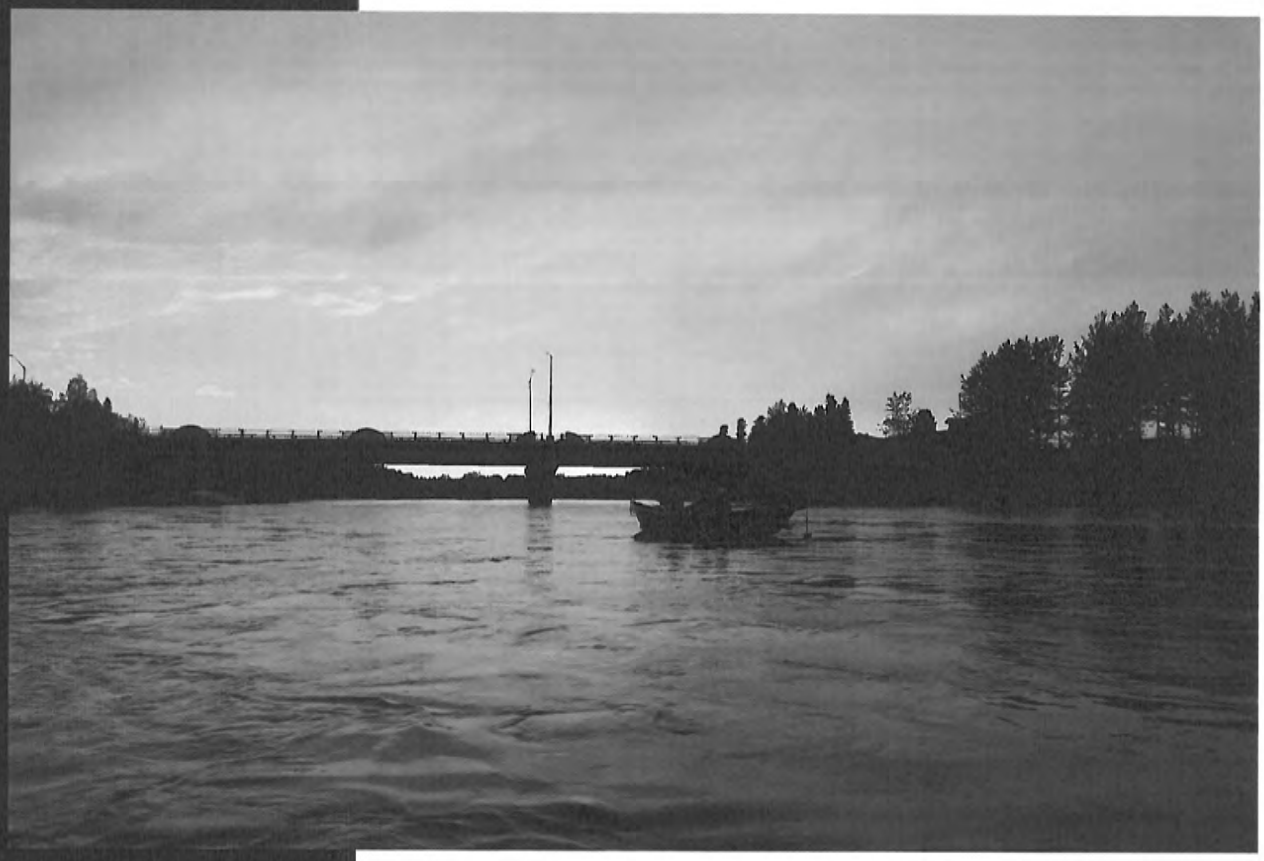


City of Soldotna

177 N. Birch St. Soldotna, AK 99669

Fiscal Year 2017 Operating Budget

SOLDOTNA
City of Soldotna, Alaska

Annual Operating Budget
of the
City of Soldotna, Alaska

For the Fiscal Year Beginning
July 1, 2016

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

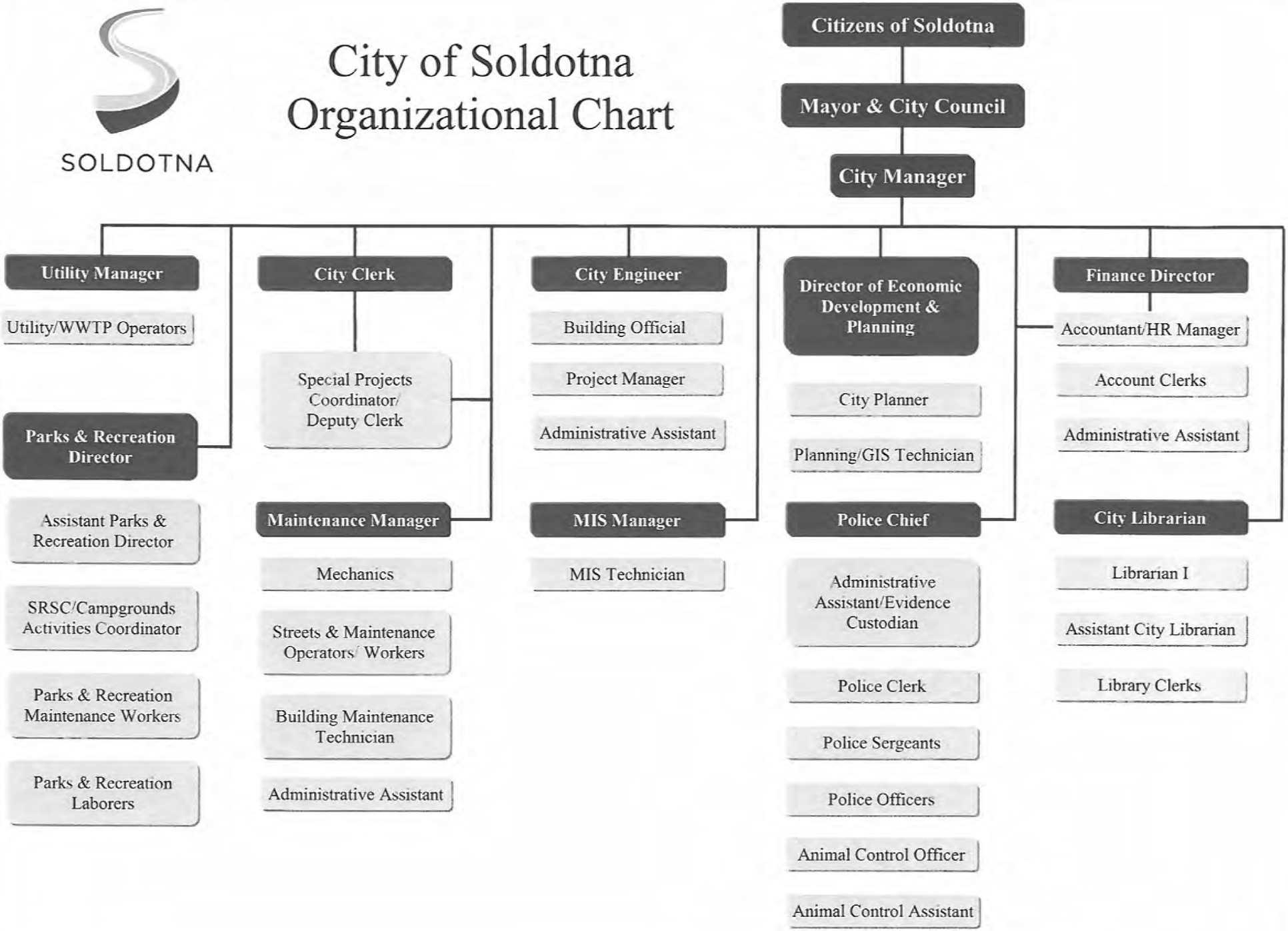
		Term Ends
Mayor	Pete Sprague	2017
Council	Paul Whitney, Seat A	2018
	Steve Manley, Seat B	2016
	Linda Murphy, Seat C	2018
	Regina Daniels, Seat D	2016
	Keith Baxter, Seat E	2016
	Tim Cashman, Seat F	2016

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

SOLDOTNA

City of Soldotna Organizational Chart



Revised 4/18/16

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

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CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

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Introduced By:	City Manager
Date:	May 25, 2016
Public Hearing:	June 8, 2016
Action:	Enacted as Amended
Vote:	6 Yes, 0 No

CITY OF SOLDOTNA
ORDINANCE 2016-013

AN ORDINANCE ADOPTING THE BUDGET AND ESTABLISHING APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017

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 8, 2016;

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 2017 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, 2016 and ending June 30, 2017, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the City of Soldotna Municipal Code:

General Fund	$10,117,088
Utility Fund	1,560,736
Airport Fund	185,390
Equipment Replacement Fund	196,000
Debt Service Fund	215,646
	$12,274,860

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

ENACTED BY THE CITY COUNCIL THIS 8TH DAY OF JUNE, 2016.

Pete Sprague, Mayor

ATTEST:

Michelle M. Saner, CMC, City Clerk

Ayes: Manley, Cashman, Murphy, Baxter, Whitney, Daniels
Noes: None

Introduced By:	City Manager
Date:	June 8, 2016
Action:	Adopted as Amended
Vote:	5 Yes, 1 No

CITY OF SOLDOTNA
RESOLUTION 2016-023

A RESOLUTION SETTING THE RATE OF LEVY FOR PROPERTY TAXES FOR THE CITY OF SOLDOTNA FOR THE 2017 FISCAL YEAR

WHEREAS, the City Council has adopted the budget for the 2017 Fiscal Year beginning July 1, 2016 and ending June 30, 2017; 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 property tax for the fiscal year beginning July 1, 2016 and ending June 30, 2017 is hereby set at 0.5 mills.

Section 2. The Clerk is directed to forward a certified copy of this Resolution to the Kenai Peninsula Borough prior to June 15, 2016.

ADOPTED BY THE CITY COUNCIL THIS 8TH DAY OF JUNE, 2016.

Pete Sprague, Mayor

ATTEST:

Michelle M. Saner, CMC, City Clerk

Ayes: Cashman, Murphy, Baxter, Whitney, Daniels
Noes: Manley

16RES023

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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 (FY17) Operating Budget – All Budgetary Funds
- Prior Year (FY16) Original Operating Budget – All Budgetary Funds
- FY16 Budget Reconciliation – All Budgetary Funds

SOLDOTNA
City of Soldotna, Alaska

177 N. Birch St.
Soldotna, AK 99669
Phone: 907.262.9107
www.soldotna.org

June 8, 2016

Honorable Mayor and Council Members:

In accordance with the provisions of Chapter 3.04 of the Soldotna Municipal Code, the Fiscal Year 2017 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, Street Improvements Fund, Equipment Replacement Fund and Debt Service Fund.

This budget was formulated with the full cooperation of all Department Heads. 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 (FY17) 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 (FY16) Original Operating Budget Summary – All Budgetary Funds:** summarizes all budgetary fund revenues and expenditures for the prior year.
- **FY16 Budget Reconciliation – All Budgetary Funds:** shows the FY16 Council approved beginning budget and summarizes to date any supplemental appropriations to that 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 around 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 work session to discuss the FY17 Proposed Operating Budget was held on May 3, 2016 and the FY17 Budget Ordinance was introduced on May 25, 2016 with a public hearing held on June 8, 2016.

General Overview

Total operating revenues for the City of Soldotna are projected to be $10,914,847, a decrease of $2,123,084 or 16% from last year. The total expenditure budget is $12,274,860, a decrease of $597,673 or 5% from last year.

This budget includes a 0.5% cost of living increase to the salary schedule. This increase is based on the increase in the annual Anchorage Consumer Price Index (CPI) for 2015; as there is no such index available for the City or the Kenai Peninsula Borough.

The City belongs to the State of Alaska political subdivision (polysub) health insurance plan; with coverage provided by Aetna. The FY17 renewal rate is an increase of 8.7%. According to Aetna, the rate would have resulted in a 18% increase had the State of Alaska not decided to commit $796,307 of the Premium Stabilization Reserve (PSR) in order to reduce rates. Prior to adoption of the FY16 Operating Budget, a decision was made by the State and Aetna 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 fell within FY16 resulted in a decrease in the health insurance budget of almost $250,000 last year. This is important to keep in mind when looking at the increase in the FY17 budget which includes the normal 12 months of premiums as compared to the 8 months of premiums included in the FY16 budget. 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 five years. The increase to the overall budget for health insurance is impacted not only by the rates and the additional 4 months of premiums, but also by changes in individual employee coverage. The increase in the FY17 health insurance budget is $331,501 or 50% over the FY16 budget.

As a participant in the State of Alaska Public Employees Retirement System (PERS), a cost sharing plan, the City is required to make contributions for all eligible employees based on a statutorily capped employer effective rate of 22%. PERS On Behalf is the difference between the Alaska Retirement Management Board (ARMB) adopted rate and the 22% employer effective rate. The FY17 On Behalf rate is 4.14% compared to 5.19% in FY16. As required by the Governmental Accounting Standards Board (GASB), this amount is included in both revenues and expenditures.

The following personnel changes are also included in this budget:

Police: The City recently completed negotiations with the Public Safety Employees Association (PSEA) union. As a result of these negotiations, PSEA members were moved from a separate PSEA salary schedule to the City salary schedule and the range for Police Officers was increased from 15 to 16.

The following table shows a comparison of the FY16 and FY17 operating budgets, as well as the contributions to or from fund balance required to balance the budgets:

	FY16 Operating Budget	FY17 Operating Budget	Difference FY16 Original	% Difference	Contribution To (From) Fund Balance
General Fund	$ 10,750,555	$ 10,117,088	$ (633,467)	-5.89%	$ (1,686,021)
Utility Fund	1,520,700	1,560,736	40,036	2.63%	292,347
Airport Fund	189,008	185,390	(3,618)	-1.91%	(1,772)
Street Improvements Fund	-	-	-	-	21,900
Equipment Replacement Fund	185,000	196,000	11,000	5.95%	13,533
Debt Service Fund	219,070	215,646	(3,424)	-1.56%	-
Trust Fund	8,200	-	(8,200)	- 100%	-
	$ 12,872,533	$ 12,274,860	$ (597,673)	-4.64%	$ (1,360,013)

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, Soldotna Regional Sports Complex (SRSC), Campgrounds, Parks, Community Schools and Non-Departmental.

The Parks and Recreation Special Revenue Fund has been eliminated in the FY17 budget document and the Parks and Recreation operations have been added as departments of the General Fund. This change is a result of the adoption of Ordinance 2016-006. While moving these departments to the General Fund does not greatly impact the bottom line in the overall budget, it does significantly decrease the revenues and the expenditures individually; as there is no longer an operating transfer needed to cover Parks and Recreation expenditures in excess of revenues. For overall budget comparison purposes, the FY15 actual, FY16 Original Budget and FY16 Amended Budget figures included in the FY17 budget document for the Parks and Recreation departments have been re-categorized to the General Fund.

The General Fund expenditure budget of $10,117,088 is down $633,467 or 6% from last year. The biggest reason for this decrease is the elimination of the operating transfer for Parks and Recreation as previously discussed. This budget includes an increase in Personal Services of $385,310 or 6%, a decrease in Maintenance and Operations of $169,307 or 5%, a decrease in Operating Transfers of $834,470 or 83% and a decrease in Contingency of $15,000 or 20% from FY16.

Revenues for FY17 are projected to be $8,431,067, a decrease of $2,311,901 or 22% from FY16. A couple of factors contribute greatly to this decrease. The first is the decrease in sales tax revenue which is mainly due to the passage of a Borough-wide ballot proposition (KPB Proposition One) that occurred in October 2015, which eliminated the City's ability to collect a 3% sales tax on non-prepared food for the months of September through May. While the $6.5 million sales tax projection for FY17 is a $1.35 million decrease from the FY16 budget it is a $1.14 million decrease from the FY15 actual. This decrease is Administration's best estimate based on the original estimate the City was given by the Kenai Peninsula Borough as well as the actual sales tax data received since this became effective. The second factor greatly contributing to the decrease in revenue is the elimination of the operating transfer for Parks and Recreation as previously discussed.

Property tax revenues for FY17 are expected to remain fairly consistent with FY16 based on taxable values as reported by the Kenai Peninsula Borough. The draft budget presented to the City Council included an increase in the City's mill rate from 0.5 mills to 2.0 mills. While the City was able to decrease the mill rate 3 years in a row (FY12-FY14, from 1.65 mills to a 0.5 mills), Administration felt that a mill rate increase would be one way the City could help offset some of the loss in sales tax revenue due to the passage of KPB Proposition One. After discussion by the City Council at the June 8, 2016 public hearing, the Council voted to keep the mill rate at 0.5 mills for FY17.

A Community Oriented Policing Services (COPS) grant was awarded to the City several years ago which provided funding for the salaries and benefits of an additional police officer. The FY17 budget includes a decrease in public safety grant revenue as this grant ended in FY16. As outlined in the grant agreement, the City is required to retain this position with local funds for a minimum of twelve months following the conclusion of the grant.

Shop Charges revenue and Shop Repair and Maintenance expenditures are decreasing due to the Parks and Recreation departments being moved to the General Fund. These accounts are used to charge departments outside the General Fund for City Shop services.

The interest revenue estimate is provided by Alaska Permanent Capital Management, the firm that handles the City's investments.

Utility Fund

The Utility Fund provides water and sewer services to approximately 1,400 residences and businesses. Revenues for FY17 are projected to be $1,853,083, an increase of $177,775 or 11% over last year. The Utility Fund expenditure budget of $1,560,736 is up $40,036 or 3% over FY16. This includes a $33,241 or 5% increase in Personal Services and a $6,795 or 1% increase in Maintenance and Operations.

This budget includes utility rate increases of 8% for water and 11% for sewer which were approved by the City Council with enactment of Ordinance 2015-019 and are based on recommendations made in the Utility Rate Analysis conducted by an independent firm in FY15. These increases 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 FY17 to a single family residence is $1.80 for water and $4.73 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. The City recently hired a consultant to work on this renewal process. As recommended by DEC, the City will be providing a Quality Assurance Plan for approval by DEC and EPA. Once approved, the City and consultant will analyze whether the wastewater effluent chemistry mixing with the receiving waters of the Kenai River have any effect on the aquatic life in the river. Depending on the outcome, the City may be faced with significant costs in the future to stay in compliance with the receiving water regulatory limits.

Airport Fund

The Airport Fund accounts for the operations and maintenance of the Soldotna Municipal Airport. Revenues for FY17 are projected to be $183,618, an increase of $16,514 or 10%. Land lease revenue is the most significant source of revenue in the Airport Fund, providing 68% of the Fund's overall FY17 revenue. Land lease revenue is increasing 14% over the FY16 budget; 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 $185,390, down $3,618 or 2% from last year. This includes an $8,146 or 8% increase in Personal Services and an $11,764 or 14% 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 slightly 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.

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 FY17 operating budget.

Equipment Replacement Fund

The Equipment Replacement Fund is an internal service fund that 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: two replacement vehicles for the Police Department, an infrared machine for the Street Department, and a trail dozer for the Parks Department. 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, 2015, subsidy payments are being reduced by 6.8%, as compared to the 7.3% 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, 2016 is not known. A 6.8% reduction in subsidy payments has been included in this budget. The FY17 debt service budget, net of subsidy, is $171,338 compared to $173,571 in FY16.

Trust Fund

Several years ago, 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. This trust fund was previously treated as a permanent fund on the City's books but is being re-characterized as a fiduciary fund in FY17. This change is a result of numerous discussions about the most appropriate way to report this type of activity. Because this trust is a private trust and the City is merely the trustee, we have determined it is most appropriately characterized as a fiduciary fund. Fiduciary funds are not included in the operating budget. A schedule for the Trust Fund must be included in the FY17 and FY18 budgets however, as the schedule is part of the overall budget document that shows three years of data; the FY15 actual, FY16 budget and FY17 budget.

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 Dixson
City Manager

Melanie Imholte
Finance Director

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

ALL BUDGETARY FUNDS
EXPENDITURES BY LINE ITEM

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 3,723,989	$ 4,447,474	$ 4,447,474	$ 4,569,763	$ 122,289	2.75%
40105	Allocated Salaries	18,091	36,328	36,328	36,541	213	0.59%
40120	P&Z Commissioners	7,125	10,800	10,800	10,800	-	0.00%
40140	Allowances	61,409	48,570	48,570	43,470	(5,100)	-10.50%
40150	Certification Pay	29,911	36,000	36,000	32,808	(3,192)	-8.87%
40200	Overtime	178,326	161,414	161,414	101,497	(59,917)	-37.12%
40205	Allocated Overtime	903	1,600	1,600	1,600	-	0.00%
40220	Shift Differential	13,708	15,600	15,600	15,600	-	0.00%
40225	Temporary Labor	270,932	278,558	278,558	276,242	(2,316)	-0.83%
40250	Temporary Overtime	3,369	8,000	8,000	8,000	-	0.00%
40255	LTS Labor	13,427	11,154	11,154	11,213	59	0.53%
40300	Annual Leave	324,071	221,649	221,649	237,146	15,497	6.99%
40350	Sick Leave	16,640	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	89,451	-	-	-	-	#DIV/0!
40500	PERS	881,599	957,780	957,780	971,605	13,825	1.44%
40600	FICA	90,193	105,542	105,542	105,795	253	0.24%
40650	457 Contribution	6,411	6,828	6,828	7,028	200	2.93%
40700	Health Insurance	678,716	657,800	657,800	989,301	331,501	50.40%
40800	Worker's Compensation	87,099	104,031	104,031	117,416	13,385	12.87%
	Total Salaries & Benefits	**$ 6,495,370**	**$ 7,109,128**	**$ 7,109,128**	**$ 7,535,825**	**$ 426,697**	**6.00%**
	Maintenance & Operations						
42100	Travel & Training	$ 105,761	$ 122,250	$ 129,750	$ 99,250	$ (23,000)	-18.81%
42200	Materials & Supplies	496,594	581,350	585,770	547,050	(34,300)	-5.90%
42201	Office Supplies	32,834	40,300	40,156	32,300	(8,000)	-19.85%
42202	Uniforms	12,426	15,850	15,850	14,150	(1,700)	-10.73%
42208	Small Tools & Minor Equipment	102,671	102,350	134,440	83,950	(18,400)	-17.98%
42210	Vending Supplies	5,004	7,600	7,600	7,600	-	0.00%
42301	Telephone	87,170	96,550	96,550	100,925	4,375	4.53%
42302	Natural Gas	137,120	156,000	156,800	157,050	1,050	0.67%
42303	Sanitation	37,778	38,850	41,350	38,350	(500)	-1.29%
42304	Electricity	715,738	764,100	764,100	811,500	47,400	6.20%
42305	Janitorial	43,038	57,100	57,100	54,500	(2,600)	-4.55%
42306	Water & Sewer	16,039	21,800	21,800	23,750	1,950	8.94%
42400	Postage	13,371	15,100	15,100	23,200	8,100	53.64%
42599	Fuel	91,758	195,100	195,100	147,600	(47,500)	-24.35%
42600	Shop Repair & Maintenance	31,699	63,000	62,700	33,000	(30,000)	-47.62%
42800	Rental	9,832	20,450	20,450	17,950	(2,500)	-12.22%
42900	Dues & Subscriptions	36,923	40,255	38,491	37,805	(2,450)	-6.09%
42955	Scholarships	7,000	7,000	7,000	-	(7,000)	-100.00%
43000	Advertising & Promotion	42,762	51,650	52,725	53,150	1,500	2.90%
43100	Professional Services	146,249	123,000	123,000	125,000	2,000	1.63%
43300	Contracted Services	540,066	730,785	760,773	643,785	(87,000)	-11.91%
43303	Support & Maintenance Contracts	70,588	94,550	98,773	113,660	19,110	20.21%
43305	Computer Software	7,107	8,300	7,355	22,460	14,160	170.60%
43310	Economic Development	23,621	26,500	27,642	22,750	(3,750)	-14.15%
43335	Lunch Time Coordinators	1,710	-	-	-	-	#DIV/0!
43360	Miscellaneous	31,429	20,850	34,200	36,550	15,700	75.30%
43400	Equipment Replacement Payment	169,748	184,431	184,558	196,033	11,602	6.29%
43520	Capital	-	-	8,530	-	-	#DIV/0!
43603	Visitor Center Contract	128,875	130,937	130,937	131,592	655	0.50%
43604	Visitor Center Utilities	11,359	12,000	12,000	12,000	-	0.00%
43900	Depreciation	168,945	185,000	185,000	196,000	11,000	5.95%
45000	Insurance	115,022	153,825	152,875	174,500	20,675	13.44%
45050	Citywide Wellness Program	1,770	5,000	5,000	2,500	(2,500)	-50.00%
45060	Misc Payroll Expenses	4,878	20,000	20,000	15,000	(5,000)	-25.00%
45065	Healthcare Consultation Services	12,000	10,000	10,000	5,000	(5,000)	-50.00%

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

ALL BUDGETARY FUNDS
EXPENDITURES BY LINE ITEM

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
45070	PERS On Behalf	1,834,226	225,950	225,950	182,839	(43,111)	-19.08%
46201	Carts	7,620	7,620	7,620	-	(7,620)	-100.00%
46203	Tsalteshi Trails Association	10,000	15,000	15,000	15,000	-	0.00%
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	35,000	-	0.00%
46206	Soldotna Area Senior Citizens	7,000	7,000	7,000	7,500	500	7.14%
46208	Soldotna Historical Society & Museum	8,800	8,800	8,800	10,000	1,200	13.64%
46210	Soldotna High School Track & Field Project	150,000	-	-	-	-	#DIV/0!
46250	Rental of Airport Property	26,462	27,124	27,124	27,802	678	2.50%
48000	Soldotna Historical Society & Museum	1,200	1,200	1,200	-	(1,200)	-100.00%
48600	Interest	111,905	109,070	109,070	105,646	(3,424)	-3.14%
48700	Principal	105,000	110,000	110,000	110,000	-	0.00%
	Total Maintenance & Operations	**$ 5,756,098**	**$ 4,648,597**	**$ 4,750,239**	**$ 4,473,697**	**$ (174,900)**	**-3.76%**
	Transfers						
46400	Operating Transfers	$ 816,056	$ 1,005,808	$ 1,005,808	$ 171,338	$ (834,470)	-82.97%
46950	Capital Project Transfers	2,398,772	-	1,326,771	-	-	#DIV/0!
	Total Transfers	**$ 3,214,828**	**$ 1,005,808**	**$ 2,332,579**	**$ 171,338**	**$ (834,470)**	**-82.97%**
47000	**Contingency**	**$ -**	**$ 109,000**	**$ 95,220**	**$ 94,000**	**$ (15,000)**	**-13.76%**
	Total All Budgetary Fund Expenditures	**$ 15,466,296**	**$ 12,872,533**	**$ 14,287,166**	**$ 12,274,860**	**$ (597,673)**	**-4.64%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

CURRENT YEAR (FY17) OPERATING BUDGET SUMMARY - ALL BUDGETARY FUNDS

	General Fund	Utility Fund	Airport Fund	Street Improvement Fund	Equip Replacement Fund	Debt Service Fund	Trust Fund	Total All Funds	Difference FY16 Orig	% Diff
Revenues										
Taxes	$ 6,795,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,795,000	$ (1,340,000)	-16.47%
State/Federal	404,467	18,583	3,016	-	-	44,308	-	470,374	(181,944)	-27.89%
Interest	160,000	9,500	2,900	3,600	13,500	-	-	189,500	(6,350)	-3.24%
Other	1,071,600	1,825,000	177,702	18,300	196,033	-	-	3,288,635	239,680	7.86%
Transfers In	-	-	-	-	-	171,338	-	171,338	(834,470)	-82.97%
Total Revenues	$ 8,431,067	$ 1,853,083	$ 183,618	$ 21,900	$ 209,533	$ 215,646	$ -	$ 10,914,847	$ (2,123,084)	-16.28%
Operating Expenditures (excluding transfers)	$ 9,945,750	$ 1,560,736	$ 185,390	$ -	$ 196,000	$ 215,646	$ -	$ 12,103,522	$ 236,797	2.00%
Operating Transfers	171,338	-	-	-	-	-	-	171,338	(834,470)	-82.97%
Non-Operating Transfers	-	-	-	-	-	-	-	-	-	#DIV/0!
Total Transfers	171,338	-	-	-	-	-	-	171,338	(834,470)	-82.97%
Total Expenditures/Appropriations	$ 10,117,088	$ 1,560,736	$ 185,390	$ -	$ 196,000	$ 215,646	$ -	$ 12,274,860	$ (597,673)	-4.64%
Revenues Over (Under) Expenditures	$ (1,686,021)	$ 292,347	$ (1,772)	$ 21,900	$ 13,533	$ -	$ -	$ (1,360,013)	$ (1,525,411)	922.27%
Projected Beginning Fund Balance/Retained Earnings	$ 16,346,835	$ 1,501,252	$ 263,477	$ 449,414	$ 2,612,679	$ -	$ -	$ 21,173,657		
Projected Ending Fund Balance/Retained Earnings	$ 14,660,814	$ 1,793,599	$ 261,705	$ 471,314	$ 2,626,212	$ -	$ -	$ 19,813,644		

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

PRIOR YEAR (FY16) ORIGINAL OPERATING BUDGET SUMMARY - ALL BUDGETARY FUNDS

	General Fund	Utility Fund	Airport Fund	Street Improvement Fund	Equip Replacement Fund	Debt Service Fund	Trust Fund	Total All Funds
Revenues								
Taxes	$ 8,135,000	$ -	$ -	$ -	$ -	$ -	$ -	**$ 8,135,000**
State/Federal	580,031	23,108	3,680	-	-	45,499	-	**652,318**
Interest	160,000	11,200	2,400	2,000	12,000	-	8,250	**195,850**
Other	1,035,700	1,641,000	161,024	26,800	184,431	-	-	**3,048,955**
Transfers In	832,237	-	-	-	-	173,571	-	**1,005,808**
Total Revenues	**$ 10,742,968**	**$ 1,675,308**	**$ 167,104**	**$ 28,800**	**$ 196,431**	**$ 219,070**	**$ 8,250**	**$ 13,037,931**
Operating Expenditures (excluding transfers)	$ 9,744,747	$ 1,520,700	$ 189,008	$ -	$ 185,000	$ 219,070	$ 8,200	**$ 11,866,725**
Operating Transfers	1,005,808	-	-	-	-	-	-	**1,005,808**
Non-Operating Transfers	-	-	-	-	-	-	-	**-**
Total Transfers	**1,005,808**	**-**	**-**	**-**	**-**	**-**	**-**	**1,005,808**
Total Expenditures/Appropriations	**$ 10,750,555**	**$ 1,520,700**	**$ 189,008**	**$ -**	**$ 185,000**	**$ 219,070**	**$ 8,200**	**$ 12,872,533**
Revenues Over (Under) Expenditures	**$ (7,587)**	**$ 154,608**	**$ (21,904)**	**$ 28,800**	**$ 11,431**	**$ -**	**$ 50**	**$ 165,398**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FY16 BUDGET RECONCILIATION OF 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
FY16 Council Approved Beginning Budget	$ 9,109,949	$ 1,520,700	$ 189,008	$ 1,640,606	$ -	$ 185,000	$ 219,070	$ 8,200	**$ 12,872,533**
Additional Appropriations:									
FY15 Year-End Rollover Encumbrances	44,628	-	-	8,130	-	-	-	-	**52,758**
FY16 Council Approved Appropriations - Funded by Grants/Donations	19,854	-	-	7,750	-	-	-	-	**27,604**
FY16 Council Approved - Funded by Other Sources	757,500	560,000	16,771	-	-	-	-	-	**1,334,271**
FY16 Amended Budget	**$ 9,931,931**	**$ 2,080,700**	**$ 205,779**	**$ 1,656,486**	**$ -**	**$ 185,000**	**$ 219,070**	**$ 8,200**	**$ 14,287,166**

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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.

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 2017 Operating Budget

Authorized Personnel Staffing Table

Department	Position Title	FY16 Grade	FY17 Grade	FY16 Full Time Equivalent Positions	FY17 Full Time Equivalent Positions
	General Fund				
Mayor & Council	Mayor	Non-Graded	Non-Graded	-	-
	Council Members	Non-Graded	Non-Graded	-	-
Administration	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	3	0.17	0.12
				3.17	3.12
Finance	Finance Director	24	24	1	1
	Accountant/HR Manager	19	19	1	1
	Account Clerk III	13	13	1.34	1.34
	Administrative Assistant (regular part time position)	11	11	0.5	0.5
				3.84	3.84
MIS	MIS Manager	19	19	1	1
	MIS Technician (regular part time position)	12	12	0.5	0.5
				1.5	1.5
Police	Chief of Police	24	24	1	1
	Police Sergeant	19	19	3	3
	Police Officer	15	16	10	10
	Administrative Assistant/Evidence Custodian	13	13	1	1
	Police Clerk II	10	10	1	1
				16	16
Public Works Administration	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
				4.12	4.12
Animal Control	Animal Control Officer	14	14	1	1
	Animal Control Assistant (regular part time position)	9	9	0.5	0.5
				1.5	1.5
Shop	Mechanic	15	15	2	2
Streets/Buildings/Airport	Maintenance Department Manager	20	20	1	1
	Administrative Assistant	11	11	1	1
	Building Maintenance Technician	15	15	1	1
	Streets & Maintenance Operator/Worker	13	13	5	5
	Short Term Laborer/Worker	5,13	5,13	0.32	0.32
				8.32	8.32

City of Soldotna
Fiscal Year 2017 Operating Budget

Authorized Personnel Staffing Table

Department	Position Title	FY16 Grade	FY17 Grade	FY16 Full Time Equivalent Positions	FY17 Full Time Equivalent Positions
Economic Development & Planning	P&Z Commissioners	Non-Graded	Non-Graded	-	-
	Director of Economic Development & Planning	22	22	1	1
	City Planner	18	18	1	1
	Planning/GIS Technician	14	14	1	1
				3	3
Library	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 regular part time positions)	4	4	1.5	1.5
	Short Term Clerk	4	4	0.38	0.38
	Short Term Page	1	1	0.66	0.66
				6.54	6.54
SRSC/Campgrounds/Parks/ Community Schools	Parks & Recreation Director	22	22	1	1
	Assistant Parks & Recreation Director	15	15	1	1
	Lead Parks & Recreation Maintenance Worker	13	13	1	1
	Parks & Recreation Maintenance Worker	11	11	2	2
	SRSC/Campgrounds Activities Coordinator	7	7	1	1
	Parks & Recreation Laborer	5	5	2	2
	Short Term Landscaper	6	6	0.44	0.44
	Short Term Sports Complex Laborer	5	5	1.69	1.69
	Short Term Campground/Park Laborer	5	5	3.05	3.05
	Short Term Skate Instructor	3	3	0.35	0.35
	Short Term Skate Guard	-	1	-	0.05
	Short Term Campground Attendant	1	1	1.45	1.45
	Short Term Office Worker	1	1	0.59	0.54
				15.57	15.57
	Total General Fund			**65.06**	**65.01**
	Utility Fund				
Water/Sewer/WWTP	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
	Total Utility Fund			**5.87**	**5.87**
	Total All Funds			**70.93**	**70.88**

RANGE	JOB CLASS	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS J	K	L
			2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2%	2%	2%
1	Office Worker	$10.22	$10.48	$10.74	$11.01	$11.29	$11.57	$11.86	$12.16	$12.46			
	Park Attendant												
	Skate Guard												
2	Temporary Laborer	$10.94	$11.21	$11.49	$11.78	$12.07	$12.37	$12.68	$13.00	$13.33			
3	Skate Instructor	$15.36	$15.74	$16.13	$16.53	$16.94	$17.36	$17.79	$18.23	$18.69			
4	Receptionist	$16.46	$16.87	$17.29	$17.72	$18.16	$18.61	$19.08	$19.56	$20.05	$20.45	$20.86	$21.28
	Library Clerk I	$34,236.80	$35,089.60	$35,963.20	$36,857.60	$37,772.80	$38,708.80	$39,686.40	$40,684.80	$41,704.00	$42,536.00	$43,388.80	$44,262.40
	Administrative Clerk I												
5	Laborer	$17.30	$17.73	$18.17	$18.62	$19.09	$19.57	$20.06	$20.56	$21.07	$21.49	$21.92	$22.36
		$35,984.00	$36,878.40	$37,793.60	$38,729.60	$39,707.20	$40,705.60	$41,724.80	$42,764.80	$43,825.60	$44,699.20	$45,593.60	$46,508.80
6	Landscaper	$18.42	$18.88	$19.35	$19.83	$20.33	$20.84	$21.36	$21.89	$22.44	$22.89	$23.35	$23.82
	Administrative Clerk II	$38,313.60	$39,270.40	$40,248.00	$41,246.40	$42,286.40	$43,347.20	$44,428.80	$45,531.20	$46,675.20	$47,611.20	$48,568.00	$49,545.60
	Account Clerk I												
7	Library Clerk II	$19.22	$19.70	$20.19	$20.69	$21.21	$21.74	$22.28	$22.84	$23.41	$23.88	$24.36	$24.85
	P&R Activity Coordinator	$39,977.60	$40,976.00	$41,995.20	$43,035.20	$44,116.80	$45,219.20	$46,342.40	$47,507.20	$48,692.80	$49,670.40	$50,668.80	$51,688.00
8	Vacant	$20.17	$20.67	$21.19	$21.72	$22.26	$22.82	$23.39	$23.97	$24.57	$25.06	$25.56	$26.07
		$41,953.60	$42,993.60	$44,075.20	$45,177.60	$46,300.80	$47,465.60	$48,651.20	$49,857.60	$51,105.60	$52,124.80	$53,164.80	$54,225.60
9	Animal Control Assistant	$21.18	$21.71	$22.25	$22.81	$23.38	$23.96	$24.56	$25.17	$25.80	$26.32	$26.85	$27.39
		$44,054.40	$45,156.80	$46,280.00	$47,444.80	$48,630.40	$49,836.80	$51,084.80	$52,353.60	$53,664.00	$54,745.60	$55,848.00	$56,971.20
10	Account Clerk II	$22.25	$22.81	$23.38	$23.96	$24.56	$25.17	$25.80	$26.45	$27.11	$27.65	$28.20	$28.76
	Librarian I	$46,280.00	$47,444.80	$48,630.40	$49,836.80	$51,084.80	$52,353.60	$53,664.00	$55,016.00	$56,388.80	$57,512.00	$58,656.00	$59,820.80
	Police Clerk II												
11	Assistant City Librarian	$23.37	$23.95	$24.55	$25.16	$25.79	$26.43	$27.09	$27.77	$28.46	$29.03	$29.61	$30.20
	P&R Maintenance Worker	$48,609.60	$49,816.00	$51,064.00	$52,332.80	$53,643.20	$54,974.40	$56,347.20	$57,761.60	$59,196.80	$60,382.40	$61,588.80	$62,816.00
	Administrative Assistant												
12	MIS Technician	$24.79	$25.41	$26.05	$26.70	$27.37	$28.05	$28.75	$29.47	$30.21	$30.81	$31.43	$32.06
		$51,563.20	$52,852.80	$54,184.00	$55,536.00	$56,929.60	$58,344.00	$59,800.00	$61,297.60	$62,836.80	$64,084.80	$65,374.40	$66,684.80
13	Maintenance Worker	$25.60	$26.24	$26.90	$27.57	$28.26	$28.97	$29.69	$30.43	$31.19	$31.81	$32.45	$33.10
	Account Clerk III	$53,248.00	$54,579.20	$55,952.00	$57,345.60	$58,780.80	$60,257.60	$61,755.20	$63,294.40	$64,875.20	$66,164.80	$67,496.00	$68,848.00
	Utility Operator in Training												
	Admin Assist/Evid Custodian												
	Lead P&R Maintenance Worker												
14	Animal Control Officer	$27.11	$27.79	$28.48	$29.19	$29.92	$30.67	$31.44	$32.23	$33.04	$33.70	$34.37	$35.06
	P&R Operations Supervisor	$56,388.80	$57,803.20	$59,238.40	$60,715.20	$62,233.60	$63,793.60	$65,395.20	$67,038.40	$68,723.20	$70,096.00	$71,489.60	$72,924.80
	Planning/GIS Technician												
	Utility Operator I												
15	Assistant P&R Director	$29.20	$29.93	$30.68	$31.45	$32.24	$33.05	$33.88	$34.73	$35.60	$36.31	$37.04	$37.78
	Utility Operator II	$60,736.00	$62,254.40	$63,814.40	$65,416.00	$67,059.20	$68,744.00	$70,470.40	$72,238.40	$74,048.00	$75,524.80	$77,043.20	$78,582.40
	Mechanic												
	Lead Maintenance Worker												
	Special Projects/Deputy Clerk												
	Building Technician												

RANGE	JOB CLASS	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS J	K	L
			2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2%	2%	2%
16	Police Officer	$30.66	$31.43	$32.22	$33.03	$33.86	$34.71	$35.58	$36.47	$37.38	$38.13	$38.89	$39.67
		$63,772.80	$65,374.40	$67,017.60	$68,702.40	$70,428.80	$72,196.80	$74,006.40	$75,857.60	$77,750.40	$79,310.40	$80,891.20	$82,513.60
17	Building Official	$32.07	$32.87	$33.69	$34.53	$35.39	$36.27	$37.18	$38.11	$39.06	$39.84	$40.64	$41.45
		$66,705.60	$68,369.60	$70,075.20	$71,822.40	$73,611.20	$75,441.60	$77,334.40	$79,268.80	$81,244.80	$82,867.20	$84,531.20	$86,216.00
18	Project Manager	$33.27	$34.10	$34.95	$35.82	$36.72	$37.64	$38.58	$39.54	$40.53	$41.34	$42.17	$43.01
	Planner	$69,201.60	$70,928.00	$72,696.00	$74,505.60	$76,377.60	$78,291.20	$80,246.40	$82,243.20	$84,302.40	$85,987.20	$87,713.60	$89,460.80
19	MIS Manager	$34.92	$35.79	$36.68	$37.60	$38.54	$39.50	$40.49	$41.50	$42.54	$43.39	$44.26	$45.15
	City Librarian	$72,633.60	$74,443.20	$76,294.40	$78,208.00	$80,163.20	$82,160.00	$84,219.20	$86,320.00	$88,483.20	$90,251.20	$92,060.80	$93,912.00
	Accountant/HR												
	Sergeant												
20	Maintenance Dept Manager	$36.67	$37.59	$38.53	$39.49	$40.48	$41.49	$42.53	$43.59	$44.68	$45.57	$46.48	$47.41
		$76,273.60	$78,187.20	$80,142.40	$82,139.20	$84,198.40	$86,299.20	$88,462.40	$90,667.20	$92,934.40	$94,785.60	$96,678.40	$98,612.80
21	Vacant	$38.47	$39.43	$40.42	$41.43	$42.47	$43.53	$44.62	$45.74	$46.88	$47.82	$48.78	$49.76
		$80,017.60	$82,014.40	$84,073.60	$86,174.40	$88,337.60	$90,542.40	$92,809.60	$95,139.20	$97,510.40	$99,465.60	$101,462.40	$103,500.80
22	City Clerk	$40.41	$41.42	$42.46	$43.52	$44.61	$45.73	$46.87	$48.04	$49.24	$50.22	$51.22	$52.24
	Director of Econ Dev/Planning	$84,052.80	$86,153.60	$88,316.80	$90,521.60	$92,788.80	$95,118.40	$97,489.60	$99,923.20	$102,419.20	$104,457.60	$106,537.60	$108,659.20
	Utility Dept Manager												
	Parks & Recreation Director												
23	City Engineer	$42.43	$43.49	$44.58	$45.69	$46.83	$48.00	$49.20	$50.43	$51.69	$52.72	$53.77	$54.85
		$88,254.40	$90,459.20	$92,726.40	$95,035.20	$97,406.40	$99,840.00	$102,336.00	$104,894.40	$107,515.20	$109,657.60	$111,841.60	$114,088.00
24	Finance Director	$44.56	$45.67	$46.81	$47.98	$49.18	$50.41	$51.67	$52.96	$54.28	$55.37	$56.48	$57.61
	Police Chief	$92,684.80	$94,993.60	$97,364.80	$99,798.40	$102,294.40	$104,852.80	$107,473.60	$110,156.80	$112,902.40	$115,169.60	$117,478.40	$119,828.80
	City Manager	$139,390.00											
	Contract												

GENERAL FUND

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

GENERAL FUND
RECAP

	FY15 Actual	FY16 Original Budget	FY16 Projected	FY17 Council Approved	Difference FY16 Orig	% Diff
Operating Revenues						
Taxes						
Property Taxes	$ 279,920	$ 285,000	$ 287,000	$ 295,000	$ 10,000	3.51%
Sales Taxes	7,641,757	7,850,000	6,900,000	6,500,000	(1,350,000)	-17.20%
Total Taxes	7,921,677	8,135,000	7,187,000	6,795,000	(1,340,000)	-16.47%
State, Federal & Borough Revenues						
PERS Funding	1,633,959	199,162	199,162	161,240	(37,922)	-19.04%
Revenue Sharing	300,053	283,369	283,369	190,727	(92,642)	-32.69%
Library Grants	9,348	6,500	9,650	6,500	-	0.00%
Liquor Licenses	17,000	15,000		15,000	-	0.00%
Telephone/Electric	24,903	26,000	26,000	26,000	-	0.00%
Other	160,712	50,000	58,190	5,000	(45,000)	-90.00%
Total State/Federal/Borough Revenues	2,145,975	580,031	576,371	404,467	(175,564)	-30.27%
Other Revenues						
Licenses and Permits	164,074	88,500	89,140	97,700	9,200	10.40%
Traffic Fines	81,913	65,000	85,000	75,000	10,000	15.38%
Interest	(60,516)	160,000	160,000	160,000	-	0.00%
Soldotna Regional Sports Complex	353,332	359,300	366,700	371,200	11,900	3.31%
Campgrounds	385,402	382,500	399,000	414,500	32,000	8.37%
Parks	35,508	26,800	27,200	27,400	600	2.24%
Community Schools	16,455	13,000	12,300	12,300	(700)	-5.38%
Library Donations & Revenues	25,369	18,000	18,630	18,000	-	0.00%
Other	55,884	19,600	339,215	22,500	2,900	14.80%
Charges to Other Funds	31,697	63,000	63,000	33,000	(30,000)	-47.62%
Transfers from Operating Funds	645,858	832,237	832,237	-	(832,237)	-100.00%
Total Other Revenues	1,734,976	2,027,937	2,392,422	1,231,600	(796,337)	-39.27%
Total Operating Revenues	**$ 11,802,628**	**$ 10,742,968**	**$ 10,155,793**	**$ 8,431,067**	**$ (2,311,901)**	**-21.52%**
Operating Expenditures						
General Government	$ 3,541,627	$ 2,228,762	$ 2,238,893	$ 2,263,873	$ 35,111	1.58%
Public Safety	2,280,110	2,533,820	2,549,624	2,620,883	87,063	3.44%
Public Works	2,427,487	2,724,139	2,767,186	2,767,413	43,274	1.59%
Parks, Recreation & Culture	2,030,267	2,258,026	2,276,906	2,293,581	35,555	1.57%
Transfers to Operating Funds	816,056	1,005,808	1,005,808	171,338	(834,470)	-82.97%
Total Operating Expenditures	**$ 11,095,547**	**$ 10,750,555**	**$ 10,838,417**	**$ 10,117,088**	**$ (633,467)**	**-5.89%**
Revenues Over (Under) Expenditures Before Non-Operating Transfers	**$ 707,081**	**$ (7,587)**	**$ (682,624)**	**$ (1,686,021)**	**$ (1,678,434)**	
Non-Operating Transfers In (Out)						
From Capital Project Funds	$ 473,856	$ -	$ -	$ -		
To Capital Project Funds	(2,398,772)	-	(750,000)	-		
Total Non-Operating Transfers	**$ (1,924,916)**	**$ -**	**$ (750,000)**	**$ -**		
Total Expenditures/Appropriations	**$ 13,494,319**	**$ 10,750,555**	**$ 11,588,417**	**$ 10,117,088**		
Revenues Over (Under) Expenditures	**$ (1,217,835)**	**$ (7,587)**	**$ (1,432,624)**	**$ (1,686,021)**		
Beginning Fund Balance	**$ 18,997,294**	**$ 17,779,459**	**$ 17,779,459**	**$ 16,346,835**		
Ending Fund Balance	**$ 17,779,459**	**$ 17,771,872**	**$ 16,346,835**	**$ 14,660,814**		

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

GENERAL FUND
REVENUES

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Projected	FY17 Council Approved	Difference FY16 Orig	% Diff
0000	**General Revenues:**						
31000	State PERS Relief Funding	$ 1,633,959	$ 199,162	$ 199,162	$ 161,240	$ (37,922)	-19.04%
31110	Property Taxes	279,920	285,000	287,000	295,000	10,000	3.51%
31120	Sales Taxes	7,641,757	7,850,000	6,900,000	6,500,000	(1,350,000)	-17.20%
32110	Building Permits	120,028	55,000	55,000	65,000	10,000	18.18%
32115	SAD Petition Fees	500	-	-	-	-	#DIV/0!
32120	Animal Control Fees	12,474	10,000	10,000	10,200	200	2.00%
32140	Plan Review Fees	26,572	20,000	20,000	19,000	(1,000)	-5.00%
32155	Project Plans	520	500	500	500	-	0.00%
34110	State Library Grant	9,348	6,500	9,650	6,500	-	0.00%
34120	State Revenue - Sharing	300,053	283,369	283,369	190,727	(92,642)	-32.69%
34140	State Revenue - Liquor Licenses	17,000	15,000		15,000	-	0.00%
34145	State Revenue - Raw Fish Tax	5,097	5,000	5,000	5,000	-	0.00%
34160	State Revenue - Telephone/Electric	24,903	26,000	26,000	26,000	-	0.00%
34182	State Revenue - Public Safety Grants	137,326	45,000	45,000	-	(45,000)	-100.00%
36950	Shop Charges	31,697	63,000	63,000	33,000	(30,000)	-47.62%
37100	Traffic Fines	81,913	65,000	85,000	75,000	10,000	15.38%
37110	P&Z Charges	4,100	3,000	3,000	3,000	-	0.00%
37120	Interest	(59,159)	160,000	160,000	160,000	-	0.00%
37135	Credit Card Fees	(1,357)	-	-	-	-	#DIV/0!
37140	Sale of Municipal Property	31,271	-	315,665	-	-	#DIV/0!
37160	Library Donations	7,376	-	630	-	-	#DIV/0!
37165	Library Revenues	17,993	18,000	18,000	18,000	-	0.00%
37177	Donations	2,292	-	1,050	-	-	#DIV/0!
37181	Asset Forfeitures	18,289	-	8,190	-	-	#DIV/0!
37185	Utility Project Permits	900	500	1,140	500	-	0.00%
37190	Miscellaneous	19,549	17,600	20,500	20,500	2,900	16.48%
37200	Charges for Services - SPD	1,752	1,500	1,500	1,500	-	0.00%
1000	**Parks & Recreation Revenues:**						
35110	Concessions/Vending	10,812	12,000	11,000	11,000	(1,000)	-8.33%
35150	Special Events Concessions	7,038	7,000	7,000	7,000	-	0.00%
35200	Ice - KPHA	70,665	72,000	72,000	72,000	-	0.00%
35201	Ice - KPB	21,325	18,000	23,000	20,000	2,000	11.11%
35204	Public Skate	20,822	17,000	17,000	19,000	2,000	11.76%
35207	Learn to Skate	21,116	19,000	22,000	26,500	7,500	39.47%
35208	Leagues	52,552	52,000	56,000	56,000	4,000	7.69%
35210	Private Ice Rental	3,110	600	600	600	-	0.00%
35220	Freestyle	3,871	3,000	3,500	4,000	1,000	33.33%
35300	Misc Events	7,840	6,000	10,000	6,500	500	8.33%
35301	Alaska Hockey Association	-	3,500	3,500	3,500	-	0.00%
35305	Kenai River Brown Bears	42,500	42,500	42,500	42,500	-	0.00%
35308	Home Show	7,540	7,500	7,500	7,800	300	4.00%
35309	Sport & Rec Show	7,740	10,000	7,800	8,000	(2,000)	-20.00%
35310	Holiday Bazaar	1,223	2,000	2,000	2,000	-	0.00%
35318	Peninsula Riverskate	12,099	10,000	12,000	12,000	2,000	20.00%
35320	Safari Club	3,920	4,000	4,000	4,000	-	0.00%
35327	Ultimate Fight Challenge	6,590	10,000	9,000	9,000	(1,000)	-10.00%
35329	Bubble Soccer Program	-	7,000	3,500	6,000	(1,000)	-14.29%
35400	Rental Fees - Rooms	24,616	30,000	25,000	26,000	(4,000)	-13.33%
35402	Rental Fees - Space	12,549	11,000	12,500	12,500	1,500	13.64%
35404	Rental Fees - Equipment	8,945	9,000	9,000	9,000	-	0.00%
35500	Facility Use - Track	445	400	300	300	(100)	-25.00%
35501	Facility Use - Racquetball	6,014	5,800	6,000	6,000	200	3.45%
36602	Centennial Campground	279,261	270,000	280,000	290,000	20,000	7.41%
36603	Swiftwater Campground	83,499	90,000	96,000	100,000	10,000	11.11%

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

GENERAL FUND
REVENUES

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Projected	FY17 Council Approved	Difference FY16 Orig	% Diff
36605	Vending - Firewood	7,530	7,500	7,500	7,500	-	0.00%
36606	Rotary Park	15,112	15,000	15,500	17,000	2,000	13.33%
36901	Reservation Fees	2,208	1,800	2,200	2,400	600	33.33%
36904	Cemetery Plots	33,300	20,000	20,000	20,000	-	0.00%
36905	Columbarium Niches	-	5,000	5,000	5,000	-	0.00%
38000	Class Fees	16,153	12,000	12,000	12,000	-	0.00%
38400	Advertisement	302	1,000	300	300	(700)	-70.00%
	Transfers from Operating Funds	645,858	832,237	832,237	-	(832,237)	-100.00%
	Total Revenues	**$ 11,802,628**	**$ 10,742,968**	**$ 10,155,793**	**$ 8,431,067**	**$ (2,311,901)**	**-21.52%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

GENERAL FUND
EXPENDITURES BY DEPARTMENT

	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
General Government						
Mayor & Council	$ 391,968	$ 384,851	$ 394,982	$ 411,492	$ 26,641	6.92%
Administration	510,557	552,130	552,130	565,843	13,713	2.48%
Finance	433,440	492,092	501,822	521,700	29,608	6.02%
MIS	219,742	298,658	298,658	293,296	(5,362)	-1.80%
Non-Departmental	1,985,920	501,031	491,301	471,542	(29,489)	-5.89%
Total General Government	**3,541,627**	**2,228,762**	**2,238,893**	**2,263,873**	**35,111**	**1.58%**
Public Safety						
Police	2,096,767	2,335,290	2,351,094	2,418,631	83,341	3.57%
Animal Control	183,343	198,530	198,530	202,252	3,722	1.87%
Total Public Safety	**2,280,110**	**2,533,820**	**2,549,624**	**2,620,883**	**87,063**	**3.44%**
Public Works						
Public Works Administration	485,292	520,010	520,010	552,784	32,774	6.30%
Shop	399,191	370,131	375,231	386,178	16,047	4.34%
Streets	958,101	1,195,057	1,193,611	1,170,489	(24,568)	-2.06%
Building R & M	162,614	209,910	238,151	221,608	11,698	5.57%
Economic Development & Planning	422,289	429,031	440,183	436,354	7,323	1.71%
Total Public Works	**2,427,487**	**2,724,139**	**2,767,186**	**2,767,413**	**43,274**	**1.59%**
Parks, Recreation & Culture						
Library	614,340	674,314	677,314	709,005	34,691	5.14%
Soldotna Regional Sports Complex	799,383	878,865	883,995	879,941	1,076	0.12%
Campgrounds	294,002	309,585	312,585	319,617	10,032	3.24%
Parks	269,288	335,007	341,682	321,929	(13,078)	-3.90%
Community Schools	53,254	60,255	61,330	63,089	2,834	4.70%
Total Parks, Recreation & Culture	**2,030,267**	**2,258,026**	**2,276,906**	**2,293,581**	**35,555**	**1.57%**
Transfers Out						
Operating	816,056	1,005,808	1,005,808	171,338	(834,470)	-82.97%
Capital projects	2,398,772	-	750,000	-	-	#DIV/0!
Total Transfers Out	**3,214,828**	**1,005,808**	**1,755,808**	**171,338**	**(834,470)**	**-82.97%**
Total Expenditures	**$ 13,494,319**	**$ 10,750,555**	**$ 11,588,417**	**$ 10,117,088**	**$ (633,467)**	**-5.89%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

GENERAL FUND
EXPENDITURES BY LINE ITEM

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 3,302,663	$ 3,960,101	$ 3,960,101	$ 4,077,183	$ 117,082	2.96%
40105	Allocated Salaries	14,043	26,831	26,831	26,789	(42)	-0.16%
40120	P&Z Commissioners	7,125	10,800	10,800	10,800	-	0.00%
40140	Allowances	57,443	44,595	44,595	39,495	(5,100)	-11.44%
40150	Certification Pay	27,331	33,420	33,420	30,228	(3,192)	-9.55%
40200	Overtime	164,805	146,100	146,100	86,100	(60,000)	-41.07%
40205	Allocated Overtime	903	200	200	200	-	0.00%
40220	Shift Differential	13,708	15,600	15,600	15,600	-	0.00%
40225	Temporary Labor	251,887	265,684	265,684	263,311	(2,373)	-0.89%
40250	Temporary Overtime	3,212	8,000	8,000	8,000	-	0.00%
40255	LTS Labor	13,427	11,154	11,154	11,213	59	0.53%
40300	Annual Leave	309,734	197,891	197,891	211,038	13,147	6.64%
40350	Sick Leave	14,260	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	68,936	-	-	-	-	#DIV/0!
40500	PERS	785,343	844,225	844,225	856,828	12,603	1.49%
40600	FICA	82,814	97,211	97,211	97,381	170	0.17%
40650	457 Contribution	6,411	6,828	6,828	7,028	200	2.93%
40700	Health Insurance	612,997	591,179	591,179	891,532	300,353	50.81%
40800	Worker's Compensation	75,387	90,104	90,104	102,507	12,403	13.77%
	Total Salaries & Benefits	**$ 5,812,429**	**$ 6,349,923**	**$ 6,349,923**	**$ 6,735,233**	**$ 385,310**	**6.07%**
	Maintenance & Operations						
42100	Travel & Training	$ 104,399	$ 113,750	$ 121,250	$ 90,750	$ (23,000)	-20.22%
42200	Materials & Supplies	406,890	445,700	450,120	419,450	(26,250)	-5.89%
42201	Office Supplies	30,633	36,400	36,256	28,400	(8,000)	-21.98%
42202	Uniforms	11,119	14,450	14,450	12,750	(1,700)	-11.76%
42208	Small Tools & Minor Equipment	88,454	99,000	123,065	69,100	(29,900)	-30.20%
42210	Vending Supplies	5,004	7,600	7,600	7,600		
42301	Telephone	73,714	80,250	80,250	82,725	2,475	3.08%
42302	Natural Gas	119,603	134,500	135,100	135,300	800	0.59%
42303	Sanitation	37,267	38,300	40,800	37,800	(500)	-1.31%
42304	Electricity	375,504	396,600	396,600	421,200	24,600	6.20%
42305	Janitorial	43,038	57,100	57,100	54,500	(2,600)	-4.55%
42306	Water & Sewer	16,039	21,800	21,800	23,750	1,950	8.94%
42400	Postage	6,778	7,800	7,800	15,900	8,100	103.85%
42599	Fuel	75,688	154,500	154,500	119,600	(34,900)	-22.59%
42600	Shop Repair & Maintenance	21,572	25,000	25,000	-	(25,000)	-100.00%
42800	Rental	9,676	15,950	15,950	15,950	-	0.00%
42900	Dues & Subscriptions	33,630	35,950	34,186	34,080	(1,870)	-5.20%
43000	Advertising & Promotion	40,612	49,350	50,425	51,850	2,500	5.07%
43100	Professional Services	146,249	123,000	123,000	125,000	2,000	1.63%
43300	Contracted Services	406,112	545,625	583,288	482,925	(62,700)	-11.49%
43303	Support & Maintenance Contracts	62,607	85,350	89,273	103,560	18,210	21.34%
43305	Computer Software	7,107	8,300	7,355	22,460	14,160	170.60%
43310	Economic Development	23,621	26,500	27,642	22,750	(3,750)	-14.15%
43335	Lunch Time Coordinators	1,710	-	-	-		
43360	Miscellaneous	29,399	17,750	29,650	32,250	14,500	81.69%
43400	Equipment Replacement Payment	164,468	180,331	180,458	185,733	5,402	3.00%
43520	Capital	-	-	8,530	-	-	#DIV/0!
43603	Visitor Center Contract	128,875	130,937	130,937	131,592	655	0.50%
43604	Visitor Center Utilities	11,359	12,000	12,000	12,000	-	0.00%
45000	Insurance	88,446	121,325	120,375	132,500	11,175	9.21%
45050	Citywide Wellness Program	1,770	5,000	5,000	2,500	(2,500)	-50.00%
45060	Misc Payroll Expenses	4,878	20,000	20,000	15,000	(5,000)	-25.00%
45065	Healthcare Consultation Services	12,000	10,000	10,000	5,000	(5,000)	-50.00%
45070	PERS On Behalf	1,633,959	199,162	199,162	161,240	(37,922)	-19.04%
46201	Carts	7,620	7,620	7,620	-	(7,620)	-100.00%
46203	Tsalteshi Trails Association	10,000	15,000	15,000	15,000	-	0.00%

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

GENERAL FUND
EXPENDITURES BY LINE ITEM

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	35,000	-	0.00%
46206	Soldotna Area Senior Citizens	7,000	7,000	7,000	7,500	500	7.14%
46208	Soldotna Historical Society & Museum	8,800	8,800	8,800	10,000	1,200	13.64%
46210	Soldotna High School Track & Field Project	150,000	-	-	-	-	#DIV/0!
46250	Rental of Airport Property	26,462	27,124	27,124	27,802	678	2.50%
	Total Maintenance & Operations	**$ 4,467,062**	**$ 3,319,824**	**$ 3,419,466**	**$ 3,150,517**	**$ (169,307)**	**-5.10%**
	Transfers						
46400	Operating Transfers	$ 816,056	$ 1,005,808	$ 1,005,808	$ 171,338	$ (834,470)	-82.97%
46950	Capital Project Transfers	2,398,772	-	750,000	-	-	#DIV/0!
	Total Transfers	**$ 3,214,828**	**$ 1,005,808**	**$ 1,755,808**	**$ 171,338**	**$ (834,470)**	**-82.97%**
47000	**Contingency**	**$ -**	**$ 75,000**	**$ 63,220**	**$ 60,000**	**$ (15,000)**	**-20.00%**
	Total General Fund Expenditures	**$ 13,494,319**	**$ 10,750,555**	**$ 11,588,417**	**$ 10,117,088**	**$ (633,467)**	**-5.89%**

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 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1100: MAYOR & COUNCIL

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 18,000	$ 21,600	$ 21,600	$ 21,600	$ -	0.00%
40500	PERS	-	-	-	-	-	#DIV/0!
40600	FICA	1,191	1,652	1,652	1,652	-	0.00%
40700	Health Insurance	-	-	-	-	-	#DIV/0!
40800	Worker's Compensation	72	82	82	93	11	13.41%
	Total Salaries & Benefits	**$ 19,263**	**$ 23,334**	**$ 23,334**	**$ 23,345**	**$ 11**	**0.05%**
	Maintenance & Operations						
42100	Travel & Training	$ 5,948	$ 12,400	$ 12,400	$ 16,900	$ 4,500	36.29%
42200	Materials & Supplies	3,835	4,500	4,500	3,500	(1,000)	-22.22%
42201	Office Supplies	210	500	500	500	-	0.00%
42208	Small Tools & Minor Equipment	10,058	-	-	-	-	#DIV/0!
42301	Telephone	1,059	1,550	1,550	1,700	150	9.68%
42900	Dues & Subscriptions	10,457	6,665	6,665	6,490	(175)	-2.63%
43000	Advertising & Promotion	20,255	27,700	27,700	29,100	1,400	5.05%
43100	Professional Services	146,249	123,000	123,000	125,000	2,000	1.63%
43300	Contracted Services	100	19,225	20,806	13,625	(5,600)	-29.13%
43303	Support & Maintenance Contracts	6,375	7,040	7,040	9,540	2,500	35.51%
43305	Computer Software	96	-	-	10,000	10,000	#DIV/0!
43360	Miscellaneous	27,829	16,000	24,550	28,200	12,200	76.25%
43603	Visitor Center Contract	128,875	130,937	130,937	131,592	655	0.50%
43604	Visitor Center Utilities	11,359	12,000	12,000	12,000	-	0.00%
	Total Maintenance & Operations	**$ 372,705**	**$ 361,517**	**$ 371,648**	**$ 388,147**	**$ 26,630**	**7.37%**
	Department Total	**$ 391,968**	**$ 384,851**	**$ 394,982**	**$ 411,492**	**$ 26,641**	**6.92%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1100: MAYOR & COUNCIL

Acct#	Description	Council Approved
42100	**Travel & Training**	
	Alaska Municipal League (Anchorage)	8,000
	AML Summer Conference (Wasilla)	2,500
	AML Winter Conferences (Juneau)	2,850
	Legislative Session Travel (Juneau)	2,800
	Other Travel & Training	750
		16,900
42200	**Materials & Supplies**	**3,500**
42201	**Office Supplies**	**500**
42301	**Telephone**	
	Conference Call Charges	150
	Data Plans for iPads	1,550
		1,700
42900	**Dues & Subscriptions**	
	Alaska Conference of Mayors	100
	Alaska Municipal League	5,000
	Chamber of Commerce	165
	KPTMC	225
	Other Dues & Subscriptions	1,000
		6,490
43000	**Advertising & Promotion**	
	Agenda, Etc.	17,000
	Dog Gone News	3,000
	Kenai Peninsula Opportunities - Industry Appreciation Day	500
	Progress Days Event	5,000
	Audio Streaming	3,600
		29,100
43100	**Professional Services**	
	Legal	80,000
	Auditing	45,000
		125,000
43300	**Contracted Services**	
	City-wide Records Management Program	3,000
	Document Disposal Services	1,500
	Municipal Code Corporation	
	Code Services - Supplement	4,025
	Code Services - Internet	1,600
	PAFR Printing/Distribution	3,500
		13,625

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1100: MAYOR & COUNCIL

Acct#	Description	Council Approved
43303	**Support & Maintenance Contracts**	
	eDocs Alaska (Laserfiche)	6,500
	Cemetery Software	2,500
	Simple RMS	540
		9,540
43305	**Computer Software**	**10,000**
43360	**Miscellaneous**	
	Election Costs	19,500
	Recording Fees	2,000
	Mayoral Expenses	3,000
	Employee Appreciation Dinner	3,700
		28,200
43603	**Visitor Center Contract**	**131,592**
43604	**Visitor Center Utilities**	**12,000**
	Total Maintenance & Operations	**388,147**

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 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 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 Special Projects Coordinator/Deputy Clerk works under the supervision of the City Clerk while performing the duties of the Deputy Clerk, and is responsible for the development, coordination, management, implementation and/or oversight of projects as assigned by the City Manager. 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 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1200: ADMINISTRATION

Acct #	Description	FY15 Actual	FY16 Council Approved	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 276,413	$ 299,005	$ 299,005	$ 307,704	$ 8,699	2.91%
40140	Allowances	6,900	11,900	11,900	11,900	-	0.00%
40200	Overtime	-	2,500	2,500	2,500	-	0.00%
40225	Temporary Labor	8,511	5,256	5,256	2,453	(2,803)	-53.33%
40250	Temporary Overtime	241	-	-	-	-	#DIV/0!
40300	Annual Leave	26,260	17,842	17,842	19,090	1,248	6.99%
40400	Annual Leave Buy-Back	1,631	-	-	-	-	#DIV/0!
40500	PERS	61,421	67,431	67,431	69,345	1,914	2.84%
40600	FICA	4,403	4,847	4,847	4,758	(89)	-1.84%
40700	Health Insurance	36,477	35,300	35,300	52,300	17,000	48.16%
40800	Worker's Compensation	946	1,184	1,184	1,368	184	15.54%
	Total Salaries & Benefits	**$ 423,203**	**$ 445,265**	**$ 445,265**	**$ 471,418**	**$ 26,153**	**5.87%**
	Maintenance & Operations						
42100	Travel & Training	$ 13,395	$ 16,600	$ 16,600	$ 12,000	$ (4,600)	-27.71%
42200	Materials & Supplies	1,616	3,000	3,000	2,000	(1,000)	-33.33%
42201	Office Supplies	7,292	11,000	11,000	8,000	(3,000)	-27.27%
42208	Small Tools & Minor Equipment	60	-	-	-	-	#DIV/0!
42302	Natural Gas	8,823	10,000	10,000	10,000	-	0.00%
42303	Sanitation	1,032	1,150	1,150	1,150	-	0.00%
42304	Electricity	27,809	32,000	32,000	30,000	(2,000)	-6.25%
42305	Janitorial	11,083	14,500	14,500	13,500	(1,000)	-6.90%
42306	Water & Sewer	1,649	2,100	2,100	2,300	200	9.52%
42400	Postage	4,060	4,000	4,000	4,500	500	12.50%
42599	Fuel	321	2,400	2,400	1,000	(1,400)	-58.33%
42900	Dues & Subscriptions	3,285	3,065	3,065	3,125	60	1.96%
43303	Support & Maintenance Contracts	6,929	7,050	7,050	6,850	(200)	-2.84%
	Total Maintenance & Operations	**$ 87,354**	**$ 106,865**	**$ 106,865**	**$ 94,425**	**$ (12,440)**	**-11.64%**
	Department Total	**$ 510,557**	**$ 552,130**	**$ 552,130**	**$ 565,843**	**$ 13,713**	**2.48%**

FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1200: ADMINISTRATION

Acct#	Description	Council Approved
42100	**Travel & Training**	
	AML Conference - Manager (Anchorage)	1,500
	AML Conference - Manager (Wasilla)	1,300
	AAMC Annual Conference (Anchorage)	2,800
	Professional Development III (Tacoma, WA)	2,100
	Legislative Session Travel (Juneau)	2,800
	Other Travel & Training	1,500
		12,000
42200	**Materials & Supplies**	**2,000**
42201	**Office Supplies**	**8,000**
42302	**Natural Gas**	**10,000**
42303	**Sanitation**	**1,150**
42304	**Electricity**	**30,000**
42305	**Janitorial**	
	Janitorial Services	12,000
	Carpet Cleaning	1,500
		13,500
42306	**Water & Sewer**	**2,300**
42400	**Postage**	**4,500**
42599	**Fuel**	**1,000**
42900	**Dues & Subscriptions**	
	Alaska Municipal Clerks Association	140
	Alaska Bar Association	700
	ARMA	430
	ICMA	1,100
	IIMC	255
	Other Dues & Subscriptions	500
		3,125
43303	**Support & Maintenance Contracts**	
	Bizhub - Copiers	5,300
	MailFinance - Postage Machine	1,550
		6,850
	Total Maintenance & Operations	**94,425**

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. The Accountant/HR Manager works under the direction of the City Manager for all human resource functions.

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 resources and risk management 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 works with the Department of Economic Development and Planning to produce 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, City programs, capital projects and other miscellaneous data.

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1300: FINANCE

Acct #	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 263,701	$ 309,756	$ 309,756	$ 318,492	$ 8,736	2.82%
40140	Allowances	1,800	1,800	1,800	1,800	-	0.00%
40200	Overtime	65	1,500	1,500	1,500	-	0.00%
40225	Temporary Labor	9,567	-	-	-	-	#DIV/0!
40300	Annual Leave	23,267	17,304	17,304	18,442	1,138	6.58%
40400	Annual Leave Buy-Back	2,263	-	-	-	-	#DIV/0!
40500	PERS	55,394	60,298	60,298	61,973	1,675	2.78%
40600	FICA	6,481	6,818	6,818	7,014	196	2.87%
40700	Health Insurance	33,719	35,134	35,134	59,401	24,267	69.07%
40800	Worker's Compensation	1,047	1,182	1,182	1,378	196	16.58%
	Total Salaries & Benefits	**$ 397,304**	**$ 433,792**	**$ 433,792**	**$ 470,000**	**$ 36,208**	**8.35%**
	Maintenance & Operations						
42100	Travel & Training	$ 9,368	$ 15,450	$ 18,450	$ 11,950	$ (3,500)	-22.65%
42200	Materials & Supplies	283	1,500	1,500	500	(1,000)	-66.67%
42201	Office Supplies	3,141	4,500	4,500	4,000	(500)	-11.11%
42208	Small Tools & Minor Equipment	1,834	-	-	-	-	#DIV/0!
42900	Dues & Subscriptions	3,669	5,700	3,700	4,000	(1,700)	-29.82%
43000	Advertising & Promotion	3,147	3,500	3,500	3,500	-	0.00%
43300	Contracted Services	2,671	13,450	9,827	7,450	(6,000)	-44.61%
43303	Support & Maintenance Contracts	12,023	14,200	18,023	20,300	6,100	42.96%
43520	Capital	-	-	8,530	-	-	#DIV/0!
	Total Maintenance & Operations	**$ 36,136**	**$ 58,300**	**$ 68,030**	**$ 51,700**	**$ (6,600)**	**-11.32%**
	Department Total	**$ 433,440**	**$ 492,092**	**$ 501,822**	**$ 521,700**	**$ 29,608**	**6.02%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1300: FINANCE

Acct#	Description	Council Approved
42100	**Travel & Training**	
	AGFOA Conference (Anchorage)	1,500
	GFOA Annual Conference (Denver, CO)	2,500
	Caselle Annual Conference (Las Vegas, NV)	2,500
	Star 12	750
	HR Certification Training	2,500
	Other HR Travel & Training	1,500
	Other Finance Travel & Training	700
		11,950
42200	**Materials & Supplies**	**500**
42201	**Office Supplies**	
	Finance	2,500
	HR	1,500
		4,000
42900	**Dues & Subscriptions**	
	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	1,000
	JJ Keller HR Newsletter	475
	BLR	500
	IPMA-HR	150
	Other Dues & Subscriptions	100
		4,000
43000	**Advertising & Promotion**	**3,500**
43300	**Contracted Services**	
	Background Checks	1,500
	HR Consultant	5,000
	Annual Driving Records	700
	Calculation Agency Fee	250
		7,450
43303	**Support & Maintenance Contracts**	
	Office Tech	1,200
	Caselle	19,100
		20,300
	Total Maintenance & Operations	**51,700**

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, and under the general direction of the MIS Manager, the MIS Technician. The MIS Department 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 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1400: MIS

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 74,148	$ 125,325	$ 125,325	$ 124,857	$ (468)	-0.37%
40140	Allowances	1,260	1,260	1,260	1,740	480	38.10%
40150	Certification Pay	1,500	1,500	1,500	1,500	-	0.00%
40300	Annual Leave	-	4,490	4,490	6,595	2,105	46.88%
40400	Annual Leave Buy-Back	11,052	-	-	-	-	#DIV/0!
40500	PERS	17,429	18,323	18,323	18,858	535	2.92%
40600	FICA	1,304	4,538	4,538	4,352	(186)	-4.10%
40700	Health Insurance	12,042	11,000	11,000	15,900	4,900	44.55%
40800	Worker's Compensation	266	482	482	544	62	12.86%
	Total Salaries & Benefits	**$ 119,001**	**$ 166,918**	**$ 166,918**	**$ 174,346**	**$ 7,428**	**4.45%**
	Maintenance & Operations						
42100	Travel & Training	$ 6,423	$ 6,500	$ 6,500	$ 2,000	$ (4,500)	-69.23%
42200	Materials & Supplies	75	500	500	250	(250)	-50.00%
42201	Office Supplies	-	200	200	200	-	0.00%
42208	Small Tools & Minor Equipment	35,397	54,700	54,700	39,400	(15,300)	-27.97%
42301	Telephone	37,832	39,500	39,500	41,000	1,500	3.80%
42599	Fuel	784	2,400	2,400	1,200	(1,200)	-50.00%
42900	Dues & Subscriptions	100	100	100	100	-	0.00%
43300	Contracted Services	-	1,500	2,540	1,500	-	0.00%
43303	Support & Maintenance Contracts	13,585	18,840	18,840	21,700	2,860	15.18%
43305	Computer Software	6,545	7,500	6,460	11,600	4,100	54.67%
	Total Maintenance & Operations	**$ 100,741**	**$ 131,740**	**$ 131,740**	**$ 118,950**	**$ (12,790)**	**-9.71%**
	Department Total	**$ 219,742**	**$ 298,658**	**$ 298,658**	**$ 293,296**	**$ (5,362)**	**-1.80%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1400: MIS

Acct#	Description	Council Approved
42100	**Travel & Training**	
	IT Conference (Anchorage)	1,000
	Other Travel & Training	1,000
		2,000
42200	**Materials & Supplies**	**250**
42201	**Office Supplies**	**200**
42208	**Small Tools & Minor Equipment**	
	Computer Hardware	11,000
	Computer Networking	2,500
	Tools, Peripherals & Accessories	3,000
	Library Patron Network Virtualization Hardware	2,900
	SPD Mobile Computer Replacement	15,000
	Other Small Tools & Minor Equipment	5,000
		39,400
42301	**Telephone**	**41,000**
42599	**Fuel**	**1,200**
42900	**Dues & Subscriptions**	
	Technical Support and Reference Site Subscription	**100**
43300	**Contracted Services**	**1,500**
43303	**Support & Maintenance Contracts**	
	Network Security Antivirus Support & Maintenance	2,100
	SAN Appliance Support & Maintenance	4,800
	Firewall Support & Maintenance	600
	Hypervisor Support & Maintenance	2,600
	VoiP Software Assurance	1,300
	Virtualization Cluster Support & Maintenance	5,000
	Website Hosting Services	300
	Backup & Disaster Recovery Software Support & Maintenance	5,000
		21,700
43305	**Computer Software**	
	Productivity Software Licensing	3,500
	Library Patron Network Virtualization Licensing	3,600
	Digital Signature & Online Form Services	2,500
	Other Computer Software	2,000
		11,600
	Total Maintenance & Operations	**118,950**

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 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 2100: POLICE

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 917,388	$ 1,172,600	$ 1,172,600	$ 1,234,584	$ 61,984	5.29%
40140	Allowances	13,316	15,400	15,400	15,400	-	0.00%
40150	Certification Pay	25,831	31,920	31,920	28,728	(3,192)	-10.00%
40200	Overtime	150,245	110,000	110,000	50,000	(60,000)	-54.55%
40220	Shift Differential	13,708	15,600	15,600	15,600	-	0.00%
40225	Temporary Labor	2,100	-	-	-	-	#DIV/0!
40300	Annual Leave	119,906	56,409	56,409	61,380	4,971	8.81%
40350	Sick Leave	3,304	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	114	-	-	-	-	#DIV/0!
40500	PERS	243,721	268,399	268,399	267,424	(975)	-0.36%
40600	FICA	17,223	19,287	19,287	19,269	(18)	-0.09%
40650	457 Contribution	6,411	6,828	6,828	7,028	200	2.93%
40700	Health Insurance	200,555	201,600	201,600	284,200	82,600	40.97%
40800	Worker's Compensation	27,188	32,098	32,098	36,865	4,767	14.85%
	Total Salaries & Benefits	**$ 1,741,010**	**$ 1,930,141**	**$ 1,930,141**	**$ 2,020,478**	**$ 90,337**	**4.68%**
	Maintenance & Operations						
42100	Travel & Training	$ 19,938	$ 20,000	$ 20,000	$ 20,000	$ -	0.00%
42200	Materials & Supplies	17,657	15,000	15,000	16,000	1,000	6.67%
42201	Office Supplies	3,387	7,000	7,000	4,000	(3,000)	-42.86%
42202	Uniforms	3,046	5,000	5,000	4,000	(1,000)	-20.00%
42208	Small Tools & Minor Equipment	16,904	15,600	32,704	9,600	(6,000)	-38.46%
42301	Telephone	9,739	10,100	10,100	10,200	100	0.99%
42302	Natural Gas	6,804	8,500	8,500	8,500	-	0.00%
42303	Sanitation	1,812	2,000	2,000	2,000	-	0.00%
42304	Electricity	20,231	22,500	22,500	24,000	1,500	6.67%
42305	Janitorial	11,069	14,300	14,300	13,500	(800)	-5.59%
42306	Water & Sewer	694	1,050	1,050	1,150	100	9.52%
42400	Postage	1,066	2,000	2,000	2,000	-	0.00%
42599	Fuel	26,837	40,000	40,000	35,000	(5,000)	-12.50%
42800	Rental	414	550	550	550	-	0.00%
42900	Dues & Subscriptions	2,961	3,335	3,335	2,700	(635)	-19.04%
43300	Contracted Services	157,742	176,500	175,200	176,000	(500)	-0.28%
43303	Support & Maintenance Contracts	6,367	12,600	12,600	19,960	7,360	58.41%
43400	Equipment Replacement Payment	49,089	49,114	49,114	48,993	(121)	-0.25%
	Total Maintenance & Operations	**$ 355,757**	**$ 405,149**	**$ 420,953**	**$ 398,153**	**$ (6,996)**	**-1.73%**
	Department Total	**$ 2,096,767**	**$ 2,335,290**	**$ 2,351,094**	**$ 2,418,631**	**$ 83,341**	**3.57%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 2100: POLICE

Acct#	Description	Council Approved
42100	**Travel & Training**	**20,000**
42200	**Materials & Supplies**	
	Ammunition & Armory Supplies	5,000
	Safety Program Supplies & DARE	5,000
	Evidence & Patrol Car Supplies	1,500
	Other Materials & Supplies	4,500
		16,000
42201	**Office Supplies**	**4,000**
42202	**Uniforms**	**4,000**
42208	**Small Tools & Minor Equipment**	
	Ballistic Vests	2,000
	Miscellaneous Furniture	2,200
	Cameras & Recorders	1,000
	Personal Protective Equipment	900
	Other Small Tools & Minor Equipment	3,500
		9,600
42301	**Telephone**	**10,200**
42302	**Natural Gas**	**8,500**
42303	**Sanitation**	**2,000**
42304	**Electricity**	**24,000**
42305	**Janitorial**	
	Janitorial Services	12,000
	Carpet Cleaning & Other Janitorial Services	1,500
		13,500
42306	**Water & Sewer**	**1,150**
42400	**Postage**	**2,000**
42599	**Fuel**	**35,000**
42800	**Rental**	
	Postage Machine	**550**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 2100: POLICE

Acct#	Description	Council Approved
42900	**Dues & Subscriptions**	
	Snow Shoe Gun Club	600
	AK Police Standards	100
	FBI NAA	180
	AK Peace Officers	40
	IACP/IAPE	250
	AACOP	100
	Law Manuals	1,100
	Peninsula Clarion	130
	Other Dues and Subscriptions	200
		2,700
43300	**Contracted Services**	
	Dispatch Services	150,000
	Physical Exams, Protective Custody Exams & DUI Testing, etc	15,000
	Applicant Testing	500
	Radio Repair & Radar Calibration	1,500
	Towing Charges	4,000
	Accreditation	2,000
	Other Contracted Services	3,000
		176,000
43303	**Support & Maintenance Contracts**	
	ARMS	11,500
	Access Data	1,120
	Guardian Tracking	800
	FRED	840
	Taser Evidence.com	4,300
	Bizhub - Copier	1,400
		19,960
43400	**Equipment Replacement Payment**	**48,993**
	Total Maintenance & Operations	**398,153**

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 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3100: PUBLIC WORKS ADMINISTRATION

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 273,568	$ 337,293	$ 337,293	$ 340,226	$ 2,933	0.87%
40140	Allowances	20,700	2,700	2,700	2,700	-	0.00%
40200	Overtime	-	1,500	1,500	1,500	-	0.00%
40225	Temporary Labor	-	3,000	3,000	3,000	-	0.00%
40300	Annual Leave	21,406	18,457	18,457	18,596	139	0.75%
40400	Annual Leave Buy-Back	25,835	-	-	-	-	#DIV/0!
40500	PERS	69,359	74,534	74,534	75,180	646	0.87%
40600	FICA	5,051	5,142	5,142	5,185	43	0.84%
40700	Health Insurance	45,598	40,100	40,100	74,200	34,100	85.04%
40800	Worker's Compensation	1,056	1,298	1,298	1,484	186	14.33%
	Total Salaries & Benefits	**$ 462,573**	**$ 484,024**	**$ 484,024**	**$ 522,071**	**$ 38,047**	**7.86%**
	Operations & Maintenance						
42100	Travel & Training	$ 9,348	$ 6,600	$ 6,600	$ 4,500	$ (2,100)	-31.82%
42200	Materials & Supplies	-	350	46	350	-	0.00%
42201	Office Supplies	640	500	522	500	-	0.00%
42202	Uniforms	677	700	700	500	(200)	-28.57%
42208	Small Tools & Minor Equipment	516	2,100	2,100	1,500	(600)	-28.57%
42301	Telephone	588	600	600	600	-	0.00%
42599	Fuel	-	6,000	6,000	3,500	(2,500)	-41.67%
42900	Dues & Subscriptions	1,325	1,850	2,005	1,850	-	0.00%
43300	Contracted Services	9,625	13,000	13,000	13,000	-	0.00%
43400	Equipment Replacement Payment	-	4,286	4,413	4,413	127	2.96%
	Total Operations & Maintenance	**$ 22,719**	**$ 35,986**	**$ 35,986**	**$ 30,713**	**$ (5,273)**	**-14.65%**
	Department Total	**$ 485,292**	**$ 520,010**	**$ 520,010**	**$ 552,784**	**$ 32,774**	**6.30%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3100: PUBLIC WORKS ADMINISTRATION

Acct#	Description	Council Approved
42100	**Travel & Training**	
	Building Department Continuing Education, Building Code Certification	1,900
	Public Contracts, Procurement, Software Training	500
	Project Training, SWPPP, CECIL, Traffic Control	600
	Other Travel & Training	1,500
		4,500
42200	**Materials & Supplies**	**350**
42201	**Office Supplies**	**500**
42202	**Uniforms**	
	Safety Gear, Cold Weather/Construction Clothing	**500**
42208	**Small Tools & Minor Equipment**	**1,500**
42301	**Telephone**	
	Data Plans for iPads	**600**
42599	**Fuel**	**3,500**
42900	**Dues & Subscriptions**	
	ASCE, APWA, ICC, NFPA, AWWA	800
	Building Inspection Forms & Code Books	600
	ICC Publications	300
	Other Dues & Subscriptions	150
		1,850
43300	**Contracted Services**	
	Surveying, Engineering, Building Division Services, Geotech	**13,000**
43400	**Equipment Replacement Payment**	**4,413**
	Total Maintenance & Operations	**30,713**

DEPARTMENT NARRATIVE

GENERAL FUND - ANIMAL CONTROL

The Animal Control Department is staffed by one full time and one 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, and provide public information and education.

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3110: ANIMAL CONTROL

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 97,141	$ 109,382	$ 109,382	$ 108,228	$ (1,154)	-1.06%
40140	Allowances	840	840	840	840	-	0.00%
40200	Overtime	196	1,500	1,500	1,500	-	0.00%
40300	Annual Leave	3,096	6,016	6,016	5,797	(219)	-3.64%
40350	Sick Leave	3,228	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	4,785	-	-	-	-	#DIV/0!
40500	PERS	15,774	16,277	16,277	16,359	82	0.50%
40600	FICA	2,906	3,896	3,896	3,784	(112)	-2.87%
40700	Health Insurance	17,244	15,100	15,100	22,600	7,500	49.67%
40800	Worker's Compensation	2,309	2,994	2,994	2,984	(10)	-0.33%
	Total Salaries & Benefits	**$ 147,519**	**$ 156,005**	**$ 156,005**	**$ 162,092**	**$ 6,087**	**3.90%**
	Operations & Maintenance						
42100	Travel & Training	$ 2,346	$ 2,500	$ 2,500	$ 2,500	$ -	0.00%
42200	Materials & Supplies	6,594	7,800	7,800	7,000	(800)	-10.26%
42201	Office Supplies	432	1,200	1,105	1,000	(200)	-16.67%
42202	Uniforms	630	800	800	800	-	0.00%
42208	Small Tools & Minor Equipment	-	1,200	1,200	250	(950)	-79.17%
42301	Telephone	578	800	800	700	(100)	-12.50%
42302	Natural Gas	8,094	9,000	9,000	9,000	-	0.00%
42303	Sanitation	458	550	550	550	-	0.00%
42304	Electricity	9,237	9,500	9,500	9,500	-	0.00%
42400	Postage	410	500	500	500	-	0.00%
42599	Fuel	692	2,000	2,000	1,200	(800)	-40.00%
42900	Dues & Subscriptions	-	225	225	150	(75)	-33.33%
43300	Contracted Services	6,353	6,450	6,450	6,650	200	3.10%
43305	Computer Software	-	-	95	360	360	#DIV/0!
	Total Operations & Maintenance	**$ 35,824**	**$ 42,525**	**$ 42,525**	**$ 40,160**	**$ (2,365)**	**-5.56%**
	Department Total	**$ 183,343**	**$ 198,530**	**$ 198,530**	**$ 202,252**	**$ 3,722**	**1.87%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3110: ANIMAL CONTROL

Acct#	Description	Council Approved
42100	**Travel & Training**	**2,500**
42200	**Materials & Supplies**	
	Animal Feed & Cat Litter	4,000
	Veterinary Supplies	1,500
	Cleaning & Disinfectant Supplies	1,500
		7,000
42201	**Office Supplies**	**1,000**
42202	**Uniforms**	**800**
42208	**Small Tools & Minor Equipment**	**250**
42301	**Telephone**	**700**
42302	**Natural Gas**	**9,000**
42303	**Sanitation**	**550**
42304	**Electricity**	**9,500**
42400	**Postage**	**500**
42599	**Fuel**	**1,200**
42900	**Dues & Subscriptions**	
	National Animal Control Association	125
	Other Dues & Subscriptions	25
		150
43300	**Contracted Services**	
	Veterinary Fees	6,200
	Security Monitoring	450
		6,650
43305	**Computer Software**	
	Records Management	**360**
	Total Operations & Maintenance	**40,160**

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, Police fleet, other City 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 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3120: SHOP DEPARTMENT

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 147,157	$ 150,350	$ 150,350	$ 153,325	$ 2,975	1.98%
40140	Allowances	1,125	1,215	1,215	1,215	-	0.00%
40200	Overtime	538	2,400	2,400	2,400	-	0.00%
40225	Temp Labor	8,745	-	-	-	-	#DIV/0!
40300	Annual Leave	16,097	8,269	8,269	7,200	(1,069)	-12.93%
40350	Sick Leave	2,397	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	3,725	-	-	-	-	#DIV/0!
40500	PERS	35,009	33,605	33,605	34,259	654	1.95%
40600	FICA	3,060	2,215	2,215	2,258	43	1.94%
40700	Health Insurance	30,163	26,105	26,105	38,870	12,765	48.90%
40800	Worker's Compensation	5,218	6,148	6,148	6,677	529	8.60%
	Total Salaries & Benefits	**$ 253,234**	**$ 230,307**	**$ 230,307**	**$ 246,204**	**$ 15,897**	**6.90%**
	Operations & Maintenance						
42100	Travel & Training	$ 115	$ 500	$ 500	$ 500	$ -	0.00%
42200	Materials & Supplies	74,201	78,000	78,000	78,000	-	0.00%
42202	Uniforms	625	1,200	1,200	1,200	-	0.00%
42208	Small Tools & Minor Equipment	2,633	1,000	6,100	1,000	-	0.00%
42301	Telephone	2,407	2,800	2,800	2,500	(300)	-10.71%
42302	Natural Gas	12,864	14,000	14,000	14,000	-	0.00%
42303	Sanitation	1,242	1,350	1,350	1,350	-	0.00%
42304	Electricity	13,183	14,800	14,800	16,000	1,200	8.11%
42599	Fuel	1,837	5,000	5,000	3,000	(2,000)	-40.00%
42900	Dues & Subscriptions	1,728	1,785	1,785	1,785	-	0.00%
43300	Contracted Services	25,413	9,600	9,600	9,600	-	0.00%
43303	Support & Maintenance Contracts	2,160	2,210	2,210	3,460	1,250	56.56%
43360	Miscellaneous	420	450	450	450	-	0.00%
43400	Equipment Replacement Payment	7,129	7,129	7,129	7,129	-	0.00%
	Total Operations & Maintenance	**$ 145,957**	**$ 139,824**	**$ 144,924**	**$ 139,974**	**$ 150**	**0.11%**
	Department Total	**$ 399,191**	**$ 370,131**	**$ 375,231**	**$ 386,178**	**$ 16,047**	**4.34%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3120: SHOP DEPARTMENT

Acct#	Description	Council Approved
42100	**Travel & Training**	500
42200	**Materials & Supplies**	
	Shop Supplies & Safety Equipment	78,000
42202	**Uniforms**	1,200
42208	**Small Tools & Minor Equipment**	1,000
42301	**Telephone**	2,500
42302	**Natural Gas**	14,000
42303	**Sanitation**	1,350
42304	**Electricity**	16,000
42599	**Fuel**	3,000
42900	**Dues & Subscriptions**	
	Snap-on Turn Key Diagnostics	1,785
43300	**Contracted Services**	
	Mechanical Services	5,000
	Vehicle Inspections	2,100
	Other Contracted Services	2,500
		9,600
43303	**Support & Maintenance Contracts**	
	PubWorks Software	2,210
	Snap-on Modis Ultra Scanner Software Update	1,250
		3,460
43360	**Miscellaneous**	
	Vehicle Registrations & License Renewals	450
43400	**Equipment Replacement Payment**	7,129
	Total Maintenance & Operations	139,974

DEPARTMENT NARRATIVE

GENERAL FUND - STREETS

The Maintenance Department personnel are split between streets, City buildings, airport maintenance and repairs. All Maintenance Department personnel are under the direct supervision of the Maintenance Department Manager. The maintenance crew consists of five Operators, a Buildings Technician, 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 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3130: STREETS

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 287,965	$ 359,527	$ 359,527	$ 369,435	$ 9,908	2.76%
40105	Allocated Salaries	-	1,565	1,565	1,593	28	1.79%
40140	Allowances	653	450	450	450	-	0.00%
40200	Overtime	4,378	12,900	12,900	12,900	-	0.00%
40205	Allocated Overtime	-	-	-	-	-	#DIV/0!
40225	Temporary Labor	14,547	15,000	15,000	15,000	-	0.00%
40250	Temporary Overtime	75	-	-	-	-	#DIV/0!
40300	Annual Leave	41,225	18,829	18,829	19,804	975	5.18%
40350	Sick Leave	1,888	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	3,125	-	-	-	-	#DIV/0!
40500	PERS	79,081	82,278	82,278	84,464	2,186	2.66%
40600	FICA	5,212	5,721	5,721	5,848	127	2.22%
40700	Health Insurance	57,043	58,450	58,450	86,500	28,050	47.99%
40800	Worker's Compensation	13,426	13,775	13,775	15,423	1,648	11.96%
	Total Salaries & Benefits	**$ 508,618**	**$ 568,495**	**$ 568,495**	**$ 611,417**	**$ 42,922**	**7.55%**
	Operations & Maintenance						
42100	Travel & Training	$ 1,748	$ 4,400	$ 3,200	$ 3,000	$ (1,400)	-31.82%
42200	Materials & Supplies	97,698	101,500	101,500	91,500	(10,000)	-9.85%
42201	Office Supplies	776	1,500	1,500	1,000	(500)	-33.33%
42202	Uniforms	3,023	3,000	3,000	2,500	(500)	-16.67%
42208	Small Tools & Minor Equipment	4,050	2,000	3,790	1,000	(1,000)	-50.00%
42301	Telephone	4,841	5,300	5,300	5,200	(100)	-1.89%
42302	Natural Gas	7,247	9,000	9,000	9,000	-	0.00%
42303	Sanitation	1,498	1,650	1,650	1,650	-	0.00%
42304	Electricity	72,149	76,000	76,000	81,000	5,000	6.58%
42305	Janitorial	4,461	6,500	6,500	6,000	(500)	-7.69%
42306	Water & Sewer	1,581	2,100	2,100	2,300	200	9.52%
42599	Fuel	32,991	82,000	82,000	60,000	(22,000)	-26.83%
42800	Rental	5,943	10,000	10,000	10,000	-	0.00%
42900	Dues & Subscriptions	100	360	360	160	(200)	-55.56%
43300	Contracted Services	105,361	207,500	202,114	172,500	(35,000)	-16.87%
43303	Support & Maintenance Contracts	732	950	950	950	-	0.00%
43360	Miscellaneous	450	600	3,950	3,000	2,400	400.00%
43400	Equipment Replacement Payment	104,834	112,202	112,202	108,312	(3,890)	-3.47%
	Total Operations & Maintenance	**$ 449,483**	**$ 626,562**	**$ 625,116**	**$ 559,072**	**$ (67,490)**	**-10.77%**
	Department Total	**$ 958,101**	**$ 1,195,057**	**$ 1,193,611**	**$ 1,170,489**	**$ (24,568)**	**-2.06%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3130: STREETS

Acct#	Description	Council Approved
42100	**Travel & Training**	
	Safety Officer Training	2,200
	Other Travel & Training	800
		3,000
42200	**Materials & Supplies**	
	Calcium Chloride	25,000
	Screened Sand	18,000
	Salt	25,000
	D-1 for Gravel Road Repairs	8,500
	Other Materials & Supplies	15,000
		91,500
42201	**Office Supplies**	**1,000**
42202	**Uniforms**	**2,500**
42208	**Small Tools & Minor Equipment**	**1,000**
42301	**Telephone**	**5,200**
42302	**Natural Gas**	**9,000**
42303	**Sanitation**	**1,650**
42304	**Electricity**	**81,000**
42305	**Janitorial**	
	Janitorial Services	5,000
	Floor Waxing & Other Janitorial Services	1,000
		6,000
42306	**Water & Sewer**	**2,300**
42599	**Fuel**	**60,000**
42800	**Rental**	
	Excavator for Digging Ditches	5,800
	Dozer for Stacking Sand Pile	2,000
	Other Rental	2,200
		10,000
42900	**Dues & Subscriptions**	**160**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3130: STREETS

Acct#	Description	Council Approved
43300	**Contracted Services**	
	Asphalt Repairs	35,000
	Street Painting	35,000
	Sidewalk Repairs	20,000
	Street Light Repairs	5,000
	Snow Hauling	70,000
	Other Contracted Services	7,500
		172,500
43303	**Support & Maintenance Contracts**	
	ESRI (ArcMap)	300
	Bizhub - Copier	650
		950
43360	**Miscellaneous**	
	Equipment Seasonal Oversize Permit	**3,000**
43400	**Equipment Replacement Payment**	**108,312**
	Total Operations & Maintenance	**559,072**

DEPARTMENT NARRATIVE

GENERAL FUND – BUILDING REPAIR & MAINTENANCE

The Maintenance Department personnel are split between streets, City buildings, 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 five Operators, a Buildings Technician, an Administrative Assistant and the Maintenance Department Manager.

The Buildings Technician performs skilled repairs and maintenance on electrical, plumbing and HVAC systems and controls in the maintenance of City buildings. He routinely schedules and/or conducts inspections on the fire system, elevator, boiler, pressure vessels, and other equipment as the need arises. Maintenance Workers assist the Buildings Technician in the alteration, repair, and maintenance of City buildings, facilities, and equipment. 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 2017 OPERATING BUDGET

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

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 66,123	$ 77,141	$ 77,141	$ 79,273	$ 2,132	2.76%
40105	Allocated Salaries	13,309	25,266	25,266	25,196	(70)	-0.28%
40140	Allowances	231	180	180	600	420	233.33%
40200	Overtime	305	-	-	-	-	#DIV/0!
40205	Allocated Overtime	-	200	200	200	-	0.00%
40225	Temporary Labor	-	1,000	1,000	1,000	-	0.00%
40300	Annual Leave	4,449	4,656	4,656	4,937	281	6.04%
40350	Sick Leave	397	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	1,250	-	-	-	-	#DIV/0!
40500	PERS	16,532	18,972	18,972	19,451	479	2.52%
40600	FICA	1,206	2,443	2,443	2,463	20	0.82%
40700	Health Insurance	10,234	14,910	14,910	22,060	7,150	47.95%
40800	Worker's Compensation	2,924	3,632	3,632	3,918	286	7.87%
	Total Salaries & Benefits	**$ 116,960**	**$ 148,400**	**$ 148,400**	**$ 159,098**	**$ 10,698**	**7.21%**
	Operations & Maintenance						
42100	Travel & Training	$ -	$ -	$ 2,700	$ -	$ -	#DIV/0!
42200	Materials & Supplies	17,225	20,000	20,000	22,000	2,000	10.00%
42208	Small Tools & Minor Equipment	641	500	500	500	-	0.00%
42599	Fuel	1,055	1,700	1,700	1,700	-	0.00%
42800	Rental	-	400	400	400	-	0.00%
43300	Contracted Services	24,573	36,700	62,241	30,700	(6,000)	-16.35%
43303	Support & Maintenance Contract	2,160	2,210	2,210	2,210	-	0.00%
43400	Equipment Replacement Payment	-	-	-	5,000	5,000	#DIV/0!
	Total Operations & Maintenance	**$ 45,654**	**$ 61,510**	**$ 89,751**	**$ 62,510**	**$ 1,000**	**1.63%**
	Department Total	**$ 162,614**	**$ 209,910**	**$ 238,151**	**$ 221,608**	**$ 11,698**	**5.57%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

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

Acct#	Description	Council Approved
42200	**Materials & Supplies**	**22,000**
16001	*City Hall*	
16005	*Police Facility*	
16010	*Visitor Center*	
16015	*Library*	
16020	*Animal Shelter*	
16025	*Funny River Shop*	
16030	*Maintenance Facility*	
42208	**Small Tools & Minor Equipment**	**500**
42599	**Fuel**	**1,700**
42800	**Rental**	**400**
43300	**Contracted Services**	
	Electricians, Plumbers, Etc	8,000
	Snow Removal	12,500
	Window Cleaning (All GF Locations)	2,800
	Mechanical Inspections (All GF Locations)	7,400
		30,700
43303	**Support & Maintenance Contracts**	
	PubWorks Software	**2,210**
43400	**Equipment Replacement Payment**	**5,000**
	Total Maintenance & Operations	**62,510**

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 2017 OPERATING BUDGET

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

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 221,393	$ 237,474	$ 237,474	$ 244,192	$ 6,718	2.83%
40120	P&Z Commissioners	7,125	10,800	10,800	10,800	-	0.00%
40140	Allowances	3,000	900	900	900	-	0.00%
40300	Annual Leave	16,185	13,125	13,125	13,500	375	2.86%
40400	Annual Leave Buy-Back	-	-	-	-	-	#DIV/0!
40500	PERS	49,944	52,244	52,244	53,722	1,478	2.83%
40600	FICA	3,741	4,270	4,270	4,367	97	2.27%
40700	Health Insurance	42,290	39,900	39,900	49,700	9,800	24.56%
40800	Worker's Compensation	793	943	943	1,098	155	16.44%
	Total Salaries & Benefits	**$ 344,471**	**$ 359,656**	**$ 359,656**	**$ 378,279**	**$ 18,623**	**5.18%**
	Maintenance & Operations						
42100	Travel & Training	$ 15,057	$ 13,550	$ 13,550	$ 7,000	$ (6,550)	-48.34%
42200	Materials & Supplies	266	750	750	750	-	0.00%
42201	Office Supplies	412	750	750	750	-	0.00%
42208	Small Tools & Minor Equipment	5,803	1,250	1,250	750	(500)	-40.00%
42301	Telephone	808	1,550	1,550	1,550	-	0.00%
42900	Dues & Subscriptions	1,640	1,875	1,875	1,375	(500)	-26.67%
43000	Advertising & Promotion	5,634	5,000	5,000	5,000	-	0.00%
43300	Contracted Services	21,690	15,000	25,010	15,000	-	0.00%
43303	Support & Maintenance Contracts	2,817	3,150	3,150	3,150	-	0.00%
43305	Computer Software	70	-	-	-	-	#DIV/0!
43310	Economic Development	23,621	26,500	27,642	22,750	(3,750)	-14.15%
	Total Maintenance & Operations	**$ 77,818**	**$ 69,375**	**$ 80,527**	**$ 58,075**	**$ (11,300)**	**-16.29%**
	Department Total	**$ 422,289**	**$ 429,031**	**$ 440,183**	**$ 436,354**	**$ 7,323**	**1.71%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

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

Acct#	Description	Council Approved
42100	**Travel & Training**	
	Professional Development	3,000
	State Planning Conference at AML	2,500
	Other Travel & Training	1,500
		7,000
42200	**Materials & Supplies**	**750**
42201	**Office Supplies**	**750**
42208	**Small Tools & Minor Equipment**	**750**
42301	**Telephone**	
	Data Plan for iPads	**1,550**
42900	**Dues & Subscriptions**	
	IEDC	345
	APA/AICP (2)	880
	The "Commissioner" Newsletter	150
		1,375
43000	**Advertising & Promotion**	**5,000**
43300	**Contracted Services**	
	GIS Consulting, Geodatabase Formation, Code Re-writing	**15,000**
43303	**Support & Maintenance Contracts**	
	ESRI (Basic, Standard, ArcPad)	**3,150**
43310	**Economic Development**	
	Marketing & Sponsorships	12,000
	Economic Development Council Meetings, etc	750
	Other Economic Development	10,000
		22,750
	Total Maintenance & Operations	**58,075**

DEPARTMENT NARRATIVE

GENERAL FUND – LIBRARY

The Joyce K. Memorial Soldotna Public Library expansion project was completed in 2013. The new building is 21,000 square feet, and meets ADA accessibility requirements as well as 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, three half-time, and four on call employees serve approximately 12,424 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 weekly story times for babies, toddlers, PreK, and school age children as well as teen craft and game programs, and adult programs covering a variety of topics and interests. During the summer months library staff provide reading logs, prizes, special parties and other activities as part of the library's summer reading clubs for everyone.

The Library collection houses approximately 48,223 items. Several special collections located in the library include Alaskana, 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. In April 2016 the Library joined the Joint Library Catalog of Alaska, allowing patrons to reserve over 3.6 million items from around the state.

The Library's website http://soldotna.org/departments/library provides a link for patrons to access the Library's online catalog along with 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 Alaska Digital Library. Fourteen public access computers are available for internet access, word processing, and other tasks. WiFi (wireless internet) may be freely accessed, and the library also offers the use of six laptops, six iPads, and five eReaders to current cardholders who are in good standing.

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 4000: LIBRARY

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 266,634	$ 308,760	$ 308,760	$ 312,234	$ 3,474	1.13%
40200	Overtime	86	-	-	-	-	#DIV/0!
40225	Temporary Labor	11,103	26,489	26,489	26,619	130	0.49%
40300	Annual Leave	10,374	10,719	10,719	12,008	1,289	12.03%
40350	Sick Leave	388	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	3,242	-	-	-	-	#DIV/0!
40500	PERS	44,793	49,412	49,412	50,890	1,478	2.99%
40600	FICA	8,336	11,721	11,721	11,580	(141)	-1.20%
40700	Health Insurance	43,301	41,700	41,700	65,700	24,000	57.55%
40800	Worker's Compensation	1,023	1,273	1,273	1,459	186	14.61%
	Total Salaries & Benefits	**$ 389,280**	**$ 450,074**	**$ 450,074**	**$ 480,490**	**$ 30,416**	**6.76%**
	Maintenance & Operations						
42100	Travel & Training	$ 12,749	$ 6,750	$ 9,750	$ 6,300	$ (450)	-6.67%
42200	Materials & Supplies	96,888	88,000	87,919	81,000	(7,000)	-7.95%
42201	Office Supplies	9,958	3,400	3,329	2,600	(800)	-23.53%
42208	Small Tools & Minor Equipment	142	-	71	-	-	#DIV/0!
42301	Telephone	7,464	8,300	8,300	8,300	-	0.00%
42302	Natural Gas	22,665	28,000	28,000	28,000	-	0.00%
42303	Sanitation	997	1,100	1,100	1,100	-	0.00%
42304	Electricity	41,455	43,000	43,000	47,000	4,000	9.30%
42305	Janitorial	16,425	21,800	21,800	21,500	(300)	-1.38%
42306	Water & Sewer	1,362	2,100	2,100	2,100	-	0.00%
42400	Postage	1,165	1,000	1,000	8,600	7,600	760.00%
42900	Dues & Subscriptions	7,433	9,990	10,071	11,025	1,035	10.36%
43000	Advertising & Promotion	1,013	750	750	750	-	0.00%
43303	Support & Maintenance Contracts	4,448	9,050	9,050	9,240	190	2.10%
43305	Computer Software	396	500	500	500	-	0.00%
43360	Miscellaneous	500	500	500	500	-	0.00%
	Total Maintenance & Operations	**$ 225,060**	**$ 224,240**	**$ 227,240**	**$ 228,515**	**$ 4,275**	**1.91%**
	Department Total	**$ 614,340**	**$ 674,314**	**$ 677,314**	**$ 709,005**	**$ 34,691**	**5.14%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 4000: LIBRARY

Acct#	Description	Council Approved
42100	**Travel & Training**	
	AKLA Conference	1,800
	Professional Development	3,000
	Other Travel & Training	1,500
		6,300
42200	**Materials & Supplies**	**81,000**
42201	**Office Supplies**	**2,600**
42301	**Telephone**	**8,300**
42302	**Natural Gas**	**28,000**
42303	**Sanitation**	**1,100**
42304	**Electricity**	**47,000**
42305	**Janitorial**	
	Janitorial Services	20,000
	Carpet Cleaning	1,500
		21,500
42306	**Water & Sewer**	**2,100**
42400	**Postage**	**8,600**
42900	**Dues & Subscriptions**	
	EBSCO Subscription Service	3,000
	OCLC	2,650
	American Library Association	1,150
	Alaska Library Network	250
	Alaska Library Association	275
	Overdrive (Alaska Digital Library)	1,500
	Movie Licensing	500
	Other Dues & Subscriptions	1,700
		11,025
43000	**Advertising & Promotion**	**750**
43303	**Support & Maintenance Contracts**	
	Bizhub - Copiers	2,000
	Symphony Integrated Library System	3,500
	CASSIE	1,000

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 4000: LIBRARY

Acct#	Description	Council Approved
	Faronics	300
	Tech Logic	1,900
	Neopost - Postage Machine	240
	On Time Telecomm, Inc.	300
		9,240
43305	**Computer Software**	**500**
43360	**Miscellaneous**	**500**
	Total Maintenance & Operations	**228,515**

DEPARTMENT NARRATIVE

GENERAL 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 120 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 adult men's hockey leagues. There are also daily racquetball and wallyball court bookings as well as the addition of BUBBLE SOCCER to the Peninsula on ICE.

Parks and Recreation personnel are split between the Soldotna Regional Sports Complex, Campgrounds, Parks, and Community Schools and are under the direct supervision of the Parks & Recreation Director. Parks and Recreation personnel consist of the Director, Assistant Director, SRSC/Campgrounds Activities Coordinator, two Maintenance Workers, one Lead Maintenance Worker and two Laborer positions. Staffing is augmented with temporary labor as needed.

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5600: SOLDOTNA REGIONAL SPORTS COMPLEX

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 201,702	$ 224,802	$ 224,802	$ 230,074	$ 5,272	2.35%
40105	Allocated Salaries	734	-	-	-	-	#DIV/0!
40140	Allowances	3,759	3,849	3,849	849	(3,000)	-77.94%
40200	Overtime	5,314	7,800	7,800	7,800	-	0.00%
40205	Allocated Overtime	903	-	-	-	-	#DIV/0!
40225	Temporary Labor	72,720	74,464	74,464	74,749	285	0.38%
40250	Temporary Overtime	1,509	3,000	3,000	3,000	-	0.00%
40255	LTS Labor	13,427	11,154	11,154	11,213	59	0.53%
40300	Annual Leave	16,266	11,107	11,107	12,012	905	8.15%
40350	Sick Leave	1,326	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	6,164	-	-	-	-	#DIV/0!
40500	PERS	50,474	51,172	51,172	52,332	1,160	2.27%
40600	FICA	10,002	10,153	10,153	10,254	101	0.99%
40700	Health Insurance	46,068	37,510	37,510	63,880	26,370	70.30%
40800	Worker's Compensation	8,447	11,254	11,254	13,172	1,918	17.04%
	Total Salaries & Benefits	**$ 438,815**	**$ 446,265**	**$ 446,265**	**$ 479,335**	**$ 33,070**	**7.41%**
	Maintenance & Operations						
42100	Travel & Training	$ 6,014	$ 5,900	$ 5,900	$ 1,500	$ (4,400)	-74.58%
42200	Materials & Supplies	54,533	69,100	70,330	61,300	(7,800)	-11.29%
42201	Office Supplies	1,518	2,000	2,000	2,000	-	0.00%
42202	Uniforms	2,083	2,500	2,500	2,500	-	0.00%
42208	Small Tools & Minor Equipment	4,179	6,400	6,400	7,500	1,100	17.19%
42210	Vending Supplies	4,591	7,000	7,000	7,000	-	0.00%
42301	Telephone	8,095	9,000	9,000	10,200	1,200	13.33%
42302	Natural Gas	52,482	56,000	56,000	56,000	-	0.00%
42303	Sanitation	7,126	8,000	8,000	8,000	-	0.00%
42304	Electricity	174,031	180,000	180,000	195,000	15,000	8.33%
42306	Water & Sewer	6,281	6,950	6,950	7,650	700	10.07%
42400	Postage	77	300	300	300	-	0.00%
42599	Fuel	2,636	4,000	4,000	4,000	-	0.00%
42600	Shop Repair & Maintenance	5,215	11,000	11,000	-	(11,000)	-100.00%
42800	Rental	1,541	1,600	1,600	1,600	-	0.00%
42900	Dues & Subscriptions	932	1,000	1,000	1,320	320	32.00%
43000	Advertising & Promotion	6,673	5,000	5,000	6,000	1,000	20.00%
43300	Contracted Services	19,213	22,800	29,600	21,000	(1,800)	-7.89%
43303	Support & Maintenance Contracts	3,333	3,650	3,750	3,450	(200)	-5.48%
43305	Computer Software	-	300	300	-	(300)	-100.00%
43360	Miscellaneous	-	100	100	-	(100)	-100.00%
43400	Equipment Replacement Payment	-	-	-	4,286	4,286	#DIV/0!
45060	Misc Payroll Expenses	15	5,000	5,000	-	(5,000)	-100.00%
47000	Contingency	-	25,000	22,000	-	(25,000)	-100.00%
	Total Operations & Maintenance	**$ 360,568**	**$ 432,600**	**$ 437,730**	**$ 400,606**	**$ (31,994)**	**-7.40%**
	Department Total	**$ 799,383**	**$ 878,865**	**$ 883,995**	**$ 879,941**	**$ 1,076**	**0.12%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5600: SOLDOTNA REGIONAL SPORTS COMPLEX

Acct#	Description	Council Approved
42100	**Travel & Training**	**1,500**
42200	**Materials & Supplies**	
	Paper Products, Janitorial Supplies, Safety Supplies, Refrigeration Supplies, etc.	20,000
	Repair & Maintenance Supplies	14,000
	Lights & Audio Visual Supplies	2,500
	Rink Lines, Paint for Nets	2,900
	Building Paint	2,700
	Riverskate Supplies	1,800
	Compressor Re-Build	6,400
	Landscaping	1,000
	Propane for Zam	4,800
	Learn to Skate Supplies	1,700
	Rental Skates	2,000
	Bubble Soccer Program Supplies	1,500
		61,300
42201	**Office Supplies**	**2,000**
42202	**Uniforms**	**2,500**
42208	**Small Tools & Minor Equipment**	
	Office Work Station	2,000
	Self Contained Breathing Apparatus	3,500
	Other Small Tools & Minor Equipment	2,000
		7,500
42210	**Vending Supplies**	**7,000**
42301	**Telephone**	**10,200**
42302	**Natural Gas**	**56,000**
42303	**Sanitation**	**8,000**
42304	**Electricity**	**195,000**
42306	**Water & Sewer**	**7,650**
42400	**Postage**	**300**
42599	**Fuel**	**4,000**
42800	**Rental**	**1,600**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5600: SOLDOTNA REGIONAL SPORTS COMPLEX

Acct#	Description	Council Approved
42900	**Dues & Subscriptions**	
	National Parks & Rec Association	400
	ASCAP/BMI	370
	Alaska Parks & Rec	150
	Ice Skating Institute	400
		1,320
43000	**Advertising & Promotion**	**6,000**
43300	**Contracted Services**	
	Riverskate Judge Fees	1,800
	Plumbers, Electricians, etc.	19,200
		21,000
43303	**Support & Maintenance Contacts**	
	Max Solutions	1,350
	Bizhub - Copier	2,100
		3,450
43400	**Equipment Replacement Payment**	**4,286**
	Total Maintenance & Operations	**400,606**

DEPARTMENT NARRATIVE

GENERAL 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 11,000 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 overflow areas at the Soldotna Regional Sports Complex, the Campgrounds Department has hosted up to 550 camping units per day at times when the fishing is good and fuel prices are affordable. Such volume requires great diligence with operations in many ways. Over the last few years we have seen fuel prices vary up and down. Despite this, campground attendance has remained fairly constant. This seems to confirm that the Kenai Peninsula, specifically SOLDOTNA, is definitely ALASKA's PLAYGROUND!

Parks and Recreation personnel are split between the Soldotna Regional Sports Complex, Campgrounds, Parks, and Community Schools and are under the direct supervision of the Parks & Recreation Director. Parks and Recreation personnel consist of the Director, Assistant Director, SRSC/Campgrounds Activities Coordinator, two Maintenance Workers, one Lead Maintenance Worker and two Laborer positions. Staffing is augmented with temporary labor as needed.

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5700: CAMPGROUNDS

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 83,953	$ 92,762	$ 92,762	$ 95,210	$ 2,448	2.64%
40105	Allocated Salaries	-	-	-	-	-	#DIV/0!
40140	Allowances	1,896	1,945	1,945	445	(1,500)	-77.12%
40200	Overtime	2,346	3,250	3,250	3,250	-	0.00%
40205	Allocated Overtime	-	-	-	-	-	#DIV/0!
40225	Temporary Labor	74,964	74,360	74,360	74,689	329	0.44%
40250	Temporary Overtime	831	5,000	5,000	5,000	-	0.00%
40300	Annual Leave	4,640	4,604	4,604	4,971	367	7.97%
40350	Sick Leave	666	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	2,875	-	-	-	-	#DIV/0!
40500	PERS	20,042	21,123	21,123	21,661	538	2.55%
40600	FICA	7,137	7,463	7,463	7,525	62	0.83%
40700	Health Insurance	17,360	15,570	15,570	25,778	10,208	65.56%
40800	Worker's Compensation	5,038	6,458	6,458	7,538	1,080	16.72%
	Total Salaries & Benefits	**$ 221,748**	**$ 232,535**	**$ 232,535**	**$ 246,067**	**$ 13,532**	**5.82%**
	Maintenance & Operations						
42200	Materials & Supplies	$ 13,330	$ 22,400	$ 19,900	$ 21,000	$ (1,400)	-6.25%
42201	Office Supplies	2,774	3,500	3,500	3,500	-	0.00%
42202	Uniforms	446	500	500	500	-	0.00%
42208	Small Tools & Minor Equipment	2,301	2,000	2,000	2,500	500	25.00%
42210	Vending Supplies	413	600	600	600	-	0.00%
42301	Telephone	303	550	550	450	(100)	-18.18%
42303	Sanitation	18,810	17,000	19,500	20,000	3,000	17.65%
42304	Electricity	12,509	12,000	12,000	13,000	1,000	8.33%
42599	Fuel	2,178	2,500	2,500	2,500	-	0.00%
42600	Shop Repair & Maintenance	1,315	3,000	3,000	-	(3,000)	-100.00%
42800	Rental	1,778	2,400	2,400	2,400	-	0.00%
43300	Contracted Services	15,569	8,900	11,900	5,400	(3,500)	-39.33%
43303	Support & Maintenance Contracts	528	1,700	1,700	1,700	-	0.00%
	Total Maintenance & Operations	**$ 72,254**	**$ 77,050**	**$ 80,050**	**$ 73,550**	**$ (3,500)**	**-4.54%**
	Department Total	**$ 294,002**	**$ 309,585**	**$ 312,585**	**$ 319,617**	**$ 10,032**	**3.24%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5700: CAMPGROUNDS

Acct#	Description	Council Approved
42200	**Materials & Supplies**	
	Tables	6,000
	Fire Pits	3,500
	Gravel	8,000
	Other Materials & Supplies	3,500
		21,000
42201	**Office Supplies**	
	Campground Pay Tickets	2,300
	Season Day Use Stickers	700
	Other Office Supplies	500
		3,500
42202	**Uniforms**	**500**
42208	**Small Tools & Minor Equipment**	**2,500**
42210	**Vending Supplies**	
	Ice for Resale	**600**
42301	**Telephone**	**450**
42303	**Sanitation**	**20,000**
42304	**Electricity**	**13,000**
42599	**Fuel**	**2,500**
42800	**Rental**	
	Bear Proof Trash Cans	800
	Other Rental	1,600
		2,400
43300	**Contracted Services**	
	Campground Hosts	4,800
	Other Contracted Services	600
		5,400
43303	**Support & Maintenance Contracts**	
	T2 Systems	**1,700**
	Total Maintenance & Operations	**73,550**

DEPARTMENT NARRATIVE

GENERAL FUND – PARKS

The Parks Department manages and maintains nine park areas extending as far out as A.R.C Lake which transforms into an outdoor skating area as well as an almost 1 mile long skating path. Included in the Parks Department is the Soldotna Community Memorial Park. Developed as a cemetery, the park is one of the most beautiful green spaces in the Soldotna Parks system and though it is only a few years old this past year an expansion was already necessary.

The Parks Department rebuilds the (park) 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, winter Movie Nights in the Park (hosting up to 650 movie goers during the dark winter months); Wednesday Market, and weekly Music in the Park during the summer. In the winter, movie and park goers are welcomed to Soldotna Creek Park by holiday fish and life size moose figurine lights that were fabricated by Parks and Recreation staff. All seem to enjoy seeing the new lights each winter. A skating path is also installed within Soldotna Creek Park when weather permits; rounding out the many reasons to be out and about in Soldotna, even during the winter.

Parks and Recreation personnel are split between the Soldotna Regional Sports Complex, Campgrounds, Parks, and Community Schools and are under the direct supervision of the Parks & Recreation Director. Parks and Recreation personnel consist of the Director, Assistant Director, SRSC/Campgrounds Activities Coordinator, two Maintenance Workers, one Lead Maintenance Worker and two Laborer positions. Staffing is augmented with temporary labor as needed.

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5800: PARKS

Acct #	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 85,917	$ 103,353	$ 103,353	$ 105,842	$ 2,489	2.41%
40105	Allocated Salaries	-	-	-	-	-	#DIV/0!
40140	Allowances	1,851	1,946	1,946	446	(1,500)	-77.08%
40200	Overtime	1,332	2,750	2,750	2,750	-	0.00%
40225	Temporary Labor	46,578	66,115	66,115	65,801	(314)	-0.47%
40250	Temporary Overtime	556	-	-	-	-	#DIV/0!
40300	Annual Leave	6,099	5,171	5,171	5,479	308	5.96%
40350	Sick Leave	666	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	2,875	-	-	-	-	#DIV/0!
40500	PERS	20,648	23,343	23,343	23,890	547	2.34%
40600	FICA	4,965	6,596	6,596	6,609	13	0.20%
40700	Health Insurance	15,115	15,600	15,600	25,793	10,193	65.34%
40800	Worker's Compensation	5,542	7,183	7,183	8,369	1,186	16.51%
	Total Salaries & Benefits	**$ 192,144**	**$ 232,057**	**$ 232,057**	**$ 244,979**	**$ 12,922**	**5.57%**
	Maintenance & Operations						
42100	Travel & Training	$ 1,950	$ 2,600	$ 2,600	$ 2,600	$ -	0.00%
42200	Materials & Supplies	22,689	32,900	38,975	33,800	900	2.74%
42201	Office Supplies	93	200	200	200	-	0.00%
42202	Uniforms	589	750	750	750	-	0.00%
42208	Small Tools & Minor Equipment	3,936	11,400	11,400	4,100	(7,300)	-64.04%
42302	Natural Gas	624	-	600	800	800	#DIV/0!
42303	Sanitation	4,292	5,500	5,500	2,000	(3,500)	-63.64%
42304	Electricity	4,900	6,800	6,800	5,700	(1,100)	-16.18%
42306	Water & Sewer	4,472	7,500	7,500	8,250	750	10.00%
42599	Fuel	6,357	6,500	6,500	6,500	-	0.00%
42600	Shop Repair & Maintenance	15,042	11,000	11,000	-	(11,000)	-100.00%
42800	Rental	-	1,000	1,000	1,000	-	0.00%
43300	Contracted Services	7,434	7,000	7,000	2,500	(4,500)	-64.29%
43303	Support & Maintenance Contracts	1,150	2,100	2,100	1,050	(1,050)	-50.00%
43360	Miscellaneous	200	100	100	100	-	0.00%
43400	Equipment Replacement Payment	3,416	7,600	7,600	7,600	-	0.00%
	Total Maintenance & Operations	**$ 77,144**	**$ 102,950**	**$ 109,625**	**$ 76,950**	**$ (26,000)**	**-25.25%**
	Department Total	**$ 269,288**	**$ 335,007**	**$ 341,682**	**$ 321,929**	**$ (13,078)**	**-3.90%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5800: PARKS

Acct#	Description	Council Approved
42100	**Travel & Training**	
	NRPA/Athletic Business Association Conference (Director)	**2,600**
42200	**Materials & Supplies**	
	Fertilizer, Gravel, Topsoil, Garden Supplies, etc	20,800
	Playground Fall Protection	10,000
	Adopt-a-Park - Corner Gardens	2,100
	Trees for Arbor Day	300
	Skating Path at Soldotna Creek Park	600
		33,800
42201	**Office Supplies**	**200**
42202	**Uniforms**	**750**
42208	**Small Tools & Minor Equipment**	
	Portable Sound Equipment for Park Events	1,500
	Weed Trimmers	1,200
	Other Small Tools & Minor Equipment	1,400
		4,100
42302	**Natural Gas**	**800**
42303	**Sanitation**	**2,000**
42304	**Electricity**	**5,700**
42306	**Water & Sewer**	**8,250**
42599	**Fuel**	**6,500**
42800	**Rental**	**1,000**
43300	**Contracted Services**	**2,500**
43303	**Support & Maintenance Contacts**	
	TreeWorks	800
	ESRI (ArcPad)	250
		1,050
43360	**Miscellaneous**	
	DOT Bridge Stair Permit	**100**
43400	**Equipment Replacement Payment**	**7,600**
	Total Maintenance & Operations	**76,950**

DEPARTMENT NARRATIVE

GENERAL 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, Touch Rugby, Footsall, Indoor soccer and Men's basketball.

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 couple of years 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 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5900: COMMUNITY SCHOOLS

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 21,460	$ 30,971	$ 30,971	$ 31,907	$ 936	3.02%
40140	Allowances	112	210	210	210	-	0.00%
40225	Temporary Labor	3,052	-	-	-	-	#DIV/0!
40300	Annual Leave	464	893	893	1,227	334	37.40%
40500	PERS	5,722	6,814	6,814	7,020	206	3.02%
40600	FICA	596	449	449	463	14	3.12%
40700	Health Insurance	5,788	3,200	3,200	4,650	1,450	45.31%
40800	Worker's Compensation	92	118	118	137	19	16.10%
	Total Salaries & Benefits	**$ 37,286**	**$ 42,655**	**$ 42,655**	**$ 45,614**	**$ 2,959**	**6.94%**
	Maintenance & Operations						
42200	Materials & Supplies	$ -	$ 400	$ 400	$ 500	$ 100	25.00%
42201	Office Supplies	-	150	150	150	-	0.00%
42208	Small Tools & Minor Equipment	-	850	850	1,000	150	17.65%
42301	Telephone	-	200	200	325	125	62.50%
43000	Advertising & Promotion	3,890	7,400	8,475	7,500	100	1.35%
43300	Contracted Services	10,368	8,000	8,000	8,000	-	0.00%
43301	Support & Maintenance Contracts	-	600	600	-	(600)	-100.00%
43335	Lunch Time Coordinators	1,710	-	-	-	-	#DIV/0!
	Total Maintenance & Operations	**$ 15,968**	**$ 17,600**	**$ 18,675**	**$ 17,475**	**$ (125)**	**-0.71%**
	Department Total	**$ 53,254**	**$ 60,255**	**$ 61,330**	**$ 63,089**	**$ 2,834**	**4.70%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5900: COMMUNITY SCHOOLS

Acct#	Description	Council Approved
42220	**Materials & Supplies**	500
42201	**Office Supplies**	150
42208	**Small Tools & Minor Equipment**	1,000
42301	**Telephone**	
	Data Plan for Laptop	325
43000	**Advertising & Promotion**	7,500
43300	**Contracted Services**	
	Instructor Fees	8,000
	Total Maintenance & Operations	17,475

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 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 7100: NON-DEPARTMENTAL

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
45000	Insurance	$ 88,446	$ 121,325	$ 120,375	$ 132,500	$ 11,175	9.21%
45050	Citywide Wellness Program	1,770	5,000	5,000	2,500	(2,500)	-50.00%
45060	Misc Payroll Expenses	4,863	15,000	15,000	15,000	-	0.00%
45065	Healthcare Consultation Services	12,000	10,000	10,000	5,000	(5,000)	-50.00%
45070	PERS On Behalf	1,633,959	199,162	199,162	161,240	(37,922)	-19.04%
46201	Carts	7,620	7,620	7,620	-	(7,620)	-100.00%
46203	Tsalteshi Trails Association	10,000	15,000	15,000	15,000	-	0.00%
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	35,000	-	0.00%
46206	Soldotna Area Senior Citizens	7,000	7,000	7,000	7,500	500	7.14%
46208	Soldotna Historical Society & Museum	8,800	8,800	8,800	10,000	1,200	13.64%
46210	Soldotna High School Track & Field Project	150,000	-	-	-	-	#DIV/0!
46250	Rental of Airport Property	26,462	27,124	27,124	27,802	678	2.50%
46400	Operating Transfers	816,056	1,005,808	1,005,808	171,338	(834,470)	-82.97%
46950	Capital Project Transfers	2,398,772	-	750,000	-	-	#DIV/0!
47000	Contingency	-	50,000	41,220	60,000	10,000	20.00%
	Department Total	**$5,200,748**	**$1,506,839**	**$2,247,109**	**$ 642,880**	**$ (863,959)**	**-57.34%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 7100: NON-DEPARTMENTAL

Acct#	Description	Council Approved
45000	**Insurance**	
	Vehicle	31,900
	Property	58,800
	General Liability	21,800
	Police Professional	19,500
	Notary Bonds	500
		132,500
45050	**Citywide Wellness Program**	**2,500**
45060	**Misc Payroll Expenses**	**15,000**
45065	**Healthcare Consultation Services**	**5,000**
45070	**PERS On Behalf**	**161,240**
46203	**Tsalteshi Trails Association**	**15,000**
46205	**Boys & Girls Club of the Kenai Peninsula**	**35,000**
46206	**Soldotna Area Senior Citizens**	**7,500**
46208	**Soldotna Historical Society & Museum**	**10,000**
46250	**Rental of Airport Property**	**27,802**
46400	**Operating Transfers**	
	Debt Service Fund	**171,338**
47000	**Contingency**	**60,000**
	Total Maintenance & Operations	**642,880**

UTILITY FUND

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 003: UTILITY FUND
RECAP

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Projected	FY17 Council Approved	Difference FY16 Orig	% Diff
31000	State PERS Relief Funding	$ 182,625	$ 23,108	$ 23,108	$ 18,583	$ (4,525)	-19.58%
36000	Water	490,714	525,000	537,000	580,000	55,000	10.48%
36100	Water Permit Inspection Fees	5,700	2,000	2,000	2,000	-	0.00%
36400	Turn On/Off Fees	6,720	7,000	7,000	7,000	-	0.00%
36410	Penalties	11,711	10,000	10,000	10,000	-	0.00%
36500	Sewer	966,635	1,065,000	1,075,000	1,190,000	125,000	11.74%
36600	Sewer Permit Inspection Fees	5,600	2,000	2,000	2,000	-	0.00%
37120	Interest	(5,598)	11,200	11,200	9,500	(1,700)	-15.18%
37190	Miscellaneous	14,527	12,000	14,000	14,000	2,000	16.67%
39150	W/S Extension Revenue	30,895	18,000	25,000	20,000	2,000	11.11%
	Total Revenues	**$ 1,709,529**	**$ 1,675,308**	**$ 1,706,308**	**$ 1,853,083**	**$ 177,775**	**10.61%**
5100	Water Expenditures	$ 476,334	$ 517,978	$ 518,228	$ 505,345	$ (12,633)	-2.44%
5200	Sewer Expenditures	335,490	313,986	314,536	353,025	39,039	12.43%
5250	WWTP Expenditures	651,263	688,736	687,936	702,366	13,630	1.98%
	Total Expenditures	**$ 1,463,087**	**$ 1,520,700**	**$ 1,520,700**	**$ 1,560,736**	**$ 40,036**	**2.63%**
	Revenues Over (Under) Expenditures Before Non-Operating Transfers	**$ 246,442**	**$ 154,608**	**$ 185,608**	**$ 292,347**		
	Non-Operating Transfers In (Out)						
	From Capital Project Funds	$ 161,715	$ -	$ -	$ -		
	To Capital Project Funds	-	-	(560,000)	-		
	Total Non-Operating Transfers	**$ 161,715**	**$ -**	**$ (560,000)**	**$ -**		
	Total Expenditures/Appropriations	**$ 1,463,087**	**$ 1,520,700**	**$ 2,080,700**	**$ 1,560,736**		
	Revenues Over (Under) Expenditures	**$ 408,157**	**$ 154,608**	**$ (374,392)**	**$ 292,347**		
	Beginning Fund Balance	**$ 1,467,487**	**$ 1,875,644**	**$ 1,875,644**	**$ 1,501,252**		
	Ending Fund Balance	**$ 1,875,644**	**$ 2,030,252**	**$ 1,501,252**	**$ 1,793,599**		

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

UTILITY FUND
EXPENDITURES BY LINE ITEM

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 385,346	$ 417,689	$ 417,689	$ 420,973	$ 3,284	0.79%
40105	Allocated Salaries	4,048	8,871	8,871	9,115	244	2.75%
40140	Allowances	3,805	3,840	3,840	3,840	-	0.00%
40150	Certification Pay	2,580	2,580	2,580	2,580	-	0.00%
40200	Overtime	13,267	14,714	14,714	14,797	83	0.56%
40205	Allocated Overtime	-	1,400	1,400	1,400	-	0.00%
40225	Temporary Labor	18,268	10,374	10,374	10,431	57	0.55%
40250	Temporary Overtime	157	-	-	-	-	#DIV/0!
40300	Annual Leave	10,176	19,997	19,997	22,167	2,170	10.85%
40350	Sick Leave	2,083	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	19,578	-	-	-	-	#DIV/0!
40500	PERS	87,777	97,955	97,955	98,751	796	0.81%
40600	FICA	7,007	7,249	7,249	7,307	58	0.80%
40700	Health Insurance	58,631	55,366	55,366	81,099	25,733	46.48%
40800	Worker's Compensation	9,904	11,867	11,867	12,683	816	6.88%
	Total Salaries & Benefits	**$ 622,627**	**$ 651,902**	**$ 651,902**	**$ 685,143**	**$ 33,241**	**5.10%**
	Maintenance & Operations						
42100	Travel & Training	$ 811	$ 4,500	$ 4,500	$ 4,500	$ -	0.00%
42200	Materials & Supplies	79,797	126,550	126,550	120,000	(6,550)	-5.18%
42201	Office Supplies	2,201	3,900	3,900	3,900	-	0.00%
42202	Uniforms	1,307	1,400	1,400	1,400	-	0.00%
42208	Small Tools & Minor Equipment	14,205	2,850	10,875	14,350	11,500	403.51%
42301	Telephone	13,456	16,300	16,300	18,200	1,900	11.66%
42302	Natural Gas	17,517	21,500	21,700	21,750	250	1.16%
42303	Sanitation	511	550	550	550	-	0.00%
42304	Electricity	331,859	359,000	359,000	380,000	21,000	5.85%
42400	Postage	6,276	7,000	7,000	7,000	-	0.00%
42599	Fuel	13,202	22,600	22,600	16,000	(6,600)	-29.20%
42600	Shop Repair & Maintenance	7,064	25,000	24,700	25,000	-	0.00%
42800	Rental	-	2,500	2,500	-	(2,500)	-100.00%
42900	Dues & Subscriptions	3,293	3,980	3,980	3,400	(580)	-14.57%
43300	Contracted Services	133,954	179,660	170,835	155,360	(24,300)	-13.53%
43303	Support & Maintenance Contracts	7,981	9,200	9,500	10,100	900	9.78%
43360	Miscellaneous	2,030	3,100	3,700	3,700	600	19.35%
43400	Equipment Replacement Payment	5,280	4,100	4,100	10,300	6,200	151.22%
45000	Insurance	17,091	22,000	22,000	31,500	9,500	43.18%
45070	PERS On Behalf	182,625	23,108	23,108	18,583	(4,525)	-19.58%
	Total Maintenance & Operations	**$ 840,460**	**$ 838,798**	**$ 838,798**	**$ 845,593**	**$ 6,795**	**0.81%**
	Transfers						
46950	Capital Project Transfers	$ -	$ -	$ 560,000	$ -	$ -	#DIV/0!
	Total Transfers	**$ -**	**$ -**	**$ 560,000**	**$ -**	**$ -**	**#DIV/0!**
47000	**Contingency**	**$ -**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ -**	**0.00%**
	Total Utility Fund Expenditures	**$ 1,463,087**	**$ 1,520,700**	**$ 2,080,700**	**$ 1,560,736**	**$ 40,036**	**2.63%**

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 2017 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5100: WATER

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 133,151	$ 136,146	$ 136,146	$ 138,001	$ 1,855	1.36%
40105	Allocated Salaries	4,048	4,980	4,980	5,117	137	2.75%
40140	Allowances	1,320	1,320	1,320	1,320	-	0.00%
40150	Certification Pay	852	851	851	851	-	0.00%
40200	Overtime	4,223	4,500	4,500	4,557	57	1.27%
40205	Allocated Overtime	-	700	700	700	-	0.00%
40225	Temporary Labor	4,581	-	-	-	-	#DIV/0!
40250	Temporary Overtime	51	-	-	-	-	#DIV/0!
40300	Annual Leave	3,482	6,480	6,480	7,122	642	9.91%
40350	Sick Leave	726	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	5,750	-	-	-	-	#DIV/0!
40500	PERS	30,718	32,379	32,379	32,830	451	1.39%
40600	FICA	2,308	2,134	2,134	2,164	30	1.41%
40700	Health Insurance	18,947	17,799	17,799	25,986	8,187	46.00%
40800	Worker's Compensation	3,042	3,674	3,674	3,892	218	5.93%
	Total Salaries & Benefits	**$ 213,199**	**$ 210,963**	**$ 210,963**	**$ 222,540**	**$ 11,577**	**5.49%**
	Maintenance & Operations						
42100	Travel & Training	$ 131	$ 3,000	$ 3,000	$ 3,000	$ -	0.00%
42200	Materials & Supplies	39,946	60,300	60,300	54,900	(5,400)	-8.96%
42201	Office Supplies	940	1,200	1,200	1,200	-	0.00%
42208	Small Tools & Minor Equipment	7,345	1,000	4,900	3,700	2,700	270.00%
42301	Telephone	8,551	11,100	11,100	13,200	2,100	18.92%
42302	Natural Gas	5,812	6,500	6,500	6,500	-	0.00%
42304	Electricity	101,062	125,000	125,000	125,000	-	0.00%
42400	Postage	3,138	3,500	3,500	3,500	-	0.00%
42599	Fuel	2,650	6,100	6,100	4,700	(1,400)	-22.95%
42600	Shop Repair & Maintenance	2,784	5,000	5,000	5,000	-	0.00%
42800	Rental	-	500	500	-	(500)	-100.00%
42900	Dues & Subscriptions	1,654	2,300	2,300	1,700	(600)	-26.09%
43300	Contracted Services	16,244	52,510	48,610	27,960	(24,550)	-46.75%
43303	Support & Maintenance Contracts	33	67	67	267	200	298.51%
43360	Miscellaneous	350	1,400	1,400	1,400	-	0.00%
43400	Equipment Replacement Payment	4,100	4,100	4,100	7,200	3,100	75.61%
45000	Insurance	4,485	5,800	6,050	7,400	1,600	27.59%
45070	PERS On Behalf	63,910	7,638	7,638	6,178	(1,460)	-19.11%
47000	Contingency	-	10,000	10,000	10,000	-	0.00%
	Total Maintenance & Operations	**$ 263,135**	**$ 307,015**	**$ 307,265**	**$ 282,805**	**$ (24,210)**	**-7.89%**
	Department Total	**$ 476,334**	**$ 517,978**	**$ 518,228**	**$ 505,345**	**$ (12,633)**	**-2.44%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5100: WATER

Acct#	Description	Council Approved
42100	**Travel & Training**	**3,000**
42200	**Materials & Supplies**	
	Aqua Mag	22,500
	Salt for Wells	4,100
	55 Gallons RV Antifreeze	1,100
	Chemical Pump/Chlorine Generator Parts	1,000
	Lab Supplies	7,200
	CL2 Analyzer Reagents	5,500
	Poly Pigs	3,000
	Other Materials & Supplies	10,500
		54,900
42201	**Office Supplies**	
	Utility Billing Supplies (1/2)	**1,200**
42208	**Small Tools & Minor Equipment**	
	Generator Load Bank (split between Water, Sewer & WWTP)	2,700
	Other Small Tools & Minor Equipment	1,000
		3,700
42301	**Telephone**	**13,200**
42302	**Natural Gas**	**6,500**
42304	**Electricity**	**125,000**
42400	**Postage**	
	Utility Billing (1/2)	**3,500**
42599	**Fuel**	**4,700**
42600	**Shop Repair & Maintenance**	**5,000**
42900	**Dues & Subscriptions**	
	ADEC Certification Renewals/Upgrades	200
	Alaska Digline (1/2)	1,500
		1,700
43300	**Contracted Services**	
	Electricians, Plumbers, Etc.	5,500
	Rebuilding & Calibrating Well Meter	900
	Well House Repair & Maintenance	3,000
	Thawing Services	1,000

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5100: WATER

Acct#	Description	Council Approved
	SCADA System Support	3,200
	Water Analysis	12,000
	Mechanical Inspections, CASS Certification (1/2), Drug Testing, Crane Inspections	2,360
		27,960
43303	**Support & Maintenance Contracts**	
	Bizhub - Copier (1/3)	200
	ESRI (ArcMap) (1/3)	67
		267
43360	**Miscellaneous**	
	ADEC Water Right Administrative Fees	900
	ADEC Waiver Fees	500
		1,400
43400	**Equipment Replacement Payment**	**7,200**
45000	**Insurance**	**7,400**
45070	**PERS On Behalf**	**6,178**
47000	**Contingency**	**10,000**
	Total Maintenance & Operations	**282,805**

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 2017 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5200: SEWER

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 124,797	$ 136,146	$ 136,146	$ 138,001	$ 1,855	1.36%
40105	Allocated Salaries	-	3,891	3,891	3,998	107	2.75%
40140	Allowances	1,285	1,320	1,320	1,320	-	0.00%
40150	Certification Pay	851	851	851	851	-	0.00%
40200	Overtime	3,428	4,500	4,500	4,557	57	1.27%
40205	Allocated Overtime	-	700	700	700	-	0.00%
40225	Temporary Labor	6,132	-	-	-	-	#DIV/0!
40250	Temporary Overtime	106	-	-	-	-	#DIV/0!
40300	Annual Leave	3,048	6,480	6,480	7,122	642	9.91%
40350	Sick Leave	668	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	5,750	-	-	-	-	#DIV/0!
40500	PERS	27,546	32,139	32,139	32,584	445	1.38%
40600	FICA	2,126	2,118	2,118	2,148	30	1.42%
40700	Health Insurance	17,542	17,799	17,799	25,986	8,187	46.00%
40800	Worker's Compensation	3,014	3,643	3,643	3,859	216	5.93%
	Total Salaries & Benefits	**$ 196,293**	**$ 209,587**	**$ 209,587**	**$ 221,126**	**$ 11,539**	**5.51%**
	Maintenance & Operations						
42200	Materials & Supplies	$ 10,475	$ 6,700	$ 6,700	$ 7,000	$ 300	4.48%
42201	Office Supplies	835	1,200	1,200	1,200	-	0.00%
42208	Small Tools & Minor Equipment	3,507	350	3,075	8,350	8,000	2285.71%
42301	Telephone	138	200	200	200	-	0.00%
42302	Natural Gas	22	-	200	250	250	#DIV/0!
42304	Electricity	22,509	27,000	27,000	25,000	(2,000)	-7.41%
42400	Postage	3,138	3,500	3,500	3,500	-	0.00%
42599	Fuel	4,737	8,000	8,000	5,300	(2,700)	-33.75%
42600	Shop Repair & Maintenance	2,371	10,000	10,000	10,000	-	0.00%
42800	Rental	-	1,000	1,000	-	(1,000)	-100.00%
42900	Dues & Subscriptions	1,434	1,500	1,500	1,500	-	0.00%
43300	Contracted Services	23,065	15,500	11,975	35,300	19,800	127.74%
43303	Support & Maintenance Contracts	7,899	9,067	9,067	9,567	500	5.51%
43360	Miscellaneous	-	-	600	600	600	#DIV/0!
43400	Equipment Replacement Payment	-	-	-	3,100	3,100	#DIV/0!
45000	Insurance	1,756	2,800	3,350	4,900	2,100	75.00%
45070	PERS On Behalf	57,311	7,582	7,582	6,132	(1,450)	-19.12%
47000	Contingency	-	10,000	10,000	10,000	-	0.00%
	Total Maintenance & Operations	**$ 139,197**	**$ 104,399**	**$ 104,949**	**$ 131,899**	**$ 27,500**	**26.34%**
	Department Total	**$ 335,490**	**$ 313,986**	**$ 314,536**	**$ 353,025**	**$ 39,039**	**12.43%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5200: SEWER

Acct#	Description	Council Approved
42200	**Materials & Supplies**	
	Lift Station Parts	2,500
	Other Materials & Supplies	4,500
		7,000
42201	**Office Supplies**	
	Utility Billing Supplies (1/2)	**1,200**
42208	**Small Tools & Minor Equipment**	
	Generator Load Bank (split between Water, Sewer & WWTP)	8,000
	Other Small Tools & Minor Equipment	350
		8,350
42301	**Telephone**	**200**
42302	**Natural Gas**	**250**
42304	**Electricity**	**25,000**
42400	**Postage**	
	Utility Billing (1/2)	**3,500**
42599	**Fuel**	**5,300**
42600	**Shop Repair & Maintenance**	**10,000**
42900	**Dues & Subscriptions**	
	Alaska Digline (1/2)	**1,500**
43300	**Contracted Services**	
	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	3,800
	Infiltration and Inflow Project (Southside of Bridge)	20,000
		35,300
43303	**Support & Maintenance Contracts**	
	Web Based SCADA	9,300
	Bizhub - Copier (1/3)	200
	ESRI (ArcMap) (1/3)	67
		9,567

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5200: SEWER

Acct#	Description	Council Approved
43360	**Miscellaneous**	
	Seasonal Equipment Oversize Permit	600
43400	**Equipment Replacement Payment**	3,100
45000	**Insurance**	4,900
45070	**PERS On Behalf**	6,132
47000	**Contingency**	10,000
	Total Maintenance & Operations	131,899

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 2017 OPERATING BUDGET

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

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 127,398	$ 145,397	$ 145,397	$ 144,971	$ (426)	-0.29%
40105	Allocated Salaries	-	-	-	-	-	#DIV/0!
40140	Allowances	1,200	1,200	1,200	1,200	-	0.00%
40150	Certification Pay	877	878	878	878	-	0.00%
40200	Overtime	5,616	5,714	5,714	5,683	(31)	-0.54%
40225	Temporary Labor	7,555	10,374	10,374	10,431	57	0.55%
40250	Temporary Overtime	-	-	-	-	-	#DIV/0!
40300	Annual Leave	3,646	7,037	7,037	7,923	886	12.59%
40350	Sick Leave	689	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	8,078	-	-	-	-	#DIV/0!
40500	PERS	29,513	33,437	33,437	33,337	(100)	-0.30%
40600	FICA	2,573	2,997	2,997	2,995	(2)	-0.07%
40700	Health Insurance	22,142	19,768	19,768	29,127	9,359	47.34%
40800	Worker's Compensation	3,848	4,550	4,550	4,932	382	8.40%
	Total Salaries & Benefits	**$ 213,135**	**$ 231,352**	**$ 231,352**	**$ 241,477**	**$ 10,125**	**4.38%**
	Maintenance & Operations						
42100	Travel & Training	$ 680	$ 1,500	$ 1,500	$ 1,500	$ -	0.00%
42200	Materials & Supplies	29,376	59,550	59,550	58,100	(1,450)	-2.43%
42201	Office Supplies	426	1,500	1,500	1,500	-	0.00%
42202	Uniforms	1,307	1,400	1,400	1,400	-	0.00%
42208	Small Tools & Minor Equipment	3,353	1,500	2,900	2,300	800	53.33%
42301	Telephone	4,767	5,000	5,000	4,800	(200)	-4.00%
42302	Natural Gas	11,683	15,000	15,000	15,000	-	0.00%
42303	Sanitation	511	550	550	550	-	0.00%
42304	Electricity	208,288	207,000	207,000	230,000	23,000	11.11%
42599	Fuel	5,815	8,500	8,500	6,000	(2,500)	-29.41%
42600	Shop Repair & Maintenance	1,909	10,000	9,700	10,000	-	0.00%
42800	Rental	-	1,000	1,000	-	(1,000)	-100.00%
42900	Dues & Subscriptions	205	180	180	200	20	11.11%
43300	Contracted Services	94,645	111,650	110,250	92,100	(19,550)	-17.51%
43303	Support & Maintenance Contracts	49	66	366	266	200	303.03%
43360	Miscellaneous	1,680	1,700	1,700	1,700	-	0.00%
43400	Equipment Replacement Payment	1,180	-	-	-	-	#DIV/0!
45000	Insurance	10,850	13,400	12,600	19,200	5,800	43.28%
45070	PERS On Behalf	61,404	7,888	7,888	6,273	(1,615)	-20.47%
47000	Contingency	-	10,000	10,000	10,000	-	0.00%
	Total Maintenance & Operations	**$ 438,128**	**$ 457,384**	**$ 456,584**	**$ 460,889**	**$ 3,505**	**0.77%**
	Department Total	**$ 651,263**	**$ 688,736**	**$ 687,936**	**$ 702,366**	**$ 13,630**	**1.98%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

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

Acct#	Description	Council Approved
42100	**Travel & Training**	**1,500**
42200	**Materials & Supplies**	
	Flocculent	8,000
	Lime	10,500
	Fertilizer	2,200
	Sodium Hypochlorite	1,700
	Petroleum Products	1,500
	Lab Supplies	10,000
	UV Parts	7,200
	Belt Press Parts	4,000
	Anodes & Shear Pins for Clarifier #3	4,000
	Other Materials & Supplies	9,000
		58,100
42201	**Office Supplies**	**1,500**
42202	**Uniforms**	**1,400**
42208	**Small Tools & Minor Equipment**	
	Generator Load Bank (split between Water, Sewer & WWTP)	1,300
	Other Small Tools & Minor Equipment	1,000
		2,300
42301	**Telephone**	**4,800**
42302	**Natural Gas**	**15,000**
42303	**Sanitation**	**550**
42304	**Electricity**	**230,000**
42599	**Fuel**	**6,000**
42600	**Shop Repair & Maintenance**	**10,000**
42900	**Dues & Subscriptions**	
	ADEC Certification Renewals/Upgrades	**200**
43300	**Contracted Services**	
	Contracted Services, Electricians, Plumbers, Etc	10,000
	Heater & Boiler Repairs	9,000
	Water Analysis, Sludge Analysis	6,000
	Wet Testing	1,800

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

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

Acct#	Description	Council Approved
	Sludge Hauling	12,000
	Mechanical Inspections, Hearing Exams, Shipping, Crane Inspections	15,000
	Sludge Disposal at Kenai Peninsula Borough Landfill	30,000
	SCADA System Support	3,300
	Pump Rebuild	5,000
		92,100
43303	**Support & Maintenance Contracts**	
	Bizhub - Copier (1/3)	200
	ESRI (ArcMap) (1/3)	66
		266
43360	**Miscellaneous**	
	EPA Discharge Permit Fees	**1,700**
45000	**Insurance**	**19,200**
45070	**PERS On Behalf**	**6,273**
47000	**Contingency**	**10,000**
	Total Maintenance & Operations	**460,889**

AIRPORT FUND

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 2017 OPERATING BUDGET

FUND 004: AIRPORT FUND
RECAP

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Projected	FY17 Council Approved	Difference FY16 Orig	% Diff
	Revenues						
31000	State PERS Relief Funding	$ 17,642	$ 3,680	$ 3,680	$ 3,016	$ (664)	-18.04%
32150	Long Term Land Leases	108,479	110,000	116,000	125,000	15,000	13.64%
32170	Fuel Fees	2,672	3,000	3,000	3,000	-	0.00%
32190	Transient Charges	28,235	19,000	20,000	20,000	1,000	5.26%
34170	Aviation Fuel Tax	1,830	1,700	1,700	1,700	-	0.00%
37120	Interest	(988)	2,400	2,400	2,900	500	20.83%
37150	Rent	26,462	27,124	27,124	27,802	678	2.50%
37190	Miscellaneous	21,510	200	200	200	-	0.00%
	Total Operating Revenues	**$ 205,842**	**$ 167,104**	**$ 174,104**	**$ 183,618**	**$ 16,514**	**9.88%**
	Total Expenditures	**$ 114,840**	**$ 189,008**	**$ 205,779**	**$ 185,390**	**$ (3,618)**	**-1.91%**
	Operating Surplus (Deficit)	**$ 91,002**	**$ (21,904)**	**$ (31,675)**	**$ (1,772)**	**$ 20,132**	**-91.91%**
36900	**Transfer from General Fund**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**
	Revenues Over (Under) Expenditures	**$ 91,002**	**$ (21,904)**	**$ (31,675)**	**$ (1,772)**		
	Beginning Fund Balance	**$ 226,054**	**$ 317,056**	**$ 295,152**	**$ 263,477**		
	Ending Fund Balance	**$ 317,056**	**$ 295,152**	**$ 263,477**	**$ 261,705**		

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 004: AIRPORT FUND
DEPARTMENT 3140: AIRPORT DEPARTMENT

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Amended Budget	FY17 Council Approved	Difference FY16 Orig	% Diff
	Salaries & Benefits						
40100	Salaries	$ 35,980	$ 69,684	$ 69,684	$ 71,607	$ 1,923	2.76%
40105	Allocated Salaries	-	626	626	637	11	1.76%
40140	Allowances	161	135	135	135	-	0.00%
40200	Overtime	254	600	600	600	-	0.00%
40225	Temporary Labor	777	2,500	2,500	2,500	-	0.00%
40300	Annual Leave	4,161	3,761	3,761	3,941	180	4.79%
40350	Sick Leave	297	-	-	-	-	#DIV/0!
40400	Annual Leave Buy-Back	937	-	-	-	-	#DIV/0!
40500	PERS	8,479	15,600	15,600	16,026	426	2.73%
40600	FICA	372	1,082	1,082	1,107	25	2.31%
40700	Health Insurance	7,088	11,255	11,255	16,670	5,415	48.11%
40800	Worker's Compensation	1,808	2,060	2,060	2,226	166	8.06%
	Total Salaries & Benefits	**$ 60,314**	**$ 107,303**	**$ 107,303**	**$ 115,449**	**$ 8,146**	**7.59%**
	Maintenance & Operations						
42100	Travel & Training	$ 551	$ 4,000	$ 4,000	$ 4,000	$ -	0.00%
42200	Materials & Supplies	9,907	9,100	9,100	7,600	(1,500)	-16.48%
42208	Small Tools & Minor Equipment	12	500	500	500	-	0.00%
42304	Electricity	8,375	8,500	8,500	10,300	1,800	21.18%
42400	Postage	317	300	300	300	-	0.00%
42599	Fuel	2,868	18,000	18,000	12,000	(6,000)	-33.33%
42600	Shop Repair & Maintenance	3,063	13,000	13,000	8,000	(5,000)	-38.46%
42800	Rental	156	2,000	2,000	2,000	-	0.00%
42900	Dues & Subscriptions	-	325	325	325	-	0.00%
43000	Advertising & Promotion	2,150	2,300	2,300	1,300	(1,000)	-43.48%
43300	Contracted Services	-	5,500	6,650	5,500	-	0.00%
43360	Miscellaneous	-	-	850	600	600	#DIV/0!
45000	Insurance	9,485	10,500	10,500	10,500	-	0.00%
45070	PERS On Behalf	17,642	3,680	3,680	3,016	(664)	-18.04%
47000	Contingency	-	4,000	2,000	4,000	-	0.00%
	Total Maintenance & Operations	**$ 54,526**	**$ 81,705**	**$ 81,705**	**$ 69,941**	**$ (11,764)**	**-14.40%**
	Transfers						
46950	Capital Project Transfers	$ -	$ -	$ 16,771	$ -	$ -	#DIV/0!
	Total Transfers	**$ -**	**$ -**	**$ 16,771**	**$ -**	**$ -**	**#DIV/0!**
	Department Total	**$ 114,840**	**$ 189,008**	**$ 205,779**	**$ 185,390**	**$ (3,618)**	**-1.91%**

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 004: AIRPORT FUND
DEPARTMENT 3140: AIRPORT DEPARTMENT

Acct#	Description	Council Approved
42100	**Travel & Training**	
	AAAE Certified Member Program	3,350
	Other Travel & Training	650
		4,000
42200	**Materials & Supplies**	
	Springs for Auto Gate	1,000
	Runway Sand	600
	Lighting Supplies	3,000
	Other Materials & Supplies	3,000
		7,600
42208	**Small Tools & Minor Equipment**	**500**
42304	**Electricity**	**10,300**
42400	**Postage**	**300**
42599	**Fuel**	**12,000**
42600	**Shop Repair & Maintenance**	**8,000**
42800	**Rental**	**2,000**
42900	**Dues & Subscriptions**	
	FAA Alaska Supplement	**325**
43000	**Advertising & Promotion**	
	Airfare Expenses	**1,300**
43300	**Contracted Services**	
	Fence Repairs	2,000
	Other Contracted Services	3,500
		5,500
43360	**Miscellaneous**	
	Equipment Seasonal Oversize Permit	**600**
45000	**Insurance**	**10,500**
45070	**PERS On Behalf**	**3,016**
47000	**Contingency**	**4,000**
	Total Maintenance & Operations	**69,941**

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, Tyee Street, and Sterling Street/Kingfisher Court road improvement projects.

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 008: STREET IMPROVEMENTS FUND

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Projected	FY17 Council Approved	Difference FY16 Orig	% Diff
	Revenues						
37120	Interest	$ (1,909)	$ 2,000	$ 2,000	$ 3,600	$ 1,600	80.00%
39900	Assessment Principal	175,594	17,000	17,000	13,000	(4,000)	-23.53%
39910	Assessment Interest	2,067	9,500	9,500	5,000	(4,500)	-47.37%
39920	Assessment Penalties	462	300	300	300	-	0.00%
	Total Revenues	$ 176,214	$ 28,800	$ 28,800	$ 21,900	$ (6,900)	-23.96%
	Non-Operating Transfers In (Out)						
38950	From Capital Project Funds	$ 15,131	$ -	$ -	$ -		
46300	To Capital Project Funds	-	-	-	-		
	Total Non-Operating Transfers	$ 15,131	$ -	$ -	$ -		
	Revenues Over (Under) Expenditures/Transfers	$ 191,345	$ 28,800	$ 28,800	$ 21,900		
	Beginning Fund Balance	$ 229,269	$ 420,614	$ 420,614	$ 449,414		
	Ending Fund Balance	$ 420,614	$ 449,414	$ 449,414	$ 471,314		

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 2017 OPERATING BUDGET

FUND 010: EQUIPMENT REPLACEMENT FUND

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Projected	FY17 Council Approved	Difference FY16 Orig	% Diff
	Revenues						
37120	Interest	$ (4,560)	$ 12,000	$ 12,000	$ 13,500	1,500	12.50%
37140	Gain of Equipment Disposal	6,942	-	-	-	-	#DIV/0!
37210	Police	49,089	49,114	48,993	48,993	(121)	-0.25%
37215	Public Works Admin	-	4,286	4,413	4,413	127	2.96%
37225	Streets	104,834	112,202	112,202	108,312	(3,890)	-3.47%
37227	Bldg R&M	-	-	-	5,000	5,000	#DIV/0!
37230	Shop	7,129	7,129	7,129	7,129	-	0.00%
37235	Water	4,100	4,100	4,100	7,200	3,100	75.61%
37240	Sewer	-	-	-	3,100	3,100	#DIV/0!
37245	WWTP	1,180	-	-	-	-	#DIV/0!
37255	SRSC	-	-	-	4,286	4,286	#DIV/0!
37260	Parks	3,416	7,600	7,600	7,600	-	0.00%
	Total Revenues	**$ 172,130**	**$ 196,431**	**$ 196,437**	**$ 209,533**	**$ 13,102**	**6.67%**
						-	
	Expenses						
43900	Depreciation	$ 168,945	$ 185,000	$ 185,000	$ 196,000	$ 11,000	5.95%
	Revenue Over (Under) Expenses	**$ 3,185**	**$ 11,431**	**$ 11,437**	**$ 13,533**		
	Beginning Retained Earnings	**$ 2,598,057**	**$ 2,601,242**	**$ 2,601,242**	**$ 2,612,679**		
	Ending Retained Earnings	**$ 2,601,242**	**$ 2,612,673**	**$ 2,612,679**	**$ 2,626,212**		
	Cash Balance	**$ 1,495,294**	**$ 1,564,725**	**$ 1,634,162**	**$ 1,693,695**		
	Purchase of Equipment						
42100	Capital, Police *	$ 79,148	$ -	$ -	$ 92,000		
43100	Capital, Public Works Admin	30,891	-	-	-		
43110	Capital, Animal Control	-	-	-	-		
43120	Capital, Shop	-	-	-	-		
43130	Capital, Streets **	83,788	-	-	58,000		
43160	Capital, Bldg R&M	-	35,000	35,000	-		
43200	Capital, SRSC	-	30,000	30,000	-		
45700	Capital, Parks	59,961	-	-	-		
45600	Capital, Campgrounds	-	-	-	-		
45712	Capital, Airport	-	-	-	-		
45800	Capital, Utility	-	62,000	62,000	-		
		$ 253,788	$ 127,000	$ 127,000	$ 150,000		

* This budget authorizes the purchase of two replacement vehicles.
** This budget authorizes the purchase of an infrared machine.

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, 2015, subsidy payments will be reduced by 6.8%. This will remain in effect until the end of the Federal fiscal year end. The amount of the reduction, if any, after September 30, 2016 is not known.

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

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

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Projected	FY17 Council Approved	Difference FY16 Orig	% Diff
	Revenues						
34190	Intergovernmental Revenue - Subsidy	$ 46,707	$ 45,499	$ 45,499	$ 44,308	$ (1,191)	-2.62%
	Total Revenues	**$ 46,707**	**$ 45,499**	**$ 45,499**	**$ 44,308**	**$ (1,191)**	**-2.62%**
	Expenditures						
48600	Interest	$ 111,905	$ 109,070	$ 109,070	$ 105,646	$ (3,424)	-3.14%
48700	Principal	105,000	110,000	110,000	110,000	-	0.00%
	Total Expenditures	**$ 216,905**	**$ 219,070**	**$ 219,070**	**$ 215,646**	**$ (3,424)**	**-1.56%**
	Operating Surplus (Deficit)	**$ (170,198)**	**$ (173,571)**	**$ (173,571)**	**$ (171,338)**	**$ 2,233**	**-1.29%**
36900	**Transfer from General Fund**	**$ 170,198**	**$ 173,571**	**$ 173,571**	**$ 171,338**	**$ (2,233)**	**-1.29%**
	Revenues Over (Under) Expenditures	**$ -**	**$ -**	**$ -**	**$ -**		
	Beginning Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**		
	Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**		

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

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

Acct#		Description	Council Approved
48600	Interest		105,646
48700	Principal		110,000
		Total Maintenance & Operations	215,646

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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.

This fund was originally characterized as a permanent fund but has been re-characterized in FY17 as a fiduciary fund. This is a private trust; the City is merely the trustee. Due to this re-characterization, the Trust Fund will no longer be part of the City's operating budget. Schedules will appear in the FY17 and FY18 budgets in order to keep prior year data complete.

CITY OF SOLDOTNA
FISCAL YEAR 2017 OPERATING BUDGET

FUND 070: TRUST FUND

Acct#	Description	FY15 Actual	FY16 Original Budget	FY16 Projected	FY17 Council Approved	Difference FY16 Orig	% Diff
	Revenues						
37120	Interest Revenue - HS	$ (726)	$ 1,150	$ 1,150	$ -	$ (1,150)	-100.00%
37121	Interest Revenue - Sch	(4,355)	7,100	7,100	-	(7,100)	-100.00%
	Total Revenues	**$ (5,081)**	**$ 8,250**	**$ 8,250**	**$ -**	**$ (8,250)**	**-100.00%**
	Expenditures						
42955	Scholarships	$ 7,000	$ 7,000	$ 7,000	$ -	$ (7,000)	-100.00%
48000	Soldotna Historical Society & Museum	1,200	1,200	1,200	-	(1,200)	-100.00%
	Total Expenditures	**$ 8,200**	**$ 8,200**	**$ 8,200**	**$ -**	**$ (8,200)**	**-100.00%**
	Revenues Over (Under) Expenditures	**$ (13,281)**	**$ 50**	**$ 50**	**$ -**		
	Beginning Fund Balance	**$ 1,668,997**	**$ 1,655,716**	**$ 1,655,716**	**$ -**		
	Ending Fund Balance	**$ 1,655,716**	**$ 1,655,766**	**$ 1,655,766**	**$ -**		