



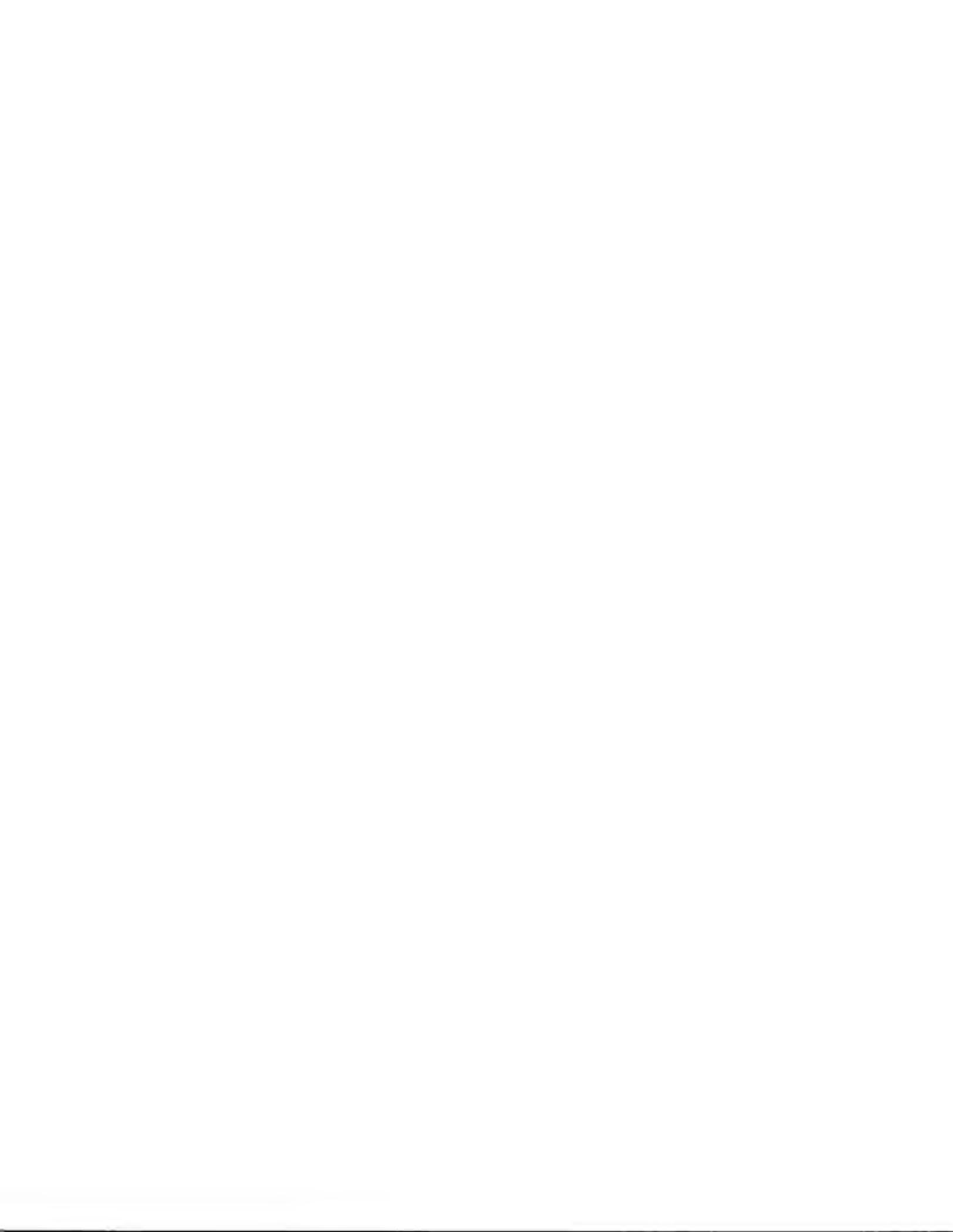
SOLDOTNA
City of Soldotna, Alaska

CITY OF SOLDOTNA
177 N. Birch St. Soldotna, AK 99669

FISCAL YEAR
2016
OPERATING BUDGET



Frozen River Fest - February 2015 at Soldotna Creek Park



**Annual Operating Budget
of the
City of Soldotna, Alaska**

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

**Prepared by
Administration**

**Mark Dixson
City Manager**

**Melanie Imholte
Finance Director**

CITY OF SOLDOTNA, ALASKA

PRINCIPAL OFFICIALS

The City of Soldotna adopted a Manager plan of government in 1984. The City Manager is the chief administrative officer and is appointed and reports to the City Council. The City Manager is responsible for carrying out the policies and ordinances of the City and for overseeing day-to-day operations.

The City Council is the governing body consisting of six members who are elected at large on a non-partisan basis for three year terms. The terms are staggered to provide the City with continuity of knowledge in City business and legislative matters. The Mayor is the chief executive officer and is also elected at large on a non-partisan basis for a three year term.

The City Council meets the second and fourth Wednesday of each month at City Hall for regular Council meetings. In addition, numerous special meetings and work sessions are scheduled throughout the year.

MAYOR AND CITY COUNCIL

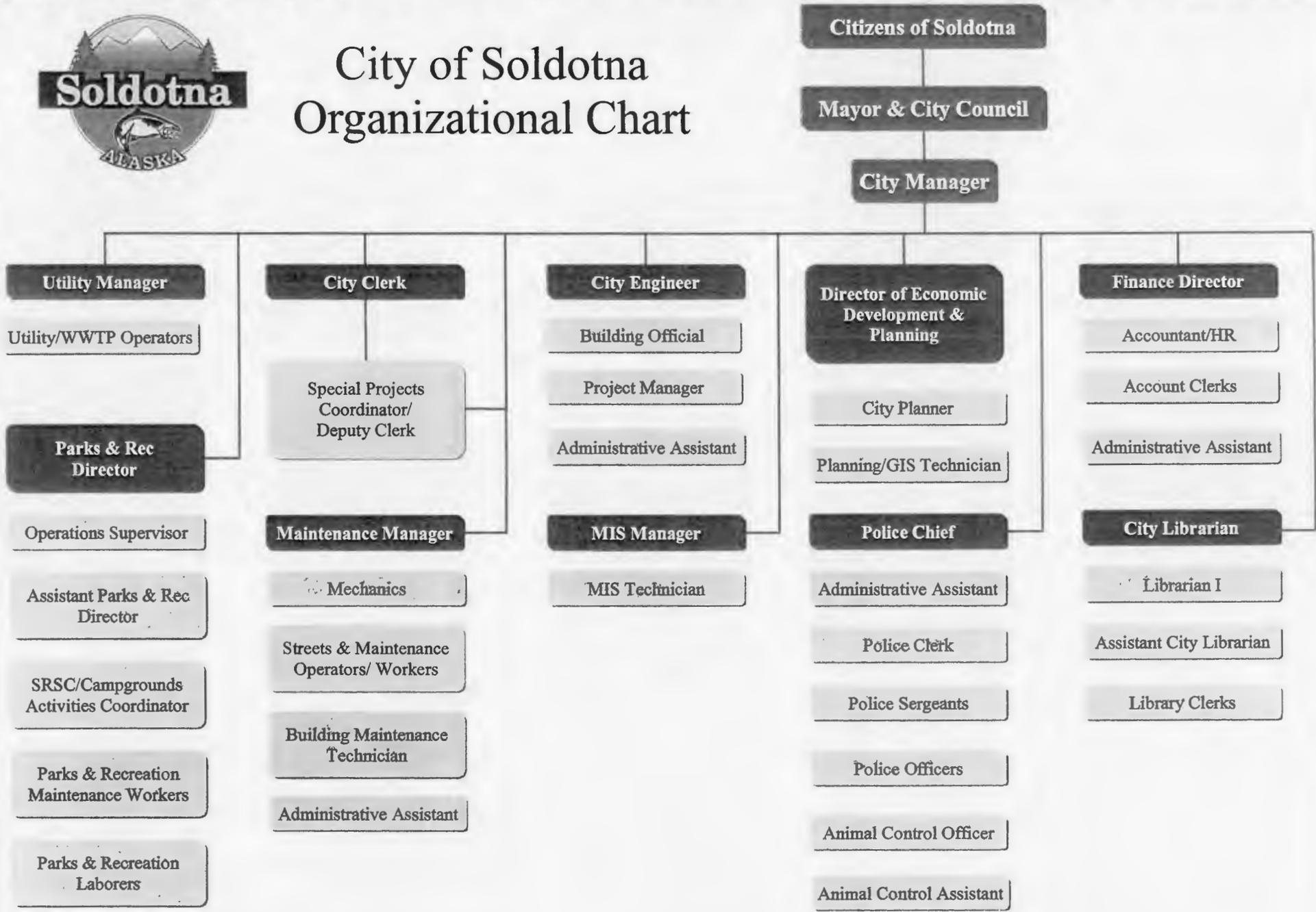
		<u>Term Ends</u>
Mayor	Nels Anderson	2017
Council	Paul Whitney, Seat A	2015
	Meggean Bos, Seat B	2017
	Linda Murphy, Seat C	2015
	Regina Daniels, Seat D	2016
	Keith Baxter, Seat E	2016
	Pete Sprague, Seat F	2017

CITY ADMINISTRATION

City Manager	Mark Dixson
Finance Director/Treasurer	Melanie Imholte
City Clerk	Shellie Saner
Police Chief	Peter Mlynarik
Director of Economic Development & Planning	Stephanie Queen
City Librarian	Rachel Nash
City Engineer	Kyle Kornelis
Parks and Recreation Director	Andrew Carmichael
Maintenance Manager	Scott Sundberg
Utility Manager	Rick Wood
City Attorney	Boyd, Chandler & Falconer, LLP



City of Soldotna Organizational Chart



**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

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CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

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Introduced By: City Manager
Date: May 27, 2015
Public Hearing: June 10, 2015
Action: Enacted
Vote: 5 Yes, 0 No, 1 Absent

CITY OF SOLDOTNA
ORDINANCE 2015-022

AN ORDINANCE ADOPTING THE BUDGET AND ESTABLISHING APPROPRIATIONS FOR
THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016

WHEREAS, Alaska Statute 29.35.100 and Soldotna Municipal Code 3.04.110 specify that the City Council shall adopt a budget and establish appropriations by approval of a budget ordinance, which is adopted after a public hearing and prior to the beginning of each fiscal year; and

WHEREAS, a public hearing on the recommended budget for fiscal year 2016 was held, with proper notice, on June 10, 2015;

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

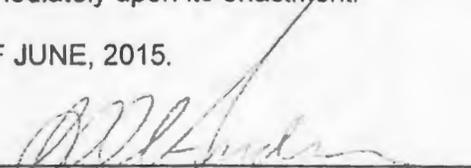
Section 1. That the document incorporated herein by reference, titled "City of Soldotna Fiscal Year 2016 Operating Budget", which shall be certified by the City Manager, filed in the Office of City Treasurer and made available to the public, is hereby adopted as the budget:

Section 2. That the following sums of money are hereby appropriated for the operations of the City of Soldotna for the fiscal year commencing on July 1, 2015 and ending June 30, 2016, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the City of Soldotna Municipal Code:

General Fund	\$ 9,109,949
Utility Fund	1,520,700
Airport Fund	189,008
Parks and Recreation Fund	1,640,606
Equipment Replacement Fund	185,000
Debt Service Fund	219,070
Trust Fund	8,200
	<u>\$12,872,533</u>

Section 3. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE CITY COUNCIL THIS 10TH DAY OF JUNE, 2015.


Nels Anderson, Mayor

ATTEST:


Michelle M. Saner, CMC, City Clerk

Ayes: Murphy, Baxter, Whitney, Bos, Sprague

Noes: None

Absent: Daniels

Introduced By:

City Manager

Date:

June 10, 2015

Action:

Adopted

Vote:

5 Yes, 0 No, 1 Absent

CITY OF SOLDOTNA
RESOLUTION 2015-028

A RESOLUTION SETTING THE RATE OF LEVY FOR PROPERTY TAXES FOR THE
CITY OF SOLDOTNA FOR THE 2016 FISCAL YEAR

WHEREAS, the City Council has adopted the budget for the 2016 Fiscal Year beginning July 1, 2015 and ending June 30, 2016; which estimates property tax revenue based on a tax rate of 0.5 mills; and

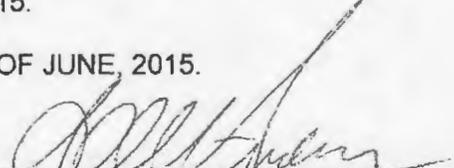
WHEREAS, Alaska Statute 29.45.240 requires municipalities to annually set the rate of mill levy prior to June 15;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. The rate of levy of taxes on all real and personal property within the City of Soldotna for the 2016 tax year is hereby set at 0.5 mills for each one dollar of assessed value as determined by the assessment roll and any supplemental rolls hereafter certified by the Kenai Peninsula Borough Assessor.

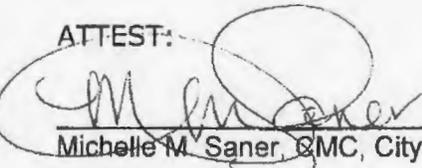
Section 2. The Clerk is directed to forward a certified copy of this Resolution to the Kenai Peninsula Borough prior to June 15, 2015.

ADOPTED BY THE CITY COUNCIL THIS 10TH DAY OF JUNE, 2015.



Neils Anderson, Mayor

ATTEST:



Michelle M. Saner, OMC, City Clerk

Ayes: Murphy, Baxter, Whitney, Bos, Sprague
Noes: None
Absent: Daniels

15RES028

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OVERVIEW

This section of the budget document includes the Administration's transmittal letter, which provides a summary and overview of the budget and a discussion of important topics to be considered during the budget process.

Also included in this section are the following schedules:

- Expenditures by Line Item – All Budgetary Funds
- Current Year (FY16) Operating Budget – All Budgetary Funds
- Prior Year (FY15) Original Operating Budget – All Budgetary Funds
- FY15 Budget Reconciliation – All Budgetary Funds



April 28, 2015

Honorable Mayor and Council Members:

In accordance with the provisions of Chapter 3.04 of the Soldotna Municipal Code, the Fiscal Year 2016 Operating Budget of the City of Soldotna is hereby presented for your approval. This document contains the operating budgets for the General Fund, Utility Fund, Airport Fund, Parks & Recreation Fund, Street Improvements Fund, Equipment Replacement Fund, Debt Service Fund and Trust Fund.

This budget was formulated with the full cooperation of all Department Heads. Many changes have been made over the past few years to the budget document. Some changes have been cosmetic with the intent of making it easier to read and use; while other changes have been substantive with the intent of making the budget more reflective of the actual cost of doing business for each department and fund.

The Overview section of this budget document contains the following schedules.

- **Expenditures by Line Item – All Budgetary Funds:** summarizes all budgetary fund expenditures for the City by line item.
- **Current Year (FY16) Operating Budget Summary– All Budgetary Funds:** summarizes all budgetary fund revenues and expenditures for the year, includes total fund balance for all budgetary funds, and compares the current year proposed budget to the prior year original budget.
- **Prior Year (FY15) Original Operating Budget Summary– All Budgetary Funds:** summarizes all budgetary fund revenues and expenditures for the prior year.
- **FY15 Budget Reconciliation – All Budgetary Funds:** shows the FY15 Council approved beginning budget and summarizes to date any supplemental appropriations to the FY15 budget.

Budget Process

The City of Soldotna Operating Budget is for the fiscal year beginning July 1 and ending June 30. The budget process begins in January each year when the Finance Director distributes a budget packet to each department. Personnel budgets are prepared by the Finance Department while Department Heads and Division Managers prepare their preliminary requests for the upcoming year. Departmental requests are submitted to the Finance Director at the beginning of February. After requests are reviewed and consolidated, the City Manager and Finance Director hold meetings with each Department Head and Division Manager. The dialog at these meetings focuses on Departmental needs in balance with the overall needs of the City. Any additional changes are made and the Administration's recommended budget for the upcoming fiscal year is presented to the City

Council in April/May. A budget worksession to discuss the FY16 Proposed Operating Budget will be held on May 13, 2015. The FY16 Budget Ordinance is scheduled for introduction on May 27, 2015 with a public hearing on June 10, 2015.

General Overview

Total operating revenues for the City of Soldotna are projected to be \$13,037,931, a decrease of \$508,929 or 4% from last year. The total expenditure budget is \$12,872,533, a decrease of \$870,893 or 6% from last year. Two factors contributing greatly to the decrease in the expenditures budget are the decrease in the PERS On Behalf rate for the upcoming year and the four month premium holiday for health insurance.

PERS On Behalf is the difference between the Alaska Retirement Management Board (ARMB) adopted rate and the statutorily capped employer effective rate of 22% of eligible wages. As required by the Governmental Accounting Standards Board (GASB), this amount is included in both revenues and expenditures. The FY16 On Behalf rate is 5.19% compared to 22.03% in FY15. In FY16, the ARMB adopted rate was reduced due to Senate Bill 119 appropriating \$1 billion to PERS and because of the new contribution rate determination methodology in accordance with 2014 legislation under House Bill 385 and Senate Bill 119. The decrease in the PERS On Behalf revenue and expenditure budget for FY16 is \$706,301.

The City belongs to the State of Alaska political subdivision (polysub) health insurance plan; with coverage provided by Aetna. The FY16 renewal rate is a slight decrease from the prior year; ranging from 1.5%-1.8% depending on whether an employee has elected employee only coverage or a family-type of coverage. According to Aetna, the rates would have resulted in a 1.7% increase had the State of Alaska not decided to commit \$321,300 of the Premium Stabilization Reserve (PSR) in order to reduce rates. In addition, after conversations between the State and Aetna, a decision was made to utilize some of the excess reserves in the PSR to offer a premium holiday for the months of May-October 2015. The four months of premium holiday that fall within FY16 result in a decrease in the health insurance budget of almost \$250,000. This budget includes the amounts attributable to the City paying 90% of premium and deductible amounts for employee only plans and 80% of premium and deductible amounts for employee/spouse, employee/children, and employee/family plans; which is the allocation method the City has used for the past four years. The decrease to the overall budget for health insurance is impacted not only by the rates and premium holiday, but also by changes in individual employee coverage. The decrease in the FY16 health insurance budget is \$298,202 or 31% from the FY15 budget.

This budget includes a 1.6% cost of living increase to both the non-represented salary schedule and the Public Service Employees Association (PSEA) salary schedule. This increase is based on the increase in the annual Anchorage Consumer Price Index (CPI) for 2014; as there is no such index available for the City or the Kenai Peninsula Borough.

While overall wages have increased, the worker's compensation budget has decreased approximately \$40,000 or 28% from the prior year. This decrease is due to the FY15 rates coming in much lower than expected. The reduced rates in FY15 were due to Alaska Public Entity Insurance (APEI) switching brokers for their excess coverage which saved APEI money. Because APEI is a coop, anything in excess of their expenses and reserve amount is passed on to its members. The biggest savings was in the worker's compensation rates;

however general liability, automobile, and property insurances were also reduced. This budget includes a 10% increase to worker's compensation rates over the FY15 actual rates.

The following personnel changes are also included in this budget:

Administration: Added a summer intern (range 3) to assist the City Manager with special projects.

MIS: Added a half time MIS technician (range 12) to help increase coverage and administer the City's MIS functions.

Maintenance: Replaced the Lead Operator position (range 15) with a Building Maintenance Technician (range 15). While this change actually occurred during FY15, this position appears on the FY16 authorized staffing table as a change from FY15.

Library: Added approximately 350 additional hours for an on call Library Page (range 1) and approximately 775 hours for an on call Library Clerk (range 4), on an as needed basis, to help increase front desk coverage and improve customer service.

Parks & Recreation: Added approximately 440 additional hours in SRSC temporary labor (range 5), on an as needed basis, to help increase facility coverage.

The following table shows a comparison of the FY15 and FY16 operating budgets, as well as the contributions to or from fund balance required to balance the budgets:

	FY15	FY16	Difference		Contribution
	Operating	Operating	FY15	%	To (From)
	Budget	Budget	Original	Difference	Fund Balance
General Fund	\$ 9,845,068	\$ 9,109,949	\$ (735,119)	-7.47%	\$ (7,587)
Utility Fund	1,573,826	1,520,700	(53,126)	-3.38%	154,608
Airport Fund	203,250	189,008	(14,242)	-7.01%	(21,904)
Parks & Recreation Fund	1,722,177	1,640,606	(81,571)	-4.74%	-
Street Improvements Fund	-	-	-	-	28,800
Equipment Replacement Fund	174,000	185,000	11,000	6.32%	11,431
Debt Service Fund	216,905	219,070	2,165	1.00%	-
Trust Fund	8,200	8,200	-	-	50
	\$ 13,743,426	\$ 12,872,533	\$ (870,893)	-6.34%	\$ 165,398

General Fund

The General Fund has the following departments: Mayor & Council, Administration, Finance, MIS, Police, Public Works Administration, Animal Control, Shop, Streets, Building Repair and Maintenance, Economic Development & Planning, Library and Non-Departmental.

The General Fund expenditure budget of \$9,109,949 is down \$735,119 or 7% from last year. This includes a decrease in Personal Services of \$67,195 or 1%, a decrease in Maintenance and Operations of \$674,149 or 20% and an increase in Operating Transfers of \$6,225 or 1%.

Revenues for FY16 are projected to be \$9,102,362, a decrease of \$537,172 or 6% from FY15; primarily due to PERS On Behalf as previously mentioned. Sales tax projection for FY16 is \$7.85 million, which is the same as the FY15 budget. This budget may be impacted by two upcoming ballot propositions: exempting nonprepared foods from taxation for 9 months a year and increasing the taxable sales amount from \$500 to \$1,000.

Property tax revenues for FY16 are expected to remain about the same as in FY15 based on taxable values as reported by the Kenai Peninsula Borough.

Building permits and plan review fees fluctuate greatly from year to year. Much of the fluctuation is due to the type (commercial or residential) and timing of projects. Building permits for FY16 are expected to decrease slightly from the FY15 budget; while plan review fees are expected to increase slightly.

A Community Oriented Policing Services (COPS) grant, awarded to the City several years ago, provides funding for the salaries and benefits of an additional police officer. When all grant funds are expended, the City is required to retain this position with local funds for a minimum of twelve months following the conclusion of the grant. Grant funding is expected to be completely utilized prior to the end of FY16. The amount of Public safety grant revenue included in this budget is the approximate amount of grant funds remaining for FY16.

The interest revenue estimate is provided by Alaska Permanent Capital Management, the firm that handles the City's investments. It is an increase over last year due to a recent change in the investment policy with Ordinance 2015-014 and investment allocations with Resolution 2015-022.

Utility Fund

The Utility Fund provides water and sewer services to approximately 1,400 residences and businesses. Revenues for FY16 are projected to be \$1,675,308, an increase of \$80,192 or 5% over last year. The Utility Fund expenditure budget of \$1,520,700 is down \$53,126 or 3% from FY15. This includes a \$2,493 or less than 1% decrease in Personal Services and a \$50,633 or 6% decrease in Maintenance and Operations.

This budget includes utility rate increases of 8% for water and 11% for sewer. These increases are based on recommendations made in the Utility Rate Analysis conducted by an independent firm in FY15 and are necessary in order for revenues to cover expenditures each year, provide for capital improvements where grant funds are not available or where a City match is required, and to restore the Utility fund balance to a prudent level. The impact in FY16 to a single family residence is \$1.67 for water and \$4.26 for sewer.

Due to mixing zone regulation changes, the Department of Environmental Conservation (DEC) has struggled with the Environmental Protection Agency (EPA) on the renewal of the City's NPDES permit which is normally renewed every five years. The City is being allowed to operate under the previous permit while discussions between DEC, EPA, and the City continue over these new regulations and limits. Depending on the outcome, the City may be faced with significant costs in the future to stay in compliance.

Airport Fund

The Airport Fund accounts for the operations and maintenance of the Soldotna Municipal Airport. While long term land lease revenues are increasing, overall airport revenues for FY16 are projected to decrease \$4,123 or 2% from FY15 to \$167,104, primarily due to PERS On Behalf. Land lease revenue is the most significant source of revenue in the Airport Fund, providing 66% of the Fund's overall FY16 revenue. Land lease revenue is increasing 5% over FY15; comprised of 2.5% for annual increases included in the airport lease agreements and the remaining for increases in the number of lots being leased. Per FAA regulations, each year the General Fund pays the Airport Fund rent for the use of Airport land for non aviation purposes. This amount is increased 2.5% per year in recognition of changes in market value similar to the change required in the airport lease agreements.

The expenditure budget for this fund is \$189,008, down \$14,242 or 7% from last year. This includes a \$1,607 or 1% decrease in Personal Services and a \$12,635 or 13% decrease in Maintenance and Operations.

In prior years a transfer from the General Fund was budgeted to balance the Airport Fund budget. This transfer was eliminated beginning in FY15, with the amount needed to balance the Airport Fund budget being a draw on the Airport fund balance. While expenditures are greater than revenues in the budget, in actuality revenues usually exceed expenditures. This is because, as with most governments, lapsing a portion of the expenditure budget each year is typical. Over time the Airport is becoming more and more self sufficient.

Parks & Recreation Fund

The Parks & Recreation Fund is comprised of four departments: the Soldotna Regional Sports Complex (SRSC), Campgrounds, Parks, and Community Schools Departments.

Revenues for FY16 are projected to be \$808,369; a decrease of \$84,399 or 9% from FY15. The expenditure budget for this fund is \$1,640,606, down \$81,571 or 5% from FY15. This includes a \$40,146, or 4% decrease in Personal Services and a \$41,425 or 6% decrease in Maintenance and Operations.

Due to expenditures exceeding revenues in this fund, a transfer from the General Fund is needed each year to balance the Parks and Recreation budget. A transfer of \$832,237 is needed in FY16; up \$2,828 or less than 1% over FY15.

Street Improvements Fund

The Street Improvements Fund accounts for the collection of various street assessments. These funds are restricted for use on future City street improvement projects; which are transferred from this fund to the Street Construction Capital Project Fund as needed. There are no transfers included in the FY16 operating budget.

Equipment Replacement Fund

The Equipment Replacement Fund was established many years ago as a means of financing the purchase of equipment used by other funds. Payments are made to this fund by applicable departments over the useful lives of the equipment purchased out of this fund. This budget authorizes the purchase of the following: a replacement vehicle for the Building Repair and Maintenance Department, a pickup truck for the Parks and Recreation Director,

and a used excavator for the Utility Fund. The only actual expense in this fund is for depreciation on all of the Fund's assets.

Debt Service Fund

On December 9, 2010, the City issued \$2,500,000 of voter-authorized bonds for the Library expansion project. The bonds are for a term of 20 years and were issued as part of the American Recovery and Reinvestment Act (ARRA) which entitles the City to a 45% subsidy on its interest payments. Effective October 1, 2014, subsidy payments are being reduced by 7.3%, as compared to the 7.2% previous reduction. These reductions are due to the recent federal sequestrations; with the current one remaining in effect until the end of the Federal fiscal year. The amount of reduction, if any, after September 30, 2015 is not known. A 7.3% reduction in subsidy payments has been included in this budget. The FY16 debt service budget, net of subsidy, is \$173,571 compared to \$170,174 in FY15.

Trust Fund

In prior years, the City received donations from Mae Ciechanski which were placed in the Trust Fund to finance scholarships and provide funding to the Soldotna Historical Society. The amount of scholarships and Historical Society funding is based on the Percentage of Market Value (POMV) approach. Resolution 2014-002 set the POMV rate at .5%; which results in payouts of \$7,000 for scholarships and \$1,200 for the Historical Society in FY16, the same as in FY15. As interest rates change, the POMV rate is adjusted in order to maximize payouts while continuing to keep the corpus intact. With the recent changes in the City's investment policy, the POMV rate is expected to increase in the future.

Conclusion

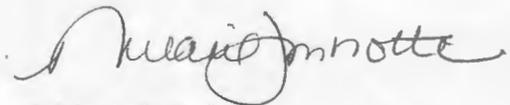
We appreciate the opportunity to serve the citizens and visitors of the City of Soldotna. Although this is a tight budget, we believe this funding plan will allow us to provide services in an excellent manner; such that the quality of life enjoyed in Soldotna will be maintained or enhanced.

Our thanks to the Mayor, City Council, City Employees, and the citizens of Soldotna who provided input on the budget. We will strive to keep Soldotna one of the best places in Alaska to live, work and play.

Respectfully Submitted,



Mark Dixon
City Manager



Melanie Imholte
Finance Director

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**ALL BUDGETARY FUNDS
EXPENDITURES BY LINE ITEM**

Acct#	Description	FY14 Actual	FY15 Original Budget	FY15 Amended Budget	FY16 Council Approved	Difference FY15 Orig	% Diff
Salaries & Benefits							
40100	Salaries	\$ 3,548,885	\$ 4,278,155	\$ 4,278,155	\$ 4,447,474	\$ 169,319	3.96%
40105	Allocated Salaries	17,412	35,818	35,818	36,328	510	1.42%
40120	P&Z Commissioners	5,700	10,500	10,500	10,800	300	2.86%
40140	Allowances	66,084	61,290	61,290	48,570	(12,720)	-20.75%
40150	Certification Pay	28,721	39,191	39,191	36,000	(3,191)	-8.14%
40200	Overtime	186,960	159,980	159,980	161,414	1,434	0.90%
40205	Allocated Overtime	529	1,600	1,600	1,600	-	0.00%
40220	Shift Differential	15,479	15,600	15,600	15,600	-	0.00%
40225	Temporary Labor	266,734	249,124	249,124	278,558	29,434	11.81%
40250	Temporary Overtime	5,734	8,000	8,000	8,000	-	0.00%
40255	LTS Labor	10,981	10,979	10,979	11,154	175	1.59%
40300	Annual Leave	296,646	215,668	215,668	221,649	5,981	2.77%
40350	Sick Leave	15,231	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	90,278	-	-	-	-	#DIV/0!
40500	PERS	842,325	930,983	930,983	957,780	26,797	2.88%
40600	FICA	82,630	96,729	96,729	105,542	8,813	9.11%
40650	457 Contribution	6,146	6,566	6,566	6,828	262	3.99%
40700	Health Insurance	783,779	956,002	956,002	657,800	(298,202)	-31.19%
40800	Worker's Compensation	118,295	144,384	144,384	104,031	(40,353)	-27.95%
	Total Salaries & Benefits	\$ 6,388,549	\$ 7,220,569	\$ 7,220,569	\$ 7,109,128	\$ (111,441)	-1.54%
Maintenance & Operations							
42100	Travel & Training	\$ 89,327	\$ 127,420	\$ 126,220	\$ 122,250	\$ (5,170)	-4.06%
42200	Materials & Supplies	597,317	588,470	590,752	581,350	(7,120)	-1.21%
42201	Office Supplies	40,404	51,000	49,580	40,300	(10,700)	-20.98%
42202	Uniforms	16,955	18,350	18,350	15,850	(2,500)	-13.62%
42208	Small Tools & Minor Equipment	138,242	81,500	106,946	102,350	20,850	25.58%
42210	Vending Supplies	5,609	7,600	7,600	7,600	-	0.00%
42301	Telephone	59,661	89,750	90,870	96,550	6,800	7.58%
42302	Natural Gas	125,064	165,100	165,100	156,000	(9,100)	-5.51%
42303	Sanitation	34,118	38,750	38,750	38,850	100	0.26%
42304	Electricity	637,400	716,100	716,100	764,100	48,000	6.70%
42305	Janitorial	42,821	57,100	57,100	57,100	-	0.00%
42306	Water & Sewer	16,314	20,200	20,200	21,800	1,600	7.92%
42400	Postage	12,174	14,500	14,800	15,100	600	4.14%
42599	Fuel	129,454	189,100	189,100	195,100	6,000	3.17%
42600	Shop Repair & Maintenance	51,672	68,000	68,000	63,000	(5,000)	-7.35%
42800	Rental	11,051	20,350	20,350	20,450	100	0.49%
42900	Dues & Subscriptions	29,859	46,405	46,405	40,255	(6,150)	-13.25%
42955	Scholarships	14,000	7,000	7,000	7,000	-	0.00%
43000	Advertising & Promotion	50,178	48,500	50,930	51,650	3,150	6.49%
43100	Professional Services	130,920	97,000	132,000	123,000	26,000	26.80%
43300	Contracted Services	527,311	729,350	768,945	730,785	1,435	0.20%
43303	Support & Maintenance Contracts	55,372	80,775	84,695	94,550	13,775	17.05%
43305	Computer Software	15,367	11,460	9,665	8,300	(3,160)	-27.57%
43310	Economic Development	21,836	25,000	28,964	26,500	1,500	6.00%
43320	Grant Expenditures	2,079	-	-	-	-	#DIV/0!
43335	Lunch Time Coordinators	3,380	3,500	3,500	-	(3,500)	-100.00%
43360	Miscellaneous	18,184	22,880	38,790	20,850	(2,030)	-8.87%
43400	Equipment Replacement Payment	161,927	173,151	173,151	184,431	11,280	6.51%
43520	Capital	41,351	-	-	-	-	#DIV/0!
43603	Visitor Center Contract	125,000	125,000	128,875	130,937	5,937	4.75%
43604	Visitor Center Utilities	9,886	10,000	10,000	12,000	2,000	20.00%
43900	Depreciation	167,136	174,000	174,000	185,000	11,000	6.32%
45000	Insurance	118,124	163,725	143,225	153,825	(9,900)	-6.05%
45050	Citywide Wellness Program	2,090	10,000	6,125	5,000	(5,000)	-50.00%
45060	Misc Payroll Expenses	13,882	20,000	20,000	20,000	-	0.00%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

ALL BUDGETARY FUNDS
EXPENDITURES BY LINE ITEM

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
45065	Healthcare Consultation Services	6,000	18,000	18,500	10,000	(8,000)	-44.44%
45070	PERS On Behalf	555,014	932,251	932,251	225,950	(706,301)	-75.76%
46190	Land Acquisition	1,109,280	-	-	-	-	#DIV/0!
46201	Carts	7,620	7,620	7,620	7,620	-	0.00%
46203	Tsalteshi Trails Association	10,000	10,000	10,000	15,000	5,000	50.00%
46204	Soldotna After the Bell	20,000	-	-	-	-	#DIV/0!
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	35,000	-	0.00%
46206	Soldotna Area Senior Citizens	8,000	7,000	7,000	7,000	-	0.00%
46208	Soldotna Historical Society & Museum	7,600	8,800	8,800	8,800	-	0.00%
46210	Soldotna High School Track & Field Project	-	150,000	150,000	-	(150,000)	-100.00%
46250	Rental of Airport Property	25,817	26,462	26,462	27,124	662	2.50%
46300	Donations	3,405	-	-	-	-	#DIV/0!
48000	Soldotna Historical Society & Museum	2,400	1,200	1,200	1,200	-	0.00%
48600	Interest	114,162	111,905	111,905	109,070	(2,835)	-2.53%
48700	Principal	105,000	105,000	105,000	110,000	5,000	4.76%
	Total Maintenance & Operations	\$ 5,524,763	\$ 5,414,274	\$ 5,519,826	\$ 4,648,597	\$ (765,677)	-14.14%
	Transfers						
46400	Operating Transfers	\$ 829,070	\$ 999,583	\$ 999,583	\$ 1,005,808	\$ 6,225	0.62%
46950	Capital Project Transfers	4,297,713	-	2,340,438	-	-	#DIV/0!
	Total Transfers	\$ 5,126,783	\$ 999,583	\$ 3,340,021	\$ 1,005,808	\$ 6,225	0.62%
47000	Contingency	\$ -	\$ 109,000	\$ 90,490	\$ 109,000	\$ -	0.00%
	Total All Budgetary Fund Expenditures	\$ 17,040,095	\$ 13,743,426	\$ 16,170,906	\$ 12,872,533	\$ (870,893)	-6.34%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

CURRENT YEAR (FY16) OPERATING BUDGET SUMMARY - ALL BUDGETARY FUNDS

	General Fund	Utility Fund	Airport Fund	Parks & Rec Fund	Street Improvement Fund	Equip Replacement Fund	Debt Service Fund	Trust Fund	Total All Funds	Difference FY15 Orig	% Diff
Revenues											
Taxes	\$ 8,135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,135,000	\$ -	0.00%
State/Federal	555,862	23,108	3,680	24,169	-	-	45,499	-	652,318	(767,096)	-54.04%
Interest	160,000	11,200	2,400	-	2,000	12,000	-	8,250	195,850	70,850	56.68%
Other	251,500	1,641,000	161,024	784,200	26,800	184,431	-	-	3,048,955	181,092	6.31%
Transfers In	-	-	-	832,237	-	-	173,571	-	1,005,808	6,225	0.62%
Total Revenues	\$ 9,102,362	\$ 1,675,308	\$ 167,104	\$ 1,640,606	\$ 28,800	\$ 196,431	\$ 219,070	\$ 8,250	\$ 13,037,931	\$ (508,929)	-3.76%
Operating Expenditures											
Operating Expenditures (excluding transfers)	\$ 8,104,141	\$ 1,520,700	\$ 189,008	\$ 1,640,606	\$ -	\$ 185,000	\$ 219,070	\$ 8,200	\$ 11,866,725	\$ (877,118)	-6.88%
Operating Transfers	1,005,808	-	-	-	-	-	-	-	1,005,808	6,225	0.62%
Non-Operating Transfers	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Transfers	1,005,808	-	-	-	-	-	-	-	1,005,808	6,225	0.62%
Total Expenditures/Appropriations	\$ 9,109,949	\$ 1,520,700	\$ 189,008	\$ 1,640,606	\$ -	\$ 185,000	\$ 219,070	\$ 8,200	\$ 12,872,533	\$ (870,893)	-6.34%
Revenues Over (Under) Expenditures	\$ (7,587)	\$ 154,608	\$ (21,904)	\$ -	\$ 28,800	\$ 11,431	\$ -	\$ 50	\$ 165,398	\$ 361,964	184.14%
Projected Beginning Fund Balance/Retained Earnings											
	\$ 16,348,329	\$ 1,504,077	\$ 162,008	\$ 119,052	\$ 334,269	\$ 2,610,208	\$ -	\$ 1,668,797	\$ 22,746,740		
Projected Ending Fund Balance/Retained Earnings											
	\$ 16,340,742	\$ 1,658,685	\$ 140,104	\$ 119,052	\$ 363,069	\$ 2,621,639	\$ -	\$ 1,668,847	\$ 22,912,138		

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

PRIOR YEAR (FY15) ORIGINAL OPERATING BUDGET SUMMARY - ALL BUDGETARY FUNDS

	<u>General Fund</u>	<u>Utility Fund</u>	<u>Airport Fund</u>	<u>Parks & Rec Fund</u>	<u>Street Improvement Fund</u>	<u>Equip Replacement Fund</u>	<u>Debt Service Fund</u>	<u>Trust Fund</u>	<u>Total All Funds</u>
Revenues									
Taxes	\$ 8,135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,135,000
State/Federal	1,164,784	91,616	15,515	100,768	-	-	46,731	-	1,419,414
Interest	89,750	12,500	750	-	1,000	13,000	-	8,000	125,000
Other	250,000	1,491,000	154,962	792,000	6,750	173,151	-	-	2,867,863
Transfers In	-	-	-	829,409	-	-	170,174	-	999,583
Total Revenues	\$ 9,639,534	\$ 1,595,116	\$ 171,227	\$ 1,722,177	\$ 7,750	\$ 186,151	\$ 216,905	\$ 8,000	\$ 13,546,860
Operating Expenditures									
(excluding transfers)	\$ 8,845,485	\$ 1,573,826	\$ 203,250	\$ 1,722,177	\$ -	\$ 174,000	\$ 216,905	\$ 8,200	\$ 12,743,843
Operating Transfers	999,583	-	-	-	-	-	-	-	999,583
Non-Operating Transfers	-	-	-	-	-	-	-	-	-
Total Transfers	999,583	-	-	-	-	-	-	-	999,583
Total Expenditures/Appropriations	\$ 9,845,068	\$ 1,573,826	\$ 203,250	\$ 1,722,177	\$ -	\$ 174,000	\$ 216,905	\$ 8,200	\$ 13,743,426
Revenues Over (Under) Expenditures	\$ (205,534)	\$ 21,290	\$ (32,023)	\$ -	\$ 7,750	\$ 12,151	\$ -	\$ (200)	\$ (196,566)

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CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FY15 BUDGET RECONCILIATION OF ALL BUDGETARY FUNDS

	<u>General Fund</u>	<u>Utility Fund</u>	<u>Airport Fund</u>	<u>Parks & Rec Fund</u>	<u>Street Improvement Fund</u>	<u>Equip Replacement Fund</u>	<u>Debt Service Fund</u>	<u>Trust Fund</u>	<u>Total All Funds</u>
FY15 Council Approved Beginning Budget	\$ 9,845,068	\$ 1,573,826	\$ 203,250	\$ 1,722,177	\$ -	\$ 174,000	\$ 216,905	\$ 8,200	\$ 13,743,426
Additional Appropriations:									
FY14 Year-End Rollover Encumbrances	71,510	-	-	3,130	-	-	-	-	74,640
FY15 Council Approved Appropriations - Funded by Grants/Donations	2,402	-	-	-	-	-	-	-	2,402
FY15 Council Approved - Funded by Other Sources	2,350,438	-	-	-	-	-	-	-	2,350,438
FY15 Amended Budget	<u>\$ 12,269,418</u>	<u>\$ 1,573,826</u>	<u>\$ 203,250</u>	<u>\$ 1,725,307</u>	<u>\$ -</u>	<u>\$ 174,000</u>	<u>\$ 216,905</u>	<u>\$ 8,200</u>	<u>\$ 16,170,906</u>

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CHART OF ACCOUNTS

This section provides a list of expenditure accounts for the City's operating funds and a description of the types of items that would typically be charged to each account



Chart of Accounts

Salaries & Benefits:

- 40100 **Salaries** – Salaries paid to regular full time and regular part time employees.
- 40105 **Allocated Salaries** – Salaries paid to regular employees working in other departments.
- 40120 **P&Z Commissioners** – Stipends paid to P&Z Commissioners.
- 40140 **Allowances** – Uniform allowances, cell phone allowances, vehicle allowances, other applicable allowances.
- 40150 **Certification Pay** – Compensation paid to employees possessing certain certifications.
- 40200 **Overtime** – Overtime for regular full time and regular part time employees.
- 40205 **Allocated Overtime** – Overtime for regular employees working in other departments.
- 40220 **Shift Differential** – Additional compensation paid to police officers working certain shifts.
- 40225 **Temporary Labor** – Wages paid to temporary employees.
- 40250 **Temporary Overtime** – Overtime paid to temporary employees.
- 40255 **LTS Labor** – Wages paid to “Learn to Skate” instructors.
- 40300 **Annual Leave** – Annual leave for regular employees.
- 40350 **Sick Leave** – Sick leave for regular employees.
- 40400 **Annual Leave Buy-Back** – Annual leave cashed in by regular employees.
- 40500 **PERS** – Employer contributions to the Public Employees Retirement System.
- 40600 **FICA** – Employer portion of Social Security and Medicare.
- 40650 **457 Contribution** – Employer 457 contributions in lieu of Social Security.
- 40700 **Health Insurance** – Employer portion of health insurance premiums and HRA fees.
- 40800 **Worker’s Compensation** – Premiums paid for worker’s compensation insurance.

Maintenance & Operations:

- 42100 **Travel & Training** – Transportation, per diem, lodging, registration fees, other travel related expenses.
- 42200 **Materials & Supplies** – Operating, repair, and maintenance supplies. This includes building, painting, plumbing & electrical supplies; vehicle and equipment repair materials; propane; agricultural supplies; chemicals; animal feed and drugs; veterinary supplies; food and kitchen supplies; janitorial and institutional supplies; car wash tokens; ammunition; film; safety supplies and equipment; evidence supplies; library books and supplies.
- 42201 **Office Supplies** – General office supplies; copy paper; envelopes; forms; printer and copier supplies; business cards; items of office furniture and equipment costing less than \$50.

Chart of Accounts

- 42202 **Uniforms** – Uniforms; rain gear; cold weather gear; steel toe safety boots; coveralls; uniform pants and shirts; other work related clothing.
- 42208 **Small Tools & Minor Equipment** – Tools and items of equipment or furniture that cost less than \$5,000 per item.
- 42210 **Vending Supplies** – Supplies needed to maintain the snack bar, information booth and vending machines. Includes: snack foods, beverages, paper products (ie: paper plates, napkins, plastic-ware), condiments, similar vending supply items.
- 42301 **Telephone** – Telephone; cellular phone; fax charges; internet and networking charges; elevator monitoring.
- 42302 **Natural Gas** – Natural gas charges.
- 42303 **Sanitation** – Waste disposal.
- 42304 **Electricity** – Electricity charges.
- 42305 **Janitorial** – Contracted janitorial charges, janitorial supplies.
- 42306 **Water & Sewer** – Water and sewer charges.
- 42400 **Postage** – Stamps, postage.
- 42599 **Fuel** – Fuel for City vehicles and equipment.
- 42600 **Shop Repair & Maintenance** – Shop Department charges to departments outside the General Fund.
- 42800 **Rental** – Building, machinery and equipment rentals.
- 42900 **Dues & Subscriptions** – Dues for professional organizations; certification fees; subscriptions to magazines and newspapers; reference books and materials.
- 42955 **Scholarships** – Library and Trust Fund scholarships.
- 43000 **Advertising & Promotion** – Newspaper advertising, radio advertising, promotional publishing costs.
- 43100 **Professional Services** – Legal services; accounting and auditing services; financial consulting services.
- 43300 **Contracted Services** – Contracted services which include repairs of buildings; vehicle and equipment repairs; inspection charges; CES dispatch services; veterinary services; building security services; snow removal; grounds maintenance; contracted street and sidewalk repairs and maintenance; electrical services; plumbing services; consulting; document conservation services; mechanical inspections; drug testing; physical exams; water analysis charges; Community Schools instructor fees; Campground host fees; other contracted services.
- 43303 **Support & Maintenance Contracts** – Office equipment service contracts, software support agreements.
- 43305 **Computer Software** – Computer software purchases and licensing.
- 43310 **Economic Development** – Expenditures related to promoting economic development within the City of Soldotna.

Chart of Accounts

- 43320 **Grant Expenditures** – Grant related expenditures.
- 43360 **Miscellaneous** – Election costs, Mayoral expenses, employee appreciation dinner, licenses, permits, fees, other types of expenses not otherwise classified.
- 43400 **Equipment Replacement Payments** – Payment to Equipment Replacement Internal Service Fund.
- 43520 **Capital** – Purchases or improvements costing more than \$5,000 and having a useful life of greater than one year. This includes improvements to City owned buildings, machinery and equipment purchases.
- 45000 **Insurance** – Insurance policy expenses (excluding personnel related).
- 45050 **Citywide Wellness Program** – Expenses related to the City-wide wellness program.
- 45060 **Misc Payroll Expenses** – Unemployment payments, HRA annual fee, FICA Administration annual fee, other similar payroll related expenses.
- 45065 **Healthcare Consultation Services** – Expenses for consultation services due to recent healthcare reform.
- 45070 **PERS On Behalf** – Offsetting expense related to the PERS relief funding provided by the State of Alaska which is comprised of the difference between the actuarially determined contribution rate and the statutory employer contribution rate for employers participating in PERS.
- 46190 **Land Acquisition** – Costs of acquiring raw land.
- 46300 **Donations** – Mini grants, misc donations.
- 46400 **Operating Transfers** – Operating transfers to other City funds.
- 46950 **Capital Project Transfers** – Transfers to City capital project funds.
- 47000 **Contingency** – Contingency amounts within each fund which is available for appropriation with approval by the City Manager for unanticipated items and line item budget shortfalls.
- 48600 **Interest** – Interest paid on long-term debt.
- 48700 **Principal** – Principal paid on long-term debt.

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STAFFING

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



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

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY15 Grade</u>	<u>FY16 Grade</u>	<u>FY15 Full Time Equivalent Positions</u>	<u>FY16 Full Time Equivalent Positions</u>
<u>General Fund</u>					
<u>Mayor & Council</u>	Mayor	Non-Graded	Non-Graded	-	-
	Council Members	Non-Graded	Non-Graded	-	-
<u>Administration</u>	City Manager	Non-Graded	Non-Graded	1	1
	City Clerk	22	22	1	1
	Special Projects Coordinator/Deputy Clerk	15	15	1	1
	Summer Intern	-	3	-	0.17
				<u>3</u>	<u>3.17</u>
<u>Finance</u>	Finance Director	24	24	1	1
	Accountant/HR	19	19	1	1
	Account Clerk III	13	13	1.34	1.34
	Administrative Assistant (half time)	11	11	0.5	0.5
	Short Term Hire	4	-	0.19	-
				<u>4.03</u>	<u>3.84</u>
<u>MIS</u>	MIS Manager	19	19	1	1
	MIS Technician (half time)	-	12	-	0.5
				<u>1</u>	<u>1.5</u>
<u>Police</u>	Chief of Police	24	24	1	1
	Police Sergeant	19	19	3	3
	Police Officer	15	15	10	10
	Administrative Assistant/Evidence Custodian	13	13	1	1
	Police Clerk II	10	10	1	1
				<u>16</u>	<u>16</u>
<u>Public Works Administration</u>	City Engineer	23	23	1	1
	Building Official	17	17	1	1
	Project Manager	18	18	1	1
	Administrative Assistant	11	11	1	1
	Short Term Hire	1	1	0.12	0.12
				<u>4.12</u>	<u>4.12</u>
<u>Animal Control</u>	Animal Control Officer	14	14	1	1
	Animal Control Assistant (half time)	9	9	0.5	0.5
				<u>1.5</u>	<u>1.5</u>
<u>Shop</u>	Mechanic	15	15	2	2
<u>Street</u>	Maintenance Department Manager	19	20	1	1
	Administrative Assistant	11	11	1	1
	Streets & Maintenance Lead Operator/Worker	15	-	1	-
	Building Maintenance Technician	-	15	-	1
	Streets & Maintenance Operator/Worker	13	13	5	5
	Short Term Laborer/Worker	5,13	5,13	0.32	0.32
				<u>8.32</u>	<u>8.32</u>

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

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY15 Grade</u>	<u>FY16 Grade</u>	<u>FY15 Full Time Equivalent Positions</u>	<u>FY16 Full Time Equivalent Positions</u>
<u>Economic Development & Planning</u>	P&Z Commissioners	Non-Graded	Non-Graded	-	-
	Director of Economic Development & Planning	22	22	1	1
	Planner	18	18	1	1
	Planning/GIS Technician	14	14	1	1
				<u>3</u>	<u>3</u>
<u>Library</u>	City Librarian	19	19	1	1
	Assistant City Librarian	11	11	1	1
	Librarian I	10	10	1	1
	Library Clerk II	7	7	1	1
	Library Clerk I (3 half time)	4	4	1.5	1.5
	Short Term Clerk	-	4	-	0.38
	Short Term Page	1	1	0.49	0.66
				<u>5.99</u>	<u>6.54</u>
Total General Fund				<u>48.96</u>	<u>49.49</u>
<u>Utility Fund</u>					
<u>Water/Sewer/WWTP</u>	Utility Division Manager	22	22	1	1
	Utility Operator in Training, Utility Operator I, II	13,14,15	13,14,15	4	4
	Short Term Laborer	5	5	0.21	0.21
	Account Clerk III	13	13	0.66	0.66
				<u>0.66</u>	<u>0.66</u>
Total Utility Fund				<u>5.87</u>	<u>5.87</u>
<u>Parks & Recreation Fund</u>					
<u>SSC/Campgrounds/Parks/ Community Schools</u>	Parks & Recreation Director	22	22	1	1
	Assistant Parks & Recreation Director	15	15	1	1
	Lead P&R Maintenance Worker	13	13	1	1
	Parks & Recreation Maintenance Worker	11	11	2	2
	SSC/Campgrounds Activities Coordinator	7	7	1	1
	Parks & Recreation Laborer	5	5	2	2
	Short Term Landscaper	6	6	0.43	0.44
	Short Term Sports Center Laborer	5	5	1.47	1.69
	Short Term Campground/Park Laborer	5	5	3.28	3.05
	Short Term Skate Instructor	3	3	0.35	0.35
	Short Term Campground Attendant	1	1	1.44	1.45
	Short Term Office Worker	1	1	0.54	0.59
				<u>0.54</u>	<u>0.59</u>
Total Parks & Recreation Fund				<u>15.51</u>	<u>15.57</u>
Total All Funds				<u>70.34</u>	<u>70.93</u>

RANGE	JOB CLASS	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS		
			2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	J	K
											2%	2%	2%
1	Office Worker Park Attendant	\$10.17	\$10.42	\$10.68	\$10.95	\$11.22	\$11.50	\$11.79	\$12.08	\$12.38			
2	Temporary Laborer	\$10.89	\$11.16	\$11.44	\$11.73	\$12.02	\$12.32	\$12.63	\$12.95	\$13.27			
3	Skate Instructor	\$15.28	\$15.66	\$16.05	\$16.45	\$16.86	\$17.28	\$17.71	\$18.15	\$18.60			
4	Receptionist Library Clerk I Administrative Clerk I	\$16.38 \$34,070.40	\$16.79 \$34,923.20	\$17.21 \$35,796.80	\$17.64 \$36,691.20	\$18.08 \$37,606.40	\$18.53 \$38,542.40	\$18.99 \$39,499.20	\$19.46 \$40,476.80	\$19.95 \$41,496.00	\$20.35 \$42,328.00	\$20.76 \$43,180.80	\$21.18 \$44,054.40
5	Laborer	\$17.21 \$35,796.80	\$17.64 \$36,691.20	\$18.08 \$37,606.40	\$18.53 \$38,542.40	\$18.99 \$39,499.20	\$19.46 \$40,476.80	\$19.95 \$41,496.00	\$20.45 \$42,536.00	\$20.96 \$43,596.80	\$21.38 \$44,470.40	\$21.81 \$45,364.80	\$22.25 \$46,280.00
6	Landscaper Administrative Clerk II Account Clerk I	\$18.33 \$38,126.40	\$18.79 \$39,083.20	\$19.26 \$40,060.80	\$19.74 \$41,059.20	\$20.23 \$42,078.40	\$20.74 \$43,139.20	\$21.26 \$44,220.80	\$21.79 \$45,323.20	\$22.33 \$46,446.40	\$22.78 \$47,382.40	\$23.24 \$48,339.20	\$23.70 \$49,296.00
7	Library Clerk II P&R Activity Coordinator	\$19.12 \$39,769.60	\$19.60 \$40,768.00	\$20.09 \$41,787.20	\$20.59 \$42,827.20	\$21.10 \$43,888.00	\$21.63 \$44,990.40	\$22.17 \$46,113.60	\$22.72 \$47,257.60	\$23.29 \$48,443.20	\$23.76 \$49,420.80	\$24.24 \$50,419.20	\$24.72 \$51,417.60
8	Vacant	\$20.07 \$41,745.60	\$20.57 \$42,785.60	\$21.08 \$43,846.40	\$21.61 \$44,948.80	\$22.15 \$46,072.00	\$22.70 \$47,216.00	\$23.27 \$48,401.60	\$23.85 \$49,608.00	\$24.45 \$50,856.00	\$24.94 \$51,875.20	\$25.44 \$52,915.20	\$25.95 \$53,976.00
9	Animal Control Assistant	\$21.07 \$43,825.60	\$21.60 \$44,928.00	\$22.14 \$46,051.20	\$22.69 \$47,195.20	\$23.26 \$48,380.80	\$23.84 \$49,587.20	\$24.44 \$50,835.20	\$25.05 \$52,104.00	\$25.68 \$53,414.40	\$26.19 \$54,475.20	\$26.71 \$55,556.80	\$27.24 \$56,659.20
10	Account Clerk II Librarian I	\$22.14 \$46,051.20	\$22.69 \$47,195.20	\$23.26 \$48,380.80	\$23.84 \$49,587.20	\$24.44 \$50,835.20	\$25.05 \$52,104.00	\$25.68 \$53,414.40	\$26.32 \$54,745.60	\$26.98 \$56,118.40	\$27.52 \$57,241.60	\$28.07 \$58,385.80	\$28.63 \$59,550.40
11	Assistant City Librarian P&R Maintenance Worker Administrative Assistant	\$23.25 \$48,360.00	\$23.83 \$49,566.40	\$24.43 \$50,814.40	\$25.04 \$52,083.20	\$25.67 \$53,393.60	\$26.31 \$54,724.80	\$26.97 \$56,097.60	\$27.64 \$57,491.20	\$28.33 \$58,926.40	\$28.90 \$60,112.00	\$29.48 \$61,318.40	\$30.07 \$62,545.60
12	MIS Technician	\$24.67 \$51,313.60	\$25.29 \$52,603.20	\$25.92 \$53,913.60	\$26.57 \$55,265.60	\$27.23 \$56,638.40	\$27.91 \$58,052.80	\$28.61 \$59,508.80	\$29.33 \$61,006.40	\$30.06 \$62,524.80	\$30.68 \$63,772.80	\$31.27 \$65,041.60	\$31.90 \$66,352.00
13	Maintenance Worker Account Clerk III Utility Operator in Training Admin Assist/Evid Custodian Lead P&R Maintenance Worker	\$25.47 \$52,977.60	\$26.11 \$54,308.80	\$26.76 \$55,660.80	\$27.43 \$57,054.40	\$28.12 \$58,489.60	\$28.82 \$59,945.60	\$29.54 \$61,443.20	\$30.28 \$62,982.40	\$31.04 \$64,563.20	\$31.66 \$65,852.80	\$32.29 \$67,163.20	\$32.94 \$68,515.20
14	Animal Control Officer P&R Operations Supervisor Planning/GIS Technician Utility Operator I	\$26.98 \$56,118.40	\$27.65 \$57,512.00	\$28.34 \$58,947.20	\$29.05 \$60,424.00	\$29.78 \$61,942.40	\$30.52 \$63,481.60	\$31.28 \$65,062.40	\$32.06 \$66,684.80	\$32.86 \$68,348.80	\$33.52 \$69,721.60	\$34.19 \$71,115.20	\$34.87 \$72,529.60
15	Assistant P&R Director Utility Operator II Mechanic Lead Maintenance Worker Special Projects/Deputy Clerk Building Technician	\$29.05 \$60,424.00	\$29.78 \$61,942.40	\$30.52 \$63,481.60	\$31.28 \$65,062.40	\$32.06 \$66,684.80	\$32.86 \$68,348.80	\$33.68 \$70,054.40	\$34.52 \$71,801.60	\$35.38 \$73,590.40	\$36.09 \$75,067.20	\$36.81 \$76,564.80	\$37.55 \$78,104.00

XIX

RANGE	JOB CLASS	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS		
			2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	J	K
											2%	2%	2%
16	Vacant	\$30.51	\$31.27	\$32.05	\$32.85	\$33.67	\$34.51	\$35.37	\$36.25	\$37.16	\$37.90	\$38.66	\$39.43
		\$63,460.80	\$65,041.60	\$66,664.00	\$68,328.00	\$70,033.60	\$71,780.80	\$73,569.60	\$75,400.00	\$77,292.80	\$78,832.00	\$80,412.80	\$82,014.40
17	Building Official	\$31.91	\$32.71	\$33.53	\$34.37	\$35.23	\$36.11	\$37.01	\$37.94	\$38.89	\$39.67	\$40.46	\$41.27
		\$66,372.80	\$68,036.80	\$69,742.40	\$71,489.60	\$73,278.40	\$75,108.80	\$76,980.80	\$78,915.20	\$80,891.20	\$82,513.60	\$84,156.80	\$85,841.60
18	Project Manager	\$33.10	\$33.93	\$34.78	\$35.65	\$36.54	\$37.45	\$38.39	\$39.35	\$40.33	\$41.14	\$41.96	\$42.80
	Planner	\$68,848.00	\$70,574.40	\$72,342.40	\$74,152.00	\$76,003.20	\$77,896.00	\$79,851.20	\$81,848.00	\$83,886.40	\$85,571.20	\$87,276.80	\$89,024.00
19	MIS Manager	\$34.75	\$35.62	\$36.51	\$37.42	\$38.36	\$39.32	\$40.30	\$41.31	\$42.34	\$43.19	\$44.05	\$44.93
	City Librarian	\$72,280.00	\$74,089.60	\$75,940.80	\$77,833.60	\$79,788.80	\$81,785.60	\$83,824.00	\$85,924.80	\$88,067.20	\$89,835.20	\$91,624.00	\$93,454.40
	Accountant/HR Sergeant												
20	Maintenance Dept Manager	\$36.49	\$37.40	\$38.34	\$39.30	\$40.28	\$41.29	\$42.32	\$43.38	\$44.46	\$45.35	\$46.26	\$47.19
		\$75,899.20	\$77,792.00	\$79,747.20	\$81,744.00	\$83,782.40	\$85,883.20	\$88,025.60	\$90,230.40	\$92,476.80	\$94,328.00	\$96,220.80	\$98,155.20
21	Vacant	\$38.28	\$39.24	\$40.22	\$41.23	\$42.26	\$43.32	\$44.40	\$45.51	\$46.65	\$47.58	\$48.53	\$49.50
		\$79,622.40	\$81,619.20	\$83,657.60	\$85,758.40	\$87,900.80	\$90,105.60	\$92,352.00	\$94,660.80	\$97,032.00	\$98,966.40	\$100,942.40	\$102,960.00
22	City Clerk	\$40.21	\$41.22	\$42.25	\$43.31	\$44.39	\$45.50	\$46.64	\$47.81	\$49.01	\$49.99	\$50.99	\$52.01
	Director of Econ Dev/Planning	\$83,636.80	\$85,737.60	\$87,880.00	\$90,084.80	\$92,331.20	\$94,640.00	\$97,011.20	\$99,444.80	\$101,940.80	\$103,979.20	\$106,059.20	\$108,180.80
	Utility Dept Manager Parks & Recreation Director												
23	City Engineer	\$42.22	\$43.28	\$44.36	\$45.47	\$46.61	\$47.78	\$48.97	\$50.19	\$51.44	\$52.47	\$53.52	\$54.59
		\$87,817.60	\$90,022.40	\$92,268.80	\$94,577.60	\$96,948.80	\$99,382.40	\$101,857.60	\$104,395.20	\$106,995.20	\$109,137.60	\$111,321.60	\$113,547.20
24	Finance Director	\$44.34	\$45.45	\$46.59	\$47.75	\$48.94	\$50.16	\$51.41	\$52.70	\$54.02	\$55.10	\$56.20	\$57.32
	Police Chief	\$92,227.20	\$94,536.00	\$96,907.20	\$99,320.00	\$101,795.20	\$104,332.80	\$106,932.80	\$109,616.00	\$112,361.60	\$114,608.00	\$116,896.00	\$119,225.60
	City Manager	\$135,330.00											
	Contract												

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RANGE	JOB CLASS	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT LONGEVITY STEPS					I+15%
		6-MONTHS 82%	1 YEAR 85%	1 YEAR 88%	1 YEAR 91%	1 YEAR 94%	1 YEAR 97%	1 YEAR 100%	1 YEAR G + 3%	1 YEAR H + 3%	1 YEAR I + 3%	J 2 Year I+2%	K 2 Year I+4%	L 2 Year I+6%	M 2 Year I+8%	
10	Police Clerk II	\$20.51	\$21.26	\$22.01	\$22.76	\$23.51	\$24.26	\$25.01	\$25.76	\$26.53	\$27.06	\$27.59	\$28.12	\$28.65	\$29.18	
		\$42,660.80	\$44,220.80	\$45,780.80	\$47,340.80	\$48,900.80	\$50,460.80	\$52,020.80	\$53,580.80	\$55,182.40	\$56,284.80	\$57,387.20	\$58,489.60	\$59,592.00	\$60,694.40	
15	Police Officer	\$26.91	\$27.90	\$28.88	\$29.87	\$30.85	\$31.84	\$32.82	\$33.80	\$34.81	\$35.51	\$36.20	\$36.90	\$37.59	\$38.29	
		\$55,972.80	\$58,032.00	\$60,070.40	\$62,129.60	\$64,168.00	\$66,227.20	\$68,285.60	\$70,304.00	\$72,404.80	\$73,860.80	\$75,298.00	\$76,752.00	\$78,187.20	\$79,643.20	

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GENERAL FUND



CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

GENERAL FUND
RECAP

	FY14 <u>Actual</u>	FY15 <u>Original Budget</u>	FY15 <u>Projected</u>	FY16 <u>Council Approved</u>	Difference <u>FY15 Orig</u>	% <u>Diff</u>
Revenues						
Taxes						
Property Taxes	\$ 268,057	\$ 285,000	\$ 283,000	\$ 285,000	\$ -	0.00%
Sales Taxes	7,725,471	7,850,000	7,825,000	7,850,000	-	0.00%
Total Taxes	<u>7,993,528</u>	<u>8,135,000</u>	<u>8,108,000</u>	<u>8,135,000</u>	<u>-</u>	<u>0.00%</u>
State, Federal & Borough Revenues						
PERS Funding	434,361	724,352	724,352	174,993	(549,359)	-75.84%
Revenue Sharing	300,916	297,475	300,053	283,369	(14,106)	-4.74%
Library Grants	14,231	6,500	6,650	6,500	-	0.00%
Liquor Licenses	15,000	15,000	15,000	15,000	-	0.00%
Telephone/Electric	26,364	25,000	25,000	26,000	1,000	4.00%
Other	113,296	96,457	152,000	50,000	(46,457)	-48.16%
Total State/Federal/Borough Revenues	<u>904,168</u>	<u>1,164,784</u>	<u>1,223,055</u>	<u>555,862</u>	<u>(608,922)</u>	<u>-52.28%</u>
Other Revenues						
Licenses and Permits	163,015	92,500	140,900	88,500	(4,000)	-4.32%
Traffic Fines	55,155	55,000	70,000	65,000	10,000	18.18%
Interest	102,922	89,750	89,750	160,000	70,250	78.27%
Library Donations & Revenues	12,116	18,000	20,500	18,000	-	0.00%
Other	21,209	16,500	19,300	17,000	500	3.03%
Charges to Other Funds	51,671	68,000	68,000	63,000	(5,000)	-7.35%
Total Other Revenues	<u>406,088</u>	<u>339,750</u>	<u>408,450</u>	<u>411,500</u>	<u>71,750</u>	<u>21.12%</u>
Total Revenues	<u>\$ 9,303,784</u>	<u>\$ 9,639,534</u>	<u>\$ 9,739,505</u>	<u>\$ 9,102,362</u>	<u>\$ (537,172)</u>	<u>-5.57%</u>
Operating Expenditures						
General Government	\$ 3,214,039	\$ 2,788,584	\$ 2,810,282	\$ 2,171,868	\$ (616,716)	-22.12%
Public Safety	2,312,723	2,606,435	2,609,770	2,533,820	(72,615)	-2.79%
Public Works	2,432,431	2,781,268	2,837,745	2,724,139	(57,129)	-2.05%
Library	524,727	669,198	671,600	674,314	5,116	0.76%
Transfers to Operating Funds	829,070	999,583	999,583	1,005,808	6,225	0.62%
Total Operating Expenditures	<u>\$ 9,312,990</u>	<u>\$ 9,845,068</u>	<u>\$ 9,928,980</u>	<u>\$ 9,109,949</u>	<u>\$ (735,119)</u>	<u>-7.47%</u>
Revenues Over (Under) Expenditures						
Before Non-Operating Transfers	<u>\$ (9,206)</u>	<u>\$ (205,534)</u>	<u>\$ (189,475)</u>	<u>\$ (7,587)</u>	<u>\$ 197,947</u>	
Non-Operating Transfers In (Out)						
From Capital Project Funds	\$ 6,664	\$ -	\$ -	\$ -		
To Capital Project Funds	(1,996,684)	-	(2,340,438)	-		
Total Non-Operating Transfers	<u>\$ (1,990,020)</u>	<u>\$ -</u>	<u>\$ (2,340,438)</u>	<u>\$ -</u>		
Total Expenditures/Appropriations	<u>\$ 11,309,674</u>	<u>\$ 9,845,068</u>	<u>\$ 12,269,418</u>	<u>\$ 9,109,949</u>		
Revenues Over (Under) Expenditures						
Beginning Fund Balance	<u>\$ 20,877,468</u>	<u>\$ 18,878,242</u>	<u>\$ 18,878,242</u>	<u>\$ 16,348,329</u>		
Ending Fund Balance	<u>\$ 18,878,242</u>	<u>\$ 18,672,708</u>	<u>\$ 16,348,329</u>	<u>\$ 16,340,742</u>		

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

GENERAL FUND
REVENUES

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Projected</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
31000	State PERS Relief Funding	\$ 434,361	\$ 724,352	\$ 724,352	\$ 174,993	\$ (549,359)	-75.84%
31110	Property Taxes	268,057	285,000	283,000	285,000	-	0.00%
31120	Sales Taxes	7,725,471	7,850,000	7,825,000	7,850,000	-	0.00%
32110	Building Permits	130,014	62,500	100,000	55,000	(7,500)	-12.00%
32120	Animal Control Fees	11,034	10,000	10,000	10,000	-	0.00%
32140	Plan Review Fees	18,381	17,500	27,000	20,000	2,500	14.29%
32155	Project Plans	640	-	500	500	500	#DIV/0!
34110	State Library Grant	14,231	6,500	6,650	6,500	-	0.00%
34120	State Revenue - Sharing	300,916	297,475	300,053	283,369	(14,106)	-4.74%
34140	State Revenue - Liquor Licenses	15,000	15,000	15,000	15,000	-	0.00%
34145	State Revenue - Raw Fish Tax	4,952	5,000	5,000	5,000	-	0.00%
34160	State Revenue - Telephone/Electric	26,364	25,000	25,000	26,000	1,000	4.00%
34182	State Revenue - Public Safety Grants	101,571	91,457	130,000	45,000	(46,457)	-35.74%
34190	Intergovernmental Revenue	2,079	-	-	-	-	#DIV/0!
36950	Shop Charges	51,671	68,000	68,000	63,000	(5,000)	-7.35%
37100	Traffic Fines	55,155	55,000	70,000	65,000	10,000	18.18%
37110	P&Z Charges	3,076	2,000	3,000	3,000	1,000	50.00%
37120	Interest	102,922	89,750	89,750	160,000	70,250	78.27%
37160	Library Donations	355	-	2,500	-	-	#DIV/0!
37165	Library Revenues	11,761	18,000	18,000	18,000	-	0.00%
37177	Donations	2,391	-	2,300	-	-	#DIV/0!
37181	Asset Forfeitures	4,694	-	17,000	-	-	#DIV/0!
37185	Utility Project Permits	510	500	900	500	-	0.00%
37190	Miscellaneous	16,815	15,000	15,000	15,000	-	0.00%
37200	Charges for Services - SPD	1,363	1,500	1,500	1,500	-	0.00%
	Total Revenues	\$ 9,303,784	\$ 9,639,534	\$ 9,739,505	\$ 9,102,362	\$ (537,172)	-5.57%

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**GENERAL FUND
EXPENDITURES BY DEPARTMENT**

	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>General Government</u>						
Mayor & Council	\$ 384,292	\$ 376,731	\$ 432,780	\$ 384,851	\$ 8,120	2.16%
Administration	464,220	533,014	533,014	552,130	19,116	3.59%
Finance	422,319	499,867	501,401	492,092	(7,775)	-1.56%
MIS	200,367	222,738	222,738	298,658	75,920	34.08%
Non-Departmental	1,742,841	1,156,234	1,120,349	444,137	(712,097)	-61.59%
Total General Government	3,214,039	2,788,584	2,810,282	2,171,868	(616,716)	-22.12%
<u>Public Safety</u>						
Police	2,131,468	2,406,102	2,409,437	2,335,290	(70,812)	-2.94%
Animal Control	181,255	200,333	200,333	198,530	(1,803)	-0.90%
Total Public Safety	2,312,723	2,606,435	2,609,770	2,533,820	(72,615)	-2.79%
<u>Public Works</u>						
Public Works Administration	490,168	523,078	523,078	520,010	(3,068)	-0.59%
Shop	402,101	383,136	404,941	370,131	(13,005)	-3.39%
Streets	1,052,711	1,212,615	1,215,650	1,195,057	(17,558)	-1.45%
Building R & M	179,266	219,834	228,141	209,910	(9,924)	-4.51%
Economic Development & Planning	308,185	442,605	465,935	429,031	(13,574)	-3.07%
Total Public Works	2,432,431	2,781,268	2,837,745	2,724,139	(57,129)	-2.05%
<u>Library</u>						
	524,727	669,198	671,600	674,314	5,116	0.76%
Total Library	524,727	669,198	671,600	674,314	5,116	0.76%
<u>Transfers Out</u>						
Operating	829,070	999,583	999,583	1,005,808	6,225	0.62%
Capital projects	1,996,684	-	2,340,438	-	-	#DIV/0!
Total Transfers Out	2,825,754	999,583	3,340,021	1,005,808	6,225	0.62%
Total Expenditures	\$ 11,309,674	\$ 9,845,068	\$ 12,269,418	\$ 9,109,949	\$ (735,119)	-7.47%

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**GENERAL FUND
EXPENDITURES BY LINE ITEM**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
Salaries & Benefits							
40100	Salaries	\$ 2,759,071	\$ 3,375,692	\$ 3,375,692	\$ 3,508,213	\$ 132,521	3.93%
40105	Allocated Salaries	11,473	26,234	26,234	26,831	597	2.28%
40120	P&Z Commissioners	5,700	10,500	10,500	10,800	300	2.86%
40140	Allowances	54,796	49,313	49,313	36,645	(12,668)	-25.69%
40150	Certification Pay	26,141	36,612	36,612	33,420	(3,192)	-8.72%
40200	Overtime	169,718	132,300	132,300	132,300	-	0.00%
40205	Allocated Overtime	367	200	200	200	-	0.00%
40220	Shift Differential	15,479	15,600	15,600	15,600	-	0.00%
40225	Temporary Labor	33,860	35,705	35,705	50,745	15,040	42.12%
40250	Temporary Overtime	465	-	-	-	-	#DIV/0!
40300	Annual Leave	256,740	171,372	171,372	176,116	4,744	2.77%
40350	Sick Leave	12,938	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	56,212	-	-	-	-	#DIV/0!
40500	PERS	659,302	723,367	723,367	741,773	18,406	2.54%
40600	FICA	54,827	65,540	65,540	72,550	7,010	10.70%
40650	457 Contribution	6,146	6,566	6,566	6,828	262	3.99%
40700	Health Insurance	590,781	721,330	721,330	519,299	(202,031)	-28.01%
40800	Worker's Compensation	76,198	93,275	93,275	65,091	(28,184)	-30.22%
	Total Salaries & Benefits	\$ 4,790,214	\$ 5,463,606	\$ 5,463,606	\$ 5,396,411	\$ (67,195)	-1.23%
Maintenance & Operations							
42100	Travel & Training	\$ 83,116	\$ 111,950	\$ 111,450	\$ 105,250	\$ (6,700)	-5.98%
42200	Materials & Supplies	371,373	337,850	342,987	320,900	(16,950)	-5.02%
42201	Office Supplies	31,088	42,050	40,250	30,550	(11,500)	-27.35%
42202	Uniforms	11,806	13,200	13,200	10,700	(2,500)	-18.94%
42208	Small Tools & Minor Equipment	99,314	62,050	73,921	78,350	16,300	26.27%
42301	Telephone	47,701	65,600	66,720	70,500	4,900	7.47%
42302	Natural Gas	58,761	84,400	84,400	78,500	(5,900)	-6.99%
42303	Sanitation	5,926	7,000	7,000	7,800	800	11.43%
42304	Electricity	153,285	179,500	179,500	197,800	18,300	10.19%
42305	Janitorial	42,821	57,100	57,100	57,100	-	0.00%
42306	Water & Sewer	5,652	6,700	6,700	7,350	650	9.70%
42400	Postage	5,286	7,400	7,700	7,500	100	1.35%
42599	Fuel	93,198	135,500	135,500	141,500	6,000	4.43%
42800	Rental	7,043	10,950	10,950	10,950	-	0.00%
42900	Dues & Subscriptions	25,707	40,885	40,885	34,950	(5,935)	-14.52%
43000	Advertising & Promotion	39,462	37,600	37,600	36,950	(650)	-1.73%
43100	Professional Services	130,920	97,000	132,000	123,000	26,000	26.80%
43300	Contracted Services	335,907	506,490	550,185	498,925	(7,565)	-1.49%
43303	Support & Maintenance Contracts	44,439	68,225	70,545	77,300	9,075	13.30%
43305	Computer Software	13,394	10,260	9,365	8,000	(2,260)	-22.03%
43310	Economic Development	21,836	25,000	28,964	26,500	1,500	6.00%
43320	Grant Expenditures	2,079	-	-	-	-	#DIV/0!
43360	Miscellaneous	15,658	19,480	35,190	17,550	(1,930)	-9.91%
43400	Equipment Replacement Payment	144,062	164,455	164,455	172,731	8,276	5.03%
43520	Capital	22,740	-	-	-	-	#DIV/0!
43603	Visitor Center Contract	125,000	125,000	128,875	130,937	5,937	4.75%
43604	Visitor Center Utilities	9,886	10,000	10,000	12,000	2,000	20.00%
45000	Insurance	63,264	94,000	73,500	88,600	(5,400)	-5.74%
45050	Citywide Wellness Program	2,090	10,000	6,125	5,000	(5,000)	-50.00%
45060	Misc Payroll Expenses	13,809	15,000	15,000	15,000	-	0.00%
45065	Healthcare Consultation Services	6,000	18,000	18,500	10,000	(8,000)	-44.44%
45070	PERS On Behalf	434,361	724,352	724,352	174,993	(549,359)	-75.84%
46190	Land Acquisition	1,109,280	-	-	-	-	#DIV/0!
46201	Carts	7,620	7,620	7,620	7,620	-	0.00%
46203	Tsalteshi Trails Association	10,000	10,000	10,000	15,000	5,000	50.00%
46204	Soldotna After the Bell	20,000	-	-	-	-	#DIV/0!
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	35,000	-	0.00%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

GENERAL FUND
EXPENDITURES BY LINE ITEM

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
46206	Soldotna Area Senior Citizens	8,000	7,000	7,000	7,000	-	0.00%
46208	Soldotna Historical Society & Museum	7,600	8,800	8,800	8,800	-	0.00%
46210	Soldotna High School Track & Field Project	-	150,000	150,000	-	(150,000)	-100.00%
46250	Rental of Airport Property	25,817	26,462	26,462	27,124	662	2.50%
46300	Donations	3,405	-	-	-	-	#DIV/0!
	Total Maintenance & Operations	\$ 3,693,706	\$ 3,331,879	\$ 3,427,801	\$ 2,657,730	\$ (674,149)	-20.23%
	Transfers						
46400	Operating Transfers	\$ 829,070	\$ 999,583	\$ 999,583	\$ 1,005,808	\$ 6,225	0.62%
46950	Capital Project Transfers	1,996,684	-	2,340,438	-	-	#DIV/0!
	Total Transfers	\$ 2,825,754	\$ 999,583	\$ 3,340,021	\$ 1,005,808	\$ 6,225	0.62%
47000	Contingency	\$ -	\$ 50,000	\$ 37,990	\$ 50,000	\$ -	0.00%
	Total General Fund Expenditures	\$ 11,309,674	\$ 9,845,068	\$ 12,269,418	\$ 9,109,949	\$ (735,119)	-7.47%

DEPARTMENT NARRATIVE

GENERAL FUND - MAYOR & COUNCIL

The Mayor and Council Department budget encompasses the Council's expenditures for annual dues, legally required advertising (i.e. public hearing notices), professional services (i.e. audits), elections, etc., along with the mayor and council salaries, transportation costs, etc.

This department budget is prepared and monitored by the City Clerk in conjunction with the City Manager, and includes expenses incurred by the Clerk in the conduct of elections and in the management and oversight of the City's official records.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1100: MAYOR & COUNCIL**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 18,125	\$ 21,600	\$ 21,600	\$ 21,600	\$ -	0.00%
40500	PERS	192	-	-	-	-	#DIV/0!
40600	FICA	1,201	1,652	1,652	1,652	-	0.00%
40700	Health Insurance	1,284	-	-	-	-	#DIV/0!
40800	Worker's Compensation	114	119	119	82	(37)	-31.09%
	Total Salaries & Benefits	\$ 20,916	\$ 23,371	\$ 23,371	\$ 23,334	\$ (37)	-0.16%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 6,965	\$ 14,800	\$ 14,800	\$ 12,400	\$ (2,400)	-16.22%
42200	Materials & Supplies	2,332	4,500	4,500	4,500	-	0.00%
42201	Office Supplies	164	500	500	500	-	0.00%
42208	Small Tools & Minor Equipment	-	10,300	10,300	-	(10,300)	-100.00%
42301	Telephone	-	1,450	1,450	1,550	100	6.90%
42900	Dues & Subscriptions	10,386	12,275	12,275	6,665	(5,610)	-45.70%
43000	Advertising & Promotion	29,705	27,900	27,900	27,700	(200)	-0.72%
43100	Professional Services	130,920	97,000	132,000	123,000	26,000	26.80%
43300	Contracted Services	5,458	23,600	23,600	19,225	(4,375)	-18.54%
43303	Support & Maintenance Contracts	7,056	7,875	7,875	7,040	(835)	-10.60%
43305	Computer Software	1,125	160	160	-	(160)	-100.00%
43310	Economic Development	21,836	-	1,464	-	-	#DIV/0!
43360	Miscellaneous	9,138	18,000	33,710	16,000	(2,000)	-11.11%
43603	Visitor Center Contract	125,000	125,000	128,875	130,937	5,937	4.75%
43604	Visitor Center Utilities	9,886	10,000	10,000	12,000	2,000	20.00%
46300	Donations	3,405	-	-	-	-	#DIV/0!
	Total Maintenance & Operations	\$ 363,376	\$ 353,360	\$ 409,409	\$ 361,517	\$ 8,157	2.31%
	Department Total	\$ 384,292	\$ 376,731	\$ 432,780	\$ 384,851	\$ 8,120	2.16%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1100: MAYOR & COUNCIL

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	
	Alaska Municipal League (Anchorage)	7,600
	AML Seasonal Conferences (Ketchikan & Juneau)	3,300
	Other Travel & Training	1,500
		12,400
42200	<u>Materials & Supplies</u>	4,500
42201	<u>Office Supplies</u>	500
42301	<u>Telephone</u>	
	Data Plans for ipads	1,550
42900	<u>Dues & Subscriptions</u>	
	Alaska Conference of Mayors	100
	Alaska Municipal League	5,000
	Chamber of Commerce	165
	KPTMC	400
	Other Dues & Subscriptions	1,000
		6,665
43000	<u>Advertising & Promotion</u>	
	Agenda, Etc.	20,000
	Kenai Peninsula Opportunities - Industry Appreciation Day	500
	Progress Days Event	5,000
	Audio Streaming	2,200
		27,700
43100	<u>Professional Services</u>	
	Legal	80,000
	Auditing	43,000
		123,000
43300	<u>Contracted Services</u>	
	City-wide Records Management Program	10,000
	Document Disposal Services	600
	Municipal Code Corporation	
	Code Services - Supplement	4,025
	Code Services - Internet	1,600
	PAFR Printing/Distribution	3,000
		19,225

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1100: MAYOR & COUNCIL

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
43303	<u>Support & Maintenance Contracts</u> eDocs Alaska (Laserfiche) Simple RMS	6,500 540 <hr/> 7,040
43360	<u>Miscellaneous</u> Election Costs Recording Fees Mayoral Expenses Employee Appreciation Dinner	6,000 2,000 3,000 5,000 <hr/> 16,000
43603	<u>Visitor Center Contract</u>	130,937
43604	<u>Visitor Center Utilities</u>	<hr/> 12,000
	Total Maintenance & Operations	<hr/> 361,517

DEPARTMENT NARRATIVE

GENERAL FUND - ADMINISTRATION

The City Manager is appointed by the Council and is the chief administrative officer and head of the administrative branch of the City government. 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.

The City Clerk is appointed by, and serves at the pleasure of, the City Manager, with appointment, suspension, or termination confirmed by the City Council. Responsibilities of the Clerk are defined in Title 29 of the Alaska Statutes, and include attending meetings of the governing body and its boards and committees and keeping the journal (minutes); assuring that notice and other requirements for public meetings are complied with and public records are available to the public; manages all aspects of municipal records; provides for codification of ordinances; administers all municipal elections; administers oaths, affirmations, and acknowledgements; acts as the parliamentary advisor to the governing body; performs other duties required by law, the governing body, or the chief administrator; and provides for training of municipal officials, board and commission members.

The Administrative Assistant/Deputy Clerk works under the supervision of the City Clerk, providing administrative support to the City Manager in addition to performing the duties of Deputy Clerk. In the absence of the City Clerk, the Deputy Clerk serves as Acting City Clerk, assuming all responsibilities and duties of the Clerk.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1200: ADMINISTRATION**

<u>Acct #</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 250,340	\$ 282,110	\$ 282,110	\$ 299,005	\$ 16,895	5.99%
40140	Allowances	6,900	6,900	6,900	11,900	5,000	72.46%
40200	Overtime	-	2,500	2,500	2,500	-	0.00%
40225	Temporary Labor	-	-	-	5,256	5,256	#DIV/0!
40300	Annual Leave	24,731	15,645	15,645	17,842	2,197	14.04%
40350	Sick Leave	-	-	-	-	-	#DIV/0!
40500	PERS	57,976	62,614	62,614	67,431	4,817	7.69%
40600	FICA	3,796	4,127	4,127	4,847	720	17.45%
40700	Health Insurance	37,449	50,100	50,100	35,300	(14,800)	-29.54%
40800	Worker's Compensation	1,414	1,568	1,568	1,184	(384)	-24.49%
	Total Salaries & Benefits	\$ 382,606	\$ 425,564	\$ 425,564	\$ 445,265	\$ 19,701	4.63%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 12,430	\$ 16,400	\$ 16,400	\$ 16,600	\$ 200	1.22%
42200	Materials & Supplies	1,427	3,000	2,850	3,000	-	0.00%
42201	Office Supplies	5,590	12,000	12,000	11,000	(1,000)	-8.33%
42208	Small Tools & Minor Equipment	651	-	150	-	-	#DIV/0!
42302	Natural Gas	9,509	11,000	11,000	10,000	(1,000)	-9.09%
42303	Sanitation	985	1,100	1,100	1,150	50	4.55%
42304	Electricity	24,517	30,000	30,000	32,000	2,000	6.67%
42305	Janitorial	11,783	14,500	14,500	14,500	-	0.00%
42306	Water & Sewer	1,814	1,900	1,900	2,100	200	10.53%
42400	Postage	2,785	4,000	4,000	4,000	-	0.00%
42599	Fuel	121	2,400	2,400	2,400	-	0.00%
42900	Dues & Subscriptions	3,399	3,400	3,400	3,065	(335)	-9.85%
43300	Contracted Services	-	-	-	-	-	#DIV/0!
43303	Support & Maintenance Contracts	6,603	7,750	7,750	7,050	(700)	-9.03%
	Total Maintenance & Operations	\$ 81,614	\$ 107,450	\$ 107,450	\$ 106,865	\$ (585)	-0.54%
	Department Total	\$ 464,220	\$ 533,014	\$ 533,014	\$ 552,130	\$ 19,116	3.59%

FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1200: ADMINISTRATION

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	
	AML Conferences - Manager (Anchorage & Ketchikan)	3,400
	IIMC 2016 - Clerk (Omaha, NE)	2,600
	AAMC Annual Conference (Anchorage)	2,400
	ICMA 2015 Conference - Manager (Seattle, WA)	2,600
	Professional Development II (Tacoma, WA)	2,100
	Legislative Session Travel (Juneau)	2,500
	Other Travel & Training	1,000
		<hr/> 16,600
42200	<u>Materials & Supplies</u>	3,000
42201	<u>Office Supplies</u>	11,000
42302	<u>Natural Gas</u>	10,000
42303	<u>Sanitation</u>	1,150
42304	<u>Electricity</u>	32,000
42305	<u>Janitorial</u>	
	Janitorial Services	13,000
	Carpet Cleaning	1,500
		<hr/> 14,500
42306	<u>Water & Sewer</u>	2,100
42400	<u>Postage</u>	4,000
42599	<u>Fuel</u>	2,400
42900	<u>Dues & Subscriptions</u>	
	Alaska Municipal Clerks Association	140
	Alaska Bar Association	700
	ARMA	430
	ICMA	1,040
	IIMC	255
	Other Dues & Subscriptions	500
		<hr/> 3,065
43303	<u>Support & Maintenance Contracts</u>	
	Bizhub - Copiers	5,300
	MailFinance - Postage Machine	1,750
		<hr/> 7,050
	Total Maintenance & Operations	106,865

DEPARTMENT NARRATIVE

GENERAL FUND - FINANCE

The Finance Department consists of one part-time and four full-time employees. Except for the Finance Director who works under the direction of the City Manager, all employees in this department work under the direction of the Finance Director.

This 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 cash receipts and accounts receivable transactions including the water/sewer and assessment bills, processes grant reports, maintains the general ledger, and invests the City's money. This department is also responsible for the City's Human Resource functions and the front desk operation at City Hall.

An audit of the City's financial records is conducted each year by a firm of independent certified public accountants. The Finance Department works closely with this firm, compiling information as needed for the audit. A comprehensive annual financial report (CAFR) is the document produced as a result of this audit. The CAFR is usually presented to Council in December of each year.

In addition to the CAFR, the Finance Department produces a Popular Annual Financial Report (PAFR). The PAFR is a brief summary of the CAFR and its purpose is to communicate the City's financial position to the taxpayers. The PAFR also provides information about Soldotna's demographics, elected officials, administration, capital projects and other miscellaneous data.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1300: FINANCE

<u>Acct #</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 222,168	\$ 307,116	\$ 307,116	\$ 309,756	\$ 2,640	0.86%
40140	Allowances	1,800	1,800	1,800	1,800	-	0.00%
40200	Overtime	79	1,500	1,500	1,500	-	0.00%
40225	Temporary Labor	6,373	6,500	6,500	-	(6,500)	-100.00%
40300	Annual Leave	37,567	18,021	18,021	17,304	(717)	-3.98%
40350	Sick Leave	-	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	13,325	-	-	-	-	#DIV/0!
40500	PERS	56,472	59,645	59,645	60,298	653	1.09%
40600	FICA	5,929	7,297	7,297	6,818	(479)	-6.56%
40700	Health Insurance	38,642	46,702	46,702	35,134	(11,568)	-24.77%
40800	Worker's Compensation	1,575	1,736	1,736	1,182	(554)	-31.91%
Total Salaries & Benefits		\$ 383,930	\$ 450,317	\$ 450,317	\$ 433,792	\$ (16,525)	-3.67%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 10,629	\$ 14,700	\$ 11,700	\$ 15,450	\$ 750	5.10%
42200	Materials & Supplies	478	1,500	1,500	1,500	-	0.00%
42201	Office Supplies	3,920	4,500	4,500	4,500	-	0.00%
42208	Small Tools & Minor Equipment	864	1,000	2,534	-	(1,000)	-100.00%
42900	Dues & Subscriptions	3,004	6,400	6,400	5,700	(700)	-10.94%
43000	Advertising & Promotion	-	3,500	3,500	3,500	-	0.00%
43300	Contracted Services	250	3,250	8,250	13,450	10,200	313.85%
43303	Support & Maintenance Contracts	11,694	14,700	12,700	14,200	(500)	-3.40%
43520	Capital	7,550	-	-	-	-	#DIV/0!
Total Maintenance & Operations		\$ 38,389	\$ 49,550	\$ 51,084	\$ 58,300	\$ 8,750	17.66%
Department Total		\$ 422,319	\$ 499,867	\$ 501,401	\$ 492,092	\$ (7,775)	-1.56%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1300: FINANCE

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	
	AGFOA Conference (Anchorage)	1,500
	GFOA Annual Conference (Toronto, Ontario)	2,500
	Caselle Annual Conference for 2 Staff (Salt Lake City, UT)	4,500
	SHRM Conference - HR Manager	3,500
	Star 12	750
	Group Training for Citywide Staff	500
	Other HR Travel & Training	1,500
	Other Finance Travel & Training	700
		<hr/> 15,450
42200	<u>Materials & Supplies</u>	
	HR	1,500
42201	<u>Office Supplies</u>	
	Finance	3,000
	HR	1,500
		<hr/> 4,500
42900	<u>Dues & Subscriptions</u>	
	AGFOA	100
	GFOA	175
	American Payroll Association	225
	SHRM	200
	GFOA CAFR Review	450
	GFOA PAFR Review	225
	GAAFR Review Newsletter	50
	Governmental GAAP Guide	350
	Prospera	2,700
	JJ Keller HR Newsletter	475
	BLR	500
	IPMA-HR	150
	Other Dues & Subscriptions	100
		<hr/> 5,700
43000	<u>Advertising & Promotion</u>	3,500
43300	<u>Contracted Services</u>	
	Background Checks	2,500
	HR Consultant	10,000
	Annual Driving Records	700
	Calculation Agency Fee	250
		<hr/> 13,450
43303	<u>Support & Maintenance Contracts</u>	
	Office Tech	1,200
	Caselle	13,000
		<hr/> 14,200
	Total Maintenance & Operations	<hr/> 58,300

DEPARTMENT NARRATIVE

GENERAL FUND - MANAGEMENT INFORMATION SYSTEMS (MIS)

The MIS Department's role is to ensure streamlined operation of information technology (IT) functions in alignment with business objectives of the City. This department will plan, coordinate, direct, and design IT related activities of the City, as well as provide administrative direction and support for daily IT activities. The MIS Department works closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all areas of the City. The MIS Department employs, under the general direction and supervision of the City Manager, the MIS manager. The MIS Manager will define and implement IT policies, procedures, and best practices as a representative of the City while carrying out day-to-day tasks which may include responsibilities described below.

Responsibilities include:

- Leading operational and strategic planning for information systems, including fostering innovation, planning projects, and organizing and negotiating allocation of resources.
- Managing and performing the design, deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, hardware, software, and peripherals.
- Benchmarking, analyzing, reporting on, and making recommendations for improvement and growth of the IT infrastructure and IT systems.
- Overseeing provision of end-user services, including helpdesk and technical support services.
- Developing and implementing all MIS policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1400: MIS

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 80,977	\$ 78,541	\$ 78,541	\$ 125,325	\$ 46,784	59.57%
40140	Allowances	3,115	1,260	1,260	1,260	-	0.00%
40150	Certification Pay	1,500	1,500	1,500	1,500	-	0.00%
40300	Annual Leave	1,732	3,776	3,776	4,490	714	18.91%
40350	Sick Leave	-	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	-	-	-	-	-	#DIV/0!
40500	PERS	16,582	17,609	17,609	18,323	714	4.05%
40600	FICA	1,082	1,161	1,161	4,538	3,377	290.87%
40700	Health Insurance	13,670	15,100	15,100	11,000	(4,100)	-27.15%
40800	Worker's Compensation	399	441	441	482	41	9.30%
Total Salaries & Benefits		\$ 119,057	\$ 119,388	\$ 119,388	\$ 166,918	\$ 47,530	39.81%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 4,990	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0.00%
42200	Materials & Supplies	174	500	500	500	-	0.00%
42201	Office Supplies	-	200	200	200	-	0.00%
42208	Small Tools & Minor Equipment	32,683	29,000	30,000	54,700	25,700	88.62%
42301	Telephone	29,343	38,000	38,000	39,500	1,500	3.95%
42599	Fuel	733	2,400	2,400	2,400	-	0.00%
42900	Dues & Subscriptions	100	100	100	100	-	0.00%
43300	Contracted Services	1,200	1,500	1,500	1,500	-	0.00%
43303	Support & Maintenance Contracts	4,572	15,550	15,550	18,840	3,290	21.16%
43305	Computer Software	7,515	9,600	8,600	7,500	(2,100)	-21.88%
Total Maintenance & Operations		\$ 81,310	\$ 103,350	\$ 103,350	\$ 131,740	\$ 28,390	27.47%
Department Total		\$ 200,367	\$ 222,738	\$ 222,738	\$ 298,658	\$ 75,920	34.08%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1400: MIS

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u> Continuing Education (Audio/Visual, Veeam, or VMWare)	6,500
42200	<u>Materials & Supplies</u>	500
42201	<u>Office Supplies</u>	200
42208	<u>Small Tools & Minor Equipment</u> Computer Hardware Computer Networking Contingency Replacement Backup Storage Server SPD Mobile Computer Replacement	17,700 5,000 5,000 12,000 15,000 <hr/> 54,700
42301	<u>Telephone</u>	39,500
42599	<u>Fuel</u>	2,400
42900	<u>Dues & Subscriptions</u> Technical Support and Reference Site Subscription	100
43300	<u>Contracted Services</u>	1,500
43303	<u>Support & Maintenance Contracts</u> Trend Micro Business Security Support & Maintenance Nimble SAN Appliance Support & Maintenance SonicWall NSA2400 Support & Maintenance SonicWall TZ215 Support & Maintenance VMWare Support & Maintenance Mitel Software Assurance Dell Support for Virtualization Cluster Website Hosting Veeam Backup Software Support & Maintenance	2,100 4,400 450 150 2,540 1,300 5,000 500 2,400 <hr/> 18,840
43305	<u>Computer Software</u> Microsoft Windows Client Access Licensing Productivity Software Licensing Contingency Implementation	1,800 3,700 2,000 <hr/> 7,500
Total Maintenance & Operations		131,740

DEPARTMENT NARRATIVE

GENERAL FUND - POLICE

The Police Department has fourteen (14) full-time sworn personnel, one (1) full-time department administrative assistant/evidence custodian and one (1) full time police clerk. One of the full time sworn personnel is currently grant funded. The Department is staffed 24 hours a day.

The Department is responsible for maintaining public safety and order within the City. This consists of enforcing State statutes and regulations and City code, along with providing other aid and assistance to residents and visitors.

Routine daily duties of police officers include traffic enforcement, investigation of crimes, response to hazards and automobile crashes, citizen assistance, and response to animal complaints.

The Department maintains an active presence in the schools located within the City by means of a School Resource Officer. This duty is conducted by one of the sworn personnel.

The Department is also actively involved in community policing.

The Soldotna Police Department is proud to serve justice and the citizens of Soldotna, and strives to do that job with competence, compassion, and professionalism.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 2100: POLICE**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 904,286	\$ 1,154,525	\$ 1,154,525	\$ 1,172,600	\$ 18,075	1.57%
40140	Allowances	14,284	12,600	12,600	15,400	2,800	22.22%
40150	Certification Pay	24,641	35,112	35,112	31,920	(3,192)	-9.09%
40200	Overtime	161,346	110,000	110,000	110,000	-	0.00%
40220	Shift Differential	15,479	15,600	15,600	15,600	-	0.00%
40225	Temporary Labor	8,845	-	-	-	-	#DIV/0!
40300	Annual Leave	98,888	58,113	58,113	56,409	(1,704)	-2.93%
40350	Sick Leave	7,960	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	9,114	-	-	-	-	#DIV/0!
40500	PERS	243,034	266,054	266,054	268,399	2,345	0.88%
40600	FICA	17,438	19,071	19,071	19,287	216	1.13%
40650	457 Contribution	6,146	6,566	6,566	6,828	262	3.99%
40700	Health Insurance	240,165	288,400	288,400	201,600	(86,800)	-30.10%
40800	Worker's Compensation	35,153	45,071	45,071	32,098	(12,973)	-28.78%
	Total Salaries & Benefits	\$ 1,786,779	\$ 2,011,112	\$ 2,011,112	\$ 1,930,141	\$ (80,971)	-4.03%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 18,315	\$ 22,500	\$ 22,500	\$ 20,000	\$ (2,500)	-11.11%
42200	Materials & Supplies	15,843	19,500	22,835	15,000	(4,500)	-23.08%
42201	Office Supplies	7,338	7,000	7,000	7,000	-	0.00%
42202	Uniforms	8,298	7,000	7,000	5,000	(2,000)	-28.57%
42208	Small Tools & Minor Equipment	32,795	12,100	12,100	15,600	3,500	28.93%
42301	Telephone	8,467	9,900	9,900	10,100	200	2.02%
42302	Natural Gas	8,180	9,500	9,500	8,500	(1,000)	-10.53%
42303	Sanitation	1,732	1,900	1,900	2,000	100	5.26%
42304	Electricity	18,567	21,000	21,000	22,500	1,500	7.14%
42305	Janitorial	11,462	14,300	14,300	14,300	-	0.00%
42306	Water & Sewer	836	1,000	1,000	1,050	50	5.00%
42400	Postage	1,155	2,000	2,000	2,000	-	0.00%
42599	Fuel	34,011	40,000	40,000	40,000	-	0.00%
42800	Rental	313	550	550	550	-	0.00%
42900	Dues & Subscriptions	2,311	3,550	3,550	3,335	(215)	-6.06%
43300	Contracted Services	125,078	161,500	161,500	176,500	15,000	9.29%
43303	Support & Maintenance Contracts	9,676	12,600	12,600	12,600	-	0.00%
43320	Grant Expenditures	2,079	-	-	-	-	#DIV/0!
43400	Equipment Replacement Payment	38,233	49,090	49,090	49,114	24	0.05%
	Total Maintenance & Operations	\$ 344,689	\$ 394,990	\$ 398,325	\$ 405,149	\$ 10,159	2.57%
	Department Total	\$ 2,131,468	\$ 2,406,102	\$ 2,409,437	\$ 2,335,290	\$ (70,812)	-2.94%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 2100: POLICE

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	20,000
42200	<u>Materials & Supplies</u>	
	Ammunition & Armory Supplies	4,000
	Safety Program Supplies & DARE	5,000
	Evidence & Patrol Car Supplies	1,500
	Other Materials & Supplies	4,500
		<hr/> 15,000
42201	<u>Office Supplies</u>	7,000
42202	<u>Uniforms</u>	5,000
42208	<u>Small Tools & Minor Equipment</u>	
	Ballistic Vests	6,000
	Miscellaneous Furniture	2,200
	Cameras & Recorders	1,500
	Personal Protective Equipment	900
	Simunition Gear	2,000
	Other Small Tools & Minor Equipment	3,000
		<hr/> 15,600
42301	<u>Telephone</u>	10,100
42302	<u>Natural Gas</u>	8,500
42303	<u>Sanitation</u>	2,000
42304	<u>Electricity</u>	22,500
42305	<u>Janitorial</u>	
	Janitorial Services	12,000
	Carpet Cleaning & Other Janitorial Services	2,300
		<hr/> 14,300
42306	<u>Water & Sewer</u>	1,050
42400	<u>Postage</u>	2,000
42599	<u>Fuel</u>	40,000

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 2100: POLICE

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42800	<u>Rental</u> Postage Machine	550
42900	<u>Dues & Subscriptions</u> Snow Shoe Gun Club AK Police Standards FBI NAA AK Peace Officers IACP/IAPE AACOP Guardian Tracking Law Manuals Other Dues and Subscriptions	600 200 150 35 250 100 800 1,000 200
		3,335
43300	<u>Contracted Services</u> Dispatch Services Physical Exams, Protective Custody Exams & DUI Testing, etc Applicant Testing Radio Repair & Radar Calibration Towing Charges Other Contracted Services	150,000 16,000 500 2,000 4,000 4,000
		176,500
43303	<u>Support & Maintenance Contracts</u> ARMS Copy Machine	11,200 1,400
		12,600
43400	<u>Equipment Replacement Payment</u>	49,114
	Total Maintenance & Operations	405,149

DEPARTMENT NARRATIVE

GENERAL FUND - PUBLIC WORKS ADMINISTRATION

The Public Works Administration (PWA) Department consists of four full time personnel: the City Engineer, Project Manager, Building Official, and Administrative Assistant. The City Engineer reports to the City Manager. The Project Manager, Building Official, and the Administrative Assistant report to the City Engineer.

The PWA administers building code adopted by the City, including plan review, permitting, inspection, and coordination with the Fire Marshal's office. PWA also coordinates all aspects for virtually every capital project belonging to the City. This coordination is from conception to completion as well as major maintenance after completion. Capital project development and planning includes grant submission and administration, bidding and procurement oversight, and project management.

PWA provides engineering support, project management, and technical information to all other departments. Additionally, PWA updates codes, policies, and procedures as needed.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3100: PUBLIC WORKS ADMINISTRATION

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 300,614	\$ 313,123	\$ 313,123	\$ 337,293	\$ 24,170	7.72%
40140	Allowances	20,700	20,700	20,700	2,700	(18,000)	-86.96%
40200	Overtime	294	1,500	1,500	1,500	-	0.00%
40225	Temporary Labor	1,053	3,000	3,000	3,000	-	0.00%
40300	Annual Leave	13,775	15,896	15,896	18,457	2,561	16.11%
40350	Sick Leave	350	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	5,417	-	-	-	-	#DIV/0!
40500	PERS	67,155	69,217	69,217	74,534	5,317	7.68%
40600	FICA	4,669	4,792	4,792	5,142	350	7.30%
40700	Health Insurance	53,745	63,800	63,800	40,100	(23,700)	-37.15%
40800	Worker's Compensation	1,638	1,750	1,750	1,298	(452)	-25.83%
	Total Salaries & Benefits	\$ 469,410	\$ 493,778	\$ 493,778	\$ 484,024	\$ (9,754)	-1.98%
<u>Operations & Maintenance</u>							
42100	Travel & Training	\$ 5,564	\$ 7,400	\$ 9,900	\$ 6,600	\$ (800)	-10.81%
42200	Materials & Supplies	1,242	350	350	350	-	0.00%
42201	Office Supplies	1,455	2,500	1,000	500	(2,000)	-80.00%
42202	Uniforms	791	700	700	700	-	0.00%
42208	Small Tools & Minor Equipment	5,524	2,400	2,400	2,100	(300)	-12.50%
42301	Telephone	110	550	550	600	50	9.09%
42599	Fuel	-	-	-	6,000	6,000	#DIV/0!
42900	Dues & Subscriptions	1,186	1,400	1,400	1,850	450	32.14%
43300	Contracted Services	3,086	14,000	13,000	13,000	(1,000)	-7.14%
43303	Support & Maintenance Contracts	300	-	-	-	-	#DIV/0!
43305	Computer Software	1,500	-	-	-	-	#DIV/0!
43400	Equipment Replacement Payment	-	-	-	4,286	4,286	#DIV/0!
	Total Operations & Maintenance	\$ 20,758	\$ 29,300	\$ 29,300	\$ 35,986	\$ 6,686	22.82%
	Department Total	\$ 490,168	\$ 523,078	\$ 523,078	\$ 520,010	\$ (3,068)	-0.59%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3100: PUBLIC WORKS ADMINISTRATION

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	
	Building Department Continuing Education, Building Code Certification	1,800
	Public Contracts, Procurement, Software Training	500
	Public Works National Conference & PW Management Training	3,000
	Project Training, SWPPP, CECIL, Traffic Control	800
	Other Travel & Training	500
		<hr/> 6,600
42200	<u>Materials & Supplies</u>	350
42201	<u>Office Supplies</u>	500
42202	<u>Uniforms</u>	
	Safety Gear, Cold Weather/Construction Clothing, Hard Hats	700
42208	<u>Small Tools & Minor Equipment</u>	
	Office Furniture	600
	Other Small Tools & Minor Equipment	1,500
		<hr/> 2,100
42301	<u>Telephone</u>	
	Data Plans for iPads	600
42599	<u>Fuel</u>	6,000
42900	<u>Dues & Subscriptions</u>	
	ASCE, APWA, ICC, NFPA, AWWA	800
	Building Inspection Forms & Code Books	600
	ICC Publications	300
	Other Dues & Subscriptions	150
		<hr/> 1,850
43300	<u>Contracted Services</u>	
	Surveying, Engineering, Building Code Review, Geotech	13,000
43400	<u>Equipment Replacement Payment</u>	4,286
		<hr/>
	Total Maintenance & Operations	35,986

DEPARTMENT NARRATIVE

GENERAL FUND - ANIMAL CONTROL

The Animal Control Department is staffed by one full time and one part time employee. The Animal Control Officer oversees the total operation of the shelter, enforcement matters, and the part time employee.

The primary responsibility of the Animal Control Department is to enforce the Municipal Animal Control ordinances of the City of Soldotna.

Duties of this department include regular patrols to impound strays, investigate complaints, issue citations to violators, answer emergency calls through the Police Department, plan long-range animal control programs, keep records of impounded animals and their disposition, provide shelter maintenance, prepare reports, collect fees, maintain animal adoption programs, provide public information and education, and euthanize animals.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3110: ANIMAL CONTROL

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 97,821	\$ 105,420	\$ 105,420	\$ 109,382	\$ 3,962	3.76%
40140	Allowances	840	840	840	840	-	0.00%
40200	Overtime	389	1,500	1,500	1,500	-	0.00%
40300	Annual Leave	4,137	5,805	5,805	6,016	211	3.63%
40350	Sick Leave	1,160	-	-	-	-	#DIV/0!
40500	PERS	15,069	15,714	15,714	16,277	563	3.58%
40600	FICA	2,774	3,751	3,751	3,896	145	3.87%
40700	Health Insurance	19,807	21,400	21,400	15,100	(6,300)	-29.44%
40800	Worker's Compensation	3,266	3,828	3,828	2,994	(834)	-21.79%
	Total Salaries & Benefits	\$ 145,263	\$ 158,258	\$ 158,258	\$ 156,005	\$ (2,253)	-1.42%
<u>Operations & Maintenance</u>							
42100	Travel & Training	\$ 2,018	\$ 3,000	\$ 3,000	\$ 2,500	\$ (500)	-16.67%
42200	Materials & Supplies	6,199	7,800	7,800	7,800	-	0.00%
42201	Office Supplies	884	1,500	1,200	1,200	(300)	-20.00%
42202	Uniforms	571	800	800	800	-	0.00%
42208	Small Tools & Minor Equipment	3,884	1,200	1,200	1,200	-	0.00%
42301	Telephone	569	800	800	800	-	0.00%
42302	Natural Gas	7,471	9,400	9,400	9,000	(400)	-4.26%
42303	Sanitation	-	-	-	550	550	#DIV/0!
42304	Electricity	8,204	8,700	8,700	9,500	800	9.20%
42400	Postage	198	200	500	500	300	150.00%
42599	Fuel	1,122	2,000	2,000	2,000	-	0.00%
42900	Dues & Subscriptions	150	225	225	225	-	0.00%
43300	Contracted Services	4,722	6,450	6,450	6,450	-	0.00%
	Total Operations & Maintenance	\$ 35,992	\$ 42,075	\$ 42,075	\$ 42,525	\$ 450	1.07%
	Department Total	\$ 181,255	\$ 200,333	\$ 200,333	\$ 198,530	\$ (1,803)	-0.90%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3110: ANIMAL CONTROL

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	2,500
42200	<u>Materials & Supplies</u>	
	Animal Feed & Cat Litter	4,300
	Veterinary Supplies	1,500
	Cleaning & Disinfectant Supplies	2,000
		<hr/> 7,800
42201	<u>Office Supplies</u>	1,200
42202	<u>Uniforms</u>	800
42208	<u>Small Tools & Minor Equipment</u>	
	Cages	600
	Live Traps	600
		<hr/> 1,200
42301	<u>Telephone</u>	800
42302	<u>Natural Gas</u>	9,000
42303	<u>Sanitation</u>	550
42304	<u>Electricity</u>	9,500
42400	<u>Postage</u>	500
42599	<u>Fuel</u>	2,000
42900	<u>Dues & Subscriptions</u>	
	National Animal Control Association	125
	Other Dues & Subscriptions	100
		<hr/> 225
43300	<u>Contracted Services</u>	
	Veterinary Fees	6,030
	Security Monitoring	420
		<hr/> 6,450
	Total Operations & Maintenance	42,525

DEPARTMENT NARRATIVE

GENERAL FUND – SHOP

The Shop Department has two full-time employees (Mechanics) under the direct supervision of the Maintenance Department Manager. The Shop is responsible for the repair and preventative maintenance of all City-owned heavy equipment, vehicles, small equipment, stand-by generators, Zamboni's and other miscellaneous equipment. The Shop personnel also help other departments with reconstruction and manufacturing of specialty equipment or needs. They assist with snow removal efforts and other duties as assigned.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 3120: SHOP DEPARTMENT**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 151,974	\$ 152,221	\$ 152,221	\$ 150,350	\$ (1,871)	-1.23%
40140	Allowances	1,170	1,215	1,215	1,215	-	0.00%
40200	Overtime	190	2,400	2,400	2,400	-	0.00%
40300	Annual Leave	16,369	7,738	7,738	8,269	531	6.86%
40350	Sick Leave	1,493	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	2,263	-	-	-	-	#DIV/0!
40500	PERS	36,252	34,017	34,017	33,605	(412)	-1.21%
40600	FICA	2,369	2,242	2,242	2,215	(27)	-1.20%
40700	Health Insurance	40,449	36,685	36,685	26,105	(10,580)	-28.84%
40800	Worker's Compensation	6,649	8,649	8,649	6,148	(2,501)	-28.92%
	Total Salaries & Benefits	\$ 259,178	\$ 245,167	\$ 245,167	\$ 230,307	\$ (14,860)	-6.06%
<u>Operations & Maintenance</u>							
42100	Travel & Training	\$ 346	\$ 500	\$ 500	\$ 500	\$ -	0.00%
42200	Materials & Supplies	73,346	78,000	78,000	78,000	-	0.00%
42202	Uniforms	576	1,200	1,200	1,200	-	0.00%
42208	Small Tools & Minor Equipment	7,774	1,000	2,645	1,000	-	0.00%
42301	Telephone	312	2,700	2,700	2,800	100	3.70%
42302	Natural Gas	12,015	14,500	14,500	14,000	(500)	-3.45%
42303	Sanitation	1,185	1,300	1,300	1,350	50	3.85%
42304	Electricity	11,775	14,800	14,800	14,800	-	0.00%
42599	Fuel	3,732	5,000	5,000	5,000	-	0.00%
42900	Dues & Subscriptions	-	2,120	2,120	1,785	(335)	-15.80%
43300	Contracted Services	19,199	9,340	27,340	9,600	260	2.78%
43303	Support & Maintenance Contracts	-	-	2,160	2,210	2,210	#DIV/0!
43360	Miscellaneous	395	380	380	450	70	18.42%
43400	Equipment Replacement Payment	2,984	7,129	7,129	7,129	-	0.00%
43520	Capital	9,284	-	-	-	-	#DIV/0!
	Total Operations & Maintenance	\$ 142,923	\$ 137,969	\$ 159,774	\$ 139,824	\$ 1,855	1.34%
	Department Total	\$ 402,101	\$ 383,136	\$ 404,941	\$ 370,131	\$ (13,005)	-3.39%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3120: SHOP DEPARTMENT

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	500
42200	<u>Materials & Supplies</u> Shop Supplies & Safety Equipment	78,000
42202	<u>Uniforms</u>	1,200
42208	<u>Small Tools & Minor Equipment</u>	1,000
42301	<u>Telephone</u>	2,800
42302	<u>Natural Gas</u>	14,000
42303	<u>Sanitation</u>	1,350
42304	<u>Electricity</u>	14,800
42599	<u>Fuel</u>	5,000
42900	<u>Dues & Subscriptions</u> Snap-on Turn Key Diagnostics	1,785
43300	<u>Contracted Services</u> Mechanical Services Vehicle Inspections Other Contracted Services	5,000 2,100 2,500 <hr/> 9,600
43303	<u>Support & Maintenance Contracts</u> PubWorks Software	2,210
43360	<u>Miscellaneous</u> Vehicle Registrations & License Renewals	450
43400	<u>Equipment Replacement Payment</u>	<hr/> 7,129
	Total Maintenance & Operations	139,824

DEPARTMENT NARRATIVE

GENERAL FUND - STREETS

The Maintenance Department personnel are split between street, city building, airport maintenance and repairs. All Maintenance Department personnel are under the direct supervision of the Maintenance Department Manager. The maintenance crew consists of six employees (Operators), an Administrative Assistant and the Maintenance Department Manager.

The Street Department budget includes costs for year-round street maintenance and repair activities. Street maintenance includes road grading, snow plowing, pulling of drainage ditches, cleaning of culverts, mowing of certain rights-of-way and easements, dust control on gravel roads, crack sealing on paved streets, street sweeping and City building vehicle parking lot maintenance. This budget also includes items such as storm drain maintenance and repairs, acquisition of street sand (including urea and salt additives), snow hauling contract funds, snow storage pit rental fees, smaller concrete and asphalt repair project funds, and funds for numerous other associated items.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3130: STREETS

Acct#	Description	FY14 Actual	FY15 Original Budget	FY15 Amended Budget	FY16 Council Approved	Difference FY15 Orig	% Diff
Salaries & Benefits							
40100	Salaries	\$ 295,159	\$ 358,944	\$ 358,944	\$ 359,527	\$ 583	0.16%
40105	Allocated Salaries	245	1,598	1,598	1,565	(33)	-2.07%
40140	Allowances	744	765	765	450	(315)	-41.18%
40200	Overtime	6,216	12,900	12,900	12,900	-	0.00%
40205	Allocated Overtime	367	-	-	-	-	#DIV/0!
40225	Temporary Labor	11,032	15,000	15,000	15,000	-	0.00%
40250	Temporary Overtime	465	-	-	-	-	#DIV/0!
40300	Annual Leave	28,395	19,751	19,751	18,829	(922)	-4.67%
40350	Sick Leave	1,651	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	16,746	-	-	-	-	#DIV/0!
40500	PERS	76,099	82,157	82,157	82,278	121	0.15%
40600	FICA	4,741	4,883	4,883	5,721	838	17.16%
40700	Health Insurance	55,293	62,075	62,075	58,450	(3,625)	-5.84%
40800	Worker's Compensation	19,529	22,256	22,256	13,775	(8,481)	-38.11%
	Total Salaries & Benefits	\$ 516,682	\$ 580,329	\$ 580,329	\$ 568,495	\$ (11,834)	-2.04%
Operations & Maintenance							
42100	Travel & Training	\$ 2,939	\$ 4,400	\$ 4,400	\$ 4,400	\$ -	0.00%
42200	Materials & Supplies	163,485	101,500	101,500	101,500	-	0.00%
42201	Office Supplies	945	2,500	2,500	1,500	(1,000)	-40.00%
42202	Uniforms	1,570	3,500	3,500	3,000	(500)	-14.29%
42208	Small Tools & Minor Equipment	3,586	2,000	4,017	2,000	-	0.00%
42301	Telephone	2,804	5,000	5,000	5,300	300	6.00%
42302	Natural Gas	7,303	10,000	10,000	9,000	(1,000)	-10.00%
42303	Sanitation	1,438	1,600	1,600	1,650	50	3.13%
42304	Electricity	64,328	70,000	70,000	76,000	6,000	8.57%
42305	Janitorial	5,188	6,500	6,500	6,500	-	0.00%
42306	Water & Sewer	1,823	1,800	1,800	2,100	300	16.67%
42599	Fuel	52,001	82,000	82,000	82,000	-	0.00%
42800	Rental	6,730	10,000	10,000	10,000	-	0.00%
42900	Dues & Subscriptions	-	200	200	360	160	80.00%
43300	Contracted Services	117,298	221,500	222,518	207,500	(14,000)	-6.32%
43303	Support & Maintenance Contracts	621	950	950	950	-	0.00%
43360	Miscellaneous	1,125	600	600	600	-	0.00%
43400	Equipment Replacement Payment	102,845	108,236	108,236	112,202	3,966	3.66%
	Total Operations & Maintenance	\$ 536,029	\$ 632,286	\$ 635,321	\$ 626,562	\$ (5,724)	-0.91%
	Department Total	\$ 1,052,711	\$ 1,212,615	\$ 1,215,650	\$ 1,195,057	\$ (17,558)	-1.45%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3130: STREETS

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	
	Safety Officer	1,500
	Other Travel & Training	2,900
		<hr/> 4,400
42200	<u>Materials & Supplies</u>	
	Calcium Chloride	25,000
	Screened Sand	13,000
	Salt	19,000
	Urea	21,000
	D-1 for Gravel Road Repairs	8,500
	Other Materials & Supplies	15,000
		<hr/> 101,500
42201	<u>Office Supplies</u>	1,500
42202	<u>Uniforms</u>	3,000
42208	<u>Small Tools & Minor Equipment</u>	2,000
42301	<u>Telephone</u>	5,300
42302	<u>Natural Gas</u>	9,000
42303	<u>Sanitation</u>	1,650
42304	<u>Electricity</u>	76,000
42305	<u>Janitorial</u>	
	Janitorial Services	5,000
	Floor Waxing & Other Janitorial Services	1,500
		<hr/> 6,500
42306	<u>Water & Sewer</u>	2,100
42599	<u>Fuel</u>	82,000
42800	<u>Rental</u>	
	Excavator for Digging Ditches	5,800
	Dozer for Stacking Sand Pile	2,000
	Other Rental	2,200
		<hr/> 10,000
42900	<u>Dues & Subscriptions</u>	
	CDL Renewals	200
	Other Dues & Subscriptions	160
		<hr/> 360

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3130: STREETS

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
43300	<u>Contracted Services</u>	
	Asphalt Repairs	40,000
	Street Painting	25,000
	Sidewalk Repairs	25,000
	Street Light Repairs	10,000
	Snow Hauling	100,000
	Other Contracted Services	7,500
		<u>207,500</u>
43303	<u>Support & Maintenance Contracts</u>	
	ESRI (ArcMap)	300
	Bizhub Copier	650
		<u>950</u>
43360	<u>Miscellaneous</u>	
	Equipment Seasonal Oversize Permit	600
43400	<u>Equipment Replacement Payment</u>	<u>112,202</u>
	Total Operations & Maintenance	626,562

DEPARTMENT NARRATIVE

GENERAL FUND – BUILDING REPAIR & MAINTENANCE

The Maintenance Department personnel are split between street, city building, and airport maintenance and repairs. All the Maintenance Department personnel are under the direct supervision of the Maintenance Department Manager. The maintenance crew consists of six employees (operators), an Administrative Assistant and the Maintenance Department Manager.

The Maintenance Workers perform semi-skilled work in the alteration, repair, and maintenance of City buildings, facilities, and equipment. The Maintenance Workers routinely schedule and conduct inspections on our fire system, the elevator, the boiler, pressure vessels, and other equipment as the need arises. These workers also perform basic carpentry, painting, plumbing, plastering, sheet rock installation, electrical, and mechanical work. They operate hand tools, power tools and shop equipment as needed. Additionally, they move and/or assemble employee desks and work stations and perform other duties, as requested, to assure employee comfort, and safety.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3160: BUILDING REPAIR & MAINTENANCE

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 64,510	\$ 76,351	\$ 76,351	\$ 77,141	\$ 790	1.03%
40105	Allocated Salaries	11,228	24,636	24,636	25,266	630	2.56%
40140	Allowances	243	233	233	180	(53)	-22.75%
40200	Overtime	381	-	-	-	-	#DIV/0!
40205	Allocated Overtime	-	200	200	200	-	0.00%
40225	Temporary Labor	313	1,000	1,000	1,000	-	0.00%
40300	Annual Leave	6,187	4,751	4,751	4,656	(95)	-2.00%
40350	Sick Leave	50	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	1,215	-	-	-	-	#DIV/0!
40500	PERS	15,629	18,729	18,729	18,972	243	1.30%
40600	FICA	871	2,269	2,269	2,443	174	7.67%
40700	Health Insurance	12,736	17,568	17,568	14,910	(2,658)	-15.13%
40800	Worker's Compensation	3,971	4,847	4,847	3,632	(1,215)	-25.07%
	Total Salaries & Benefits	\$ 117,334	\$ 150,584	\$ 150,584	\$ 148,400	\$ (2,184)	-1.45%
<u>Operations & Maintenance</u>							
42200	Materials & Supplies	\$ 17,309	\$ 20,000	\$ 19,550	\$ 20,000	\$ -	0.00%
42208	Small Tools & Minor Equipment	1,158	300	750	500	200	66.67%
42599	Fuel	1,478	1,700	1,700	1,700	-	0.00%
42800	Rental	-	400	400	400	-	0.00%
43300	Contracted Services	41,987	46,850	52,997	36,700	(10,150)	-21.66%
43303	Support & Maintenance Contract	-	-	2,160	2,210	2,210	#DIV/0!
	Total Operations & Maintenance	\$ 61,932	\$ 69,250	\$ 77,557	\$ 61,510	\$ (7,740)	-11.18%
	Department Total	\$ 179,266	\$ 219,834	\$ 228,141	\$ 209,910	\$ (9,924)	-4.51%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3160: BUILDING REPAIR & MAINTENANCE

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42200	<u>Materials & Supplies</u>	20,000
16001	City Hall	
16005	Police Facility	
16010	Visitor Center	
16015	Library	
16020	Animal Shelter	
16025	Funny River Shop	
16030	Maintenance Facility	
42208	<u>Small Tools & Minor Equipment</u>	500
42599	<u>Fuel</u>	1,700
42800	<u>Rental</u>	400
43300	<u>Contracted Services</u>	
	Electricians, Plumbers, Etc	14,000
	Snow Removal	12,500
	Window Cleaning (All GF Locations)	2,800
	Mechanical Inspections (All GF Locations)	7,400
		<hr/> 36,700
43303	<u>Support & Maintenance Contracts</u>	
	PubWorks Software	<hr/> 2,210
	Total Maintenance & Operations	<hr/> 61,510

DEPARTMENT NARRATIVE

GENERAL FUND – ECONOMIC DEVELOPMENT & PLANNING

The Economic Development & Planning (ED&P) Department consists of three full-time personnel: the Director of Economic Development & Planning, City Planner, and Planning/GIS Technician. The Director reports to the City Manager, and directs the activities of the City Planner and Planning/GIS Technician.

The Economic Development & Planning Department provides staff services in the areas of long-range community planning, economic development, zoning and development permitting, municipal land management, code enforcement, street addressing, and geographic information services (GIS). This department is responsible for administering and coordinating the City's planning and zoning functions as required under Title 17 of the Soldotna Municipal Code, as well as a range of other duties as previously listed.

The Department staff has frequent contact with the general public, other City departments, elected officials, as well as various levels of government such as Borough and State agencies in performing their day-to-day functions. ED&P Staff provide administrative support to the Planning and Zoning Commission, a quasi-judicial body which meets twice monthly, as well as support to various other city boards and commissions as needed.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 3200: ECONOMIC DEVELOPMENT & PLANNING**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 153,955	\$ 228,030	\$ 228,030	\$ 237,474	\$ 9,444	4.14%
40120	P&Z Commissioners	5,700	10,500	10,500	10,800	300	2.86%
40140	Allowances	5,000	3,000	3,000	900	(2,100)	-70.00%
40300	Annual Leave	18,104	12,059	12,059	13,125	1,066	8.84%
40400	Annual Leave Buy-Back	2,762	-	-	-	-	#DIV/0!
40350	Sick Leave	-	-	-	-	-	#DIV/0!
40500	PERS	37,393	50,167	50,167	52,244	2,077	4.14%
40600	FICA	2,897	4,110	4,110	4,270	160	3.89%
40700	Health Insurance	34,595	61,300	61,300	39,900	(21,400)	-34.91%
40800	Worker's Compensation	1,214	1,314	1,314	943	(371)	-28.23%
	Total Salaries & Benefits	\$ 261,620	\$ 370,480	\$ 370,480	\$ 359,656	\$ (10,824)	-2.92%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 13,777	\$ 13,550	\$ 13,550	\$ 13,550	\$ -	0.00%
42200	Materials & Supplies	414	1,200	1,200	750	(450)	-37.50%
42201	Office Supplies	1,679	750	750	750	-	0.00%
42208	Small Tools & Minor Equipment	4,932	2,750	7,825	1,250	(1,500)	-54.55%
42301	Telephone	-	-	1,120	1,550	1,550	#DIV/0!
42900	Dues & Subscriptions	1,265	2,225	2,225	1,875	(350)	-15.73%
43000	Advertising & Promotion	4,290	5,000	5,000	5,000	-	0.00%
43300	Contracted Services	17,629	18,500	33,030	15,000	(3,500)	-18.92%
43303	Support & Maintenance Contracts	1,200	3,150	3,150	3,150	-	0.00%
43305	Computer Software	1,379	-	105	-	-	#DIV/0!
43310	Economic Development	-	25,000	27,500	26,500	1,500	6.00%
	Total Maintenance & Operations	\$ 46,565	\$ 72,125	\$ 95,455	\$ 69,375	\$ (2,750)	-3.81%
	Department Total	\$ 308,185	\$ 442,605	\$ 465,935	\$ 429,031	\$ (13,574)	-3.07%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3200: ECONOMIC DEVELOPMENT & PLANNING

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	
	National APA or IEDC Conference (Director)	2,750
	National APA or Western Planner Conference (Planner)	2,750
	GIS, Planning or Code Enforcement (GIS Technician)	2,750
	P&Z Commissioner Training	750
	State Planning Conference at AML (3 Commissioners & 3 Staff)	4,550
		13,550
42200	<u>Materials & Supplies</u>	750
42201	<u>Office Supplies</u>	750
42208	<u>Small Tools & Minor Equipment</u>	
	Office Furniture	500
	Other Small Tools & Minor Equipment	750
		1,250
42301	<u>Telephone</u>	
	Data Plan for iPads	1,550
42900	<u>Dues & Subscriptions</u>	
	IEDC	345
	APA/AICP (2)	880
	The "Commissioner" Newsletter	150
	Planning Journals, Bulletins, Reference Materials	500
		1,875
43000	<u>Advertising & Promotion</u>	5,000
43300	<u>Contracted Services</u>	
	GIS Consulting, Geodatabase Formation, Code Re-writing	15,000
43303	<u>Support & Maintenance Contracts</u>	
	ESRI (Basic, Standard, ArcPad)	3,150
43310	<u>Economic Development</u>	
	Professional Plans & Studies	10,000
	Marketing & Sponsorships (T-200, Industry Forum, Clarion 'Trends' ad, Milepost ad, etc)	15,000
	Economic Development Council Meetings, etc	1,500
		26,500
	Total Maintenance & Operations	69,375

DEPARTMENT NARRATIVE

GENERAL FUND – LIBRARY

The Joyce K. Memorial Soldotna Public Library expansion project was completed in 2013, with a Grand Opening on January 18, 2014. The new building is 9,800 square feet larger than the previous space, bringing the total to 21,000 square feet. The completed building meets ADA accessibility requirements and the needs of our growing community. A teen space, community room, conference rooms, and fireplace are some of the new features visitors enjoy.

In 1962 Juneau approved an appeal to incorporate a library into the town of Soldotna. Mrs. Joyce Carver was elected as the first president of the library board. The Library was housed in one room of the old clinic building and was run by volunteers. Upon Mrs. Carver's death in 1966, a memorial fund was established for the building of a new library. The property was donated by Dr. Paul Isaac, Dr. Elmer Gaede and Burton Carver. In 1972 the new library was formally dedicated to the memory of Joyce K. Carver and opened to the public. Expansions and renovations were made in 1977, 1990, and 2013. The library circulation system was automated in 1990, and the library catalog in 2000.

The Soldotna Public Library is open 52 hours per week year long. Four full-time and three half-time employees serve approximately 9,588 registered cardholders as well as other cardholders. Volunteers assist in various ways by helping library staff shelve and organize materials, set up and clean up the facilities for library programs, assist or lead special programs and events, as well as prepare new materials for circulation. The Soldotna Library Friends also organizes and maintains regularly scheduled used book sales.

Library staff and volunteers provide a variety of programs of interest to patrons of all ages. Highlights include regular story times for babies, toddlers, and school age children, weekly teen craft and game programs, as well as adult programs covering a variety of topics and interests. During the summer months library staff provide reading logs, prizes, and special parties and other activities as part of the library's summer reading club for pre-readers, readers, teens, and adults.

The Library collection includes approximately 47,000 items. Several special collections located in the library include Alaskan, audio books, DVD's, folklore, genealogy, graphic novels, large print books, music CDs, new releases, magazines, and young adult fiction. We receive local Alaskan papers on a daily basis, as well as the Wall Street Journal and USA Today. Interlibrary Loan services are provided to patrons who are looking for books the library does not carry in its collection.

The Library's website <http://soldotna.org/departments/library> provides a link for patrons to access the Library's online catalog along with a link to SLED, an Alaska Library Network sponsored collection of databases which provide access to a variety of educational resources covering topics ranging from auto repair to homework help. The Soldotna Public Library also offers patrons free eBook and digital audio book downloads through the ListenAlaska database. Ten public access computers are available for internet access, word processing, and other tasks. WiFi (wireless internet) may be freely accessed by anyone with a personal wireless equipped electronic device, and the library also offers the use of 6 laptops and 6 iPads to current cardholders who are in good standing.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 4000: LIBRARY

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 219,142	\$ 297,711	\$ 297,711	\$ 308,760	\$ 11,049	3.71%
40200	Overtime	823	-	-	-	-	#DIV/0!
40225	Temporary Labor	6,244	10,205	10,205	26,489	16,284	159.57%
40300	Annual Leave	6,855	9,817	9,817	10,719	902	9.19%
40350	Sick Leave	274	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	5,370	-	-	-	-	#DIV/0!
40500	PERS	37,449	47,444	47,444	49,412	1,968	4.15%
40600	FICA	7,060	10,185	10,185	11,721	1,536	15.08%
40700	Health Insurance	42,946	58,200	58,200	41,700	(16,500)	-28.35%
40800	Worker's Compensation	1,276	1,696	1,696	1,273	(423)	-24.94%
	Total Salaries & Benefits	\$ 327,439	\$ 435,258	\$ 435,258	\$ 450,074	\$ 14,816	3.40%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 5,143	\$ 8,200	\$ 8,200	\$ 6,750	\$ (1,450)	-17.68%
42200	Materials & Supplies	89,124	100,000	102,402	88,000	(12,000)	-12.00%
42201	Office Supplies	9,113	10,600	10,600	3,400	(7,200)	-67.92%
42208	Small Tools & Minor Equipment	5,463	-	-	-	-	#DIV/0!
42301	Telephone	6,096	7,200	7,200	8,300	1,100	15.28%
42302	Natural Gas	14,283	30,000	30,000	28,000	(2,000)	-6.67%
42303	Sanitation	586	1,100	1,100	1,100	-	0.00%
42304	Electricity	25,894	35,000	35,000	43,000	8,000	22.86%
42305	Janitorial	14,388	21,800	21,800	21,800	-	0.00%
42306	Water & Sewer	1,179	2,000	2,000	2,100	100	5.00%
42400	Postage	1,148	1,200	1,200	1,000	(200)	-16.67%
42900	Dues & Subscriptions	3,906	8,990	8,990	9,990	1,000	11.12%
43000	Advertising & Promotion	5,467	1,200	1,200	750	(450)	-37.50%
43303	Support & Maintenance Contracts	2,717	5,650	5,650	9,050	3,400	60.18%
43305	Computer Software	1,875	500	500	500	-	0.00%
43360	Miscellaneous	5,000	500	500	500	-	0.00%
43520	Capital	5,906	-	-	-	-	#DIV/0!
	Total Maintenance & Operations	\$ 197,288	\$ 233,940	\$ 236,342	\$ 224,240	\$ (9,700)	-4.15%
	Department Total	\$ 524,727	\$ 669,198	\$ 671,600	\$ 674,314	\$ 5,116	0.76%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 4000: LIBRARY

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	
	AKLA Conference (travel to Fairbanks for 1 staff)	1,800
	ARSL or PLA Conference (out of state travel for 2 staff, amount not paid by grants)	3,500
	Professional Development Courses	700
	Other Travel & Training	750
		6,750
42200	<u>Materials & Supplies</u>	88,000
42201	<u>Office Supplies</u>	3,400
42301	<u>Telephone</u>	8,300
42302	<u>Natural Gas</u>	28,000
42303	<u>Sanitation</u>	1,100
42304	<u>Electricity</u>	43,000
42305	<u>Janitorial</u>	
	Janitorial Services	20,000
	Carpet Cleaning	1,800
		21,800
42306	<u>Water & Sewer</u>	2,100
42400	<u>Postage</u>	1,000
42900	<u>Dues & Subscriptions</u>	
	EBSCO Subscription Service	3,000
	OCLC	2,500
	American Library Association	1,135
	Alaska Library Network	250
	Alaska Library Association	275
	ListenAlaska	1,500
	Movie Licensing	455
	Other Dues & Subscriptions	875
		9,990
43000	<u>Advertising & Promotion</u>	750
43303	<u>Support & Maintenance Contracts</u>	
	Copier Maintenance	2,000
	Apollo Integrated Library System	2,850
	CASSIE	1,000
	Faronics	1,300
	Tech Logic	1,900
		9,050

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 4000: LIBRARY

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
43005	<u>Computer Software</u>	500
43360	<u>Miscellaneous</u>	<u>500</u>
	Total Maintenance & Operations	224,240

DEPARTMENT NARRATIVE

GENERAL FUND – NON-DEPARTMENTAL

The Non-Departmental budget provides for General Fund expenditures that are not accounted for in another specific department. The Non-Departmental budget includes grants to outside agencies, transfers to other funds, PERS on behalf payments, healthcare consultation expenditures, City-wide wellness program expenditures, other minimal payroll related expenditures and an amount set aside for contingencies. This fund also includes General Fund vehicle, property, general liability and police professional liability insurances.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 7100: NON-DEPARTMENTAL**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
45000	Insurance	\$ 63,264	\$ 94,000	\$ 73,500	\$ 88,600	\$ (5,400)	-5.74%
45050	Citywide Wellness Program	2,090	10,000	6,125	5,000	(5,000)	-50.00%
45060	Misc Payroll Expenses	13,809	15,000	15,000	15,000	-	0.00%
45065	Healthcare Consultation Services	6,000	18,000	18,500	10,000	(8,000)	-44.44%
45070	PERS On Behalf	434,361	724,352	724,352	174,993	(549,359)	-75.84%
46190	Land Acquisition	1,109,280	-	-	-	-	#DIV/0!
46201	Carts	7,620	7,620	7,620	7,620	-	0.00%
46203	Tsalteshi Trails Association	10,000	10,000	10,000	15,000	5,000	50.00%
46204	Soldotna After the Bell	20,000	-	-	-	-	#DIV/0!
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	35,000	-	0.00%
46206	Soldotna Area Senior Citizens	8,000	7,000	7,000	7,000	-	0.00%
46208	Soldotna Historical Society & Museum	7,600	8,800	8,800	8,800	-	0.00%
46210	Soldotna High School Track & Field Project	-	150,000	150,000	-	(150,000)	-100.00%
46250	Rental of Airport Property	25,817	26,462	26,462	27,124	662	2.50%
46400	Operating Transfers	829,070	999,583	999,583	1,005,808	6,225	0.62%
46950	Capital Project Transfers	1,996,684	-	2,340,438	-	-	#DIV/0!
47000	Contingency	-	50,000	37,990	50,000	-	0.00%
Department Total		<u>\$4,568,595</u>	<u>\$2,155,817</u>	<u>\$4,460,370</u>	<u>\$1,449,945</u>	<u>\$ (705,872)</u>	<u>-32.74%</u>

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 7100: NON-DEPARTMENTAL

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
45000	<u>Insurance</u>	
	Vehicle	28,850
	Property	24,950
	General Liability	14,500
	Police Professional	19,800
	Notary Bonds	500
		<hr/> 88,600
45050	<u>Citywide Wellness Program</u>	5,000
45060	<u>Misc Payroll Expenses</u>	15,000
45065	<u>Healthcare Consultation Services</u>	10,000
45070	<u>PERS On Behalf</u>	174,993
46201	<u>Carts</u>	7,620
46203	<u>Tsalteshi Trails Association</u>	15,000
46205	<u>Boys & Girls Club of the Kenai Peninsula</u>	35,000
46206	<u>Soldotna Area Senior Citizens</u>	7,000
46208	<u>Soldotna Historical Society & Museum</u>	8,800
46250	<u>Rental of Airport Property</u>	27,124
46400	<u>Operating Transfers</u>	
	Soldotna Regional Sports Complex	470,150
	Campgrounds	-
	Parks	314,907
	Community Schools	47,180
	Debt Service Fund	173,571
		<hr/> 1,005,808
47000	<u>Contingency</u>	<hr/> 50,000
	Total Maintenance & Operations	<hr/> 1,449,945

UTILITY FUND



CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 003: UTILITY FUND
RECAP

Acct#	Description	FY14 Actual	FY15 Original Budget	FY15 Projected	FY16 Council Approved	Difference FY15 Orig	% Diff
31000	State PERS Relief Funding	\$ 51,076	\$ 91,616	\$ 91,616	\$ 23,108	\$ (68,508)	-74.78%
36000	Water	469,278	485,000	485,000	525,000	40,000	8.25%
36100	Water Permit Inspection Fees	3,494	1,000	4,500	2,000	1,000	100.00%
36400	Turn On/Off Fees	7,392	7,000	6,300	7,000	-	0.00%
36410	Penalties	9,812	10,000	10,000	10,000	-	0.00%
36500	Sewer	890,283	960,000	960,000	1,065,000	105,000	10.94%
36600	Sewer Permit Inspection Fees	3,400	1,000	4,500	2,000	1,000	100.00%
37120	Interest	10,542	12,500	12,500	11,200	(1,300)	-10.40%
37190	Miscellaneous	13,907	12,000	12,000	12,000	-	0.00%
39150	W/S Extension Revenue	15,643	15,000	24,000	18,000	3,000	20.00%
	Total Revenues	\$ 1,474,827	\$ 1,595,116	\$ 1,610,416	\$ 1,675,308	\$ 80,192	5.03%
5100	Water Expenditures	\$ 432,637	\$ 521,269	\$ 525,209	\$ 517,978	\$ (3,291)	-0.63%
5200	Sewer Expenditures	313,446	366,809	367,024	313,986	(52,823)	-14.40%
5250	WWTP Expenditures	638,164	685,748	681,593	688,736	2,988	0.44%
	Total Expenditures	\$ 1,384,247	\$ 1,573,826	\$ 1,573,826	\$ 1,520,700	\$ (53,126)	-3.38%
Revenues Over (Under) Expenditures							
	Before Non-Operating Transfers	\$ 90,580	\$ 21,290	\$ 36,590	\$ 154,608		
Non-Operating Transfers In (Out)							
	From Capital Project Funds	\$ 547	\$ -	\$ -	\$ -		
	To Capital Project Funds	(1,401,029)	-	-	-		
	Total Non-Operating Transfers	\$ (1,400,482)	\$ -	\$ -	\$ -		
	Total Expenditures/Appropriations	\$ 2,785,276	\$ 1,573,826	\$ 1,573,826	\$ 1,520,700		
	Revenues Over (Under) Expenditures	\$ (1,309,902)	\$ 21,290	\$ 36,590	\$ 154,608		
	Beginning Fund Balance	\$ 2,777,389	\$ 1,467,487	\$ 1,467,487	\$ 1,504,077		
	Ending Fund Balance	\$ 1,467,487	\$ 1,488,777	\$ 1,504,077	\$ 1,658,685		

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

UTILITY FUND
EXPENDITURES BY LINE ITEM

Acct#	Description	FY14 Actual	FY15 Original Budget	FY15 Amended Budget	FY16 Council Approved	Difference FY15 Orig	% Diff
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 337,162	\$ 389,663	\$ 389,663	\$ 417,689	\$ 28,026	7.19%
40105	Allocated Salaries	2,294	8,945	8,945	8,871	(74)	-0.83%
40140	Allowances	3,560	3,840	3,840	3,840	-	0.00%
40150	Certification Pay	2,580	2,579	2,579	2,580	1	0.04%
40200	Overtime	10,547	13,280	13,280	14,714	1,434	10.80%
40205	Allocated Overtime	-	1,400	1,400	1,400	-	0.00%
40225	Temporary Labor	50,406	7,500	7,500	10,374	2,874	38.32%
40250	Temporary Overtime	768	-	-	-	-	#DIV/0!
40300	Annual Leave	14,248	18,377	18,377	19,997	1,620	8.82%
40350	Sick Leave	457	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	14,415	-	-	-	-	#DIV/0!
40500	PERS	77,479	91,491	91,491	97,955	6,464	7.07%
40600	FICA	6,324	6,603	6,603	7,249	646	9.78%
40700	Health Insurance	73,600	94,299	94,299	55,366	(38,933)	-41.29%
40800	Worker's Compensation	14,382	16,418	16,418	11,867	(4,551)	-27.72%
	Total Salaries & Benefits	\$ 608,222	\$ 654,395	\$ 654,395	\$ 651,902	\$ (2,493)	-0.38%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 672	\$ 3,000	\$ 3,000	\$ 4,500	\$ 1,500	50.00%
42200	Materials & Supplies	124,371	134,250	126,995	126,550	(7,700)	-5.74%
42201	Office Supplies	2,508	3,100	3,280	3,900	800	25.81%
42202	Uniforms	1,687	1,400	1,400	1,400	-	0.00%
42208	Small Tools & Minor Equipment	29,585	2,850	15,025	2,850	-	0.00%
42301	Telephone	4,706	14,600	14,600	16,300	1,700	11.64%
42302	Natural Gas	16,004	22,700	22,700	21,500	(1,200)	-5.29%
42303	Sanitation	603	750	750	550	(200)	-26.67%
42304	Electricity	314,602	349,000	349,000	359,000	10,000	2.87%
42400	Postage	6,488	6,500	6,500	7,000	500	7.69%
42599	Fuel	16,712	22,600	22,600	22,600	-	0.00%
42600	Shop Repair & Maintenance	23,006	30,000	30,000	25,000	(5,000)	-16.67%
42800	Rental	350	2,500	2,500	2,500	-	0.00%
42900	Dues & Subscriptions	2,878	4,025	4,025	3,980	(45)	-1.12%
43300	Contracted Services	146,091	159,660	154,560	179,660	20,000	12.53%
43303	Support & Maintenance Contracts	6,300	8,200	8,200	9,200	1,000	12.20%
43305	Computer Software	999	-	-	-	-	#DIV/0!
43360	Miscellaneous	2,426	3,200	3,200	3,100	(100)	-3.13%
43400	Equipment Replacement Payment	6,100	5,280	5,280	4,100	(1,180)	-22.35%
45000	Insurance	18,861	24,200	24,200	22,000	(2,200)	-9.09%
45070	PERS On Behalf	51,076	91,616	91,616	23,108	(68,508)	-74.78%
	Total Maintenance & Operations	\$ 776,025	\$ 889,431	\$ 889,431	\$ 838,798	\$ (50,633)	-5.69%
<u>Transfers</u>							
46950	Capital Project Transfers	\$ 1,401,029	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Total Transfers	\$ 1,401,029	\$ -	\$ -	\$ -	\$ -	#DIV/0!
47000	<u>Contingency</u>	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
	Total Utility Fund Expenditures	\$ 2,785,276	\$ 1,573,826	\$ 1,573,826	\$ 1,520,700	\$ (53,126)	-3.38%

DEPARTMENT NARRATIVE

UTILITY FUND - WATER

The City of Soldotna Utility Fund consists of a Water Treatment and Distribution System, a Sewer Collection System, and a Wastewater Treatment Facility. This fund has four full time employees and one Supervisor that are certified by the Alaska Department of Environmental Conservation to operate all of the systems.

The City water distribution system consists of four wells with three well houses and two 1,000,000 gallon above ground storage tanks. These reservoirs will operate like hydromantic tanks in conjunction with the wells. The system serves approximately 1400 water service connections. The system must be monitored and maintained for proper operation. They must meet all State and Federal mandates applying to all health and safety standards and the Clean Water Drinking Act.

Operators of this system and the Utility Department Manager must be certified by the Department of Environmental Conservation through the State of Alaska as appropriate for a Class II Distribution System and a Class A Public Water System of its size. Funds for the Utility Operator positions and the Utility Department Manager position are allocated between the Water, Sewer, and Wastewater Treatment Plant Departments. The Water Department budget also funds 33% of one full-time Finance employee for time spent performing water utility billing functions.

The duties of the Water Department are to make sure that all regulations are followed and met, that the system is operated in a way to ensure the best possible water supply is delivered to the public, that public health is protected, and that the system is free from failure. This department is under the supervision of the Utility Manager.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 003: UTILITY FUND
DEPARTMENT 5100: WATER**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 110,767	\$ 127,547	\$ 127,547	\$ 136,146	\$ 8,599	6.74%
40105	Allocated Salaries	1,504	5,022	5,022	4,980	(42)	-0.84%
40140	Allowances	1,390	1,320	1,320	1,320	-	0.00%
40150	Certification Pay	852	851	851	851	-	0.00%
40200	Overtime	2,813	4,032	4,032	4,500	468	11.61%
40205	Allocated Overtime	-	700	700	700	-	0.00%
40225	Temporary Labor	19,754	-	-	-	-	#DIV/0!
40250	Temporary Overtime	319	-	-	-	-	#DIV/0!
40300	Annual Leave	4,778	5,962	5,962	6,480	518	8.69%
40350	Sick Leave	151	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	4,604	-	-	-	-	#DIV/0!
40500	PERS	25,747	30,393	30,393	32,379	1,986	6.53%
40600	FICA	1,999	2,003	2,003	2,134	131	6.54%
40700	Health Insurance	24,883	32,579	32,579	17,799	(14,780)	-45.37%
40800	Worker's Compensation	4,282	5,043	5,043	3,674	(1,369)	-27.15%
	Total Salaries & Benefits	\$ 203,843	\$ 215,452	\$ 215,452	\$ 210,963	\$ (4,489)	-2.08%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ -	\$ 1,500	\$ 1,500	\$ 3,000	\$ 1,500	100.00%
42200	Materials & Supplies	43,210	61,900	61,085	60,300	(1,600)	-2.58%
42201	Office Supplies	680	800	940	1,200	400	50.00%
42208	Small Tools & Minor Equipment	2,460	1,000	7,715	1,000	-	0.00%
42301	Telephone	726	9,400	9,400	11,100	1,700	18.09%
42302	Natural Gas	4,173	7,000	7,000	6,500	(500)	-7.14%
42304	Electricity	100,199	125,000	125,000	125,000	-	0.00%
42400	Postage	3,244	3,250	3,250	3,500	250	7.69%
42599	Fuel	5,059	6,100	6,100	6,100	-	0.00%
42600	Shop Repair & Maintenance	3,601	5,000	5,000	5,000	-	0.00%
42800	Rental	-	500	500	500	-	0.00%
42900	Dues & Subscriptions	1,444	2,305	2,305	2,300	(5)	-0.22%
43300	Contracted Services	36,817	29,760	27,660	52,510	22,750	76.44%
43303	Support & Maintenance Contracts	-	67	67	67	-	0.00%
43305	Computer Software	333	-	-	-	-	#DIV/0!
43360	Miscellaneous	746	1,400	1,400	1,400	-	0.00%
43400	Equipment Replacement Payment	4,100	4,100	4,100	4,100	-	0.00%
45000	Insurance	5,029	6,300	6,300	5,800	(500)	-7.94%
45070	PERS On Behalf	16,973	30,435	30,435	7,638	(22,797)	-74.90%
47000	Contingency	-	10,000	10,000	10,000	-	0.00%
	Total Maintenance & Operations	\$ 228,794	\$ 305,817	\$ 309,757	\$ 307,015	\$ 1,198	0.39%
	Department Total	\$ 432,637	\$ 521,269	\$ 525,209	\$ 517,978	\$ (3,291)	-0.63%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5100: WATER

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	3,000
42200	<u>Materials & Supplies</u>	
	Aqua Mag	22,500
	Salt for Wells	4,100
	55 Gallons RV Antifreeze	900
	Chemical Pump/Chlorine Generator Parts	1,800
	Lab Supplies	6,500
	CL2 Analyzer Reagents	5,100
	Hydrants & Markers	2,800
	Poly Pigs	3,000
	Transducer Replacement at Well C-2	3,600
	Other Materials & Supplies	10,000
		<u>60,300</u>
42201	<u>Office Supplies</u>	
	Utility Billing Supplies (1/2)	1,200
42208	<u>Small Tools & Minor Equipment</u>	1,000
42301	<u>Telephone</u>	11,100
42302	<u>Natural Gas</u>	6,500
42304	<u>Electricity</u>	125,000
42400	<u>Postage</u>	
	Utility Billing (1/2)	3,500
42599	<u>Fuel</u>	6,100
42600	<u>Shop Repair & Maintenance</u>	5,000
42800	<u>Rental</u>	500
42900	<u>Dues & Subscriptions</u>	
	ADEC Certification Renewals/Upgrades	180
	Alaska Digline (1/2)	1,500
	National Rural Water Association	620
		<u>2,300</u>
43300	<u>Contracted Services</u>	
	Electricians, Plumbers, Etc.	5,500
	Rebuilding & Calibrating Well Meter	900

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5100: WATER

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
	Well House Repair & Maintenance	1,000
	Thawing Services	1,000
	SCADA System Support	2,750
	Water Analysis	11,000
	Mechanical Inspections, CASS Certification (1/2), Drug Testing, Crane Inspections	2,360
	Karen Street Reservoir Inspection	20,000
	Re-shingle Well House C	8,000
		<hr/> 52,510
43303	<u>Support & Maintenance Contracts</u>	
	ESRI (ArcMap)(1/3)	67
43360	<u>Miscellaneous</u>	
	ADEC Water Right Administrative Fees	900
	ADEC Waiver Fees	500
		<hr/> 1,400
43400	<u>Equipment Replacement Payment</u>	4,100
45000	<u>Insurance</u>	5,800
45070	<u>PERS On Behalf</u>	7,638
47000	<u>Contingency</u>	<hr/> 10,000
	Total Maintenance & Operations	<hr/> 307,015

DEPARTMENT NARRATIVE

UTILITY FUND - SEWER

The City of Soldotna Utility Fund consists of a Water Treatment and Distribution System, a Sewer Collection System, and a Wastewater Treatment Facility. This fund has four full time employees and one Supervisor that are certified by the Alaska Department of Environmental Conservation to operate all of the systems.

The sewer collection system collects sewage from approximately 1400 customers through 16 Lift Stations.

Operators of this system and the Utility Department Manager must be certified by the Department of Environmental Conservation through the State of Alaska as appropriate for a Class II Collection System and a Class A Public Water System of its size. Funds for the Utility Operator positions and the Utility Department Manager position are allocated between the Water, Sewer, and Wastewater Treatment Plant Departments. The Sewer Department budget also funds 33% of one full-time Finance employee for time spent performing water utility billing functions.

The duties of the Sewer Department are to make sure that all regulations are followed and met, that the system is operated in the most economical manner, that public health is protected, and that the system is free from failure. This department is under the supervision of the Utility Department Manager.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 003: UTILITY FUND
DEPARTMENT 5200: SEWER**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 108,728	\$ 127,547	\$ 127,547	\$ 136,146	\$ 8,599	6.74%
40105	Allocated Salaries	521	3,923	3,923	3,891	(32)	-0.82%
40140	Allowances	970	1,320	1,320	1,320	-	0.00%
40150	Certification Pay	851	851	851	851	-	0.00%
40200	Overtime	2,858	4,032	4,032	4,500	468	11.61%
40205	Allocated Overtime	-	700	700	700	-	0.00%
40225	Temporary Labor	19,541	-	-	-	-	#DIV/0!
40250	Temporary Overtime	346	-	-	-	-	#DIV/0!
40300	Annual Leave	4,767	5,962	5,962	6,480	518	8.69%
40350	Sick Leave	151	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	4,605	-	-	-	-	#DIV/0!
40500	PERS	24,753	30,152	30,152	32,139	1,987	6.59%
40600	FICA	1,932	1,987	1,987	2,118	131	6.59%
40700	Health Insurance	23,971	32,579	32,579	17,799	(14,780)	-45.37%
40800	Worker's Compensation	4,243	4,996	4,996	3,643	(1,353)	-27.08%
	Total Salaries & Benefits	\$ 198,237	\$ 214,049	\$ 214,049	\$ 209,587	\$ (4,462)	-2.08%
<u>Maintenance & Operations</u>							
42200	Materials & Supplies	\$ 5,905	\$ 14,000	\$ 14,000	\$ 6,700	\$ (7,300)	-52.14%
42201	Office Supplies	680	800	840	1,200	400	50.00%
42208	Small Tools & Minor Equipment	23,996	350	3,525	350	-	0.00%
42301	Telephone	-	200	200	200	-	0.00%
42304	Electricity	22,797	27,000	27,000	27,000	-	0.00%
42400	Postage	3,244	3,250	3,250	3,500	250	7.69%
42599	Fuel	5,349	8,000	8,000	8,000	-	0.00%
42600	Shop Repair & Maintenance	9,051	15,000	15,000	10,000	(5,000)	-33.33%
42800	Rental	350	1,000	1,000	1,000	-	0.00%
42900	Dues & Subscriptions	1,414	1,500	1,500	1,500	-	0.00%
43300	Contracted Services	17,553	30,500	27,500	15,500	(15,000)	-49.18%
43303	Support & Maintenance Contracts	6,300	8,067	8,067	9,067	1,000	12.40%
43305	Computer Software	333	-	-	-	-	#DIV/0!
45000	Insurance	1,919	2,900	2,900	2,800	(100)	-3.45%
45070	PERS On Behalf	16,318	30,193	30,193	7,582	(22,611)	-74.89%
47000	Contingency	-	10,000	10,000	10,000	-	0.00%
	Total Maintenance & Operations	\$ 115,209	\$ 152,760	\$ 152,975	\$ 104,399	\$ (48,361)	-31.66%
	Department Total	\$ 313,446	\$ 366,809	\$ 367,024	\$ 313,986	\$ (52,823)	-14.40%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5200: SEWER

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42200	<u>Materials & Supplies</u>	
	Lift Station Parts	2,200
	Other Materials & Supplies	4,500
		6,700
42201	<u>Office Supplies</u>	
	Utility Billing Supplies (1/2)	1,200
42208	<u>Small Tools & Minor Equipment</u>	350
42301	<u>Telephone</u>	200
42304	<u>Electricity</u>	27,000
42400	<u>Postage</u>	
	Utility Billing (1/2)	3,500
42599	<u>Fuel</u>	8,000
42600	<u>Shop Repair & Maintenance</u>	10,000
42800	<u>Rental</u>	1,000
42900	<u>Dues & Subscriptions</u>	
	Alaska Digline (1/2)	1,500
43300	<u>Contracted Services</u>	
	Electricians, Plumbers, Thawing Etc.	4,500
	Drug Testing, CASS Certification (1/2), Sludge Disposal, Crane Inspections	2,000
	SCADA System Support	1,000
	Lift Station Repairs	4,000
	Lift Station Pump Rebuild	4,000
		15,500
43303	<u>Support & Maintenance Contracts</u>	
	Web Based SCADA	9,000
	ESRI (ArcMap) (1/3)	67
		9,067
45000	<u>Insurance</u>	2,800
45070	<u>PERS On Behalf</u>	7,582
47000	<u>Contingency</u>	10,000
		104,399
	Total Maintenance & Operations	104,399

DEPARTMENT NARRATIVE

UTILITY FUND - WASTEWATER TREATMENT PLANT

The City of Soldotna Utility Department consists of a Water Treatment and Distribution System, a Sewer Collection System, and a Wastewater Treatment Facility. This fund has four full time employees and one Supervisor that are certified by the Alaska Department of Environmental Conservation to operate all of the systems.

The City of Soldotna Wastewater Treatment Facility is located at 215 South Kobuk Street. The treatment plant receives the domestic waste from the collection system and removes the pollutants from wastewater through a biological treatment process and then it is discharged into the Kenai River at mile 20.5 in conformance with the NPDES permit requirements. The Environmental Protection Agency and the State of Alaska set and enforce requirements on the quality of water that is discharged into the Kenai River.

Operators of this system and the Utility Department Manager must be certified by the Department of Environmental Conservation through the State of Alaska as appropriate for a Class III Wastewater Treatment Facility of its size. Funds for the Utility Operator positions and the Utility Department Manager position are allocated between the Water, Sewer, and Wastewater Treatment Plant Departments. The Wastewater Treatment facility was built in 1972, and upgraded in 1992/93 and again in 2003/2004 to eliminate the use of chlorine and sodium bisulfite. This upgrade included ultraviolet disinfection for the effluent.

The duties of the Wastewater Treatment Plant Department are to make sure that all regulations are followed and met, that the facility is operated in a way to ensure the highest quality effluent is met, and that public health and the river are protected. This department is under the supervision of the Utility Department Manager.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5250: WASTE WATER TREATMENT PLANT

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 117,667	\$ 134,569	\$ 134,569	\$ 145,397	\$ 10,828	8.05%
40105	Allocated Salaries	269	-	-	-	-	#DIV/0!
40140	Allowances	1,200	1,200	1,200	1,200	-	0.00%
40150	Certification Pay	877	877	877	878	1	0.11%
40200	Overtime	4,876	5,216	5,216	5,714	498	9.55%
40225	Temporary Labor	11,111	7,500	7,500	10,374	2,874	38.32%
40250	Temporary Overtime	103	-	-	-	-	#DIV/0!
40300	Annual Leave	4,703	6,453	6,453	7,037	584	9.05%
40350	Sick Leave	155	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	5,206	-	-	-	-	#DIV/0!
40500	PERS	26,979	30,946	30,946	33,437	2,491	8.05%
40600	FICA	2,393	2,613	2,613	2,997	384	14.70%
40700	Health Insurance	24,746	29,141	29,141	19,768	(9,373)	-32.16%
40800	Worker's Compensation	5,857	6,379	6,379	4,550	(1,829)	-28.67%
	Total Salaries & Benefits	\$ 206,142	\$ 224,894	\$ 224,894	\$ 231,352	\$ 6,458	2.87%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 672	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
42200	Materials & Supplies	75,256	58,350	51,910	59,550	1,200	2.06%
42201	Office Supplies	1,148	1,500	1,500	1,500	-	0.00%
42202	Uniforms	1,687	1,400	1,400	1,400	-	0.00%
42208	Small Tools & Minor Equipment	3,129	1,500	3,785	1,500	-	0.00%
42301	Telephone	3,980	5,000	5,000	5,000	-	0.00%
42302	Natural Gas	11,831	15,700	15,700	15,000	(700)	-4.46%
42303	Sanitation	603	750	750	550	(200)	-26.67%
42304	Electricity	191,606	197,000	197,000	207,000	10,000	5.08%
42599	Fuel	6,304	8,500	8,500	8,500	-	0.00%
42600	Shop Repair & Maintenance	10,354	10,000	10,000	10,000	-	0.00%
42800	Rental	-	1,000	1,000	1,000	-	0.00%
42900	Dues & Subscriptions	20	220	220	180	(40)	-18.18%
43300	Contracted Services	91,721	99,400	99,400	111,650	12,250	12.32%
43303	Support & Maintenance Contracts	-	66	66	66	-	0.00%
43305	Computer Software	333	-	-	-	-	#DIV/0!
43360	Miscellaneous	1,680	1,800	1,800	1,700	(100)	-5.56%
43400	Equipment Replacement Payment	2,000	1,180	1,180	-	(1,180)	-100.00%
45000	Insurance	11,913	15,000	15,000	13,400	(1,600)	-10.67%
45070	PERS On Behalf	17,785	30,988	30,988	7,888	(23,100)	-74.54%
47000	Contingency	-	10,000	10,000	10,000	-	0.00%
	Total Maintenance & Operations	\$ 432,022	\$ 460,854	\$ 456,699	\$ 457,384	\$ (3,470)	-0.75%
	Department Total	\$ 638,164	\$ 685,748	\$ 681,593	\$ 688,736	\$ 2,988	0.44%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5250: WASTE WATER TREATMENT PLANT

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	1,500
42200	<u>Materials & Supplies</u>	
	Flocculent	8,000
	Lime	10,000
	Fertilizer	2,000
	Sodium Hypochlorite	1,700
	Petroleum Products	1,500
	Lab Supplies	10,000
	UV Parts	8,400
	Belt Press Parts	4,800
	Valve Replacements at WWTP	4,150
	Other Materials & Supplies	9,000
		<hr/> 59,550
42201	<u>Office Supplies</u>	1,500
42202	<u>Uniforms</u>	1,400
42208	<u>Small Tools & Minor Equipment</u>	
	Tire Chains for Bobcat	500
	Other Small Tools & Minor Equipment	1,000
		<hr/> 1,500
42301	<u>Telephone</u>	5,000
42302	<u>Natural Gas</u>	15,000
42303	<u>Sanitation</u>	550
42304	<u>Electricity</u>	207,000
42599	<u>Fuel</u>	8,500
42600	<u>Shop Repair & Maintenance</u>	10,000
42800	<u>Rental</u>	1,000
42900	<u>Dues & Subscriptions</u>	
	ADEC Certification Renewals/Upgrades	180
43300	<u>Contracted Services</u>	
	Contracted Services, Electricians, Plumbers, Etc	12,000
	Heater & Boiler Repairs	9,000

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5250: WASTE WATER TREATMENT PLANT

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
	Water Analysis, Sludge Analysis	5,000
	Wet Testing	1,800
	Sludge Hauling	13,000
	Mechanical Inspections, Hearing Exams, Shipping, Crane Inspections	15,000
	Sludge Disposal at Kenai Peninsula Borough Landfill	30,000
	SCADA System Support	2,250
	Calibration of Digester Basin Airflow Meter	1,100
	Extend Overhead Garage Door Height for New Vector Truck	7,500
	Pump Rebuild	5,000
	Other Contracted Services	10,000
		<hr/> 111,650
43303	<u>Support & Maintenance Contracts</u>	
	ESRI (ArcMap) (1/3)	66
43360	<u>Miscellaneous</u>	
	EPA Discharge Permit Fees	1,700
45000	<u>Insurance</u>	13,400
45070	<u>PERS On Behalf</u>	7,888
47000	<u>Contingency</u>	10,000
		<hr/>
	Total Maintenance & Operations	457,384

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AIRPORT FUND

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DEPARTMENT NARRATIVE

AIRPORT FUND

The Soldotna Municipal Airport is a non-certificated general aviation airport owned and operated by the City of Soldotna. It has an asphalt paved 5000-ft. long x 132-ft. wide runway and a 2,500-ft. long x 60-ft. wide gravel/ski runway. Both runways are serviced by taxiways and apron areas. The airport is an unmanned and uncontrolled airport without a control tower. Soldotna airport users utilize a common traffic air frequency of 122.5 and the FAA Kenai flight service station for information.

The airport accommodates daily, monthly, and yearly tie down spaces, as well as long term ground lease lots.

The airport is fenced but it is not a secured airport. Most traffic enters through the main electronic gate which is equipped with security cameras.

In addition to private aircraft, there are several fixed based operators that lease land at the airport. The fixed based operators vary in services from aircraft mechanics and fuel sales to bear viewing charter services. Several of the operators provide transportation for tourists, fishermen and hunters.

The City does not have staff assigned solely to airport administration or maintenance. The City Engineer performs Airport Manager duties and coordinates with the five member Airport Commission. Daily operations and maintenance is performed by the City maintenance crew under the direct supervision of the Maintenance Department Manager.

Funding for airport operations and maintenance is primarily generated by tie-down and lease lot revenue. The City's General Fund pays rent to the Airport Fund for the use of airport land for general fund purposes.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 004: AIRPORT FUND
RECAP

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Projected</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
Revenues							
31000	State PERS Relief Funding	\$ 6,520	\$ 15,515	\$ 15,515	\$ 3,680	\$ (11,835)	-76.28%
32150	Long Term Land Leases	100,534	105,000	105,000	110,000	5,000	4.76%
32170	Fuel Fees	3,625	2,600	2,600	3,000	400	15.38%
32190	Transient Charges	17,577	19,000	19,000	19,000	-	0.00%
34170	Aviation Fuel Tax	2,257	1,700	1,700	1,700	-	0.00%
37120	Interest	1,104	750	750	2,400	1,650	220.00%
37150	Rent	25,817	26,462	26,462	27,124	662	2.50%
37190	Miscellaneous	7,711	200	200	200	-	0.00%
	Total Operating Revenues	\$ 165,145	\$ 171,227	\$ 171,227	\$ 167,104	\$ (4,123)	-2.41%
	Total Expenditures	\$ 133,696	\$ 203,250	\$ 203,250	\$ 189,008	\$ (14,242)	-7.01%
	Operating Surplus (Deficit)	\$ 31,449	\$ (32,023)	\$ (32,023)	\$ (21,904)	\$ 10,119	-31.60%
36900	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Revenues Over (Under) Expenditures	\$ 31,449	\$ (32,023)	\$ (32,023)	\$ (21,904)		
	Beginning Fund Balance	\$ 194,605	\$ 226,054	\$ 194,031	\$ 162,008		
	Ending Fund Balance	\$ 226,054	\$ 194,031	\$ 162,008	\$ 140,104		

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 004: AIRPORT FUND
DEPARTMENT 3140: AIRPORT DEPARTMENT

Acct#	Description	FY14 Actual	FY15 Original Budget	FY15 Amended Budget	FY16 Council Approved	Difference FY15 Orig	% Diff
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 44,682	\$ 69,190	\$ 69,190	\$ 69,684	\$ 494	0.71%
40105	Allocated Salaries	-	639	639	626	(13)	-2.03%
40140	Allowances	198	187	187	135	(52)	-27.81%
40200	Overtime	300	600	600	600	-	0.00%
40225	Temporary Labor	6,709	2,500	2,500	2,500	-	0.00%
40300	Annual Leave	4,278	3,890	3,890	3,761	(129)	-3.32%
40350	Sick Leave	7	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	1,156	-	-	-	-	#DIV/0!
40500	PERS	9,890	15,494	15,494	15,600	106	0.68%
40600	FICA	896	940	940	1,082	142	15.11%
40700	Health Insurance	9,955	12,473	12,473	11,255	(1,218)	-9.77%
40800	Worker's Compensation	2,329	2,997	2,997	2,060	(937)	-31.26%
	Total Salaries & Benefits	\$ 80,400	\$ 108,910	\$ 108,910	\$ 107,303	\$ (1,607)	-1.48%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ -	\$ 4,000	\$ 3,300	\$ 4,000	\$ -	0.00%
42200	Materials & Supplies	9,317	9,600	9,600	9,100	(500)	-5.21%
42208	Small Tools & Minor Equipment	255	600	600	500	(100)	-16.67%
42304	Electricity	6,971	7,800	7,800	8,500	700	8.97%
42400	Postage	284	300	300	300	-	0.00%
42599	Fuel	8,400	18,000	18,000	18,000	-	0.00%
42600	Shop Repair & Maintenance	4,425	13,000	13,000	13,000	-	0.00%
42800	Rental	1,000	3,000	3,000	2,000	(1,000)	-33.33%
42900	Dues & Subscriptions	-	325	325	325	-	0.00%
43000	Advertising & Promotion	1,200	1,300	2,000	2,300	1,000	76.92%
43300	Contracted Services	4,585	5,500	5,500	5,500	-	0.00%
45000	Insurance	10,339	11,400	11,400	10,500	(900)	-7.89%
45070	PERS On Behalf	6,520	15,515	15,515	3,680	(11,835)	-76.28%
47000	Contingency	-	4,000	4,000	4,000	-	0.00%
	Total Maintenance & Operations	\$ 53,296	\$ 94,340	\$ 94,340	\$ 81,705	\$ (12,635)	-13.39%
<u>Transfers</u>							
46950	Capital Project Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Department Total	\$ 133,696	\$ 203,250	\$ 203,250	\$ 189,008	\$ (14,242)	-7.01%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 004: AIRPORT FUND
DEPARTMENT 3140: AIRPORT DEPARTMENT

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u> AAAE Certified Member Program Other Travel & Training	3,350 650 <hr/> 4,000
42200	<u>Materials & Supplies</u> Led Light Replacement Runway Sand Other Materials & Supplies	2,500 600 6,000 <hr/> 9,100
42208	<u>Small Tools & Minor Equipment</u>	500
42304	<u>Electricity</u>	8,500
42400	<u>Postage</u>	300
42599	<u>Fuel</u>	18,000
42600	<u>Shop Repair & Maintenance</u>	13,000
42800	<u>Rental</u>	2,000
42900	<u>Dues & Subscriptions</u> FAA Alaska Supplement	325
43000	<u>Advertising & Promotion</u> Airfare Expenses and Aviation Trade Show Booth	2,300
43300	<u>Contracted Services</u> Lighting Repairs Other Contracted Services	2,000 3,500 <hr/> 5,500
45000	<u>Insurance</u>	10,500
45070	<u>PERS On Behalf</u>	3,680
47000	<u>Contingency</u>	<hr/> 4,000
	Total Maintenance & Operations	<hr/> 81,705

PARKS & RECREATION FUND



DEPARTMENT NARRATIVE

PARKS & RECREATION FUND

The present Parks and Recreation Fund was formed in 2001. At the time the maintenance and management of the Parks properties was added to the Department's area of responsibility which already included the Soldotna Regional Sports Complex (formerly the Soldotna Sports Center) and Campgrounds. Since that time, the Department has also incorporated direct operation of the Community Schools program.

Staffing for the Parks and Recreation Department is comprised of eight full time positions: Parks and Recreation Director, Assistant Parks and Recreation Director/Community Schools Coordinator, SRSC/Campgrounds Activities Coordinator, three Parks and Recreation Maintenance Workers and two Laborers. This department also employs a multitude of part time, part time seasonal and student workers each year in positions such as Skating Instructors, Park Attendants, Campground Hosts, student workers and general laborers, as well as a temporary seasonal Landscaper.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 005: PARKS & RECREATION FUND
RECAP

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
Revenues							
5600	Soldotna Regional Sports Complex	\$ 422,088	\$ 421,993	\$ 388,893	\$ 373,872	\$ (48,121)	-11.40%
5700	Campgrounds	364,098	402,987	401,487	387,483	(15,504)	-3.85%
5800	Parks	41,387	44,112	58,312	32,307	(11,805)	-26.76%
5900	Community Schools	23,985	23,676	21,876	14,707	(8,969)	-37.88%
	Total Revenues	\$ 851,558	\$ 892,768	\$ 870,568	\$ 808,369	\$ (84,399)	-9.45%
Transfers In							
5600	Soldotna Regional Sports Complex	\$ 370,078	\$ 478,588	\$ 515,418	\$ 470,150	\$ (8,438)	-1.76%
5700	Campgrounds	-	-	-	-	-	#DIV/0!
5800	Parks	243,306	302,511	289,211	314,907	12,396	4.10%
5900	Community Schools	43,809	48,310	50,110	47,180	(1,130)	-2.34%
	Total Transfers In	\$ 657,193	\$ 829,409	\$ 854,739	\$ 832,237	\$ 2,828	0.34%
	Total Revenues & Transfers In	\$ 1,508,751	\$ 1,722,177	\$ 1,725,307	\$ 1,640,606	\$ (81,571)	-4.74%
Expenditures							
5600	Soldotna Regional Sports Complex	\$ 847,726	\$ 960,236	\$ 961,066	\$ 915,037	\$ (45,199)	-4.71%
5700	Campgrounds	308,538	343,332	344,732	316,468	(26,864)	-7.82%
5800	Parks	284,693	346,623	347,523	347,214	591	0.17%
5900	Community Schools	67,794	71,986	71,986	61,887	(10,099)	-14.03%
	Total Expenditures	\$ 1,508,751	\$ 1,722,177	\$ 1,725,307	\$ 1,640,606	\$ (81,571)	-4.74%
	Transfers Out	\$ -	\$ -	\$ -	\$ -		
	Revenues Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -		
	Beginning Fund Balance	\$ 119,052	\$ 119,052	\$ 119,052	\$ 119,052		
	Ending Fund Balance	\$ 119,052	\$ 119,052	\$ 119,052	\$ 119,052		

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 005: PARKS & RECREATION FUND
REVENUES**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Projected</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
0000	<u>Soldotna Regional Sports Complex</u>						
31000	State PERS Relief Funding	\$ 33,101	\$ 51,393	\$ 51,393	\$ 12,072	\$ (39,321)	-76.51%
34190	Intergovernmental Revenue	-	-	-	-	-	#DIV/0!
35110	Concessions/Vending	11,933	13,500	12,000	12,000	(1,500)	-11.11%
35150	Special Events Concessions	6,884	5,000	7,000	7,000	2,000	40.00%
35200	Ice - KPHA	97,545	100,000	70,000	72,000	(28,000)	-28.00%
35201	Ice - KPB	21,750	20,000	18,000	18,000	(2,000)	-10.00%
35204	Public Skate	16,716	16,000	17,000	17,000	1,000	6.25%
35205	Hockey Clinics	-	-	-	-	-	#DIV/0!
35207	Learn to Skate	21,044	20,000	19,000	19,000	(1,000)	-5.00%
35208	Leagues	54,495	50,000	52,000	52,000	2,000	4.00%
35210	Private Ice Rental	2,670	1,700	600	600	(1,100)	-64.71%
35220	Freestyle	2,662	3,000	3,000	3,000	-	0.00%
35300	Misc Events	9,420	6,000	6,000	6,000	-	0.00%
35301	Alaska Hockey Association	3,307	6,000	-	3,500	(2,500)	-41.67%
35305	Kenai River Brown Bears	42,500	42,500	42,500	42,500	-	0.00%
35308	Home Show	7,440	7,500	7,500	7,500	-	0.00%
35309	Sport & Rec Show	9,610	10,000	10,000	10,000	-	0.00%
35310	Craft Show	2,204	2,400	1,200	2,000	(400)	-16.67%
35318	Peninsula Riverskate	10,481	9,200	10,000	10,000	800	8.70%
35320	Safari Club	3,995	4,000	4,000	4,000	-	0.00%
35327	Ultimate Fight Challenge	5,890	6,000	6,000	10,000	4,000	66.67%
35329	Bubble Soccer Program	-	-	-	7,000	7,000	#DIV/0!
35400	Rental Fees Rooms	25,492	20,000	23,000	30,000	10,000	50.00%
35402	Rental Fees - Space	9,773	11,000	11,000	11,000	-	0.00%
35404	Rental Fees - Equipment	8,907	7,500	9,000	9,000	1,500	20.00%
35500	Facility Use - Jogging	421	400	400	400	-	0.00%
35501	Facility Use - Racquetball	7,114	6,900	5,800	5,800	(1,100)	-15.94%
35601	Miscellaneous	6,734	2,000	2,500	2,500	500	25.00%
	Total Soldotna Regional Sports Complex	\$ 422,088	\$ 421,993	\$ 388,893	\$ 373,872	\$ (48,121)	-11.40%
1000	<u>Campgrounds</u>						
31000	State PERS Relief Funding	\$ 13,342	\$ 20,987	\$ 20,987	\$ 4,983	\$ (16,004)	-76.26%
36602	Centennial Campground	254,878	280,000	270,000	270,000	(10,000)	-3.57%
36603	Swiftwater Campground	76,984	81,500	88,000	90,000	8,500	10.43%
36605	Vending - Firewood	7,904	7,500	7,500	7,500	-	0.00%
36606	Rotary Park	10,990	13,000	15,000	15,000	2,000	15.38%
	Total Campgrounds	\$ 364,098	\$ 402,987	\$ 401,487	\$ 387,483	\$ (15,504)	-3.85%
1020	<u>Parks</u>						
31000	State PERS Relief Funding	\$ 12,844	\$ 22,312	\$ 22,312	\$ 5,507	\$ (16,805)	-75.32%
36901	Reservation Fees	780	1,800	1,000	1,800	-	0.00%
36904	Cemetery Plots	22,050	15,000	30,000	20,000	5,000	33.33%
36905	Columbarium Niches	5,600	5,000	5,000	5,000	-	0.00%
36906	Miscellaneous Cemetery Revenue	113	-	-	-	-	#DIV/0!
	Total Parks	\$ 41,387	\$ 44,112	\$ 58,312	\$ 32,307	\$ (11,805)	-26.76%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 005: PARKS & RECREATION FUND
REVENUES

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Projected</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
1030	Community Schools						
31000	State PERS Relief Funding	\$ 3,770	\$ 6,076	\$ 6,076	\$ 1,607	\$ (4,469)	-73.55%
38000	Class Fees	19,456	17,000	15,000	12,000	(5,000)	-29.41%
38400	Advertisement	707	500	700	1,000	500	100.00%
38500	Miscellaneous	52	100	100	100	-	0.00%
	Total Community Schools	\$ 23,985	\$ 23,676	\$ 21,876	\$ 14,707	\$ (8,969)	-37.88%
	Total Revenues	\$ 851,558	\$ 892,768	\$ 870,568	\$ 808,369	\$ (84,399)	-9.45%
	Transfers from General Fund						
	Soldotna Regional Sports Complex	\$ 370,078	\$ 478,588	\$ 515,418	\$ 470,150	\$ (8,438)	-1.76%
	Campgrounds	-	-	-	-	-	#DIV/0!
	Parks	243,306	302,511	289,211	314,907	12,396	4.10%
	Community Schools	43,809	48,310	50,110	47,180	(1,130)	-2.34%
	Total Transfers	\$ 657,193	\$ 829,409	\$ 854,739	\$ 832,237	\$ 2,828	0.34%
	Total Revenues & Transfers	\$ 1,508,751	\$ 1,722,177	\$ 1,725,307	\$ 1,640,606	\$ (81,571)	-4.74%

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**PARKS & RECREATION FUND
EXPENDITURES BY LINE ITEM**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 407,970	\$ 443,610	\$ 443,610	\$ 451,888	\$ 8,278	1.87%
40105	Allocated Salaries	3,645	-	-	-	-	#DIV/0!
40140	Allowances	7,530	7,950	7,950	7,950	-	0.00%
40200	Overtime	6,395	13,800	13,800	13,800	-	0.00%
40205	Allocated Overtime	162	-	-	-	-	#DIV/0!
40225	Temporary Labor	175,759	203,419	203,419	214,939	11,520	5.66%
40250	Temporary Overtime	4,501	8,000	8,000	8,000	-	0.00%
40255	LTS Labor	10,981	10,979	10,979	11,154	175	1.59%
40300	Annual Leave	21,380	22,029	22,029	21,775	(254)	-1.15%
40350	Sick Leave	1,829	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	18,495	-	-	-	-	#DIV/0!
40500	PERS	95,654	100,631	100,631	102,452	1,821	1.81%
40600	FICA	20,583	23,646	23,646	24,661	1,015	4.29%
40700	Health Insurance	109,443	127,900	127,900	71,880	(56,020)	-43.80%
40800	Worker's Compensation	25,386	31,694	31,694	25,013	(6,681)	-21.08%
	Total Salaries & Benefits	\$ 909,713	\$ 993,658	\$ 993,658	\$ 953,512	\$ (40,146)	-4.04%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 5,539	\$ 8,470	\$ 8,470	\$ 8,500	\$ 30	0.35%
42200	Materials & Supplies	92,256	106,770	111,170	124,800	18,030	16.89%
42201	Office Supplies	6,808	5,850	6,050	5,850	-	0.00%
42202	Uniforms	3,462	3,750	3,750	3,750	-	0.00%
42208	Small Tools & Minor Equipment	9,088	16,000	17,400	20,650	4,650	29.06%
42210	Vending Supplies	5,609	7,600	7,600	7,600	-	0.00%
42301	Telephone	7,254	9,550	9,550	9,750	200	2.09%
42302	Natural Gas	50,299	58,000	58,000	56,000	(2,000)	-3.45%
42303	Sanitation	27,589	31,000	31,000	30,500	(500)	-1.61%
42304	Electricity	162,542	179,800	179,800	198,800	19,000	10.57%
42306	Water & Sewer	10,662	13,500	13,500	14,450	950	7.04%
42400	Postage	116	300	300	300	-	0.00%
42599	Fuel	11,144	13,000	13,000	13,000	-	0.00%
42600	Shop Repair & Maintenance	24,241	25,000	25,000	25,000	-	0.00%
42800	Rental	2,658	3,900	3,900	5,000	1,100	28.21%
42900	Dues & Subscriptions	1,274	1,170	1,170	1,000	(170)	-14.53%
43000	Advertising & Promotion	9,516	9,600	11,330	12,400	2,800	29.17%
43300	Contracted Services	40,728	57,700	58,700	46,700	(11,000)	-19.06%
43303	Support & Maintenance Contracts	4,633	4,350	5,950	8,050	3,700	85.06%
43305	Computer Software	974	1,200	300	300	(900)	-75.00%
43335	Lunch Time Coordinators	3,380	3,500	3,500	-	(3,500)	-100.00%
43360	Miscellaneous	100	200	400	200	-	0.00%
43400	Equipment Replacement Payment	11,765	3,416	3,416	7,600	4,184	122.48%
43520	Capital	18,611	-	-	-	-	#DIV/0!
45000	Insurance	25,660	34,125	34,125	32,725	(1,400)	-4.10%
45060	Misc Payroll Expenses	73	5,000	5,000	5,000	-	0.00%
45070	PERS On Behalf	63,057	100,768	100,768	24,169	(76,599)	-76.02%
	Total Maintenance & Operations	\$ 599,038	\$ 703,519	\$ 713,149	\$ 662,094	\$ (41,425)	-5.89%
<u>Transfers</u>							
46950	Capital Project Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
47000	<u>Contingency</u>	\$ -	\$ 25,000	\$ 18,500	\$ 25,000	\$ -	0.00%
	Total Parks & Recreation Fund Expenditures	\$ 1,508,751	\$ 1,722,177	\$ 1,725,307	\$ 1,640,606	\$ (81,571)	-4.74%

DEPARTMENT NARRATIVE

PARKS & RECREATION FUND – SOLDOTNA REGIONAL SPORTS COMPLEX

Soldotna Regional Sports Complex (SRSC) operations are fairly constant from year to year and include high school hockey games, 26 Brown Bear hockey games, conference room events, two adult hockey tournaments, one Alaska Hockey Association tournament, two hockey schools/camps, a hockey showcase (which attracts players from across the state to play before college and junior hockey team recruiters from across the country) and overall building rentals amounting to over 260 event days. SRSC hosts the largest figure skating competition in Alaska. This past year, "Riverskate" hosted over 150 figure skaters.

Major yearly SRSC events include the Sports Recreation and Trade Show, Home Show, Kenai River Classic Banquet, Spenard Builders Contractor's show, the Safari Club Banquet, and the annual Holiday Bazaar.

In addition to the many events, there are daily ice bookings for the Learn to Skate program, KPHA, area high schools, the Kenai River Brown Bears, and two Rusty Blades adult hockey leagues. There are also daily racquetball and wallyball court bookings.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 005: PARKS & RECREATION FUND
DEPARTMENT 5600: SOLDOTNA REGIONAL SPORTS COMPLEX**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 213,908	\$ 225,484	\$ 225,484	\$ 224,802	\$ (682)	-0.30%
40105	Allocated Salaries	608	-	-	-	-	#DIV/0!
40140	Allowances	3,723	3,975	3,975	3,849	(126)	-3.17%
40200	Overtime	3,862	7,800	7,800	7,800	-	0.00%
40225	Temporary Labor	73,012	65,398	65,398	74,464	9,066	13.86%
40250	Temporary Overtime	1,700	3,000	3,000	3,000	-	0.00%
40255	LTS Labor	10,981	10,979	10,979	11,154	175	1.59%
40300	Annual Leave	11,497	11,065	11,065	11,107	42	0.38%
40350	Sick Leave	853	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	9,171	-	-	-	-	#DIV/0!
40500	PERS	50,212	51,323	51,323	51,172	(151)	-0.29%
40600	FICA	9,542	9,456	9,456	10,153	697	7.37%
40700	Health Insurance	57,749	66,300	66,300	37,510	(28,790)	-43.42%
40800	Worker's Compensation	11,308	14,003	14,003	11,254	(2,749)	-19.63%
	Total Salaries & Benefits	\$ 458,126	\$ 468,783	\$ 468,783	\$ 446,265	\$ (22,518)	-4.80%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ 5,539	\$ 5,970	\$ 5,970	\$ 5,900	\$ (70)	-1.17%
42200	Materials & Supplies	50,053	59,970	65,270	69,100	9,130	15.22%
42201	Office Supplies	486	2,000	2,200	2,000	-	0.00%
42202	Uniforms	2,250	2,500	2,500	2,500	-	0.00%
42208	Small Tools & Minor Equipment	2,746	9,000	9,000	6,400	(2,600)	-28.89%
42210	Vending Supplies	4,899	7,000	7,000	7,000	-	0.00%
42301	Telephone	6,951	9,000	9,000	9,000	-	0.00%
42302	Natural Gas	50,299	58,000	58,000	56,000	(2,000)	-3.45%
42303	Sanitation	6,946	7,500	7,500	8,000	500	6.67%
42304	Electricity	156,043	171,000	171,000	180,000	9,000	5.26%
42306	Water & Sewer	5,972	6,300	6,300	6,950	650	10.32%
42400	Postage	116	300	300	300	-	0.00%
42599	Fuel	3,226	4,000	4,000	4,000	-	0.00%
42600	Shop Repair & Maintenance	5,139	11,000	11,000	11,000	-	0.00%
42800	Rental	846	1,600	1,600	1,600	-	0.00%
42900	Dues & Subscriptions	1,274	1,170	1,170	1,000	(170)	-14.53%
43000	Advertising & Promotion	4,916	5,000	6,730	5,000	-	0.00%
43300	Contracted Services	19,273	18,800	19,800	22,800	4,000	21.28%
43303	Support & Maintenance Contracts	3,333	3,450	3,450	3,650	200	5.80%
43305	Computer Software	974	1,200	300	300	(900)	-75.00%
43360	Miscellaneous	-	100	100	100	-	0.00%
43400	Equipment Replacement Payment	4,674	-	-	-	-	#DIV/0!
45000	Insurance	20,471	25,200	25,200	24,100	(1,100)	-4.37%
45060	Misc Payroll Expenses	73	5,000	5,000	5,000	-	0.00%
45070	PERS On Behalf	33,101	51,393	51,393	12,072	(39,321)	-76.51%
47000	Contingency	-	25,000	18,500	25,000	-	0.00%
	Total Operations & Maintenance	\$ 389,600	\$ 491,453	\$ 492,283	\$ 468,772	\$ (22,681)	-4.62%
	Department Total	\$ 847,726	\$ 960,236	\$ 961,066	\$ 915,037	\$ (45,199)	-4.71%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 005: PARKS & RECREATION FUND
DEPARTMENT 5600: SOLDOTNA REGIONAL SPORTS COMPLEX

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u>	
	NARSE/ISI Training Course (Assistant Parks & Rec Director)	2,700
	ISI Airfare (Activities Supervisor)	700
	Management Training	1,200
	Other Travel & Training	1,300
		<hr/> 5,900
42200	<u>Materials & Supplies</u>	
	Paper Products, Janitorial Supplies, Safety Supplies, Refrigeration Supplies, etc.	26,000
	Repair & Maintenance Supplies	13,000
	Lights & Audio Visual Supplies	2,500
	Rink Lines, Paint for Nets	2,900
	Building Paint	2,700
	Riverskate Supplies	1,800
	Compressor Re-Build	5,500
	Landscaping	1,200
	Propane for Zam	4,800
	Learn to Skate Supplies	1,700
	Bubble Soccer Program Supplies	7,000
		<hr/> 69,100
42201	<u>Office Supplies</u>	2,000
42202	<u>Uniforms</u>	2,500
42208	<u>Small Tools & Minor Equipment</u>	
	Floor Scrubber	4,400
	Other Small Tools & Minor Equipment	2,000
		<hr/> 6,400
42210	<u>Vending Supplies</u>	7,000
42301	<u>Telephone</u>	9,000
42302	<u>Natural Gas</u>	56,000
42303	<u>Sanitation</u>	8,000
42304	<u>Electricity</u>	180,000
42306	<u>Water & Sewer</u>	6,950
42400	<u>Postage</u>	300
42599	<u>Fuel</u>	4,000

CITY OF SOLDOTNA
 FISCAL YEAR 2016 OPERATING BUDGET
 FUND 005: PARKS & RECREATION FUND
 DEPARTMENT 5600: SOLDOTNA REGIONAL SPORTS COMPLEX

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42600	<u>Shop Repair & Maintenance</u>	11,000
42800	<u>Rental</u>	1,600
42900	<u>Dues & Subscriptions</u>	
	National Parks & Rec Association	200
	ASCAP/BMI	350
	Alaska Parks & Rec	50
	Ice Skating Institute	400
		<hr/> 1,000
43000	<u>Advertising & Promotion</u>	5,000
43300	<u>Contracted Services</u>	
	Riverskate Judge Fees	1,800
	Plumbers, Electricians, etc.	21,000
		<hr/> 22,800
43303	<u>Support & Maintenance Contacts</u>	
	Max Solutions	1,200
	Bizhub Copier	2,100
	Edge Software	350
		<hr/> 3,650
43305	<u>Computer Software</u>	
	CorelDraw	300
43360	<u>Miscellaneous</u>	
	Endorsements	100
45000	<u>Insurance</u>	24,100
45060	<u>Misc Payroll Expenses</u>	5,000
45070	<u>PERS On Behalf</u>	12,072
47000	<u>Contingency</u>	<hr/> 25,000
	Total Maintenance & Operations	468,772

DEPARTMENT NARRATIVE

PARKS & RECREATION FUND - CAMPGROUNDS

The City of Soldotna Campground operations include Centennial Campground, Swiftwater Campground, Rotary Park and overflow camping at the Sports Center. Soldotna hosts over 10,000 camp days per year. Each July the number of campers transforms typical campgrounds to small cities within Soldotna. With a base offering of 320 sites within the campgrounds and another 13 sites at the Soldotna Sports Center, the Parks Department has hosted up to 550 camping units per day at times when the fishing is good and fuel prices are affordable. This coming summer, Swiftwater Campground will almost double in size with the addition of 42 new camp sites. Over the last few years we have seen fuel prices vary up and down. Despite this, campground attendance has remained fairly constant even with the struggling economy. This seems to confirm that the Kenai Peninsula definitely is ALASKA's PLAYGROUND!

A most welcome part of the Campground season is the return of area youth and students home from college to work within the Parks Department each summer. In some instances local students have worked their entire college career and half of their high school summers meeting and greeting the annual host of tourists.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 005: PARKS & RECREATION FUND
DEPARTMENT 5700: CAMPGROUNDS

Acct#	Description	FY14 Actual	FY15 Original Budget	FY15 Amended Budget	FY16 Council Approved	Difference FY15 Orig	% Diff
Salaries & Benefits							
40100	Salaries	\$ 84,438	\$ 92,015	\$ 92,015	\$ 92,762	\$ 747	0.81%
40105	Allocated Salaries	2,787	-	-	-	-	#DIV/0!
40140	Allowances	1,872	1,956	1,956	1,945	(11)	-0.56%
40200	Overtime	1,597	3,250	3,250	3,250	-	0.00%
40205	Allocated Overtime	162	-	-	-	-	#DIV/0!
40225	Temporary Labor	61,852	73,192	73,192	74,360	1,168	1.60%
40250	Temporary Overtime	1,878	5,000	5,000	5,000	-	0.00%
40300	Annual Leave	4,225	4,659	4,659	4,604	(55)	-1.18%
40350	Sick Leave	488	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	4,662	-	-	-	-	#DIV/0!
40500	PERS	20,239	20,958	20,958	21,123	165	0.79%
40600	FICA	6,195	7,363	7,363	7,463	100	1.36%
40700	Health Insurance	22,854	26,750	26,750	15,570	(11,180)	-41.79%
40800	Worker's Compensation	6,681	8,352	8,352	6,458	(1,894)	-22.68%
	Total Salaries & Benefits	\$ 219,930	\$ 243,495	\$ 243,495	\$ 232,535	\$ (10,960)	-4.50%
Maintenance & Operations							
42200	Materials & Supplies	\$ 22,386	\$ 23,100	\$ 22,400	\$ 22,400	\$ (700)	-3.03%
42201	Office Supplies	6,274	3,500	3,500	3,500	-	0.00%
42202	Uniforms	500	500	500	500	-	0.00%
42208	Small Tools & Minor Equipment	1,416	2,000	3,400	2,000	-	0.00%
42210	Vending Supplies	710	600	600	600	-	0.00%
42301	Telephone	303	550	550	550	-	0.00%
42303	Sanitation	15,335	18,000	18,000	17,000	(1,000)	-5.56%
42304	Electricity	1,597	2,000	2,000	12,000	10,000	500.00%
42599	Fuel	1,952	2,500	2,500	2,500	-	0.00%
42600	Shop Repair & Maintenance	274	3,000	3,000	3,000	-	0.00%
42800	Rental	1,412	1,800	1,800	2,400	600	33.33%
43300	Contracted Services	7,859	19,400	19,400	8,900	(10,500)	-54.12%
43303	Support & Maintenance Contracts	-	-	700	1,700	1,700	#DIV/0!
43520	Capital	14,369	-	-	-	-	#DIV/0!
45000	Insurance	879	1,900	1,900	1,900	-	0.00%
45070	PERS On Behalf	13,342	20,987	20,987	4,983	(16,004)	-76.26%
	Total Maintenance & Operations	\$ 88,608	\$ 99,837	\$ 101,237	\$ 83,933	\$ (15,904)	-15.93%
	Department Total	\$ 308,538	\$ 343,332	\$ 344,732	\$ 316,468	\$ (26,864)	-7.82%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 005: PARKS & RECREATION FUND
DEPARTMENT 5700: CAMPGROUNDS

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42200	<u>Materials & Supplies</u>	
	Tables	6,000
	Fire Pits	3,500
	Gravel	8,000
	Other Materials & Supplies	4,900
		<hr/> 22,400
42201	<u>Office Supplies</u>	
	Campground Pay Tickets	2,300
	Season Day Use Stickers	700
	Other Office Supplies	500
		<hr/> 3,500
42202	<u>Uniforms</u>	500
42208	<u>Small Tools & Minor Equipment</u>	2,000
42210	<u>Vending Supplies</u>	
	Ice for Resale	600
42301	<u>Telephone</u>	550
42303	<u>Sanitation</u>	17,000
42304	<u>Electricity</u>	12,000
42599	<u>Fuel</u>	2,500
42600	<u>Shop Repair & Maintenance</u>	3,000
42800	<u>Rental</u>	
	Bear Proof Trash Cans	800
	Other Rental	1,600
		<hr/> 2,400
43300	<u>Contracted Services</u>	
	Campground Hosts	4,800
	Pressure Tank & Piping Replacement in Well House at Centennial	3,500
	Other Contracted Services	600
		<hr/> 8,900
43303	<u>Support & Maintenance Contracts</u>	
	Digital Payment Technologies	1,700
45000	<u>Insurance</u>	1,900
45070	<u>PERS On Behalf</u>	4,983
		<hr/> 4,983
	Total Maintenance & Operations	83,933

DEPARTMENT NARRATIVE

PARKS & RECREATION FUND – PARKS

The Parks Department takes care of nine park areas extending as far out as A.R.C Lake. Included in the Parks Department is the recently added Soldotna Community Memorial Park. Developed as a cemetery, the park is one of the most beautiful green spaces in the Soldotna Parks system.

The Parks Department rebuilds the turf areas after each winter and maintains the various playground equipment collections as well as the Skate Park. This department also maintains over one mile of elevated walkway, fifty sets of river access stairs and miles of gravel trail each spring, summer and fall. The various park areas are very well used by local soccer and baseball teams. With the addition of new pavilions, Soldotna Creek Park now plays host to new events such as the Frozen Riverfest and winter movie nights in the park; complimented by a new ice skating path with decorative holiday fish lights that were fabricated by Parks and Recreation staff.

In addition to maintaining the City parks, this department also maintains City right-of-ways and the Police Department, City Hall and Library lawns and flower beds.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 005: PARKS & RECREATION FUND
DEPARTMENT 5800: PARKS**

<u>Acct #</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 83,824	\$ 98,530	\$ 98,530	\$ 103,353	\$ 4,823	4.89%
40105	Allocated Salaries	250	-	-	-	-	#DIV/0!
40140	Allowances	1,767	1,851	1,851	1,946	95	5.13%
40200	Overtime	936	2,750	2,750	2,750	-	0.00%
40225	Temporary Labor	40,895	64,829	64,829	66,115	1,286	1.98%
40250	Temporary Overtime	923	-	-	-	-	#DIV/0!
40300	Annual Leave	3,922	4,979	4,979	5,171	192	3.86%
40350	Sick Leave	488	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	4,662	-	-	-	-	#DIV/0!
40500	PERS	19,484	22,282	22,282	23,343	1,061	4.76%
40600	FICA	4,497	6,427	6,427	6,596	169	2.63%
40700	Health Insurance	19,684	25,610	25,610	15,600	(10,010)	-39.09%
40800	Worker's Compensation	7,260	9,187	9,187	7,183	(2,004)	-21.81%
	Total Salaries & Benefits	\$ 188,592	\$ 236,445	\$ 236,445	\$ 232,057	\$ (4,388)	-1.86%
<u>Maintenance & Operations</u>							
42100	Travel & Training	\$ -	\$ 2,500	\$ 2,500	\$ 2,600	\$ 100	4.00%
42200	Materials & Supplies	19,817	23,500	23,300	32,900	9,400	40.00%
42201	Office Supplies	-	200	200	200	-	0.00%
42202	Uniforms	712	750	750	750	-	0.00%
42208	Small Tools & Minor Equipment	4,926	5,000	5,000	11,400	6,400	128.00%
42303	Sanitation	5,308	5,500	5,500	5,500	-	0.00%
42304	Electricity	4,902	6,800	6,800	6,800	-	0.00%
42306	Water & Sewer	4,690	7,200	7,200	7,500	300	4.17%
42599	Fuel	5,966	6,500	6,500	6,500	-	0.00%
42600	Shop Repair & Maintenance	18,828	11,000	11,000	11,000	-	0.00%
42800	Rental	400	500	500	1,000	500	100.00%
43300	Contracted Services	676	7,000	7,000	7,000	-	0.00%
43303	Support & Maintenance Contracts	1,300	900	1,800	2,100	1,200	133.33%
43360	Miscellaneous	100	100	300	100	-	0.00%
43400	Equipment Replacement Payment	7,091	3,416	3,416	7,600	4,184	122.48%
43520	Capital	4,242	-	-	-	-	#DIV/0!
45000	Insurance	4,299	7,000	7,000	6,700	(300)	-4.29%
45070	PERS On Behalf	12,844	22,312	22,312	5,507	(16,805)	-75.32%
	Total Maintenance & Operations	\$ 96,101	\$ 110,178	\$ 111,078	\$ 115,157	\$ 4,979	4.52%
	Department Total	\$ 284,693	\$ 346,623	\$ 347,523	\$ 347,214	\$ 591	0.17%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 005: PARKS & RECREATION FUND
DEPARTMENT 5800: PARKS

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42100	<u>Travel & Training</u> National Parks & Recreation Association Conference (Director)	2,600
42200	<u>Materials & Supplies</u> Fertilizer, Gravel, Topsoil, Garden Supplies, etc Aspen & Riverview Playground Fall Protection Adopt-a-Park - Corner Gardens Trees for Arbor Day Skating Path at Soldotna Creek Park	19,400 10,000 2,400 500 600 <hr/> 32,900
42201	<u>Office Supplies</u>	200
42202	<u>Uniforms</u>	750
42208	<u>Small Tools & Minor Equipment</u> Overseeder Pavilion Curtains Turf Top Dresser Other Small Tools & Minor Equipment	2,500 3,000 4,500 1,400 <hr/> 11,400
42303	<u>Sanitation</u>	5,500
42304	<u>Electricity</u>	6,800
42306	<u>Water & Sewer</u>	7,500
42599	<u>Fuel</u>	6,500
42600	<u>Shop Repair & Maintenance</u>	11,000
42800	<u>Rental</u>	1,000
43300	<u>Contracted Services</u> Well Testing Other Contracted Services	5,000 2,000 <hr/> 7,000
43303	<u>Support & Maintenance Contacts</u> TreeWorks Trumble Community Calendar ESRI (ArcPad)	650 1,200 250 <hr/> 2,100

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 005: PARKS & RECREATION FUND
DEPARTMENT 5800: PARKS

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
43360	<u>Miscellaneous</u> DOT Bridge Stair Permit	100
43400	<u>Equipment Replacement Payment</u>	7,600
45000	<u>Insurance</u>	6,700
45070	<u>PERS On Behalf</u>	<u>5,507</u>
	Total Maintenance & Operations	115,157

DEPARTMENT NARRATIVE

PARKS & RECREATION FUND - COMMUNITY SCHOOLS

Via a cooperative facilities agreement with the Kenai Peninsula Borough School District, the Community Schools Program offers a variety of classes and activities for participants of all ages. The educational, cultural and recreational needs of the community are addressed through classes such as Computer Skills, Fur Skinsewing, Photography, Martial Arts, Toddler Time and Touch Rugby.

The Community Schools program is "by the community, for the community." Community members interested in teaching classes are given the support and the space to share their knowledge and talents with other community members. Overall, more than 120 classes are programmed and operated through the Soldotna Community Schools program. The Assistant Parks and Recreation Director performs the Community Schools Coordinator duties.

Over the past year the Community Schools has begun to venture into perhaps more innocuous classes with new sessions designed to help builders navigate the City permitting process as well as the Kenai Peninsula Borough Kenai River Habitat Protection zone permitting process. These were added as not only an aid to the constituency, but also as an outreach to the agencies who will be working with people in an effort to foster development, and above all, environmental conscious projects along the river.

**CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET**

**FUND 005: PARKS & RECREATION FUND
DEPARTMENT 5900: COMMUNITY SCHOOLS**

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Amended Budget</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Salaries & Benefits</u>							
40100	Salaries	\$ 25,800	\$ 27,581	\$ 27,581	\$ 30,971	\$ 3,390	12.29%
40140	Allowances	168	168	168	210	42	25.00%
40300	Annual Leave	1,736	1,326	1,326	893	(433)	-32.65%
40500	PERS	5,719	6,068	6,068	6,814	746	12.29%
40600	FICA	349	400	400	449	49	12.25%
40700	Health Insurance	9,156	9,240	9,240	3,200	(6,040)	-65.37%
40800	Worker's Compensation	137	152	152	118	(34)	-22.37%
	Total Salaries & Benefits	\$ 43,065	\$ 44,935	\$ 44,935	\$ 42,655	\$ (2,280)	-5.07%
<u>Maintenance & Operations</u>							
42200	Materials & Supplies	\$ -	\$ 200	\$ 200	\$ 400	\$ 200	100.00%
42201	Office Supplies	48	150	150	150	-	0.00%
42208	Small Tools & Minor Equipment	-	-	-	850	850	#DIV/0!
42301	Telephone	-	-	-	200	200	#DIV/0!
43000	Advertising & Promotion	4,600	4,600	4,600	7,400	2,800	60.87%
43300	Contracted Services	12,920	12,500	12,500	8,000	(4,500)	-36.00%
43301	Support & Maintenance Contracts	-	-	-	600	600	#DIV/0!
43335	Lunch Time Coordinators	3,380	3,500	3,500	-	(3,500)	-100.00%
45000	Insurance	11	25	25	25	-	0.00%
45070	PERS On Behalf	3,770	6,076	6,076	1,607	(4,469)	-73.55%
	Total Maintenance & Operations	\$ 24,729	\$ 27,051	\$ 27,051	\$ 19,232	\$ (7,819)	-28.90%
	Department Total	\$ 67,794	\$ 71,986	\$ 71,986	\$ 61,887	\$ (10,099)	-14.03%

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 005: PARKS & RECREATION FUND
DEPARTMENT 5900: COMMUNITY SCHOOLS

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42220	<u>Materials & Supplies</u>	400
42201	<u>Office Supplies</u>	150
42208	<u>Small Tools & Minor Equipment</u>	850
42301	<u>Telephone</u> Data Plan for iPad	200
43000	<u>Advertising & Promotion</u>	7,400
43300	<u>Contracted Services</u> Instructor Fees	8,000
43303	<u>Support & Maintenance Contracts</u> Trumble Community Calendar	600
45000	<u>Insurance</u>	25
45070	<u>PERS On Behalf</u>	1,607
	Total Maintenance & Operations	19,232

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STREET IMPROVEMENTS FUND



DEPARTMENT NARRATIVE

STREET IMPROVEMENTS FUND

This fund was established to account for the collection of various street assessments, including penalties and interest. These funds are restricted for use on future City street improvement projects; which would be financed by transfers from this fund to the Street Construction Fund. Currently, the City is collecting assessments for the Flower Streets, Diane Lane/Ridgewood Drive, Tye Street, Porcupine Court, and Sterling Street/Kingfisher Court road improvement projects.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 008: STREET IMPROVEMENTS FUND

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Projected</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Revenues</u>							
37120	Interest	\$ 1,025	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000	100.00%
39900	Assessment Principal	13,032	5,500	102,500	17,000	11,500	209.09%
39910	Assessment Interest	1,801	1,200	1,200	9,500	8,300	691.67%
39920	Assessment Penalties	89	50	300	300	250	500.00%
	Total Revenues	\$ 15,947	\$ 7,750	\$ 105,000	\$ 28,800	\$ 21,050	271.61%
<u>Transfers</u>							
46300	Capital Project Transfers	\$ 900,000	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	Revenues Over (Under) Expenditures/Transfers	\$ (884,053)	\$ 7,750	\$ 105,000	\$ 28,800		
	Beginning Fund Balance	\$ 1,113,322	\$ 229,269	\$ 229,269	\$ 334,269		
	Ending Fund Balance	\$ 229,269	\$ 237,019	\$ 334,269	\$ 363,069		

EQUIPMENT REPLACEMENT FUND



DEPARTMENT NARRATIVE

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund was established as a means of financing the purchase of equipment used by other funds. Essentially, the Equipment Replacement Fund purchases and owns the equipment which is then leased to other departments. Payments are made to this fund by other departments over the useful lives of the equipment.

Transfers were made several years ago in order to establish this fund. In order to maintain a healthy fund balance for the future replacement of equipment, interest is earned on the balance in this fund and any amounts received on the sale of equipment are also placed in this fund. This is in addition to the lease payments made by other departments.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 010: EQUIPMENT REPLACEMENT FUND

Acct#	Description	FY14 Actual	FY15 Original Budget	FY15 Projected	FY16 Council Approved	Difference FY15 Orig	% Diff
Revenues							
37120	Interest	\$ 7,262	\$ 13,000	\$ 13,000	\$ 12,000	(1,000)	-7.69%
37140	Gain of Equipment Disposal	-	-	-	-	-	#DIV/0!
37210	Police	38,233	49,090	49,090	49,114	24	0.05%
37215	Public Works Admin	-	-	-	4,286	4,286	#DIV/0!
37225	Streets	102,845	108,236	108,236	112,202	3,966	3.66%
37230	Shop	2,984	7,129	7,129	7,129	-	0.00%
37235	Water	4,100	4,100	4,100	4,100	-	0.00%
37245	WWTP	2,000	1,180	1,180	-	(1,180)	-100.00%
37255	SRSC	4,674	-	-	-	-	#DIV/0!
37260	Parks	7,091	3,416	3,416	7,600	4,184	122.48%
	Total Revenues	\$ 169,189	\$ 186,151	\$ 186,151	\$ 196,431	\$ 10,280	5.52%
Expenses							
43900	Depreciation	\$ 167,136	\$ 174,000	\$ 174,000	\$ 185,000	\$ 11,000	6.32%
	Revenue Over (Under) Expenses	\$ 2,053	\$ 12,151	\$ 12,151	\$ 11,431		
	Beginning Retained Earnings	\$ 2,596,004	\$ 2,598,057	\$ 2,598,057	\$ 2,610,208		
	Ending Retained Earnings	\$ 2,598,057	\$ 2,610,208	\$ 2,610,208	\$ 2,621,639		
	Cash Balance	\$ 1,576,952	\$ 1,543,103	\$ 1,475,466	\$ 1,544,897		
Purchase of Equipment							
42100	Capital, Police	\$ 75,992	\$ 80,000	\$ 80,000	\$ -		
43100	Capital, Public Works Admin	-	30,000	30,000	-		
43110	Capital, Animal Control	-	-	-	-		
43120	Capital, Shop	68,353	-	-	-		
43130	Capital, Streets	43,183	50,000	83,788	-		
43160	Capital, Bldg R&M *	-	-	-	35,000		
43200	Capital, SRSC **	-	-	-	30,000		
45700	Capital, Parks	-	60,000	60,000	-		
45712	Capital, Airport	-	-	-	-		
45800	Capital, Utility ***	-	-	-	62,000		
		\$ 187,528	\$ 220,000	\$ 253,788	\$ 127,000		

* This budget authorizes the purchase of a replacement vehicle.

** This budget authorizes the purchase of a pickup truck.

*** This budget authorizes the purchase of an excavator.

DEBT SERVICE FUND



DEPARTMENT NARRATIVE

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 City has the following active debt authorizations:

Library Expansion Bonds

The voters of the City of Soldotna authorized the issuance of \$2,500,000 of general obligation bonds at the October 5, 2010 general election for the expansion of the Soldotna Library. These bonds were issued on December 9, 2010 in the amount of \$2,500,000 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. Sequestration impact: Effective October 1, 2014, subsidy payments will be reduced by 7.3%. This will remain in effect until the end of the Federal fiscal year end. The amount of the reduction, if any, after September 30, 2015 is not known.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 020: DEBT SERVICE FUND
DEPARTMENT 2010: 2010 BOND ISSUANCE

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Projected</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Revenues</u>							
34190	Intergovernmental Revenue - Subsidy	\$ 47,285	\$ 46,731	\$ 46,731	\$ 45,499	\$ (1,232)	-2.64%
	Total Revenues	\$ 47,285	\$ 46,731	\$ 46,731	\$ 45,499	\$ (1,232)	-2.64%
<u>Expenditures</u>							
48600	Interest	\$ 114,162	\$ 111,905	\$ 111,905	\$ 109,070	\$ (2,835)	-2.53%
48700	Principal	105,000	105,000	105,000	110,000	5,000	-4.76%
	Total Expenditures	\$ 219,162	\$ 216,905	\$ 216,905	\$ 219,070	\$ 2,165	1.00%
	Operating Surplus (Deficit)	\$ (171,877)	\$ (170,174)	\$ (170,174)	\$ (173,571)	\$ (3,397)	2.00%
36900	Transfer from General Fund	\$ 171,877	\$ 170,174	\$ 170,174	\$ 173,571	\$ 3,397	2.00%
	Revenues Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -		
	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -		
	Ending Fund Balance	\$ -	\$ -	\$ -	\$ -		

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 020: DEBT SERVICE FUND
DEPARTMENT 2010: 2010 BOND ISSUANCE

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
48600	<u>Interest</u>	109,070
48700	<u>Principal</u>	<u>110,000</u>
	Total Maintenance & Operations	219,070

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TRUST FUND



DEPARTMENT NARRATIVE

TRUST FUND

This fund was established to account for a restricted donation. Per the donor's request, only the earnings after inflation proofing may be spent. Amounts available for spending may be used for the maintenance, improvement and/or operation of the Soldotna Historical Society museum and to establish and maintain a scholarship fund for Alaskan students.

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 070: TRUST FUND

<u>Acct#</u>	<u>Description</u>	<u>FY14 Actual</u>	<u>FY15 Original Budget</u>	<u>FY15 Projected</u>	<u>FY16 Council Approved</u>	<u>Difference FY15 Orig</u>	<u>% Diff</u>
<u>Revenues</u>							
37120	Interest Revenue - HS	\$ 1,104	\$ 1,100	\$ 1,100	\$ 1,150	\$ 50	4.55%
37121	Interest Revenue - Sch	6,624	6,900	6,900	7,100	200	2.90%
	Total Revenues	\$ 7,728	\$ 8,000	\$ 8,000	\$ 8,250	\$ 250	3.13%
<u>Expenditures</u>							
42955	Scholarships	\$ 14,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%
48000	Soldotna Historical Society & Museum	2,400	1,200	1,200	1,200	-	0.00%
	Total Expenditures	\$ 16,400	\$ 8,200	\$ 8,200	\$ 8,200	\$ -	0.00%
	Revenues Over (Under) Expenditures	\$ (8,672)	\$ (200)	\$ (200)	\$ 50		
	Beginning Fund Balance	\$ 1,677,669	\$ 1,668,997	\$ 1,668,997	\$ 1,668,797		
	Ending Fund Balance	\$ 1,668,997	\$ 1,668,797	\$ 1,668,797	\$ 1,668,847		

CITY OF SOLDOTNA
FISCAL YEAR 2016 OPERATING BUDGET

FUND 070: TRUST FUND

<u>Acct#</u>	<u>Description</u>	<u>Council Approved</u>
42955	<u>Scholarships</u>	7,000
48000	<u>Soldotna Historical Society & Museum</u>	<u>1,200</u>
	Total Maintenance & Operations	8,200

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