	\$ 41,170	\$ 9,488	29.95%
0200	Overtime	14,949	14,949	25,261	27,522	31,810	6,549	25.93%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	315	181	371	56	17.78%
0400	Medicare	547	547	831	815	1,064	233	28.04%
0450	Social Security	2,067	2,067	2,661	2,846	3,494	833	31.30%
0500	PERS	737	737	6,178	4,200	4,515	(1,663)	(26.92%)
0600	Unemployment Insurance	-	-	286	44	366	80	27.97%
0700	Workers Compensation	2,053	2,053	1,844	1,711	2,198	354	19.20%
0800	Health & Life Insurance	967	967	1,266	2,192	2,205	939	74.17%
0900	Supplemental Retirement	39	39	260	205	263	3	1.15%
<u>Total Salaries & Benefits</u>		\$ 44,225	\$ 44,225	\$ 70,584	\$ 68,408	\$ 87,456	\$ 16,872	23.90%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	8,667	8,667	6,000	6,929	7,622	1,622	27.03%
2024	Small Tools/Minor Equipment	6,937	6,937	4,500	2,953	10,250	5,750	127.78%
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	2,500	10,615	3,500	1,000	40.00%
4532	Communications	1,067	1,067	2,090	1,515	1,877	(213)	(10.19%)
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	3,514	3,514	4,000	16,660	10,000	6,000	150.00%
4536	Insurance	621	621	1,336	1,336	1,336	-	-
4537	Utilities	841	841	996	996	1,176	180	18.07%
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	76,211	76,211	82,100	105,254	105,775	23,675	28.84%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	5,000	-	-	-
5041	Miscellaneous	7,500	7,500	7,500	7,500	7,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 105,358	\$ 105,358	\$ 111,022	\$ 158,758	\$ 149,036	\$ 38,014	34.24%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	20,000	-	-	(20,000)	(100.00%)
8064	Machinery & Equipment	-	-	-	26,685	-	-	-
9090	Transfers Out	20,700	20,700	27,700	27,700	19,100	(8,600)	(31.05%)
<u>Total Capital Outlay and Transfers</u>		\$ 20,700	\$ 20,700	\$ 47,700	\$ 54,385	\$ 19,100	\$ (28,600)	(59.96%)
Department Total:		\$ 170,283	\$ 170,283	\$ 229,306	\$ 281,551	\$ 255,592	\$ 26,286	11.46%

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Door hanger bags	550
	Zip ties	72
	Miscellaneous signs	2,000
	Fuel	2,000
	Miscellaneous supplies	3,000
		<u>7,622</u>
2024	<u>Small Tools & Minor Equipment</u>	
	Miscellaneous	1,000
	Ramps for dunes walkway's	3,000
	Bar code scanners	750
	License plate cameras	2,500
	Tough pads	3,000
		<u>10,250</u>
4531	<u>Professional Services</u>	
	Software modification and updates	3,500
4535	<u>Printing & Binding</u>	
	Dip net brochures	2,550
	DEC water quality brochures	2,550
	Door hangers	4,000
	Dock Iron ranger envelopes	900
		<u>10,000</u>
4539	<u>Rentals</u>	
	Dumpsters and portable restrooms	90,000
	South Spruce dumpsters	5,000
	1/2 ton pickup - 200 hrs.	3,000
	Flat bed 1 ton pickup - 50 hrs.	750
	Backhoe 5 hrs.	275
	Kubota tractor and rake 150 hrs.	6,750
		<u>105,775</u>
5041	<u>Miscellaneous</u>	
	KCHS Nordic Ski Team beach clean-up	7,500

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, and dock float repair. Solid waste dumpsters and temporary restrooms are provided during the fishery.

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 23,590	\$ 23,590	\$ 19,691	\$ 25,316	\$ 27,364	\$ 7,673	38.97%
0200	Overtime	11,041	11,041	6,411	11,988	9,750	3,339	52.08%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	331	35	525	194	58.61%
0400	Medicare	491	491	383	534	545	162	42.30%
0450	Social Security	578	578	697	1,118	1,071	374	53.66%
0500	PERS	2,742	2,742	6,543	5,030	5,394	(1,149)	(17.56%)
0600	Unemployment Insurance	-	-	133	4	188	55	41.35%
0700	Workers Compensation	1,441	1,441	878	1,187	1,641	763	86.90%
0800	Health & Life Insurance	5,227	5,227	2,992	3,645	4,188	1,196	39.97%
0900	Supplemental Retirement	455	455	312	366	310	(2)	(0.64%)
<u>Total Salaries & Benefits</u>		\$ 45,565	\$ 45,565	\$ 38,371	\$ 49,223	\$ 50,976	\$ 12,605	32.85%
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	4,965	4,965	2,800	6,089	2,558	(242)	(8.64%)
2024	Small Tools/Minor Equipment	6,952	6,952	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	360	360	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	170	170	800	229	816	16	2.00%
4535	Printing & Binding	300	300	2,000	1,550	1,500	(500)	(25.00%)
4536	Insurance	306	306	241	241	276	35	14.52%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	15,015	15,015	9,615	14,064	10,615	1,000	10.40%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	71	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 28,068	\$ 28,068	\$ 15,456	\$ 22,244	\$ 15,765	\$ 309	2.00%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	9,257	9,257	25,000	-	-	(25,000)	(100.00%)
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	7,900	7,900	10,900	10,900	10,600	(300)	(2.75%)
<u>Total Capital Outlay and Transfers</u>		\$ 17,157	\$ 17,157	\$ 35,900	\$ 10,900	\$ 10,600	\$ (25,300)	(70.47%)
Department Total:		\$ 90,790	\$ 90,790	\$ 89,727	\$ 82,367	\$ 77,341	\$ (12,386)	(13.80%)

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Calcium chloride	1,326
	Paint for striping, barricades, tape, tools, signage, etc.	1,232
		<u>2,558</u>
4534	<u>Advertising</u>	
	Advertising for temp positions	408
	Low tide public service announcements	408
		<u>816</u>
4535	<u>Printing & Binding</u>	
	Brochures and cashier receipts	1,500
4539	<u>Rentals</u>	
	Portable toilets	5,000
	Dumpster empty three times weekly (2)	850
	Volvo loader 22 hrs.	2,200
	Vactor truck 4 hrs.	480
	Water truck 10 hrs.	800
	Calcium chloride truck 5 hrs.	225
	Bucket truck 5 hrs.	400
	Flat bed equipment trailer 3 hrs.	60
	Grader 5 hrs.	600
		<u>10,615</u>

City of Kenai
Fiscal Year 2016 Operating Budget

Budget Projection
Fund: 010 - Water and Sewer Fund

	<u>Actual FY 2013</u>	<u>Actual FY 2014</u>	<u>Original Budget FY 2015</u>	<u>Projection FY 2015</u>	<u>Council Adopted FY 2016</u>
Revenues					
PERS Grant	\$ 71,316	\$ 77,799	\$ 124,642	\$ 124,642	\$ 29,681
Usage Fees					
Service Hook-up	7,504	1,624	8,000	8,740	8,740
Residential Water	517,260	585,398	643,906	635,718	701,737
Commercial Water	207,390	219,470	282,362	278,771	307,721
Residential Sewer	1,029,877	1,070,901	1,108,529	1,094,432	1,131,210
Commercial Sewer	391,082	378,055	473,595	467,572	483,285
Total Usage Fees	<u>2,153,113</u>	<u>2,255,448</u>	<u>2,516,392</u>	<u>2,485,233</u>	<u>2,632,693</u>
Miscellaneous Revenues					
Penalty and Interest	38,058	40,169	40,000	40,000	40,000
Special Assessment Principal	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Interest Earnings	(2,537)	8,187	11,159	11,953	12,264
Other	2,479	766	3,000	3,000	3,000
Total Miscellaneous Revenues	<u>38,000</u>	<u>49,122</u>	<u>54,159</u>	<u>54,953</u>	<u>55,264</u>
Total Revenues	<u>2,262,429</u>	<u>2,382,369</u>	<u>2,695,193</u>	<u>2,664,828</u>	<u>2,717,638</u>
Expenditures					
Water Department	841,470	993,072	1,126,733	1,126,433	872,302
Sewer Department	394,031	392,295	489,820	489,820	437,896
Wastewater Treatment Plant Department	868,969	987,307	1,090,168	1,103,468	1,108,261
Total Expenditures	<u>2,104,470</u>	<u>2,372,674</u>	<u>2,706,721</u>	<u>2,719,721</u>	<u>2,418,459</u>
Contribution To/(From) Fund Balance:	157,959	9,695	(11,528)	(54,893)	299,179
Projected Lapse (6%)	-	-	131,539	132,319	129,370
Adjusted (Deficit)/Surplus			120,011	77,426	428,549
Beginning Fund Balance	<u>981,335</u>	<u>1,139,294</u>	<u>1,115,949</u>	<u>1,148,989</u>	<u>1,226,415</u>
Ending Fund Balance	<u>\$ 1,139,294</u>	<u>\$ 1,148,989</u>	<u>\$ 1,235,960</u>	<u>\$ 1,226,415</u>	<u>\$ 1,654,964</u>

City of Kenai
Fiscal Year 2016 Operating Budget

Water and Sewer Fund Summary by Line Item

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 487,951	\$ 436,078	\$ 533,550	\$ 533,550	\$ 547,197	\$ 13,647	2.56%
0200	Overtime	32,181	28,390	19,637	19,637	11,720	(7,917)	(40.32%)
0250	Holiday Pay	12,062	11,258	12,588	12,588	12,965	377	2.99%
0300	Leave	39,855	27,434	19,429	19,429	20,916	1,487	7.65%
0400	Medicare	8,180	7,188	8,485	8,485	8,596	111	1.31%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	195,067	157,942	249,113	249,113	155,495	(93,618)	(37.58%)
0600	Unemployment Insurance	-	-	2,925	2,925	2,965	40	1.37%
0700	Workers Compensation	12,961	13,353	11,841	11,841	17,440	5,599	47.28%
0800	Health & Life Insurance	94,870	92,883	106,875	106,875	119,415	12,540	11.73%
0900	Supplemental Retirement	10,020	10,213	11,626	11,626	12,000	374	3.22%
<u>Total Salaries & Benefits</u>		\$ 893,147	\$ 784,739	\$ 976,069	\$ 976,069	\$ 908,709	\$ (67,360)	(6.90%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,805	1,652	2,250	2,250	2,295	45	2.00%
2022	Operating & Repair Supplies	262,727	210,474	315,800	315,800	307,252	(8,548)	(2.71%)
2024	Small Tools/Minor Equipment	17,449	13,887	18,700	18,700	19,074	374	2.00%
2026	Computer Software	7,644	7,037	8,640	12,810	9,450	810	9.38%
4531	Professional Services	41,809	37,160	89,670	102,670	89,097	(573)	(0.64%)
4532	Communications	24,752	28,059	22,963	22,963	26,843	3,880	16.90%
4533	Travel & Transportation	3,573	4,120	6,000	6,000	8,460	2,460	41.00%
4534	Advertising	1,380	1,957	-	866	-	-	-
4535	Printing & Binding	-	984	1,000	1,000	1,020	20	2.00%
4536	Insurance	19,358	16,387	19,243	19,243	20,997	1,754	9.12%
4537	Utilities	512,862	478,944	525,022	525,022	587,846	62,824	11.97%
4538	Repair & Maintenance	36,799	57,510	107,350	107,058	82,095	(25,255)	(23.53%)
4539	Rentals	12,107	9,806	15,144	15,144	15,194	50	0.33%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	7,282	1,456	7,040	7,040	7,180	140	1.99%
4666	Books	-	17	500	500	510	10	2.00%
4667	Dues & Publications	648	526	850	1,142	1,914	1,064	125.18%
4999	General Contingency	-	-	30,000	24,964	30,000	-	-
5041	Miscellaneous	2,914	4,004	4,630	4,630	4,723	93	2.01%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 953,109	\$ 873,980	\$ 1,174,802	\$ 1,187,802	\$ 1,213,950	\$ 39,148	3.33%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	15,000	15,000	-
8064	Machinery & Equipment	33,418	46,843	41,450	41,450	18,500	(22,950)	(55.37%)
9090	Transfers	493,000	494,702	514,400	514,400	262,300	(252,100)	(49.01%)
<u>Total Capital Outlay and Transfers</u>		\$ 526,418	\$ 541,545	\$ 555,850	\$ 555,850	\$ 295,800	\$ (260,050)	(46.78%)
Department Total:		\$ 2,372,674	\$ 2,200,264	\$ 2,706,721	\$ 2,719,721	\$ 2,418,459	\$ (288,262)	(10.65%)

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 approximately 55 miles of water pipe. The system serves approximately 2,000 service connections. The system meets all state, local, and federal mandates applying to all safety standards and the Clean Water Act.

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

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

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 138,317	\$ 120,189	\$ 156,597	\$ 156,597	\$ 160,935	\$ 4,338	2.77%
0200	Overtime	20,622	14,867	9,205	9,205	4,292	(4,913)	(53.37%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	10,568	7,791	4,648	4,648	5,238	590	12.69%
0400	Medicare	2,429	2,042	2,471	2,471	2,472	1	0.04%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	57,334	44,673	73,004	73,004	44,925	(28,079)	(38.46%)
0600	Unemployment Insurance	-	-	852	852	853	1	0.12%
0700	Workers Compensation	3,539	3,614	3,262	3,262	4,542	1,280	39.24%
0800	Health & Life Insurance	25,007	25,422	29,688	29,688	32,151	2,463	8.30%
0900	Supplemental Retirement	2,434	2,782	3,563	3,563	3,750	187	5.25%
<u>Total Salaries & Benefits</u>		\$ 260,250	\$ 221,380	\$ 283,290	\$ 283,290	\$ 259,158	\$ (24,132)	(8.52%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	845	794	1,000	1,000	1,020	20	2.00%
2022	Operating & Repair Supplies	140,646	88,234	170,000	170,000	158,536	(11,464)	(6.74%)
2024	Small Tools/Minor Equipment	5,477	5,857	6,200	6,200	6,324	124	2.00%
2026	Computer Software	4,088	3,009	3,820	3,820	3,605	(215)	(5.63%)
4531	Professional Services	21,981	17,708	27,000	27,000	27,540	540	2.00%
4532	Communications	18,476	20,855	13,349	13,049	16,495	3,146	23.57%
4533	Travel & Transportation	824	1,063	1,500	2,137	2,700	1,200	80.00%
4534	Advertising	776	1,558	-	1,420	-	-	-
4535	Printing & Binding	-	984	500	500	510	10	2.00%
4536	Insurance	8,988	6,225	9,607	9,607	10,410	803	8.36%
4537	Utilities	171,335	172,659	182,698	182,698	209,866	27,168	14.87%
4538	Repair & Maintenance	9,004	22,814	40,000	39,954	31,095	(8,905)	(22.26%)
4539	Rentals	12,107	9,746	15,144	15,144	15,194	50	0.33%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,641	728	3,520	3,520	3,590	70	1.99%
4666	Books	-	17	250	250	255	5	2.00%
4667	Dues & Publications	434	332	500	646	855	355	71.00%
4999	Contingency	-	-	10,000	6,642	10,000	-	-
5041	Miscellaneous	357	656	930	1,399	949	19	2.04%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 398,979	\$ 353,239	\$ 486,018	\$ 484,986	\$ 498,944	\$ 12,926	2.66%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	15,000	15,000	-
8064	Machinery & Equipment	16,543	17,003	11,325	11,325	5,000	(6,325)	(55.85%)
9090	Transfers Out	317,300	341,762	346,100	346,832	94,200	(251,900)	(72.78%)
<u>Total Capital Outlay and Transfers</u>		\$ 333,843	\$ 358,765	\$ 357,425	\$ 358,157	\$ 114,200	\$ (243,225)	(68.05%)
Department Total:		\$ 993,072	\$ 933,384	\$ 1,126,733	\$ 1,126,433	\$ 872,302	\$ (254,431)	(22.58%)

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

Account Number	Description	Council Adopted
2021	Office Supplies	
	Water and sewer applications, door tags, and utility bills	1,020
2022	Operating and Repair Supplies	
	Nalco Ultrion 8185	91,562
	Nalco Nalclean 7768	3,174
	CaCl (chlorine)	25,118
	Bray electric actuator	11,425
	Repair and maintenance of well houses, reservoir, lift stations, WTF, water lines, valves, pumps, and hydrants.	
	Purchase lab supplies, work gear, transducers, PPE, fittings, etc.	27,257
		158,536
2024	Small Tools and Minor Equipment	
	Replace computer (1/2)	550
	Tablet for remote SCADA control (1/2)	750
	Wireless access point for crew building (1/2)	375
	PH Meter	861
	Misc. small tools and minor equipment	3,788
		6,324
4531	Professional Services	
	SCADA, wonderware WTF	8,375
	Water testing	15,000
	Cathodic protection testing	1,200
	Fire alarm testing	400
	DEC SOC waivers	1,365
	Clear trees mile 13-14	1,200
		27,540
4533	Transportation	
	Alaska Rural Water Conference	1,200
	Training classes	1,500
		2,700
4538	Repairs and Maintenance	
	WTF, reservoir, distribution mains well houses	25,095
	Remove two old hydrants and install two 4 inch valves	6,000
		31,095
4539	Rentals	
	Reservoir lease	13,094
	DNR water rights permit	2,100
		15,194
4541	Postage	
	Yearly postage permit split with Sewer	102
	Water and sewer bills postage split with Sewer	3,488
		3,590
8063	Improvements Other Than Buildings	
	Hydrant installation (Walnut)	15,000
8064	Machinery & Equipment	
	Spare CPU for WTF	5,000

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 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 138,317	\$ 120,190	\$ 156,597	\$ 156,597	\$ 160,935	\$ 4,338	2.77%
0200	Overtime	9,146	9,855	7,413	7,413	4,292	(3,121)	(42.10%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	10,567	7,791	4,648	4,648	5,238	590	12.69%
0400	Medicare	2,266	1,971	2,445	2,445	2,472	27	1.10%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	55,098	43,591	72,214	72,214	44,925	(27,289)	(37.79%)
0600	Unemployment Insurance	-	-	843	843	853	10	1.19%
0700	Workers Compensation	3,361	3,579	3,236	3,236	4,542	1,306	40.36%
0800	Health & Life Insurance	23,715	25,097	29,688	29,688	32,151	2,463	8.30%
0900	Supplemental Retirement	2,434	2,782	3,563	3,563	3,750	187	5.25%
<u>Total Salaries & Benefits</u>		\$ 244,904	\$ 214,856	\$ 280,647	\$ 280,647	\$ 259,158	\$ (21,489)	(7.66%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	845	747	1,000	1,000	1,020	20	2.00%
2022	Operating & Repair Supplies	23,175	22,845	23,400	23,400	23,868	468	2.00%
2024	Small Tools/Minor Equipment	4,224	3,946	5,000	5,000	5,100	100	2.00%
2026	Computer Software	1,778	2,482	2,480	2,480	2,425	(55)	(2.22%)
4531	Professional Services	7,328	6,771	9,000	9,000	7,887	(1,113)	(12.37%)
4532	Communications	1,323	3,702	3,350	3,350	4,563	1,213	36.21%
4533	Travel & Transportation	1,333	1,396	1,500	1,731	2,700	1,200	80.00%
4534	Advertising	604	348	-	-	-	-	-
4535	Printing & Binding	-	-	500	500	510	10	2.00%
4536	Insurance	3,080	3,455	3,671	3,671	3,805	134	3.65%
4537	Utilities	18,765	17,467	22,677	22,677	21,650	(1,027)	(4.53%)
4538	Repair & Maintenance	10,228	20,990	42,350	42,104	25,500	(16,850)	(39.79%)
4539	Rentals	-	60	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	3,641	728	3,520	3,520	3,590	70	1.99%
4666	Books	-	-	250	250	255	5	2.00%
4667	Dues & Publications	105	85	150	496	855	705	470.00%
4999	Contingency	-	-	10,000	9,669	10,000	-	-
5041	Miscellaneous	187	513	500	500	510	10	2.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 76,616	\$ 85,535	\$ 129,348	\$ 129,348	\$ 114,238	\$ (15,110)	(11.68%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	16,875	25,555	23,625	23,625	13,500	(10,125)	(42.86%)
9090	Transfers Out	53,900	49,820	56,200	56,200	51,000	(5,200)	(9.25%)
<u>Total Capital Outlay and Transfers</u>		\$ 70,775	\$ 75,375	\$ 79,825	\$ 79,825	\$ 64,500	\$ (15,325)	(19.20%)
Department Total:		\$ 392,295	\$ 375,766	\$ 489,820	\$ 489,820	\$ 437,896	\$ (51,924)	(10.60%)

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u> Water and sewer applications, door tags, and utility bills	1,020
2022	<u>Operating and Repair Supplies</u> Repair and maintenance of lift stations, manholes, consumables, PPR and work gear.	23,868
2024	<u>Small Tools & Minor Equipment</u> Small tools Replace computer (1/2) Table for remote SCADA control (1/2) Wireless access point for crew building (1/2)	3,425 550 750 375 <hr/> 5,100
4531	<u>Professional Services</u> SCADA and Wonderware issues. Fix communication between PSB and crew building. Telemetry scoping project. Cathodic protection testing Clear trees mile 13 to mile 14	5,887 800 1,200 <hr/> 7,887
4533	<u>Transportation</u> Alaska Rural Water Conference Training classes	1,200 1,500 <hr/> 2,700
4538	<u>Repair & Maintenance</u> Repair and maintenance of lift statins, manholes, sewer lines. Pump repair, equipment calibration, generator maintenance.	25,500
4541	<u>Postage</u> Yearly postage permit split with Water Water and sewer bills postage split with Water	102 3,488 <hr/> 3,590
5041	<u>Miscellaneous</u> Laundry, truck permit	510
8064	<u>Machinery and Equipment</u> Two Flygt pump replacement	13,500

DEPARTMENT NARRATIVE

WATER AND SEWER FUND - WASTEWATER TREATMENT PLANT

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

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

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 211,317	\$ 195,699	\$ 220,356	\$ 220,356	\$ 225,327	\$ 4,971	2.26%
0200	Overtime	2,413	3,668	3,019	6,519	3,136	117	3.88%
0250	Holiday Pay	12,062	11,258	12,588	12,588	12,965	377	2.99%
0300	Leave	18,720	11,852	10,133	10,133	10,440	307	3.03%
0400	Medicare	3,485	3,175	3,569	3,569	3,652	83	2.33%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	82,635	69,678	103,895	103,895	65,645	(38,250)	(36.82%)
0600	Unemployment Insurance	-	-	1,230	1,230	1,259	29	2.36%
0700	Workers Compensation	6,061	6,160	5,343	5,343	8,356	3,013	56.39%
0800	Health & Life Insurance	46,148	42,364	47,499	47,499	55,113	7,614	16.03%
0900	Supplemental Retirement	5,152	4,649	4,500	4,500	4,500	-	-
<u>Total Salaries & Benefits</u>		\$ 387,993	\$ 348,503	\$ 412,132	\$ 415,632	\$ 390,393	\$ (21,739)	(5.27%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	115	111	250	250	255	5	2.00%
2022	Operating & Repair Supplies	98,906	99,395	122,400	118,900	124,848	2,448	2.00%
2024	Small Tools/Minor Equipment	7,748	4,084	7,500	7,500	7,650	150	2.00%
2026	Computer Software	1,778	1,546	2,340	6,510	3,420	1,080	46.15%
4531	Professional Services	12,500	12,681	53,670	71,470	53,670	-	-
4532	Communications	4,953	3,502	6,264	6,564	5,785	(479)	(7.65%)
4533	Travel & Transportation	1,416	1,661	3,000	3,000	3,060	60	2.00%
4534	Advertising	-	51	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	7,290	6,707	5,965	5,965	6,782	817	13.70%
4537	Utilities	322,762	288,818	319,647	319,647	356,330	36,683	11.48%
4538	Repair & Maintenance	17,567	13,706	25,000	25,000	25,500	500	2.00%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	109	109	200	200	204	4	2.00%
4999	Contingency	-	-	10,000	1,030	10,000	-	-
5041	Miscellaneous	2,370	2,835	3,200	3,200	3,264	64	2.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 477,514	\$ 435,206	\$ 559,436	\$ 569,236	\$ 600,768	\$ 41,332	7.39%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,285	6,500	6,500	-	(6,500)	(100.00%)
9090	Transfers Out	121,800	103,120	112,100	112,100	117,100	5,000	4.46%
<u>Total Capital Outlay and Transfers</u>		\$ 121,800	\$ 107,405	\$ 118,600	\$ 118,600	\$ 117,100	\$ (1,500)	(1.26%)
Department Total:		\$ 987,307	\$ 891,114	\$ 1,090,168	\$ 1,103,468	\$ 1,108,261	\$ 18,093	1.66%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u> Chemicals, lime, polymer, consumables, lab supplies, generator fuel, repair and maintenance supplies	124,848
2024	<u>Small Tools and Minor Equipment</u> Misc. and hand tools	7,650
4531	<u>Professional Services</u> Sludge and effluent wet testing CDL physicals Calibrate lab scales Sludge disposal 1000 tons	8,000 370 300 45,000 <hr/> 53,670
4533	<u>Transportation</u> CEU's for certifications, conferences, lab training	3,060
4538	<u>Repairs and Maintenance</u> Repair and maintenance	25,500
5041	<u>Miscellaneous</u> Coverall service	3,264

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

	Actual FY 2013	Actual FY 2014	Original Budget FY 2015	Projection FY 2015	Council Adopted FY 2016
Revenues					
State & Federal Grants	\$ 61,211	\$ 64,532	\$ 121,567	\$ 121,567	\$39,826
Usage Fees					
Fuel Sales	12,491	11,748	15,000	15,000	15,000
Fuel Flowage	60,123	30,350	30,000	30,000	30,000
Float Plane	730	1,571	1,800	1,800	1,800
Tie Down	10,451	10,430	10,000	10,000	10,000
Landing	309,572	356,685	346,427	346,427	351,277
Plane Parking	14,972	4,326	15,000	15,000	15,000
Total Usage Fees	408,339	415,110	418,227	418,227	423,077
Rents and Leases					
Land	701,668	733,532	711,858	711,858	792,607
Fish Hauling	-	-	-	-	-
Total Rents and Leases	701,668	733,532	711,858	711,858	792,607
Miscellaneous					
Penalty and Interest	4,877	1,715	8,000	4,500	4,500
Interest on Investments	(10,265)	27,402	29,266	29,266	31,079
Other	12,768	14,215	15,000	32,000	15,000
Total Miscellaneous	7,380	43,332	52,266	65,766	50,579
Terminal Revenue					
Parking Fees	206,706	201,256	336,000	336,000	336,000
Rents and Leases	242,382	258,753	294,965	294,965	293,575
Penalty and Interest	5,988	5,560	1,000	1,000	1,000
Car Rental Commissions	195,398	199,432	195,000	195,000	195,000
Advertising Commissions	3,955	5,552	3,500	5,500	5,500
Grants	-	-	-	-	-
Miscellaneous	9,686	1,334	6,500	1,500	1,500
Total Terminal Revenue	664,115	671,887	836,965	833,965	832,575
Transfers In					
Capital Project Fund	-	-	-	-	-
Airport Land Trust Fund	1,031,773	1,094,473	1,147,095	1,135,313	1,171,705
Total Transfers In	1,031,773	1,094,473	1,147,095	1,135,313	1,171,705
Total Revenues	2,874,486	3,022,866	3,287,978	3,286,696	3,310,369
Expenditures					
Airport Terminal	581,944	594,064	681,934	681,434	650,848
Airport Airfield	1,556,870	1,561,141	1,797,025	1,797,515	1,743,074
Airport Administration	316,735	299,077	333,274	333,784	310,290
Airport Other Buildings and Areas	245,618	507,978	321,968	411,806	218,279
Airport Training Facility	41,980	29,127	54,450	54,450	36,826

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

	<u>Actual FY 2013</u>	<u>Actual FY 2014</u>	<u>Original Budget FY 2015</u>	<u>Projection FY 2015</u>	<u>Council Adopted FY 2016</u>
Total Expenditures	<u>2,743,147</u>	<u>2,991,387</u>	<u>3,188,651</u>	<u>3,278,989</u>	<u>2,959,317</u>
Contribution To/(From) Fund Balance:	131,339	31,479	99,327	7,707	351,052
Projected Lapse (6%)	<u>-</u>	<u>-</u>	<u>125,391</u>	<u>125,390</u>	<u>115,513</u>
Adjusted (Deficit)/Surplus			224,718	133,097	466,565
Beginning Fund Balance	<u>3,847,990</u>	<u>3,979,329</u>	<u>3,902,099</u>	<u>4,010,808</u>	<u>4,143,905</u>
Ending Fund Balance	<u>\$ 3,979,329</u>	<u>\$ 4,010,808</u>	<u>\$ 4,126,817</u>	<u>\$ 4,143,905</u>	<u>\$ 4,610,470</u>

City of Kenai
Fiscal Year 2016 Operating Budget

Airport Fund Summary by Line Item

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 394,628	\$ 363,912	\$ 466,919	\$ 466,919	\$ 488,793	\$ 21,874	4.68%
0200	Overtime	38,916	37,213	33,642	33,642	35,928	2,286	6.80%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	6,966	11,365	18,381	18,381	20,376	1,995	10.85%
0400	Medicare	6,265	5,866	7,523	7,523	7,904	381	5.06%
0450	Social Security	785	563	480	480	487	7	1.46%
0500	PERS	146,914	124,000	216,988	216,988	140,538	(76,450)	(35.23%)
0600	Unemployment Insurance	132	1,166	2,596	2,596	2,722	126	4.85%
0700	Workers Compensation	8,468	9,151	10,581	10,581	17,914	7,333	69.30%
0800	Health & Life Insurance	89,616	80,878	107,826	107,826	125,107	17,281	16.03%
0900	Supplemental Retirement	9,582	8,645	10,210	10,210	10,210	-	-
<u>Total Salaries & Benefits</u>		<u>\$ 702,272</u>	<u>\$ 642,759</u>	<u>\$ 875,146</u>	<u>\$ 875,146</u>	<u>\$ 849,979</u>	<u>\$ (25,167)</u>	<u>(2.88%)</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,729	1,736	1,950	1,950	1,700	(250)	(12.82%)
2022	Operating & Repair Supplies	155,104	173,853	209,665	209,665	198,900	(10,765)	(5.13%)
2024	Small Tools/Minor Equipment	25,812	26,700	20,550	20,550	11,875	(8,675)	(42.21%)
2026	Computer Software	480	404	1,780	2,029	2,020	240	13.48%
4531	Professional Services	11,360	36,575	80,117	84,747	48,050	(32,067)	(40.03%)
4532	Communications	22,246	23,075	22,868	22,868	23,103	235	1.03%
4533	Travel & Transportation	9,306	11,767	15,248	15,248	20,893	5,645	37.02%
4534	Advertising	11,265	9,350	12,750	12,750	12,100	(650)	(5.10%)
4535	Printing & Binding	2,481	2,298	4,040	4,040	2,505	(1,535)	(38.00%)
4536	Insurance	88,025	83,918	79,899	79,899	87,358	7,459	9.34%
4537	Utilities	302,755	291,669	344,471	344,471	372,794	28,323	8.22%
4538	Repair & Maintenance	298,360	277,364	262,707	262,707	231,985	(30,722)	(11.69%)
4539	Rentals	12,505	13,463	16,960	17,830	12,455	(4,505)	(26.56%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	174	102	400	400	-	(400)	(100.00%)
4667	Dues & Publications	645	496	650	650	650	-	-
4999	General Contingency	-	-	40,000	29,601	40,000	-	-
5041	Miscellaneous	1,772	2,396	2,150	2,150	1,350	(800)	(37.21%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 944,019</u>	<u>\$ 955,166</u>	<u>\$ 1,116,205</u>	<u>\$ 1,111,555</u>	<u>\$ 1,067,738</u>	<u>\$ (48,467)</u>	<u>(4.34%)</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	20,600	-	-	-	-	-
8062	Buildings	-	15,210	33,500	38,150	-	(33,500)	(100.00%)
8063	Improvements	-	6,663	65,000	65,000	7,500	(57,500)	(88.46%)
8064	Machinery & Equipment	-	3,861	-	-	-	-	-
9090	Transfers	1,345,096	1,044,434	1,098,800	1,189,138	1,034,100	(64,700)	(5.89%)
<u>Total Capital Outlay and Transfers</u>		<u>\$ 1,345,096</u>	<u>\$ 1,090,768</u>	<u>\$ 1,197,300</u>	<u>\$ 1,292,288</u>	<u>\$ 1,041,600</u>	<u>\$ (155,700)</u>	<u>(13.00%)</u>
Department Total:		<u>\$ 2,991,387</u>	<u>\$ 2,688,693</u>	<u>\$ 3,188,651</u>	<u>\$ 3,278,989</u>	<u>\$ 2,959,317</u>	<u>\$ (229,334)</u>	<u>(7.19%)</u>

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

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

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 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 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 66,217	\$ 61,195	\$ 96,432	\$ 96,432	\$ 103,119	\$ 6,687	6.93%
0200	Overtime	755	1,300	5,424	5,424	6,147	723	13.33%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	1,321	3,102	3,102	3,969	867	27.95%
0400	Medicare	950	916	1,521	1,521	1,642	121	7.96%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	25,265	22,484	44,847	44,847	29,710	(15,137)	(33.75%)
0600	Unemployment Insurance	-	570	525	525	565	40	7.62%
0700	Workers Compensation	1,783	1,795	2,817	2,817	4,579	1,762	62.55%
0800	Health & Life Insurance	17,998	15,596	26,443	26,443	30,680	4,237	16.02%
0900	Supplemental Retirement	1,788	1,710	2,505	2,505	2,505	-	-
<u>Total Salaries & Benefits</u>		\$ 114,756	\$ 106,887	\$ 183,616	\$ 183,616	\$ 182,916	\$ (700)	(0.38%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	244	159	500	500	500	-	-
2022	Operating & Repair Supplies	21,769	19,249	25,000	25,000	31,700	6,700	26.80%
2024	Small Tools/Minor Equipment	8,814	3,986	2,600	2,600	3,000	400	15.38%
2026	Computer Software	-	11	400	400	400	-	-
4531	Professional Services	696	1,049	1,500	5,130	1,500	-	-
4532	Communications	1,212	4,033	5,832	5,332	4,890	(942)	(16.15%)
4533	Travel & Transportation	1,188	1,773	3,848	3,848	6,278	2,430	63.15%
4534	Advertising	980	655	2,100	2,100	1,500	(600)	(28.57%)
4535	Printing & Binding	329	307	435	435	435	-	-
4536	Insurance	8,053	7,715	6,902	6,902	7,585	683	9.90%
4537	Utilities	129,916	125,326	153,161	153,161	156,904	3,743	2.44%
4538	Repair & Maintenance	225,311	195,702	189,990	189,990	169,520	(20,470)	(10.77%)
4539	Rentals	6,540	6,427	3,450	4,320	4,320	870	25.22%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	850	10,000	-	-
5041	Miscellaneous	456	773	1,200	1,200	700	(500)	(41.67%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 405,508	\$ 367,165	\$ 406,918	\$ 401,768	\$ 399,232	\$ (7,686)	(1.89%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	15,210	17,500	22,150	-	(17,500)	(100.00%)
8063	Improvements	-	3,183	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	73,800	61,880	73,900	73,900	68,700	(5,200)	(7.04%)
<u>Total Capital Outlay and Transfers</u>		\$ 73,800	\$ 80,273	\$ 91,400	\$ 96,050	\$ 68,700	\$ (22,700)	(24.84%)
Department Total:		\$ 594,064	\$ 554,325	\$ 681,934	\$ 681,434	\$ 650,848	\$ (31,086)	(4.56%)

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Janitorial supplies	13,000
	Generator fuel	5,000
	Flowers	3,200
	Ice melt	1,500
	Miscellaneous supplies	5,000
	Parking machine terminal paper	1,300
	Vehicle parking permits and violations	800
	Air filters	900
	Holiday decorations	1,000
		<u>31,700</u>
2024	<u>Small Tools and Minor Equipment</u>	
	Kids play are furniture	1,500
	Backup LUKE Parts	1,500
		<u>3,000</u>
4533	<u>Transportation</u>	
	Great Alaska Gathering conference	650
	ANTN Digicast subscription	428
	FAA AMAC conference	2,800
	FAA National Civil Rights conference	2,400
		<u>6,278</u>
4538	<u>Repairs and Maintenance</u>	
	Janitorial services	64,000
	Security services	56,000
	Traffic marking and striping	6,000
	Otis elevator contract	2,430
	Landscaping flowers	2,000
	Painting inside terminal	4,000
	SOA mechanical inspection	220
	Painting exterior terminal	2,230
	Fire testing	2,400
	Bag belt maintenance	1,000
	Holiday window painting	1,700
	Maintenance agreements	2,540
	Miscellaneous services	25,000
		<u>169,520</u>
4539	<u>Rentals</u>	
	Plant lease and maintenance	4,140
	Hot/cold water dispenser	180
		<u>4,320</u>

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 two full-time Airport Operations Specialists, two City employees from the Street Department, and temporary call-in personnel working on airport maintenance. One of the Operations Specialist position is split evenly between the Airfield and Terminal accounts.

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

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

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 159,401	\$ 140,300	\$ 190,779	\$ 190,779	\$ 202,244	\$ 11,465	6.01%
0200	Overtime	36,869	34,963	26,130	26,130	27,875	1,745	6.68%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	3,673	7,346	7,346	8,698	1,352	18.40%
0400	Medicare	2,786	2,472	3,251	3,251	3,462	211	6.49%
0450	Social Security	785	469	480	480	487	7	1.46%
0500	PERS	59,322	47,892	92,096	92,096	60,435	(31,661)	(34.38%)
0600	Unemployment Insurance	132	26	1,122	1,122	1,193	71	6.33%
0700	Workers Compensation	5,455	5,821	6,489	6,489	11,689	5,200	80.14%
0800	Health & Life Insurance	35,623	31,574	44,333	44,333	51,439	7,106	16.03%
0900	Supplemental Retirement	4,241	3,327	4,200	4,200	4,200	-	-
<u>Total Salaries & Benefits</u>		\$ 304,614	\$ 270,517	\$ 376,226	\$ 376,226	\$ 371,722	\$ (4,504)	(1.20%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	485	425	500	500	500	-	-
2022	Operating & Repair Supplies	122,391	142,613	163,925	164,925	150,000	(13,925)	(8.49%)
2024	Small Tools/Minor Equipment	14,821	17,326	16,600	16,984	8,625	(7,975)	(48.04%)
2026	Computer Software	-	4	580	829	1,034	454	78.28%
4531	Professional Services	3,417	2,823	13,000	21,261	41,800	28,800	221.54%
4532	Communications	10,087	11,252	8,890	9,380	9,245	355	3.99%
4533	Travel & Transportation	3,753	3,767	4,400	4,400	5,900	1,500	34.09%
4534	Advertising	435	276	500	500	500	-	-
4535	Printing & Binding	628	490	1,135	574	1,135	-	-
4536	Insurance	78,153	74,432	71,312	71,312	78,034	6,722	9.43%
4537	Utilities	148,941	141,497	164,680	164,680	173,319	8,639	5.25%
4538	Repair & Maintenance	56,318	56,333	44,767	44,767	44,175	(592)	(1.32%)
4539	Rentals	3,675	5,396	9,760	13,460	4,385	(5,375)	(55.07%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	123	78	150	150	-	(150)	(100.00%)
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	167	10,000	-	-
5041	Miscellaneous	-	46	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 443,227	\$ 456,758	\$ 510,199	\$ 513,889	\$ 528,652	\$ 18,453	3.62%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	3,480	65,000	61,800	7,500	(57,500)	(88.46%)
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	813,300	767,960	845,600	845,600	835,200	(10,400)	(1.23%)
<u>Total Capital Outlay and Transfers</u>		\$ 813,300	\$ 771,440	\$ 910,600	\$ 907,400	\$ 842,700	\$ (67,900)	(7.46%)
Department Total:		\$ 1,561,141	\$ 1,498,715	\$ 1,797,025	\$ 1,797,515	\$ 1,743,074	\$ (53,951)	(3.00%)

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Cracksealing materials	10,000
	Fuel for equipment, fire truck and generator trucks	50,000
	Broom bristles	12,000
	Runway, taxiway lights, sign parks	9,000
	Urea	22,000
	E36	15,000
	Fencing repair materials	2,000
	Hazing equipment	1,000
	Nitrogen for ARFF trucks	1,000
	Propane for KFD hot drill training at Beacon	5,000
	Personal protection gear	1,000
	Miscellaneous operating supplies	15,000
	Cutting edges	7,000
		<hr/> 150,000
2024	<u>Small Tools and Minor Equipment</u>	
	Aircraft and base radios for maint.	3,500
	ARFF Gear	4,000
	Commercial push mower	1,125
		<hr/> 8,625
4531	<u>Professional Services</u>	
	DOT physicals, pre-employment tests	1,500
	Annual audiometric testing	300
	Apron seal coating	30,000
	Miscellaneous engineering services	10,000
		<hr/> 41,800
4533	<u>Transportation</u>	
	Training classes - Part 139	5,000
	ANTN Digicast Subscription 1/2 cost	900
		<hr/> 5,900
4538	<u>Repairs and Maintenance</u>	
	Surface water sampling	3,700
	Semi-annual overhead door inspections and service	2,500
	Fire testing	1,155
	Boiler inspections	700
	Gate repairs	2,500
	Overhead crane inspections	220
	Bowmonk & Tapley calibration	1,500
	Hydroaxing	6,000
	Annual compressor check	900
	Miscellaneous contractor repairs	25,000
		<hr/> 44,175
4539	<u>Rentals</u>	
	Portable toilets	1,850
	Tables and chairs	500
	Portable toilets for air fair	210
	Tent rental for air fair	1,300
	Compactor	525
		<hr/> 4,385

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 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 127,176	\$ 115,962	\$ 135,830	\$ 135,830	\$ 139,153	\$ 3,323	2.45%
0200	Overtime	934	689	1,818	1,818	1,522	(296)	(16.28%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	6,966	5,603	6,233	14,233	6,356	123	1.97%
0400	Medicare	1,931	1,801	2,086	2,086	2,132	46	2.21%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	46,774	38,929	60,607	60,607	38,250	(22,357)	(36.89%)
0600	Unemployment Insurance	-	-	720	720	735	15	2.08%
0700	Workers Compensation	417	557	423	423	619	196	46.34%
0800	Health & Life Insurance	25,689	23,273	26,441	26,441	30,680	4,239	16.03%
0900	Supplemental Retirement	2,551	2,527	2,500	2,500	2,500	-	-
<u>Total Salaries & Benefits</u>		<u>\$ 212,438</u>	<u>\$ 189,341</u>	<u>\$ 236,658</u>	<u>\$ 244,658</u>	<u>\$ 221,947</u>	<u>\$ (14,711)</u>	<u>(6.22%)</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	1,000	931	750	750	500	(250)	(33.33%)
2022	Operating & Repair Supplies	1,116	643	1,000	1,000	1,200	200	20.00%
2024	Small Tools/Minor Equipment	2,177	5,143	1,350	1,350	250	(1,100)	(81.48%)
2026	Computer Software	480	389	800	800	586	(214)	(26.75%)
4531	Professional Services	(561)	1,921	1,750	1,750	1,250	(500)	(28.57%)
4532	Communications	9,667	6,862	6,346	6,856	7,168	822	12.95%
4533	Travel & Transportation	4,365	6,218	7,000	7,000	8,715	1,715	24.50%
4534	Advertising	9,850	8,266	8,650	8,650	9,500	850	9.83%
4535	Printing & Binding	896	1,276	1,335	1,335	935	(400)	(29.96%)
4536	Insurance	1,819	1,771	1,685	1,685	1,739	54	3.20%
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	51	24	250	250	-	(250)	(100.00%)
4667	Dues & Publications	645	496	650	650	650	-	-
4999	Contingency	-	-	10,000	2,000	10,000	-	-
5041	Miscellaneous	934	989	750	750	650	(100)	(13.33%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		<u>\$ 32,439</u>	<u>\$ 34,929</u>	<u>\$ 42,316</u>	<u>\$ 34,826</u>	<u>\$ 43,143</u>	<u>\$ 827</u>	<u>1.95%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	54,200	47,600	54,300	54,300	45,200	(9,100)	(16.76%)
<u>Total Capital Outlay and Transfers</u>		<u>\$ 54,200</u>	<u>\$ 47,600</u>	<u>\$ 54,300</u>	<u>\$ 54,300</u>	<u>\$ 45,200</u>	<u>\$ (9,100)</u>	<u>(16.76%)</u>
Department Total:		<u>\$ 299,077</u>	<u>\$ 271,870</u>	<u>\$ 333,274</u>	<u>\$ 333,784</u>	<u>\$ 310,290</u>	<u>\$ (22,984)</u>	<u>(6.90%)</u>

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Water bottles	500
	Fuel, Apt Mgr. Vehicle	700
		<u>1,200</u>
2024	<u>Small Tools and Minor Equipment</u>	
	Miscellaneous tools	250
4531	<u>Professional Services</u>	
	Miscellaneous professional services	1,000
	AIT domain host fee	100
	AIT domain renewal fee	150
		<u>1,250</u>
4533	<u>Transportation</u>	
	ANTN digicast subscription	430
	Car allowance	360
	NWAAAE conference	2,000
	2016 Alaska DOT DBE summit	250
	FAA AMAC conference	2,800
	2016 WRAPm conference	1,500
	Great Alaska Gathering	650
	RAVN coupon book	725
		<u>8,715</u>
5041	<u>Miscellaneous</u>	
	Meeting food and refreshments	500
	Miscellaneous shipping fees	150
		<u>650</u>

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 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 41,834	\$ 46,455	\$ 43,878	\$ 43,878	\$ 44,277	\$ 399	0.91%
0200	Overtime	358	261	270	270	384	114	42.22%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	768	1,700	1,700	1,353	(347)	(20.41%)
0400	Medicare	598	677	665	665	668	3	0.45%
0450	Social Security	-	94	-	-	-	-	-
0500	PERS	15,553	14,695	19,438	19,438	12,143	(7,295)	(37.53%)
0600	Unemployment Insurance	-	570	229	229	229	-	-
0700	Workers Compensation	813	978	852	852	1,027	175	20.54%
0800	Health & Life Insurance	10,306	10,435	10,609	10,609	12,308	1,699	16.01%
0900	Supplemental Retirement	1,002	1,081	1,005	1,005	1,005	-	-
<u>Total Salaries & Benefits</u>		\$ 70,464	\$ 76,014	\$ 78,646	\$ 78,646	\$ 73,394	\$ (5,252)	(6.68%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	221	200	200	200	-	-
2022	Operating & Repair Supplies	9,828	11,348	19,740	19,740	16,000	(3,740)	(18.95%)
2024	Small Tools/Minor Equipment	-	245	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	7,808	14,971	63,867	63,867	3,500	(60,367)	(94.52%)
4532	Communications	1,280	743	1,800	1,300	1,800	-	-
4533	Travel & Transportation	-	9	-	-	-	-	-
4534	Advertising	-	153	1,500	1,500	600	(900)	(60.00%)
4535	Printing & Binding	628	225	1,135	1,135	-	(1,135)	(100.00%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	7,553	5,253	5,630	5,630	19,035	13,405	238.10%
4538	Repair & Maintenance	3,949	8,443	10,500	10,500	5,000	(5,500)	(52.38%)
4539	Rentals	2,290	1,640	3,750	3,750	3,750	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	10,000	10,000	-	-
5041	Miscellaneous	382	569	200	200	-	(200)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 33,718	\$ 43,820	\$ 118,322	\$ 117,822	\$ 59,885	\$ (58,437)	(49.39%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	20,600	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	3,861	-	-	-	-	-
9090	Transfers Out	403,796	166,994	125,000	215,338	85,000	(40,000)	(32.00%)
<u>Total Capital Outlay and Transfers</u>		\$ 403,796	\$ 191,455	\$ 125,000	\$ 215,338	\$ 85,000	\$ (40,000)	(32.00%)
Department Total:		\$ 507,978	\$ 311,289	\$ 321,968	\$ 411,806	\$ 218,279	\$ (103,689)	(32.20%)

City of Kenai
Fiscal Year 2016 Operating Budget

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

<u>Account Number</u>	<u>Description</u>	<u>Council Adopted</u>
2022	<u>Operating and Repair Supplies</u>	
	Building and ground maintenance supplies	3,000
	Fuel 100LL	12,000
	Miscellaneous	1,000
		<u>16,000</u>
4531	<u>Professional Services</u>	
	Storm water sampling	3,500
4538	<u>Repairs and Maintenance</u>	
	Annual fire test, inspections and misc. repairs	5,000
4539	<u>Rentals</u>	
	Porta-toilets	1,250
	Hoe rental for slip maintenance	2,500
		<u>3,750</u>
9090	<u>Transfers</u>	
	Terminal Improvements Capital Projects - Parking lot expansion design	25,000
	FAA Flight Service Station Upgrades - Phase 3	60,000
		<u>85,000</u>

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 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<u>Total Salaries & Benefits</u>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	15,811	-	-	-	-	-
4532	Communications	-	185	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	16,345	19,593	21,000	21,000	23,536	2,536	12.08%
4538	Repair & Maintenance	12,782	16,886	17,450	17,450	13,290	(4,160)	(23.84%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	19	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 29,127	\$ 52,494	\$ 38,450	\$ 38,450	\$ 36,826	\$ (1,624)	(4.22%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	16,000	16,000	-	(16,000)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
<u>Total Capital Outlay and Transfers</u>		\$ -	\$ -	\$ 16,000	\$ 16,000	\$ -	\$ (16,000)	(100.00%)
Department Total:		\$ 29,127	\$ 52,494	\$ 54,450	\$ 54,450	\$ 36,826	\$ (17,624)	(32.37%)

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account <u>Number</u>	<u>Description</u>	Council <u>Adopted</u>
4538	<u>Repairs and Maintenance</u>	
	Fire inspection and testing	1,340
	Elevator contract	1,950
	Miscellaneous repairs	10,000
		<hr/> 13,290

City of Kenai
Fiscal Year 2016 Operating Budget

Budget Projection
Fund: 019 - Senior Citizen Fund

	Actual FY 2013	Actual FY 2014	Original Budget FY 2015	Projection FY 2015	Council Adopted FY 2016
Revenues					
State Grants	\$ 202,978	\$ 203,586	\$ 222,845	\$ 239,360	\$198,731
USDA Grant	10,950	11,492	10,000	10,000	13,000
Choice Waiver	302,974	432,542	400,000	400,000	400,000
KPB Grant	126,207	126,207	126,207	126,207	126,207
United Way	12,675	15,576	12,655	11,682	11,682
Rents and Leases	11,586	13,192	13,000	13,000	13,000
Donations	41,970	9,567	25,000	30,000	30,000
Meal Donations	60,825	58,418	61,300	61,300	61,300
Transfer from General Fund	93,656	-	-	-	-
Residual Equity Transfer Senior Citizen Fund	-	-	-	-	-
Other	111	305	-	313	300
Total Revenue	863,932	870,885	871,007	891,862	854,220
Expenditures					
Senior Citizen Access	223,790	179,546	198,470	198,470	183,499
Congregate Meals	189,587	181,999	195,360	203,729	181,846
Home Meals	149,764	139,725	151,060	164,060	151,315
Senior Transportation	74,234	59,138	67,877	122,877	60,946
Choice Waiver	194,601	288,968	333,312	331,958	346,760
Total Expenditures	831,976	849,376	946,079	1,021,094	924,366
Contribution To/(From) Fund Balance:	31,956	21,509	(75,072)	(129,232)	(70,146)
Projected Lapse (3%)	-	-	24,254	26,505	23,636
Adjusted (Deficit)/Surplus	31,956	21,509	(50,818)	(102,727)	(46,510)
Beginning Fund Balance	206,644	238,600	190,139	260,109	157,382
Ending Fund Balance	\$ 238,600	\$ 260,109	\$ 139,321	\$ 157,382	\$ 110,872

City of Kenai
Fiscal Year 2016 Operating Budget

Senior Citizen Fund Summary by Line Item

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 286,240	\$ 261,225	\$ 296,575	\$ 296,575	\$ 299,142	\$ 2,567	0.87%
0200	Overtime	1,531	446	1,450	1,450	1,669	219	15.10%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	8,345	9,050	10,960	10,960	10,031	(929)	(8.48%)
0400	Medicare	4,184	3,833	4,481	4,481	4,512	31	0.69%
0450	Social Security	3,370	2,577	3,488	3,488	3,558	70	2.01%
0500	PERS	85,359	72,877	106,448	106,448	66,185	(40,263)	(37.82%)
0600	Unemployment Insurance	-	226	1,545	1,545	1,555	10	0.65%
0700	Workers Compensation	4,988	3,645	4,866	4,866	5,988	1,122	23.06%
0800	Health & Life Insurance	70,024	60,717	72,041	72,041	65,217	(6,824)	(9.47%)
0900	Supplemental Retirement	5,837	6,504	7,366	7,366	7,308	(58)	(0.79%)
<u>Total Salaries & Benefits</u>		\$ 469,878	\$ 421,100	\$ 509,220	\$ 509,220	\$ 465,165	\$ (44,055)	(8.65%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	652	798	1,580	1,580	1,555	(25)	(1.58%)
2022	Operating & Repair Supplies	162,841	133,307	159,590	177,090	174,000	14,410	9.03%
2024	Small Tools/Minor Equipment	8,898	7,557	9,796	9,796	10,273	477	4.87%
2026	Computer Software	1,320	559	2,400	2,400	3,048	648	27.00%
4531	Professional Services	9,997	8,242	15,285	15,285	40,268	24,983	163.45%
4532	Communications	5,993	5,521	4,932	4,932	6,456	1,524	30.90%
4533	Travel & Transportation	4,087	3,533	7,225	7,225	7,200	(25)	(0.35%)
4534	Advertising	-	202	982	982	932	(50)	(5.09%)
4535	Printing & Binding	1,883	1,275	2,772	2,772	3,140	368	13.28%
4536	Insurance	6,916	5,740	7,923	7,923	10,078	2,155	27.20%
4537	Utilities	39,336	39,958	47,138	49,653	52,617	5,479	11.62%
4538	Repair & Maintenance	2,420	3,478	7,900	7,900	4,978	(2,922)	(36.99%)
4539	Rentals	-	-	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	508	101	1,100	1,100	1,050	(50)	(4.55%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,183	894	1,686	1,686	1,806	120	7.12%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	64	51	550	550	400	(150)	(27.27%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 246,098	\$ 211,216	\$ 275,759	\$ 295,774	\$ 322,701	\$ 46,942	17.02%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	18,500	18,500	-	(18,500)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	8,472	5,000	5,000	-	(5,000)	(100.00%)
9090	Transfers	133,400	134,882	137,600	137,600	136,500	(1,100)	(0.80%)
<u>Total Capital Outlay and Transfers</u>		\$ 133,400	\$ 143,354	\$ 161,100	\$ 161,100	\$ 136,500	\$ (24,600)	(15.27%)
Department Total:		\$ 849,376	\$ 775,670	\$ 946,079	\$ 966,094	\$ 924,366	\$ (21,713)	(2.30%)

DEPARTMENT NARRATIVE

SENIOR CITIZENS TITLE III ACCESS-CONGREGATE MEALS-HOME MEALS

The Senior Center directs its services to the elderly with the greatest social and economic need and senior persons aged 60 and older. The Center serves the City of Kenai, Salamatof, Kalifornsky Beach, Cohoe, Kasilof, and Clam Gulch. The Center's service area has 26% of the total population aged 60 and above in the Kenai Peninsula Borough. Our target population focuses on persons 80+ who are the frail, income challenged and/or minority.

The Center's experienced and caring staff make every effort to ensure the continued independence of each individual. Center staff is always available to provide emergency services no matter what time of the day or night.

Special attention is given to encourage participation of the target population 80+. We work closely with other service providers, native organizations and medical groups in the area to collaborate and provide the best possible care.

Services and programs are available five days a week, from 8:00 am until 4:00 pm. With the help of volunteers, the center remains open on Thanksgiving and Christmas for seniors who want to join in a potluck dinner and fellowship at the senior center. The congregate meal program is open from 11:30 am to 1:00 pm Monday through Friday. We serve a meal that provides 1/3 of the daily nutrients for the senior population, based upon USDA standards. Our congregate meal includes a soup, salad bar, entrée, dessert and a beverage. The home meal is patterned off of the congregate meal but a green salad is provided vs. a salad bar. It too provides 1/3 of the daily nutrition value. All menus are approved by a licensed dietitian. Because this program is based upon the Older American's Act we offer a suggested donation of \$6.00 per meal.

The transportation program is open from 9:00 am until 4:00 pm. We provide rides to and from the senior center, to medical appointments, pick up of medication, a weekly shopping trip to a grocery store and to Wal-Mart. The transportation program is also based upon the Older American's Act and a suggested donation is requested per ride. The Activity Department provides many outings over the course of the year. There is a set rate for each outing where a vehicle is used for transportation and it is requested that seniors pay up front for the activity involving a ride.

We provide the following services to promote the continued independence of the older adult.

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

During the past year, over 45% of program participants were from our target age group 80+. We feel this percentage demonstrates the care in addressing the needs of the "frail" older adult.

The Department of Senior and Disability Services, Kenai Peninsula Borough, United Way, USDA, City of Kenai, program income, private donations, center rentals and fundraising efforts through Kenai Senior Connection, Inc. provides funding for the Kenai Senior Center. The Senior Center is staffed with twelve employees; one exempt, four full-time, and 7 part-time positions.

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 75,046	\$ 84,959	\$ 79,590	\$ 79,590	\$ 80,938	\$ 1,348	1.69%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	2,513	2,928	2,928	2,971	43	1.47%
0400	Medicare	1,052	1,216	1,197	1,197	1,218	21	1.75%
0450	Social Security	368	468	438	438	451	13	2.97%
0500	PERS	25,274	25,502	31,936	31,936	20,026	(11,910)	(37.29%)
0600	Unemployment Insurance	-	7	413	413	420	7	1.69%
0700	Workers Compensation	270	424	286	286	401	115	40.21%
0800	Health & Life Insurance	21,616	23,102	22,166	22,166	25,719	3,553	16.03%
0900	Supplemental Retirement	758	1,889	2,100	2,100	2,100	-	-
<u>Total Salaries & Benefits</u>		\$ 124,384	\$ 140,080	\$ 141,054	\$ 141,054	\$ 134,244	\$ (6,810)	(4.83%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	42	289	600	600	600	-	-
2022	Operating & Repair Supplies	209	152	1,800	1,800	1,800	-	-
2024	Small Tools/Minor Equipment	3,014	1,439	5,100	5,100	3,971	(1,129)	(22.14%)
2026	Computer Software	338	143	600	600	150	(450)	(75.00%)
4531	Professional Services	3,030	4,738	1,950	1,950	5,100	3,150	161.54%
4532	Communications	2,412	2,121	2,466	2,466	1,835	(631)	(25.59%)
4533	Travel & Transportation	2,366	1,574	2,500	1,613	2,500	-	-
4534	Advertising	-	98	400	1,151	400	-	-
4535	Printing & Binding	1,435	793	1,922	1,922	1,900	(22)	(1.14%)
4536	Insurance	2,075	1,856	396	396	505	109	27.53%
4537	Utilities	9,064	11,426	2,357	2,357	3,334	977	41.45%
4538	Repair & Maintenance	650	966	4,800	4,936	2,065	(2,735)	(56.98%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	383	234	475	475	595	120	25.26%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	44	29	150	150	100	(50)	(33.33%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 25,062	\$ 25,858	\$ 25,716	\$ 25,716	\$ 25,055	\$ (661)	(2.57%)
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	30,100	36,281	31,700	31,700	24,200	(7,500)	(23.66%)
<u>Total Capital Outlay and Transfers</u>		\$ 30,100	\$ 36,281	\$ 31,700	\$ 31,700	\$ 24,200	\$ (7,500)	(23.66%)
Department Total:		\$ 179,546	\$ 202,219	\$ 198,470	\$ 198,470	\$ 183,499	\$ (14,971)	(7.54%)

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2021	<u>Office Supplies</u>	
	Stationery	300
	Office supplies	300
		<u>600</u>
2024	<u>Small Tools & Minor Equipment</u>	
	50% of two microphones for sound system	650
	80% of laptop for staff use	1,500
	5% of replacement printer/fax for Director's office	38
	5% of AED replacement	103
	Miscellaneous	1,680
		<u>3,971</u>
4531	<u>Professional Services</u>	
	Seasonal lawn clean up for winter and spring	1,000
	Outside flowers	2,500
	Background checks/ fingerprinting	450
	5% space utilization study	1,150
		<u>5,100</u>
4533	<u>Transportation</u>	
	National Activity Conference	1,200
	Medicaid workshop	100
	Meetings in Anchorage	200
	ACOA Conference	1,000
		<u>2,500</u>
4538	<u>Repair and Maintenance</u>	
	Fire alarm testing and inspections	820
	Fire extinguishers	24
	AED maintenance	321
	Yearly maintenance for coffee and juice machines	900
		<u>2,065</u>

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 43,354	\$ 45,506	\$ 44,629	\$ 44,629	\$ 44,693	\$ 64	0.14%
0200	Overtime	547	154	383	383	438	55	14.36%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,264	1,890	1,572	1,572	1,318	(254)	(16.16%)
0400	Medicare	653	680	677	677	675	(2)	(0.30%)
0450	Social Security	692	465	716	716	727	11	1.54%
0500	PERS	12,522	12,686	14,736	14,736	9,083	(5,653)	(38.36%)
0600	Unemployment Insurance	-	12	233	233	231	(2)	(0.86%)
0700	Workers Compensation	801	805	773	773	985	212	27.43%
0800	Health & Life Insurance	12,632	10,759	12,666	12,666	10,104	(2,562)	(20.23%)
0900	Supplemental Retirement	975	1,267	1,133	1,133	1,121	(12)	(1.06%)
<u>Total Salaries & Benefits</u>		\$ 74,440	\$ 74,224	\$ 77,518	\$ 77,518	\$ 69,375	\$ (8,143)	(10.50%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	449	228	550	550	525	(25)	(4.55%)
2022	Operating & Repair Supplies	56,805	43,403	46,210	50,710	53,450	7,240	15.67%
2024	Small Tools/Minor Equipment	1,513	2,430	2,306	2,306	2,304	(2)	(0.09%)
2026	Computer Software	742	303	600	600	391	(209)	(34.83%)
4531	Professional Services	-	-	2,850	2,850	7,408	4,558	159.93%
4532	Communications	279	526	395	395	1,242	847	214.43%
4533	Travel & Transportation	1,001	924	1,300	1,300	1,300	-	-
4534	Advertising	-	74	257	257	257	-	-
4535	Printing & Binding	200	141	225	225	225	-	-
4536	Insurance	2,697	1,720	1,585	1,585	2,015	430	27.13%
4537	Utilities	12,877	15,099	9,428	11,943	10,880	1,452	15.40%
4538	Repair & Maintenance	1,510	1,541	1,550	1,550	1,388	(162)	(10.45%)
4539	Rentals	-	-	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	230	46	250	250	250	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	436	333	436	436	436	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	20	13	100	100	-	(100)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 78,759	\$ 66,781	\$ 72,942	\$ 79,957	\$ 86,971	\$ 14,029	19.23%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	18,500	19,854	-	(18,500)	(100.00%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	3,986	-	-	-	-	-
9090	Transfers Out	28,800	27,745	26,400	26,400	25,500	(900)	(3.41%)
<u>Total Capital Outlay and Transfers</u>		\$ 28,800	\$ 31,731	\$ 44,900	\$ 46,254	\$ 25,500	\$ (19,400)	(43.21%)
Department Total:		\$ 181,999	\$ 172,736	\$ 195,360	\$ 203,729	\$ 181,846	\$ (13,514)	(6.92%)

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Food and supplies	50,000
	Paper products	1,100
	Activity supplies	1,500
	Helium	250
	Misc. supplies	600
		<hr/> 53,450
2024	<u>Small Tools and Minor Equipment</u>	
	Dishes, glassware, flatware	400
	Miscellaneous kitchen supplies	300
	Vinyl round table cloths	390
	20% of replacement printer/fax for Director's office	150
	50% of two microphones for sound system	650
	20% AED replacement	414
		<hr/> 2,304
4531	<u>Professional Services</u>	
	Sprint flowers, deliver, plant and hang	2,808
	20% space utilization study	4,600
		<hr/> 7,408
4533	<u>Transportation</u>	
	MOW Conference	1,300
4538	<u>Repair and Maintenance</u>	
	Maintenance/repairs for juice and coffee machines	50
	Equipment repair and maintenance	400
	Security, fire extinguisher, hood inspections	680
	Bizhub yearly maintenance	258
		<hr/> 1,388
4539	<u>Rentals</u>	
	In-kind building rent	4,900
4667	<u>Dues and Publications</u>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	100
	Food bank 1/3 membership	40
	ADN / Clarion subscriptions	201
	Senior Voice	20
		<hr/> 436

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 36,056	\$ 38,603	\$ 34,243	\$ 34,243	\$ 34,408	\$ 165	0.48%
0200	Overtime	391	116	290	290	334	44	15.17%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,847	1,585	1,415	1,415	1,219	(196)	(13.85%)
0400	Medicare	543	577	521	521	523	2	0.38%
0450	Social Security	328	365	287	287	296	9	3.14%
0500	PERS	11,460	10,859	13,163	13,163	8,148	(5,015)	(38.10%)
0600	Unemployment Insurance	-	9	180	180	180	-	-
0700	Workers Compensation	869	716	777	777	946	169	21.75%
0800	Health & Life Insurance	9,519	8,815	8,709	8,709	6,430	(2,279)	(26.17%)
0900	Supplemental Retirement	1,044	1,111	977	977	972	(5)	(0.51%)
<u>Total Salaries & Benefits</u>		\$ 62,057	\$ 62,756	\$ 60,562	\$ 60,562	\$ 53,456	\$ (7,106)	(11.73%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	26	55	55	55	-	-
2022	Operating & Repair Supplies	48,981	41,221	46,250	59,250	51,000	4,750	10.27%
2024	Small Tools/Minor Equipment	208	1,161	300	300	704	404	134.67%
2026	Computer Software	39	21	300	300	391	91	30.33%
4531	Professional Services	-	30	200	200	4,800	4,600	2,300.00%
4532	Communications	235	395	345	345	410	65	18.84%
4533	Travel & Transportation	720	632	1,575	1,575	1,550	(25)	(1.59%)
4534	Advertising	-	15	125	125	125	-	-
4535	Printing & Binding	127	75	200	200	360	160	80.00%
4536	Insurance	553	498	1,585	1,585	2,015	430	27.13%
4537	Utilities	3,702	3,309	9,428	9,428	10,139	711	7.54%
4538	Repair & Maintenance	60	573	1,000	1,000	975	(25)	(2.50%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	92	18	250	250	250	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	251	228	285	285	285	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	9	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 54,968	\$ 48,211	\$ 61,998	\$ 74,998	\$ 73,159	\$ 11,161	18.00%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,486	-	-	-	-	-
9090	Transfers Out	22,700	21,820	28,500	28,500	24,700	(3,800)	(13.33%)
<u>Total Capital Outlay and Transfers</u>		\$ 22,700	\$ 26,306	\$ 28,500	\$ 28,500	\$ 24,700	\$ (3,800)	(13.33%)
Department Total:		\$ 139,725	\$ 137,273	\$ 151,060	\$ 164,060	\$ 151,315	\$ 255	0.17%

**City of Kenai
Fiscal Year 2016 Operating Budget**

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Food	45,000
	Food containers, sealing file, shipping	6,000
		<u>51,000</u>
2024	<u>Small Tools & Minor Equipment</u>	
	Kitchen equipment	50
	Thermal meal bag replacement	90
	20% of replacement printer/fax for Director's office	150
	20% AED replacement	414
		<u>704</u>
4531	<u>Professional Services</u>	
	Background checks, fingerprinting	200
	20% space utilization study	4,600
		<u>4,800</u>
4533	<u>Transportation</u>	
	CPR/First Aid Training	250
	NCOA Conference	1,300
		<u>1,550</u>
4538	<u>Repair and Maintenance</u>	
	Misc. Appliance Repair	975

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 23,205	\$ 26,277	\$ 26,327	\$ 26,327	\$ 23,908	\$ (2,419)	(9.19%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	376	534	534	541	7	1.31%
0400	Medicare	330	379	389	389	355	(34)	(8.74%)
0450	Social Security	789	814	963	963	804	(159)	(16.51%)
0500	PERS	3,833	4,308	4,751	4,751	2,974	(1,777)	(37.40%)
0600	Unemployment Insurance	-	184	134	134	122	(12)	(8.96%)
0700	Workers Compensation	555	386	767	767	747	(20)	(2.61%)
0800	Health & Life Insurance	2,300	2,675	2,375	2,375	2,756	381	16.04%
0900	Supplemental Retirement	233	294	225	225	225	-	-
<u>Total Salaries & Benefits</u>		\$ 31,245	\$ 35,693	\$ 36,465	\$ 36,465	\$ 32,432	\$ (4,033)	(11.06%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	100	228	300	300	300	-	-
2022	Operating & Repair Supplies	6,819	7,433	7,600	7,600	7,750	150	1.97%
2024	Small Tools/Minor Equipment	100	990	315	315	561	246	78.10%
2026	Computer Software	120	52	300	300	100	(200)	(66.67%)
4531	Professional Services	-	-	1,860	1,860	3,010	1,150	61.83%
4532	Communications	2,602	1,816	1,134	1,134	1,032	(102)	(8.99%)
4533	Travel & Transportation	-	375	1,850	1,850	1,850	-	-
4534	Advertising	-	15	50	50	50	-	-
4535	Printing & Binding	-	185	300	300	345	45	15.00%
4536	Insurance	692	939	396	396	505	109	27.53%
4537	Utilities	2,566	3,724	2,357	2,357	2,811	454	19.26%
4538	Repair & Maintenance	-	131	350	350	350	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	94	19	200	200	150	(50)	(25.00%)
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	41	200	200	200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 13,093	\$ 15,948	\$ 17,312	\$ 17,312	\$ 19,114	\$ 1,802	10.41%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	55,000	-	-	-
9090	Transfers Out	14,800	17,373	14,100	14,100	9,400	(4,700)	(33.33%)
<u>Total Capital Outlay and Transfers</u>		\$ 14,800	\$ 17,373	\$ 14,100	\$ 69,100	\$ 9,400	\$ (4,700)	(33.33%)
Department Total:		\$ 59,138	\$ 69,014	\$ 67,877	\$ 122,877	\$ 60,946	\$ (6,931)	(10.21%)

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Fuel	7,750
2024	<u>Small Tools & Minor Equipment</u>	
	Winter extension cords	60
	Ice scrapers	60
	5% of replacement printer/fax for Director's office	38
	5% AED replacement	103
	Miscellaneous	300
		<hr/> 561
4531	<u>Professional Services</u>	
	Clean and detail vehicles	1,860
	5% space utilization study	1,150
		<hr/> 3,010
4532	<u>Communication</u>	
	Telephone, postage, Ethernet and BXB Internet	1,032
4533	<u>Transportation</u>	
	Training workshops	1,850
4538	<u>Repair and Maintenance</u>	
	Equipment repair, building security	350

DEPARTMENT NARRATIVE

SENIOR CITIZEN FUND SENIOR CENTER-CHOICE WAIVER

We are certified with the state as a Choice Waiver Provider. As a certified provider through the Choice Waiver Program we serve adults with physical disabilities and adults age 60 and older who meet requirements of nursing home level of care, and qualify and meet income level for Medicaid, and desire 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. If an adult is assessed for this program and qualifies financially, a State Care Coordinator writes a plan of care based upon needs of the client. The assessment is written for a year and if changes need to be made, an amendment approved by the state for the changes are necessary. Our program receives funding through the state for home delivered and congregate meals, and transportation. The current reimbursement rate is \$21.15 for one congregate meal, \$21.47 for one home meal, \$17.74 a ride.

Annually the Director completes a state rate review of our Choice Waiver Program reflecting the revenue and number of units (one meal equals a unit of service, or one ride is a unit of service.) we provide. The Choice Waiver clients we serve fluctuates depending state approval of authorizations, client choice, and client's health issues. Depending upon the approved state care plan, a client may receive two home meals a day, one home meal and one congregate meal, or so many meals per week. This is a "client-centered" program. The client may give input into his or her approved care plan and if a client does believes a provider is not giving quality service, the client may fire a provider. When this happens, the Care Coordinator amends the care plan and then again needs to be approved by the state.

We have hired a billing contractor for this program. The administrative assistant and data entry person coordinates services with the state approved care coordinators, daily meal counts, verifies authorizations, units of service provided to the contractor in order to be billed for services. They also provide data for the State of Alaska's data based computer system.

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 108,579	\$ 65,880	\$ 111,786	\$ 111,786	\$ 115,195	\$ 3,409	3.05%
0200	Overtime	593	176	777	777	897	120	15.44%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,234	2,686	4,511	4,511	3,982	(529)	(11.73%)
0400	Medicare	1,606	981	1,697	1,697	1,741	44	2.59%
0450	Social Security	1,193	465	1,084	1,084	1,280	196	18.08%
0500	PERS	32,270	19,522	41,862	41,862	25,954	(15,908)	(38.00%)
0600	Unemployment Insurance	-	14	585	585	602	17	2.91%
0700	Workers Compensation	2,493	1,314	2,263	2,263	2,909	646	28.55%
0800	Health & Life Insurance	23,957	15,366	26,125	26,125	20,208	(5,917)	(22.65%)
0900	Supplemental Retirement	2,827	1,943	2,931	2,931	2,890	(41)	(1.40%)
<u>Total Salaries & Benefits</u>		\$ 177,752	\$ 108,347	\$ 193,621	\$ 193,621	\$ 175,658	\$ (17,963)	(9.28%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	61	27	75	75	75	-	-
2022	Operating & Repair Supplies	50,027	41,098	57,730	57,730	60,000	2,270	3.93%
2024	Small Tools/Minor Equipment	4,063	1,537	1,775	1,775	2,733	958	53.97%
2026	Computer Software	81	40	600	600	2,016	1,416	236.00%
4531	Professional Services	6,967	3,474	8,425	8,425	19,950	11,525	136.80%
4532	Communications	465	663	592	592	1,937	1,345	227.20%
4533	Travel & Transportation	-	28	-	-	-	-	-
4534	Advertising	-	-	150	150	100	(50)	(33.33%)
4535	Printing & Binding	121	81	125	125	310	185	148.00%
4536	Insurance	899	727	3,961	3,961	5,038	1,077	27.19%
4537	Utilities	11,127	6,400	23,568	23,568	25,453	1,885	8.00%
4538	Repair & Maintenance	200	267	200	200	200	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	92	18	200	200	200	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	113	58	290	290	290	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<u>Total Maint. and Operations</u>		\$ 74,216	\$ 54,418	\$ 97,791	\$ 97,791	\$ 118,402	\$ 20,611	21.08%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	5,000	3,646	-	(5,000)	(100.00%)
9090	Transfers Out	37,000	31,663	36,900	36,900	52,700	15,800	42.82%
<u>Total Capital Outlay and Transfers</u>		\$ 37,000	\$ 31,663	\$ 41,900	\$ 40,546	\$ 52,700	\$ 10,800	25.78%
Department Total:		\$ 288,968	\$ 194,428	\$ 333,312	\$ 331,958	\$ 346,760	\$ 13,448	4.03%

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Food	55,000
	Disposable containers, sealing film	5,000
		<u>60,000</u>
2024	<u>Small Tools & Minor Equipment</u>	
	Jumbo thermal bags	600
	Replacement Cords	50
	2 wireless access points	300
	20% of laptop for staff use	360
	50% of replacement printer/fax for Director's office	375
	50% AED replacement	1,048
		<u>2,733</u>
4531	<u>Professional Services</u>	
	Contract billing	8,250
	Background checks	200
	50% space utilization study	11,500
		<u>19,950</u>
4667	<u>Dues and Publications</u>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	100
	Food bank 1/3 membership	40
	Agenet	75
		<u>290</u>

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.

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**City of Kenai
Fiscal Year 2016 Operating Budget**

Enterprise Fund Expenditure Recap

	Personal Services			Maintenance and Operations		
	FY2015 Original Budget	FY2016 Adopted Budget	Difference	FY2015 Original Budget	FY2016 Adopted Budget	Difference
Congregate Housing Fund	<u>\$ 61,045</u>	<u>\$ 56,973</u>	<u>\$ (4,072)</u>	<u>\$ 369,553</u>	<u>\$ 384,633</u>	<u>\$ 15,080</u>

**City of Kenai
Fiscal Year 2016 Operating Budget**

Enterprise Fund Expenditure Recap

Capital Outlay & Transfers			Total Budget			
FY2015 Original Budget	FY2016 Adopted Budget	Difference	FY2015 Original Budget	FY2016 Adopted Budget	Difference	
<u>\$ 81,900</u>	<u>\$ 78,300</u>	<u>\$ (3,600)</u>	<u>\$ 512,498</u>	<u>\$ 519,906</u>	<u>\$ 7,408</u>	Congregate Housing

City of Kenai
Fiscal Year 2016 Operating Budget

Budget Projection
Fund: 009 - Congregate Housing Fund

	<u>Actual FY2013</u>	<u>Actual FY2014</u>	<u>Original Budget FY2015</u>	<u>Projection FY2015</u>	<u>Council Adopted FY2016</u>
Revenues					
Rents and Leases	\$ 326,931	\$ 346,424	\$ 357,185	\$ 357,185	\$ 377,259
Interest on Investments	(1,826)	5,062	5,000	5,000	5,000
Transfer from General Fund	-	112,044	-	-	-
Miscellaneous	<u>7,909</u>	<u>4,951</u>	<u>7,750</u>	<u>7,750</u>	<u>1,852</u>
Total Revenues	<u>333,014</u>	<u>468,481</u>	<u>369,935</u>	<u>369,935</u>	<u>384,111</u>
 Expenses	 <u>417,368</u>	 <u>436,635</u>	 <u>512,498</u>	 <u>512,498</u>	 <u>519,906</u>
Net Income (loss)	(84,354)	31,846	(142,563)	(142,563)	(135,795)
Beginning Retained Earnings	483,277	525,459	515,379	469,418	342,129
Capital Asset Acquisitions	(5,902)	(220,326)	(117,164)	(116,826)	-
Allocated to Capital Projects	(225,446)	(117,164)	-	(338)	-
Credit for Depreciation	<u>132,438</u>	<u>132,439</u>	<u>132,438</u>	<u>132,438</u>	<u>132,438</u>
Available Retained Earnings	<u>\$ 300,013</u>	<u>\$ 352,254</u>	<u>\$ 388,090</u>	<u>\$ 342,129</u>	<u>\$ 338,772</u>

DEPARTMENT NARRATIVE

CONGREGATE HOUSING FUND – CONGREGATE HOUSING

Vintage Pointe Manor is a forty-unit senior citizen housing complex located adjacent to the Kenai Senior Center. The housing complex was constructed using grant funds from the State of Alaska. A senior must be 60 years or older to qualify living at Vintage Pointe Manor. They must be able to live independently. Rental rates vary from \$797.00 to \$920.00 per month, depending on square footage and the location of each unit. Each resident is required to provide a \$450.00 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. The rental agreement is a month to month agreement and the resident must provide 30 day notice to move out.

A resident manager is under contract to provide minor maintenance and oversee the facility. Supervision of management, rental contracts, collection of monthly rental fees, purchase orders, maintenance requests and tenant issues are handled through the senior center office. Senior interest remains strong with 107 seniors on the senior housing wait list.

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ 33,912	\$ 27,186	\$ 35,179	\$ 35,179	\$ 35,672	\$ 493	1.40%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	984	437	1,747	1,747	1,771	24	1.37%
0400	Medicare	474	392	535	535	543	8	1.50%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	12,400	9,049	15,490	15,490	9,699	(5,791)	(37.39%)
0600	Unemployment Insurance	-	-	185	185	188	3	1.62%
0700	Workers Compensation	110	123	109	109	158	49	44.95%
0800	Health & Life Insurance	6,890	5,244	7,125	7,125	8,267	1,142	16.03%
0900	Supplemental Retirement	691	565	675	675	675	-	-
	<u>Total Salaries & Benefits</u>	\$ 55,461	\$ 42,996	\$ 61,045	\$ 61,045	\$ 56,973	\$ (4,072)	(6.67%)
<u>Maintenance and Operations</u>								
2021	Office Supplies	100	351	405	405	405	-	-
2022	Operating & Repair Supplies	4,869	5,422	9,400	9,400	10,400	1,000	10.64%
2024	Small Tools/Minor Equipment	6,555	8,556	17,195	16,195	25,794	8,599	50.01%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	290	290	250	(40)	(13.79%)
4531	Professional Services	34,530	35,107	43,500	43,500	51,700	8,200	18.85%
4532	Communications	2,774	2,418	3,180	4,125	4,239	1,059	33.30%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	242	377	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	166	300	300	300	-	-
4536	Insurance	8,994	9,391	8,836	8,836	9,731	895	10.13%
4537	Utilities	76,359	72,723	84,646	84,646	85,946	1,300	1.54%
4538	Repair & Maintenance	76,448	78,260	68,240	68,240	62,130	(6,110)	(8.95%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	264	53	123	178	300	177	143.90%
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	8	-	-	-	-	-
5045	Depreciation	132,439	129,429	132,438	132,438	132,438	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	\$ 343,574	\$ 342,261	\$ 369,553	\$ 369,553	\$ 384,633	\$ 15,080	4.08%
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	45,000	45,000	40,000	(5,000)	(11.11%)
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	37,600	7,856	36,900	36,900	38,300	1,400	3.79%
	<u>Total Capital Outlay and Transfers</u>	\$ 37,600	\$ 7,856	\$ 81,900	\$ 81,900	\$ 78,300	\$ (3,600)	(4.40%)
Department Total:		\$ 436,635	\$ 393,113	\$ 512,498	\$ 512,498	\$ 519,906	\$ 7,408	1.45%

City of Kenai
Fiscal Year 2016 Operating Budget

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

Account Number	Description	Council Adopted
2022	<u>Operating and Repair Supplies</u>	
	Restroom, cleaning supplies, electrical, plumbing, plants, paper products, etc..	10,400
2024	<u>Small Tools and Minor Equipment</u>	
	Miscellaneous tools	300
	Stoves (5)	4,990
	Refrigerators (5)	6,000
	Stackable washer/dryers (5)	6,600
	Garbage disposals (5)	750
	AED x 3	6,054
	Computer (1)	1,100
		<hr/> 25,794
4531	<u>Professional Services</u>	
	12 months manager services	30,000
	Indoor plant maintenance	4,200
	Snow removal, sanding	5,500
	Outdoor landscaping	2,000
	Boiler condition assessment	10,000
		<hr/> 51,700
4538	<u>Repair and Maintenance</u>	
	Drapery replacements (3)	5,800
	Drapery cleaning	1,700
	Carpet cleaning	1,700
	Yearly carpet cleaning 40 apartments	3,000
	Monitoring, fire alarm, sprinkler extinguishers repairs	1,748
	Defibrillator maintenance	1,285
	Plumbing repairs	9,140
	Electrical repairs	11,500
	Painting 6 apartments and commons areas	11,325
	Window and gutter cleaning	3,500
	Seasonal maintenance outdoor sprinklers	300
	Elevator maintenance	1,832
	Roof screw replacement	9,300
		<hr/> 62,130
8062	<u>Buildings</u>	
	Heating control system upgrades	40,000
9090	<u>Transfer to Other Funds</u>	
	Transfer to General Fund: Central Administrative Costs	38,300

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PERMANENT FUNDS

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

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

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

**City of Kenai
Fiscal Year 2016 Operating Budget**

**Budget Projection
Land Sales Permanent Funds**

	<u>Actual FY2013</u>	<u>Actual FY2014</u>	<u>Original Budget FY2015</u>	<u>FY2015 Projection</u>	<u>Council Adopted FY2016</u>
FUND 082-52 Airport Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 2,200,253	\$ 3,026,329	\$ 1,381,472	\$ 1,559,122	\$ 1,504,070
Acct. 36645 Interest on Land Sale Contracts	8,082	17,991	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>12,093</u>	<u>100,791</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	2,220,428	3,145,111	1,391,472	1,569,122	1,514,070
Expenses					
Transfer to Airport Land System Fund	<u>1,031,773</u>	<u>1,094,473</u>	<u>1,147,095</u>	<u>1,135,313</u>	<u>1,171,705</u>
Contributions To/(From) Fund Balance	1,188,655	2,050,638	244,377	433,809	342,365
Beginning Fund Balance	<u>20,983,776</u>	<u>22,172,431</u>	<u>22,647,080</u>	<u>24,223,069</u>	<u>24,656,878</u>
Ending Fund Balance	<u><u>\$ 22,172,431</u></u>	<u><u>\$ 24,223,069</u></u>	<u><u>\$ 22,891,457</u></u>	<u><u>\$ 24,656,878</u></u>	<u><u>\$ 24,999,243</u></u>
FUND 081-52 General Land Sales Permanent Fund					
Revenues					
Acct. 36610 Investments Earnings	\$ 268,158	\$ 368,635	\$ 165,904	\$ 120,574	\$ 178,907
Acct. 36645 Interest on Land Sale Contracts	-	-	-	-	-
Acct. 33640 Land Sales	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	268,158	368,635	165,904	120,574	178,907
Expenses					
Transfer to General Fund	<u>135,668</u>	<u>146,172</u>	<u>140,134</u>	<u>147,093</u>	<u>155,946</u>
Contributions To/(From) Fund Balance	132,490	222,463	25,770	(26,519)	22,961
Beginning Fund Balance	<u>2,557,158</u>	<u>2,689,648</u>	<u>2,719,735</u>	<u>2,912,111</u>	<u>2,885,592</u>
Ending Fund Balance	<u><u>\$ 2,689,648</u></u>	<u><u>\$ 2,912,111</u></u>	<u><u>\$ 2,745,505</u></u>	<u><u>\$ 2,885,592</u></u>	<u><u>\$ 2,908,553</u></u>

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DEBT SERVICE FUNDS

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

1. LIBRARY EXPANSION BONDS

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

2. KENAI BLUFF EROSION CONTROL BONDS

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

City of Kenai
Fiscal Year 2016 Operating Budget

Fund 048 - Debt Service

	<u>Actual FY2013</u>	<u>Actual FY2014</u>	<u>Original Budget FY2015</u>	<u>Projection FY2015</u>	<u>Adopted FY2016</u>
Revenues					
Bond Interest Subsidy	37,533	34,546	34,264	34,264	31,900
Transfer from General Fund	<u>138,315</u>	<u>144,052</u>	<u>144,334</u>	<u>144,334</u>	<u>146,898</u>
Total Revenue	<u>175,848</u>	<u>178,598</u>	<u>178,598</u>	<u>178,598</u>	<u>178,798</u>
 Expenditures					
Parks, Recreation & Culture	<u>175,848</u>	<u>178,598</u>	<u>178,598</u>	<u>178,598</u>	<u>178,798</u>
 Contributions To/From Fund Balance	-	-	-	-	-
 Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Kenai
Fiscal Year 2016 Operating Budget

Fund 048 - Debt Service

Account Number	Expense Description	FY2014 Actual	Five year Historical Average	Original Budget FY2015	Amended Budget	Council Adopted FY2016	Increase (Decrease) FY15 Original	% Change
<u>Salaries and Benefits</u>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<u>Total Salaries & Benefits</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
<u>Maintenance and Operations</u>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
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	178,598	141,551	178,598	178,598	178,798	200	0.11%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<u>Total Maint. and Operations</u>	<u>\$ 178,598</u>	<u>\$ 141,551</u>	<u>\$ 178,598</u>	<u>\$ 178,598</u>	<u>\$ 178,798</u>	<u>\$ 200</u>	<u>0.11%</u>
<u>Capital Outlay & Transfers</u>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
	<u>Total Capital Outlay and Transfers</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
	Department Total:	<u>\$ 178,598</u>	<u>\$ 141,551</u>	<u>\$ 178,598</u>	<u>\$ 178,598</u>	<u>\$ 178,798</u>	<u>\$ 200</u>	<u>0.11%</u>

City of Kenai
Fiscal Year 2016 Operating Budget

Fund 048 - Debt Service

Summary by Debt Issuance

		American Recovery and Reinvestment Act					
<u>Issue Date</u>	<u>Amount Issued</u>	<u>Annual Interest Subsidy</u>	<u>Interest Rate</u>	<u>Maturity Dates</u>	<u>Annual Installments</u>	<u>Outstanding 6/30/2015</u>	
Library Expansion Bonds							
3/11/2010	\$2,000,000	\$3,852 - \$37,529	2.00 - 6.341	2011 - 2030	\$143,560 - \$178,598	\$ 1,615,000	

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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 2016 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 2016
Operating Budget
Equipment Replacement Fund
Schedule of Replacement Payments

Department	Year Acquired	Model/Description	Current Equip. Original Cost	Current Equip. Useful Life	Current Equip. Annual Contribution	Estimated Year	2016	2017	2018	2019	2020
Fire	2015	25' Safeboat	\$ 125,000	20	\$ 8,635	2035	\$ 8,635	\$ 8,635	\$ 8,635	\$ 8,635	\$ 8,635
Streets	2015	Water Truck	\$ 160,000	25	\$ 9,408	2040	\$ 9,408	\$ 9,408	\$ 9,408	\$ 9,408	\$ 9,408
Fire	1983	Pumper, Engine #3	\$ 165,692	30	\$ 8,628	2016	\$ 20,828	\$ 29,113	\$ 20,828	\$ 20,828	\$ 20,828
Non-Dept	2013	Server Virtualization Infrastructure	\$ 100,000	5	\$ 22,777	2018	\$ 22,777	\$ 22,777	\$ 26,405	\$ 31,405	\$ 26,405
Streets	1998	Eagle Street Sweeper	\$ 120,000	20	\$ 8,289	2018	\$ 8,289	\$ 8,289	\$ 14,971	\$ 20,971	\$ 14,971
Streets	1993	140G Mot Grader w/ Wing & Plow	\$ 188,464	25	\$ 11,082	2018	\$ 11,082	\$ 11,082	\$ 23,202	\$ 32,625	\$ 23,202
Fire	2004	Ambulance	\$ 130,690	15	\$ 11,299	2019	\$ 11,299	\$ 11,299	\$ 11,299	\$ 17,603	\$ 24,138
Streets	1982	Sander Truck	\$ 80,000	30	\$ 4,166	2019	\$ 4,166	\$ 4,166	\$ 4,166	\$ 10,111	\$ 14,111
Fire	2001	Squad/Fire Apparatus	\$ 148,759	20	\$ 10,276	2021	\$ 10,276	\$ 10,276	\$ 10,276	\$ 10,276	\$ 10,276
Streets	1991	Sander Truck	\$ 134,785	30	\$ 7,018	2021	\$ 7,018	\$ 7,018	\$ 7,018	\$ 7,018	\$ 7,018
Streets	1996	160H Moto Grader w/ Wing & Plow	\$ 215,000	25	\$ 12,642	2021	\$ 12,642	\$ 12,642	\$ 12,642	\$ 12,642	\$ 12,642
Fire	1993	Hurricane Aerial	\$ 521,627	30	\$ 27,161	2023	\$ 27,161	\$ 27,161	\$ 27,161	\$ 27,161	\$ 27,161
Streets	2009	MT-6, 4X4 Articulating Snow Blower	\$ 177,000	15	\$ 15,303	2024	\$ 15,303	\$ 15,303	\$ 15,303	\$ 15,303	\$ 15,303
Fire	1995	Hurricane Tanker, Engine #4	\$ 251,837	30	\$ 13,113	2025	\$ 13,113	\$ 13,113	\$ 13,113	\$ 13,113	\$ 13,113
Streets	2005	Aerial bucket truck	\$ 79,836	20	\$ 5,515	2025	\$ 5,515	\$ 5,515	\$ 5,515	\$ 5,515	\$ 5,515
Fire	2011	Ambulance	\$ 169,170	15	\$ 14,626	2026	\$ 14,626	\$ 14,626	\$ 14,626	\$ 14,626	\$ 14,626
Recreation	2008	Ice Conditioner	\$ 78,335	20	\$ 5,411	2028	\$ 5,411	\$ 5,411	\$ 5,411	\$ 5,411	\$ 5,411
Streets	2003	140H Moto Grader W/ Wing	\$ 234,825	25	\$ 13,808	2028	\$ 13,808	\$ 13,808	\$ 13,808	\$ 13,808	\$ 13,808
Streets	2013	MT-6, 4X4 Articulating Snow Blower	\$ 139,971	15	\$ 12,101	2028	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101	\$ 12,101
Fire	1999	Pumper, Engine #2	\$ 275,356	30	\$ 14,338	2029	\$ 14,338	\$ 14,338	\$ 14,338	\$ 14,338	\$ 14,338
Fire	2016	Ambulance	\$ 185,000	15	\$ 15,994	2031	\$ 15,994	\$ 15,994	\$ 15,994	\$ 15,994	\$ 15,994
Streets	2008	Crosswind, IH4300 Sweeper	\$ 190,200	25	\$ 11,184	2033	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184
Streets	2010	L120 Loader	\$ 290,000	25	\$ 17,052	2035	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052
Streets	2012	10-12 CY End Dump	\$ 100,000	25	\$ 5,880	2037	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880
Streets	2012	10-12 CY End Dump	\$ 100,000	25	\$ 5,880	2037	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880
Streets	2013	120G Moto Grader w/ Wing & Plow	\$ 339,740	25	\$ 19,976	2038	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976
Streets	2014	L110H Loader	\$ 290,000	25	\$ 17,052	2039	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052
							<u>\$ 340,814</u>	<u>\$ 349,099</u>	<u>\$ 363,244</u>	<u>\$ 395,916</u>	<u>\$ 386,028</u>
Total Fire							\$ 136,270	\$ 144,555	\$ 136,270	\$ 142,574	\$ 149,109
Total Streets							176,356	176,356	195,158	216,526	205,103
Total Non-Departmental							22,777	22,777	26,405	31,405	26,405
Total Recreation							5,411	5,411	5,411	5,411	5,411
Total All							<u>\$ 340,814</u>	<u>\$ 349,099</u>	<u>\$ 363,244</u>	<u>\$ 395,916</u>	<u>\$ 386,028</u>

**City of Kenai
Fiscal Year 2016 Operating Budget**

Five-Year Building Maintenance Schedule

<u>FACILITY</u>	<u>DESCRIPTION OF WORK</u>	<u>FUNDING FISCAL YEAR</u>	<u>ESTIMATED COST</u>	<u>YEAR LAST ACCOMPLISHED</u>
GENERAL FUND BUILDINGS				
Animal Control	Re-Seal Asphalt	2017	\$ 5,000	
	Air Handling Unit Assist Fan	2018	5,000	
City Hall	Replace Entrance Flooring	2018	7,500	
Public Safety Building	Paint Exterior/Interior	2020	40,000	1999
	Repair/Replace Roofing	2019	80,000	
	Replace Flooring (4 baths & locker room)	2020	30,000	
Kenai Recreation Center	Lighting Upgrades	2019	30,000	
Visitors Center	Paint Exterior	2017	30,000	2005
Dock	Paint Restrooms Exterior/Interior	2019	<u>7,500</u>	
		Total	\$ 235,000	
General Fund				
		Fiscal Year	Total	
		2017	\$ 35,000	
		2018	12,500	
		2019	117,500	
		2020	70,000	
		2021	-	
		Total	\$ 235,000	
AIRPORT BUILDINGS				
Flight Service Station	Lighting	2016	\$ 6,000	
	Paint Exterior/Interior	2016	40,000	
Airport Training Facility	Boiler replacement	2018	16,000	1997
	Paint Interior/Exterior	2020	70,000	1997
Airport Operations Building	Paint Interior/Exterior	2017	<u>40,000</u>	
		TOTAL	\$ 172,000	
Airport Fund				
		Fiscal Year	Total	
		2016	\$ 46,000	
		2017	40,000	
		2018	16,000	
		2019	-	
		2020	<u>70,000</u>	
		Total	\$ 172,000	
KENAI SENIOR CENTER				
	Paint	2018	\$ 20,000	

City of Kenai
Fiscal Year 2016 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)	Boilers Assessment	2016	\$ 10,000	
	Painting (6) Apartments & Common Areas	2016	11,325	
	Replace Washer/Dryers(5)	2016	6,600	
	Replace Refrigerators (5)	2016	6,000	
	Replace Ranges (5)	2016	4,990	
	Roof Screw Replacement	2016	9,300	
	Painting (6) Apartments & Common Areas	2017	11,891	
	Replace Washer/Dryers(5)	2017	6,930	
	Replace Cabinets/Countertops (5 Units)	2017	6,300	
	Replace Refrigerators (5)	2017	5,240	
	Replace Ranges (5)	2017	9,765	
	Wallpaper Common Areas	2017	26,250	
	Painting (6) Apartments & Common Areas	2018	12,486	
	Replace Washer/Dryers(5)	2018	7,277	
	Replace Cabinets/Countertops (5 Units)	2018	6,615	
	Replace Refrigerators (5)	2018	5,502	
	Replace Ranges (5)	2018	10,253	
	Wallpaper Common Areas	2018	27,563	
	Painting (6) Apartments & Common Areas	2019	13,110	
	Replace Washer/Dryers(5)	2019	7,641	
	Replace Cabinets/Countertops (5 Units)	2019	6,946	
	Replace Refrigerators (5)	2019	5,777	
	Replace Ranges (5)	2019	10,766	
	Wallpaper Common Areas	2019	28,941	
	Painting (6) Apartments & Common Areas	2020	13,766	
	Replace Washer/Dryers(5)	2020	8,023	
	Replace Cabinets/Countertops (5 Units)	2020	7,293	
	Replace Refrigerators (5)	2020	6,066	
	Replace Ranges (5)	2020	11,304	
	Wallpaper Common Areas	2020	30,388	
Total			\$ 334,308	
Congregate Housing Fund				
Fiscal Year		Total		
2016	\$	48,215		
2017		66,376		
2018		69,696		
2019		73,181		
2020		76,840		
Total	\$	334,308		

