

# THE CITY OF KENAI, ALASKA



## ANNUAL BUDGET

**July 01, 2011 – June 30, 2012**





**ANNUAL OPERATING BUDGET  
OF THE  
CITY OF KENAI, ALASKA**

**For the Fiscal Year Beginning  
July 1, 2011**

**Rick R. Koch  
City Manager**

**Prepared by  
FINANCE DEPARTMENT**

**Terry Eubank, CPA  
Finance Director**

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Organization and Principal City Officials**

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

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

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

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

<b><u>Position</u></b>	<b><u>Member</u></b>	<b><u>Term Ends</u></b>
Mayor	Pat Porter	2013
Council Members	Mike Boyle	2011
	Joe Moore	2011
	Robert Molloy	2012
	Ryan Marquis	2012
	Terry Bookey	2013
	Brian Gabriel, Sr.	2013

**City Administration**

City Manager	Rick R. Koch
Finance Director	Terry Eubank
City Clerk	Vacant
City Attorney	Krista S. Stearns
Police Chief	Gus Sandal
Fire Chief	Mike Tilly
Public Works Director	Kevin Lyon
Library Director	Mary Jo Joiner
Parks & Recreation Director	Robert Frates
Airport Manager	Mary Bondurant
Senior Center Director	Rachael Craig



Suggested by: Administration

**CITY OF KENAI**

**ORDINANCE NO. 2557-2011**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2011 AND ENDING JUNE 30, 2012.

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

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

Section 1:

That certain document entitled "City of Kenai Fiscal Year 2012 Annual Budget" which is available for examination by the public in the Office of the City Clerk, the City's website and is incorporated herein by reference is hereby adopted as the budget for the City of Kenai for the fiscal year commencing July 1, 2011 and ending June 30, 2012.

Section 2:

The following sums of money are hereby appropriated for the operations of the City of Kenai for the fiscal year commencing on the first day of July, 2011, and ending the 30th day of June, 2012, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the Code of the City of Kenai and to be expended substantially by line item in the manner shown in the budget adopted by Section 1 hereof:

General Fund	\$ 13,991,844
--------------	---------------

Enterprise Funds:

Congregate Housing	439,700
Capital Projects Management Fund	98,223

Special Revenue Funds:

Airport Land Sales Permanent Fund	1,037,483
General Land Sales Permanent Fund	125,000
Water and Sewer Fund	2,191,600
Airport Fund	2,693,874
Senior Citizen Fund	783,419


Debt Service Fund	177,348
-------------------	---------

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this first day of June, 2011.

  
PAT PORTER, MAYOR

ATTEST:

  
Carol L. Freas, City Clerk

Approved by Finance: 

Introduced: May 18, 2011

Adopted: June 1, 2011

Effective: July 1, 2011



Suggested by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2011-40**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KENAI, ALASKA FIXING THE RATE OF LEVY OF PROPERTY TAX FOR THE FISCAL YEAR COMMENCING JULY 1, 2011 AND ENDING JUNE 30, 2012.

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

WHEREAS, the Council has adopted the "City of Kenai 2012 Annual Budget," which estimates property tax revenue based upon a tax rate of 3.85 mills.

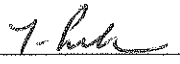
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, that the rate of levy of property tax for the fiscal year commencing July 1, 2011 and ending June 30, 2012 be fixed at 3.85 mills.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this first day of June, 2011.

  
PAT PORTER, MAYOR

ATTEST:

  
Carol L. Freas, City Clerk

Approved by Finance: 

**CITY OF KENAI  
FISCAL YEAR 2012 CONSOLIDATED OPERATING BUDGET**

**TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>BEGINNING NUMBER</u></b>
<b><u>Overview</u></b>	
Revenue and Expenditure Summary of All Funds	1
Reservations and Designations of Fund Balance	2
Transmittal Letter	3
<b><u>Staffing</u></b>	
Authorized Personnel Staff Table	9
Salary Structure	13
<b><u>General Fund</u></b>	
Budget Projection - General Fund	16
Recap of Departmental Budgets	18
Expenditure Summary	20
Summary by Line Item	21
General Fund Cost Allocation	22
Expenditures:	
City Clerk	23
Visitors Center	26
Legislative	29
Legal	32
City Manager	35
Finance	38
Land Administration	41
Non-Departmental	44
Planning and Zoning	47
Safety	50
Police	53
Fire	57
Communications	61
Animal Control	64
Public Works Administration	67
Shop	70
Streets	73
Buildings	76
Street Lighting	79
Library	82
Recreation	85
Parks	88
Beautification	91
Boating Facility	94

**CITY OF KENAI  
FISCAL YEAR 2012 CONSOLIDATED OPERATING BUDGET**

**TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>BEGINNING NUMBER</u></b>
<b><u>Special Revenue Funds</u></b>	
Recap of Special Revenue Funds Budgets	98
 <b>Water and Sewer Fund</b>	
Budget Projection	100
Summary by Line Item	101
Water Department	102
Sewer Department	105
Wastewater Treatment Plant	108
 <b>Airport Fund</b>	
Budget Projection	111
Summary by Line Item	113
Terminal	114
Airfield	117
Administration	120
Other Buildings & Areas	123
Training Facility	126
 <b>Senior Citizens Fund</b>	
Budget Projection	129
Summary by Line Item	130
Senior Citizen Access	132
Congregate Meals	134
Home Delivered Meals	136
Transportation	138
Choice Waiver	140
MASST- Mature Alaskans Seeking Skills Training	143
 <b><u>Enterprise Funds</u></b>	
Recap of Enterprise Funds Budgets	146
 <b>Congregate Housing Fund</b>	
Budget Projection	148
Congregate Housing	149
 <b>Capital Project Management</b>	
Budget Projection	152
Capital Project Management	153

**CITY OF KENAI  
FISCAL YEAR 2012 CONSOLIDATED OPERATING BUDGET**

**TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>BEGINNING NUMBER</u></b>
<b><u>Permanent Funds</u></b>	
Land Sales Trust Funds Budgets	157
<b><u>Debt Service Fund</u></b>	
Budget Projection	159
Debt Service	160
Summary by Debt Issuance	161
<b><u>Appendices</u></b>	
Chart of Accounts	163
Equipment Replacement Fund Schedule of Replacements	164
Five-Year Building Maintenance Projected Schedule	165

## **OVERVIEW**

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

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



**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Revenue and Expenditure Summary of All Funds**

	<b>General Fund</b>	<b>Special Revenue</b>	<b>Enterprise Funds</b>	<b>Permanent Funds</b>	<b>Debt Service Fund</b>	<b>Total All Funds</b>
<b>REVENUES</b>						
Taxes	\$ 9,116,403	\$ -	\$ -	\$ -	\$ -	\$ 9,116,403
State/Federal	1,326,655	434,517	6,209	-	37,529	1,804,910
Interest	250,000	80,000	5,000	1,793,788	-	2,128,788
Other	1,189,680	3,578,500	418,390	-	-	5,186,570
Transfers In	<u>1,429,600</u>	<u>1,149,649</u>	<u>-</u>	<u>-</u>	<u>139,819</u>	<u>2,719,068</u>
<b>Total Revenues</b>	<u>13,312,338</u>	<u>5,242,666</u>	<u>429,599</u>	<u>1,793,788</u>	<u>177,348</u>	<u>20,955,739</u>
<b>EXPENDITUES/EXPENSES</b>	13,991,844	5,668,893	537,923	1,162,483	177,348	21,538,491
Contributions to (from) Fund Balance/Retained Earnings	(679,506)	(426,227)	(108,324)	631,305	-	(582,752)
Add Credit From Depreciation	-	-	126,000	-	-	126,000
Projected lapse/encumbrances	<u>679,506</u>	<u>293,128</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>972,634</u>
Adjusted Deficit/Surplus	-	(133,099)	17,676	631,305	-	515,882
Beginning Fund Balance/ Net Assets	<u>11,918,638</u>	<u>4,791,144</u>	<u>274,136</u>	<u>24,109,964</u>	<u>-</u>	<u>41,093,882</u>
Ending Fund Balance/ Net Assets	<u>\$ 11,918,638</u>	<u>\$ 4,658,045</u>	<u>\$ 291,812</u>	<u>\$ 24,741,269</u>	<u>\$ -</u>	<u>\$ 41,609,764</u>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Components of General Fund, Fund Balance**

	<b><u>Projected Beginning Balance</u></b>	<b><u>Additions</u></b>	<b><u>Deletions</u></b>	<b><u>Projected Ending Balance</u></b>
<b>General Fund</b>				
Nonspendable Fund Balance	\$ -	\$ -	\$ -	\$ -
Restricted Fund Balance				
Athletic Expenditure Reserve (Proceeds resulting from Daubenspeck property & mineral rights donation)	278,187	97,500	-	375,687
Committed Fund Balance				
Capital Improvement Reserve Fund	550,746	-	-	550,746
Working Capital	400,000	-	-	400,000
Senior Programs Reserve	<u>119,544</u>	<u>-</u>	<u>-</u>	<u>119,544</u>
Total Committed Fund Balance	1,070,290	-	-	1,070,290
Assigned Fund Balance				
Encumbrances	100,000	-	-	100,000
Subsequent Years Expenditures	679,506	1,062,228	-	1,741,734
Compensated Absences	662,736	-	-	662,736
Insurance Risk Retention	<u>103,475</u>	<u>-</u>	<u>-</u>	<u>103,475</u>
Total Assigned Fund Balance	1,545,717	1,062,228	-	2,607,945
Unassigned Fund Balance	<u>9,024,444</u>	<u>-</u>	<u>1,159,728</u>	<u>7,864,716</u>
<b>Total General Fund, Fund Balance</b>	<b><u>\$ 11,918,638</u></b>	<b><u>\$ 1,159,728</u></b>	<b><u>\$ 1,159,728</u></b>	<b><u>\$ 11,918,638</u></b>



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

210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
Telephone: 907-283-7535 / FAX: 907-283-3014  
[www.ci.kenai.ak.us](http://www.ci.kenai.ak.us)

June 16, 2011

Mayor, Council Members, City of Kenai Citizens:

In accordance with the provisions of Chapter 7.25 of the Kenai Municipal Code, the Fiscal Year 2012 (FY12) Operating Budget of the City of Kenai is hereby presented for your approval. The budget contains the operating budgets for the General Fund; two enterprise funds (Congregate Housing Fund and Capital Projects Management Fund); four special revenue funds (Water and Sewer Fund, Airport Fund, Senior Citizens Title III Fund, and Senior Citizens Fund); the Debt Service Fund, and two permanent funds (General Land Sales and Airport Land Sales).

### **GENERAL OVERVIEW**

The total budget for the City is \$21,538,491, which is an increase of \$1,311,995 or 6.49% from last year. Several factors contributing to the increase include staffing changes, increase to the State of Alaska Public Employees Retirement System on-behalf payment amount, increases to employee health insurance, modifications to the funding methodology for the Equipment Replacement Fund, first-time operating expenses associated with a new water treatment facility, the expanded Kenai Community Library, and increased proceeds from the City's General Land Sale Permanent Fund, for which a new investment methodology was employed.

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. In April 2008, the Alaska Legislature passed Senate Bill (SB) 125 which converted the plan from an agent-multiple employer plan to a cost sharing plan and fixed the employer contribution rate at 22%. Any difference between the Pension Investment Board's adopted rate and the 22% employer contribution rate is paid by the State of Alaska and shown as an on-behalf payment by the plan participant. The FY2011 state on-behalf rate was 5.96% and the FY2012 rate is 8.76%. The rate increase of 2.8% results in an additional \$210,855 in PERS expenditure and on-behalf revenue.

Due to poor plan experience for plan year 2010 and, to a lesser extent, the effect of the Affordable Care Act (ACA), which became law on March 23, 2010, there is a significant increase to health care premium for the City and its employees. Renewal rates increased 39.9% from the prior year. In addition to the premium increase, changes occurred to the employee's deductibles and maximum out-of-pocket limits. A process for allocating the cost of health care was developed with employees paying 8.5% of the costs and the City contributing the remaining 91.5%. Citywide, the budgetary impact for the City's portion will be an increase of \$422,015 over the FY2011 budgeted amount.

The City's Administration completed a review of the funding policy for the City's Equipment Replacement Fund that resulted in policy amendments requiring a significant increase in the annual payment by using departments. The most significant changes to the policy include elimination of the assumption the City will receive grant funding for 50% of the purchase of new fire apparatus and basing annual payments on the estimated replacement value of equipment rather than the purchase price. The goal of these changes is to assure the Equipment Replacement Fund is a self-sustaining fund. The fiscal result of this policy change is an increase of \$174,370 in annual Equipment Replacement Fund Payments.

The Kenai Community Library expansion will be completed in FY2011 with FY2012 representing the first budget including its new operational costs. New costs attributed to the expansion include an increase in utilities of \$11,028 annually and two part-time positions detailed below.

Scheduled to be completed in FY2012 is the City's new water treatment facility. The facility is expected to operate for six months of the fiscal year and the proposed budget includes \$30,000 in new utilities for the facility as well as \$60,000 for chemicals used by the facility. The facility is estimated to cost \$180,000 annually to operate.

City Ordinance 2529-2011 established a new investment methodology for the City's General Land Sale Permanent Fund. The new methodology called for the Fund to be invested like the City's Airport Land Sale Permanent Fund. The asset allocation employed is expected to return 7.1% annually compared to sub 2% earnings the City's general investments have been yielding. As a result of these additional earnings it is expected the annual transfer from the General Land Sale Permanent Fund to the General Fund will increase by \$125,000.

This budget includes a 1.00% cost of living increase to the salary schedule. The 1.00% increase is based upon the increase in Anchorage's Consumer Price Index for 2010 as there is no such index available for the City or Kenai Peninsula Borough. The budgetary impact of the cost of living increase is \$94,128 for all funds comprised of \$67,651 in employee pay increases and \$26,477 in associated benefits. The following personnel changes are also included:

**Clerk:** Increase department overtime by \$8,000 to allow the Deputy Clerk to cover evening and weekend meetings. Estimated cost with associated benefits is \$9,959.

**Finance:** Reclassify the Accounting Technician I – Accounts Payable position to Accounting Technician II – Accounts Payable/Payroll. Shifting responsibility from the Accountant to the Accounting Technician will allow the Accountant to focus more efforts on grant reporting, budget preparation, and financial statement preparation. The department will shift from weekly accounts payable distributions to alternating weeks of payroll and accounts payable. Estimated cost of the upgrade is \$1,963.

**Finance:** Addition of an Information Technology (IT) Manager to expand, enhance and better manage the City's growing IT infrastructure. Position will be responsible for the daily operations as well as planning and implementation of future system upgrades and enhancements. Estimated cost of the new position is \$102,856.

**Planning:** Proposed is \$2,000 in overtime for planning staff to attend evening and weekend meetings associated with preparation of the City's comprehensive plan. Estimate cost of the overtime with associated benefits is \$2,488.

**Streets:** Upgrade of Streets Foreman position from range 15 to 16. Under the proposed upgrade plan the Streets Foreman would be tasked with supervision of the daily operations at the City's Dock. Estimated cost of the upgrade is \$2,499.

**Library:** Expansion and remodel of the Kenai Community Library is scheduled for completion in late FY2011. The expanded library will nearly double in size and additional staff to support the facility is being proposed. Proposed staffing will include two (2), 24 hour per week employees. Estimated cost of the new staff is \$52,154.

**Beautification:** Proposed is the addition of two (2) Seasonal Gardener positions (1,280 hours per year) to perform horticultural activities including bed planning, preparation, planting, fertilizing, weeding, transplanting, and pest management. Other duties would include tree and shrub maintenance. Estimated cost of the new staff is \$16,497.

**Senior Center:** City of Kenai Ordinance 2505-2010 created and funded a Senior Center part time administrative support position with funding from the Kenai Senior Connection. The proposed budget includes funding to continue the position with funding from the City. The estimated cost of the position with associated benefits is \$7,658.

The total budgetary increase as a result of these personnel changes is \$196,074.

#### **Budget Comparison FY 2011 to FY 2012 And Contribution To (From) Fund Balance**

	Original FY 2011 Budget	Current FY 2011 Budget	FY 2012 Budget	Change From FY2011 Original	% Change	Contribution To (From) Fund Bal.
General Fund	\$ 13,012,578	\$ 13,895,146	\$ 13,991,844	\$979,266	7.53%	\$ -
Congregate Housing	585,070	615,070	439,700	(145,370)	(24.85%)	(113,456)
Capital Projects Manager	162,342	162,342	98,223	(64,119)	-	5,132
Permanent Funds	971,157	1,002,976	1,162,483	191,326	19.70%	631,305
Water and Sewer	1,959,437	2,376,315	2,191,600	232,163	11.85%	(156,935)
Airport Fund	2,607,579	2,778,912	2,693,874	86,295	3.31%	103,435
Senior Citizens Fund	752,370	769,940	783,419	31,049	4.13%	(79,599)
Debt Service Fund	175,963	175,963	177,348	1,385	-	-
Total	<u>\$20,226,496</u>	<u>\$21,776,664</u>	<u>\$21,538,491</u>	<u>\$1,311,995</u>	<u>6.49%</u>	<u>\$389,882</u>

#### **GENERAL FUND**

The General Fund budget of \$ 13,991,844 is up \$979,266 or 7.53% from last year. This includes an increase of \$996,841 in Personal Services, an increase of \$124,862 in Maintenance and Operations and a decrease of (\$142,437) in Capital Outlay and Transfers.

Revenues for FY12 are projected to be \$ 13,312,338 up \$737,431 compared to the beginning budget for FY11. Sales tax projection for FY12 is \$6.5 million, which is \$375,000 more than FY11 budget revenues. The projected sales tax revenue for FY11 is \$280,000 higher than originally estimated and FY12 is projected to increase and additional 1.5%. Property taxes are very flat with only a \$3.3 million increase in taxable property values and no change in the City's mill rate. State of Alaska PERS on-behalf funding is projected to increase \$178,632 due to higher contribution rates imposed by the State Pension Investment Board. Shared fisheries tax is projected to increase \$50,000 from FY11 based upon a strong salmon year in 2010. Transfers from the City's General Land Sale Permanent Fund are projected to increase \$125,000 based upon the new investment methodology employed in FY11.

Projections of General Fund revenues and expenditures for the three years following this budget year are included. Property values are forecasted to increase at 3.0% and a onetime \$100 million increase is projected in FY13 for the completion of the Cook Inlet Natural Gas Storage Facility. Sales tax is projected to grow 3.0% annually. Expenditure are forecasted to increase 3.0% for all years. These future projections are purely estimates, the actual changes in the budget will depend on a number of factors that are not predictable with a high degree of certainty.

### **ENTERPRISE FUNDS**

The City maintains two enterprise funds.

The Congregate Housing Fund's budget is down \$145,370 (24.85%), as the onetime FY11 transfer of \$154,208 to supplement the facility's siding replacement project was included in the prior year budget. The Congregate Housing Fund's revenue sources are rent and interest. There is no proposed increase in rental rates for FY12.

The Capital Projects Management Fund was established to manage the significant number of major capital projects of the City. The single employee of the fund has combined project management duties with Public Works Manager duties. The FY12 budget includes only half of the positions costs, a reduction from the full costs shown in the FY11 budget. The Fund's intent remains to recover the cost of managing projects through and hourly billing rate. The FY12 billing rate is estimated at \$106.27 per hour.

### **SPECIAL REVENUE FUNDS**

The Airport Fund budget is \$2,693,874, an increase of \$86,295 (3.31%) from last year. The fund is projected to have an adjusted surplus of \$103,435. This budget includes increased revenues resulting from a 10% increase in landing fees. One of the primary revenue sources of the Airport Fund are earnings from the Airport Land Sale Permanent Fund (ALSPF). Due to excellent performance of the ALSPF under the new management method employed in late 2009, the revenue received from the ALSPF is projected to be \$1,037,483. The FY2012 budget represents the second consecutive year the Airport Fund is projected to have a surplus.

The Water and Sewer Fund appropriation of \$2,191,600 is up \$232,163 (11.85%) and the Fund is expected to produce an adjusted deficit of (\$156,935). The City completed a rate study for the fund in FY11, and projects a rate increase beginning in FY13. Included in the FY12 proposed budget are one half year, \$90,000, in operational costs for the City's new water treatment facility scheduled to be completed and in production by January 2012. Future rate decisions will be based upon the results of the study.

The City's senior citizen programs were once accounted for in two funds but the FY12 Budget combines the activity into a single fund, the Senior Citizens Fund. Historically, funding for senior programs has been largely dependent on grants; however, grants have not kept up with cost increases due to inflation and increasing demand for meals. FY12 the City is projected to receive its first meaningful increase in Choice Waiver funding since it began the program in 1994. Again, this year we have included the full cost of the programs in the budget including General Fund Central Administration Cost. The transfer from the General Fund to support these programs decreased by \$6,380 from FY11, the decrease was made possible by the increase in meal reimbursement rates and utilization of \$79,599 in fund balance of the Senior Citizens Funds. Had no Fund Balance been available, the General Fund contribution would have been \$79,599 higher.

### **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.

The voters of the City of Kenai authorized the issuance of \$2,000,000 of general obligation bonds at the City's October 2, 2007 general election for the expansion of the Kenai Library. These bonds were issued on March 11, 2010 in the amount of \$2,000,000 with a term of 20 years. The bonds were issued under authority of the American Recovery and Reinvestment Act Recovery Zone Economic Development Bond Program. The Program entitles the city to a 45% subsidy on its interest payments.

The FY12 budget includes \$177,348 in debt service. Debt service is being funded by a transfer from the General Fund in the amount of \$139,819 and a 45% federal interest subsidy through the American Recovery and Reinvestment Act's Recovery Zone Economic Development Bond Program of \$37,529. Future debt payments will range from \$178,798 and \$143,560 with the City receiving federal interest subsidies ranging from \$37,529 and \$3,852.

### **APPENDIX**

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

## **CAPITAL PROJECTS**

There are a number of capital projects that are funded and in progress at this time. Several major capital projects are on the horizon including the following: Kenai River Bluff Stabilization, Maintenance Building and Site Remediation, Road Projects, Water System Projects, Airport Runway/Apron Projects and Wastewater Treatment Plant Expansion. No provision for financing any of these projects has been made in this budget because this budget is operational in nature. The exclusion of these projects does not reflect our view of their importance or need for funding. Many of these projects have had preliminary design work done but do not have definite start dates for construction due to uncertain funding.

## **ACKNOWLEDGMENT**

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

## **CONCLUSION**

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

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

Respectfully Submitted,



Rick R. Koch  
City Manager



Terry A. Eubank, CPA  
Finance Director

## **STAFFING**

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



**City of Kenai**  
**Fiscal Year 2012 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2011 Grade</u>	<u>FY2012 Grade</u>	<u>FY2011 Full Time Equivalent Positions</u>	<u>FY2012 Full Time Equivalent Positions</u>
<b><u>General Fund</u></b>					
<b><u>Legislative</u></b>	Mayor	Non-Graded	Non-Graded		
	Council Members	Non-Graded	Non-Graded		
<b><u>City Clerk</u></b>	City Clerk	Non-Graded	Non-Graded	1.00	1.00
	Department Assistant II	7.00	7.00	0.50	0.50
<b><u>Legal Department</u></b>	City Attorney	Non-Graded	Non-Graded	1.00	1.00
	Legal Administrative Assistant I	9.00	9.00	1.00	1.00
<b><u>City Manager</u></b>	City Manager	Non-Graded	Non-Graded	1.00	1.00
	Assistant to the City Manager	12.00	12.00	0.50	0.50
<b><u>Finance Department</u></b>	Finance Director	24.00	24.00	1.00	1.00
	IT System Manager	-	18.00	-	1.00
	Accountant	16.00	16.00	1.00	1.00
	Accounting Tech. I - Utility Billing	10.00	10.00	0.50	0.50
	Accounting Tech. II - Accounts Payable/Payroll	10.00	11.00	1.00	1.00
	Department Assistant II	7.00	7.00	0.25	0.25
<b><u>Planning &amp; Zoning Department</u></b>	Planner	16.00	16.00	1.00	1.00
	Administrative Assistant III	10.00	10.00	1.00	1.00
<b><u>Police Department</u></b>	Police Chief	23.00	23.00	1.00	1.00
	Lieutenant	20.00	20.00	1.00	1.00
	Patrol Sergeant	18.00	18.00	3.00	3.00
	Police Officer	16.00	16.00	14.00	14.00
	Seasonal Enforcement Officer	3.00	3.00	0.88	0.88
	Administrative Assistant I	8.00	8.00	1.00	1.00
<b><u>Fire Department</u></b>	Fire Chief	22.00	22.00	1.00	1.00
	Assistant Fire Chief	18.00	18.00	-	-
	Fire Marshall	17.00	17.00	1.00	1.00
	Battalion/Training Chief	17.00	17.00	1.00	1.00
	Fire Captain	16.00	16.00	3.00	3.00
	Fire Engineer	15.00	15.00	3.00	3.00
	Firefighter	13.00	13.00	6.00	9.00
	Administrative Assistant I	8.00	8.00	1.00	1.00
<b><u>Communications Department</u></b>	Communications Supervisor	12.00	12.00	1.00	1.00
	Dispatcher	9.00	9.00	7.00	7.00

**City of Kenai  
Fiscal Year 2012 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2011 Grade</u>	<u>FY2012 Grade</u>	<u>FY2011 Full Time Equivalent Positions</u>	<u>FY2012 Full Time Equivalent Positions</u>
<b><u>Animal Control Department</u></b>	Chief Animal Control Officer	11.00	11.00	1.00	1.00
	Assistant Animal Control Officer	9.00	9.00	1.60	1.60
	Department Assistant II	7.00	7.00	0.20	0.20
<b><u>Public Works Administration</u></b>	Public Works Director	23.00	23.00	1.00	0.50
	Administrative Assistant III	10.00	10.00	1.00	1.00
<b><u>Shop Department</u></b>	Shop Foreman	16.00	16.00	1.00	1.00
	Mechanic II	14.00	14.00	2.00	2.00
<b><u>Street Department</u></b>	Street Foreman	15.00	16.00	1.00	1.00
	Street & Airport Lead Operator	14.00	14.00	1.00	1.00
	Equipment Operator	11.00	11.00	4.32	4.32
<b><u>Building Department</u></b>	Building Official	15.00	15.00	1.00	1.00
	Building Maintenance Lead Technician	12.00	12.00	0.66	0.66
	Building Maintenance Technician	11.00	11.00	0.66	0.66
<b><u>Library</u></b>	Librarian	18.00	18.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	1.00	1.00
	Library Assistant II	6.00	6.00	3.00	3.00
	Library Aide (52 week 14 hr/week position)	2.50	2.50	0.35	0.35
	Library Aide (13 week 20 hr/week position)	2.50	2.50	0.13	0.13
	Library Aide (52 week 24 hr/week position)	2.50	2.50	1.20	2.40
<b><u>Recreation Department</u></b>	Parks & Recreation Director	17.00	17.00	0.50	0.50
	Parks & Recreation Operator	9.00	9.00	0.50	0.50
<b><u>Parks</u></b>	Parks & Recreation Director	17.00	17.00	0.50	0.50
	Parks & Recreation Operator	9.00	9.00	0.50	0.50
	Ball Field Maintenance Leaders, 1500 Hours	2.30	2.30	0.72	0.72
	Summer Recreation Aides, 2200 Hours	2.10	2.10	1.06	1.06
	Ball Field Maintenance Workers, 1950 Hours	2.10	2.10	0.94	0.94
<b><u>Beautification</u></b>	Beautification Leaders, 700 Hours	2.30	2.30	0.34	0.34
	Beautification Aides, 2,477 Hours	2.10	2.10	1.19	1.19
	Gardeners, 1,280 Hours	-	2.20	-	0.62
<b><u>Dock</u></b>	Dock/Equipment Operator	11.00	11.00	0.68	0.68
	Summer Aide, 130 Hours	2.20	2.20	0.06	0.06
<b><u>General Fund Totals</u></b>				<b><u>85.74</u></b>	<b><u>91.06</u></b>

**City of Kenai  
Fiscal Year 2012 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2011 Grade</u>	<u>FY2012 Grade</u>	<u>FY2011 Full Time Equivalent Positions</u>	<u>FY2012 Full Time Equivalent Positions</u>
<b><u>Water and Sewer Fund</u></b>					
<b><u>Water</u></b>	Water & Sewer Foreman	15.00	15.00	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	0.50	0.50
	Water & Sewer Operator	13.00	13.00	0.50	0.50
	Accounting Technician I - Utility Billing	10.00	10.00	0.25	0.25
	Department Assistant II	7.00	7.00	0.13	0.13
<b><u>Sewer</u></b>	Water & Sewer Foreman	15.00	15.00	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	0.50	0.50
	Water & Sewer Operator	13.00	13.00	0.50	0.50
	Accounting Technician I - Utility Billing	10.00	10.00	0.25	0.25
	Department Assistant II	7.00	7.00	0.13	0.13
<b><u>Sewer Treatment Plant</u></b>	Sewer Treatment Plant Foreman	15.00	15.00	1.00	1.00
	Sewer Treatment Plant Lead Operator	14.00	14.00	1.00	1.00
	Sewer Treatment Plant Operator	13.00	13.00	1.00	1.00
<b><u>Water and Sewer Fund Totals</u></b>				<b><u>6.76</u></b>	<b><u>6.76</u></b>
<b><u>Airport Fund</u></b>					
<b><u>Administration</u></b>	Airport Manager	20.00	20.00	1.00	1.00
	Administrative Assistant II	9.00	9.00	0.67	0.67
<b><u>Airfield</u></b>	Airport Operations Supervisor	15.00	15.00	1.00	1.00
	Building Maintenance Lead Technician	12.00	12.00	0.17	0.17
	Building Maintenance Technician	11.00	11.00	0.17	0.17
	Airport Operations Specialist	11.00	11.00	0.50	0.50
<b><u>Other Buildings &amp; Areas</u></b>	Assistant to the City Manager	12.00	12.00	0.50	0.50
<b><u>Airport Terminal</u></b>	Building Maintenance Lead Technician	12.00	12.00	0.17	0.17
	Building Maintenance Technician	11.00	11.00	0.17	0.17
	Administrative Assistant II	9.00	9.00	0.33	0.33
	Airport Operations Specialist	11.00	11.00	0.50	0.50
<b><u>Airport Fund Totals</u></b>				<b><u>5.18</u></b>	<b><u>5.18</u></b>
<b><u>Capital Project Management Fund</u></b>					
<b><u>Capital Project Management</u></b>	Capital Project Manager	-	23.00	-	0.50
<b><u>Capital Project Management Fund Totals</u></b>				<b><u>-</u></b>	<b><u>0.50</u></b>
<b><u>Congregate Housing Fund</u></b>					
<b><u>Congregate Housing</u></b>	Senior Center Director (25%)	18.00	18.00	0.25	0.25
	Administrative Assistant III (10%)	10.00	10.00	0.10	0.10
<b><u>Congregate Housing Fund Totals</u></b>				<b><u>0.35</u></b>	<b><u>0.35</u></b>

**City of Kenai  
Fiscal Year 2012 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2011 Grade</u>	<u>FY2012 Grade</u>	<u>FY2011 Full Time Equivalent Positions</u>	<u>FY2012 Full Time Equivalent Positions</u>
<b><u>Senior Citizens Fund</u></b>					
<b><u>Title III Access</u></b>	Senior Center Director (40%)	18.00	18.00	0.40	0.40
	Administrative Assistant III (30%)	10.00	10.00	0.30	0.30
	Activity Coordinator, 35 Hours/Week	2.40	2.40	0.88	0.88
	Outreach Aide	1.00	1.00	0.35	0.35
<b><u>Congregate Meals</u></b>	Senior Center Director (8%)	18.00	18.00	0.08	0.08
	Administrative Assistant III (16%)	10.00	10.00	0.16	0.16
	Cook, 40 Hours/Week (32%)	2.40	2.40	0.32	0.32
	Kitchen Helper/Driver, 14 Hours/Week (5%)	1.00	1.00	0.02	0.02
	Kitchen Helper/Driver, 14 Hours/Week (3%)	1.00	1.00	0.01	0.01
	Kitchen Helper/Janitor, 14 Hours/Week (32%)	1.00	1.00	0.11	0.11
	Driver, 20 Hours/Week (32%)	2.40	2.40	0.16	0.16
	Kitchen Helper, 35 Hours/Week (32%)	2.20	2.20	0.28	0.28
	Substitute Cook, (32%)	2.40	2.40	0.01	0.01
	Department Aide, 14 Hours/Week (50%)	-	1.10	-	0.18
<b><u>Home Meals</u></b>	Senior Center Director (7%)	18.00	18.00	0.07	0.07
	Administrative Assistant III (13%)	10.00	10.00	0.13	0.13
	Cook, 40 Hours/Week (27%)	2.40	2.40	0.27	0.27
	Kitchen Helper/Janitor, 14 Hours/Week (27%)	1.00	1.00	0.09	0.09
	Kitchen Helper/Driver, 14 Hours/Week (4%)	1.00	1.00	0.01	0.01
	Driver, 20 Hours/Week (27%)	2.40	2.40	0.14	0.14
	Kitchen Helper/Driver, 14 Hours/Week (3%)	1.00	1.00	0.01	0.01
	Kitchen Helper, 35 Hours/Week (27%)	2.20	2.20	0.24	0.24
	Substitute Cook, (27%)	2.40	2.40	0.01	0.01
	Department Aide, 14 Hours/Week (50%)	-	1.10	-	0.18
<b><u>Transportation</u></b>	Senior Center Director (10%)	18.00	18.00	0.10	0.10
	Administrative Assistant III (10%)	10.00	10.00	0.10	0.10
	Kitchen Helper/Driver, 14 Hours/Week (85%)	1.00	1.00	0.30	0.30
	Kitchen Helper/Driver, 14 Hours/Week (90%)	1.00	1.00	0.32	0.32
<b><u>Choice Waiver</u></b>	Senior Center Director (10%)	18.00	18.00	0.10	0.10
	Administrative Assistant III (21%)	10.00	10.00	0.21	0.21
	Cook, 40 Hours/Week (41%)	2.40	2.40	0.41	0.41
	Kitchen Helper/Janitor, 14 Hours/Week (41%)	1.00	1.00	0.14	0.14
	Kitchen Helper/Driver, 14 Hours/Week (6%)	1.00	1.00	0.02	0.02
	Driver, 20 Hours/Week (41%)	2.40	2.40	0.21	0.21
	Kitchen Helper/Driver, 14 Hours/Week (4%)	1.00	1.00	0.01	0.01
	Kitchen Helper, 35 Hours/Week (41%)	2.20	2.20	0.36	0.36
<b><u>Senior Citizen Fund Total</u></b>				<b><u>6.33</u></b>	<b><u>6.69</u></b>
<b>All Funds Totals</b>				<b><u>104.36</u></b>	<b><u>110.54</u></b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

**Salary Schedule**

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	19,106	19,584	20,062	20,539	21,016	21,494	21,972	22,449	22,927
1.1	20,029	20,530	21,030	21,531	22,032	22,533	23,034	23,536	24,037
2	21,329	21,862	22,396	22,929	23,462	23,996	24,529	25,062	25,595
2.1	22,463	23,026	23,587	24,148	24,710	25,271	25,833	26,394	26,956
2.2	23,764	24,358	24,953	25,546	26,140	26,733	27,327	27,920	28,513
2.3	24,953	25,576	26,200	26,825	27,449	28,073	28,697	29,322	29,947
2.4	29,159	29,888	30,617	31,345	32,074	32,802	33,531	34,259	34,987
2.5	33,004	33,829	34,654	35,479	36,304	37,129	37,954	38,779	39,603
3	33,225	34,054	34,884	35,715	36,545	37,374	38,204	39,034	39,864
4	34,885	35,758	36,631	37,503	38,376	39,249	40,121	40,993	41,866
5	36,632	37,549	38,465	39,381	40,298	41,214	42,130	43,047	43,963
6	38,466	39,427	40,390	41,351	42,313	43,274	44,236	45,198	46,159
7	40,397	41,407	42,416	43,426	44,435	45,445	46,454	47,464	48,473
8	42,434	43,495	44,556	45,618	46,679	47,741	48,802	49,864	50,924
9	44,538	45,651	46,764	47,878	48,991	50,104	51,217	52,330	53,444
10	46,752	47,921	49,091	50,260	51,429	52,598	53,767	54,936	56,106
11	49,085	50,313	51,540	52,768	53,996	55,224	56,451	57,679	58,906
12	51,562	52,850	54,139	55,428	56,717	58,006	59,295	60,584	61,873
13	54,105	55,457	56,810	58,163	59,515	60,868	62,221	63,573	64,926
14	56,846	58,268	59,690	61,111	62,533	63,955	65,377	66,798	68,220
15	59,690	61,182	62,675	64,166	65,659	67,151	68,644	70,135	71,628
16	62,645	64,211	65,776	67,342	68,907	70,473	72,038	73,604	75,168
17	65,788	67,434	69,078	70,723	72,369	74,014	75,659	77,304	78,950
18	69,077	70,803	72,530	74,256	75,982	77,709	79,435	81,162	82,889
19	72,514	74,327	76,140	77,953	79,766	81,578	83,391	85,204	87,017
20	76,173	78,077	79,982	81,887	83,792	85,696	87,600	89,505	91,410
21	79,985	81,984	83,983	85,982	87,981	89,980	91,979	93,978	95,977
22	83,935	86,034	88,133	90,231	92,330	94,429	96,528	98,627	100,725
23	88,145	90,349	92,552	94,756	96,960	99,164	101,368	103,571	105,775
24	92,671	94,987	97,304	99,621	101,938	104,255	106,572	108,889	111,206

This page intentionally left blank

## **GENERAL FUND**

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

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

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



This page intentionally left blank

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**General Fund  
Budget Projection**

	<b>Actual FY2009</b>	<b>Actual FY2010</b>	<b>Original Budget FY2011</b>	<b>Projection FY2011</b>	<b>Budget FY2012</b>
TOTAL ASSESSED VALUE	\$ 599,191,558	\$ 630,519,140	\$ 654,783,371	\$ 659,139,746	\$ 662,423,646
MILL RATE	<b>4.50</b>	<b>4.00</b>	<b>3.85</b>	<b>3.85</b>	<b>3.85</b>
<b>REVENUES</b>					
Property & Sales Taxes					
Property Tax	2,728,764	2,601,588	2,598,428	2,598,428	2,627,254
Sales Tax	5,372,499	5,561,970	6,112,485	6,393,250	6,489,149
Total Property & Sales Taxes	<u>8,101,263</u>	<u>8,163,558</u>	<u>8,710,913</u>	<u>8,991,678</u>	<u>9,116,403</u>
State/Federal Revenue:					
PERS Funding	655,766	296,632	329,113	336,838	507,745
Municipal Assistance	455,457	459,936	456,660	456,660	446,474
Fish Tax	147,667	213,311	110,000	152,249	200,000
Other	129,205	550,734	172,436	264,029	172,436
Total State/Federal Revenue	<u>1,388,095</u>	<u>1,520,613</u>	<u>1,068,209</u>	<u>1,209,776</u>	<u>1,326,655</u>
Other Revenue					
Licenses and Permits	220,955	86,164	91,000	63,100	66,000
Ambulance Fees	226,237	260,948	275,000	275,000	300,000
Interest	564,031	145,689	200,000	200,000	250,000
Other	934,663	1,038,713	967,785	997,055	823,680
Total Other Revenue	<u>1,945,886</u>	<u>1,531,514</u>	<u>1,533,785</u>	<u>1,535,155</u>	<u>1,439,680</u>
<b>Total Revenues</b>	<u>11,435,244</u>	<u>11,215,685</u>	<u>11,312,907</u>	<u>11,736,609</u>	<u>11,882,738</u>
Transfer From Other Funds					
Charges to other funds	1,310,613	1,159,613	1,216,800	1,216,800	1,262,500
Capital Projects / Special Revenue	-	16,524	-	-	-
Enterprise	88,044	-	42,200	42,200	42,100
Trust Fund	1,418	834	3,000	3,000	125,000
Total Transfers	<u>1,400,075</u>	<u>1,176,971</u>	<u>1,262,000</u>	<u>1,262,000</u>	<u>1,429,600</u>
<b>Total Revenues and Transfers</b>	<u>12,835,319</u>	<u>12,392,656</u>	<u>12,574,907</u>	<u>12,998,609</u>	<u>13,312,338</u>
<b>EXPENDITURES/APPROPRIATIONS</b>					
General Government	2,587,325	2,398,583	2,646,575	2,881,328	2,943,242
Public Safety	5,100,217	5,681,548	5,819,054	6,080,469	6,375,100
Public Works	2,117,392	2,031,218	2,435,191	2,483,291	2,325,578
Parks, Recreation & Cultural	1,657,971	1,629,121	1,698,789	1,737,089	1,945,939
<b>Total Operating Expenditures</b>	<u>11,462,905</u>	<u>11,740,470</u>	<u>12,599,609</u>	<u>13,182,177</u>	<u>13,589,859</u>
Transfers or Non-Operating	<u>691,024</u>	<u>181,729</u>	<u>412,969</u>	<u>712,969</u>	<u>401,985</u>
Total Expenditures/Appropriations	12,153,929	11,922,199	13,012,578	13,895,146	13,991,844
Total Surplus (Deficit)	681,390	470,457	(437,671)	(896,537)	(679,506)
Projected Lapse - 5%	<u>-</u>	<u>-</u>	<u>629,980</u>	<u>659,109</u>	<u>679,506</u>
Adjusted Surplus (Deficit)	681,390	470,457	192,309	(237,428)	-
Beginning Fund Balance	<u>11,004,219</u>	<u>11,685,609</u>	<u>10,635,305</u>	<u>12,156,066</u>	<u>11,918,638</u>
Ending Fund Balance	11,685,609	12,156,066	10,827,614	11,918,638	11,918,638
Nonspendable	(24,425)	-	(24,425)	-	-
Restricted	(248,512)	(321,486)	(317,414)	(278,187)	(375,687)
Committed	(1,370,290)	(1,370,290)	(870,290)	(1,070,290)	(1,070,290)
Assigned	<u>(1,332,015)</u>	<u>(1,332,091)</u>	<u>(1,332,015)</u>	<u>(1,545,717)</u>	<u>(2,603,012)</u>
Unassigned	<u>\$ 8,710,367</u>	<u>\$ 9,132,199</u>	<u>\$ 8,283,470</u>	<u>\$ 9,024,444</u>	<u>\$ 7,869,649</u>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**General Fund  
Budget Projection**

	<b>Projection FY2013</b>	<b>Projection FY2014</b>	<b>Projection FY2015</b>
TOTAL ASSESSED VALUE	\$ 782,296,355	\$ 797,942,282	\$ 813,901,128
MILL RATE	<b>3.85</b>	<b>3.85</b>	<b>3.85</b>
<b>REVENUES</b>			
Property & Sales Taxes			
Property Tax	3,046,841	3,107,078	3,168,519
Sales Tax	<u>6,683,823</u>	<u>6,884,338</u>	<u>7,090,868</u>
Total Property & Sales Taxes	<u>9,730,664</u>	<u>9,991,416</u>	<u>10,259,387</u>
State/Federal Revenue:			
PERS Funding	522,977	538,666	554,826
Municipal Assistance	424,150	402,943	382,796
Fish Tax	150,000	150,000	150,000
Other	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
Total State/Federal Revenue	<u>1,147,127</u>	<u>1,141,609</u>	<u>1,137,622</u>
Other Revenue			
Licenses and Permits	67,980	70,019	72,120
Ambulance Fees	309,000	318,270	327,818
Interest	297,966	326,303	384,448
Other	<u>848,390</u>	<u>873,842</u>	<u>900,057</u>
Total Other Revenue	<u>1,523,336</u>	<u>1,588,434</u>	<u>1,684,443</u>
<b>Total Revenues</b>	<u>12,401,127</u>	<u>12,721,459</u>	<u>13,081,452</u>
Transfer From Other Funds			
Charges to other funds	1,300,375	1,339,386	1,379,568
Capital Projects / Special Revenue	-	-	-
Enterprise	43,363	44,664	46,004
Trust Fund	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>
Total Transfers	<u>1,468,738</u>	<u>1,509,050</u>	<u>1,550,572</u>
<b>Total Revenues and Transfers</b>	<u>13,869,865</u>	<u>14,230,509</u>	<u>14,632,024</u>
<b>EXPENDITURES/APPROPRIATIONS</b>			
General Government	3,031,539	3,122,485	3,216,160
Public Safety	6,566,353	6,763,344	6,966,244
Public Works	2,395,345	2,467,205	2,541,221
Parks, Recreation & Cultural	<u>2,004,317</u>	<u>2,064,447</u>	<u>2,126,380</u>
<b>Total Operating Expenditures</b>	13,997,554	14,417,481	14,850,005
Transfers or Non-Operating	<u>1,614,045</u>	<u>426,466</u>	<u>439,260</u>
Total Expenditures/Appropriations	15,611,599	14,843,947	15,289,265
Total Surplus (Deficit)	(1,741,734)	(613,438)	(657,241)
Projected Lapse - 5%	<u>699,878</u>	<u>720,874</u>	<u>742,500</u>
Adjusted Surplus (Deficit)	(1,041,856)	107,436	85,259
Beginning Fund Balance	<u>11,918,638</u>	<u>10,876,782</u>	<u>10,984,218</u>
Ending Fund Balance	10,876,782	10,984,218	11,069,477
Nonspendable	-	-	-
Restricted	(465,687)	(555,687)	(645,687)
Committed	(570,290)	(570,290)	(570,290)
Assigned	<u>(1,464,612)</u>	<u>(1,464,612)</u>	<u>(1,464,612)</u>
Unassigned	<u>\$ 8,376,193</u>	<u>\$ 8,393,629</u>	<u>\$ 8,388,888</u>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**General Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2011 Original Budget	FY2012 Adopted Budget	Difference	FY2011 Original Budget	FY2012 Adopted Budget	Difference
<b><u>General Government</u></b>						
City Clerk	\$ 156,961	\$ 178,543	\$ 21,582	\$ 52,965	\$ 66,977	\$ 14,012
Visitor Center	-	-	-	183,977	179,280	(4,697)
Legislative	52,058	51,929	(129)	135,810	115,967	(19,843)
Legal	234,948	247,385	12,437	30,905	32,405	1,500
City Manager	226,172	246,780	20,608	49,400	38,330	(11,070)
Finance	380,465	510,551	130,086	47,800	44,890	(2,910)
Land Administration	-	-	-	20,800	24,800	4,000
Non-Departmental	329,113	507,745	178,632	487,112	425,681	(61,431)
Planning and Zoning	194,084	207,894	13,810	40,245	49,900	9,655
Safety	-	-	-	8,760	9,150	390
Total General Government	<u>1,573,801</u>	<u>1,950,827</u>	<u>377,026</u>	<u>1,057,774</u>	<u>987,380</u>	<u>(70,394)</u>
<b><u>Public Safety</u></b>						
Police	2,369,135	2,444,528	75,393	225,029	224,851	(178)
Fire	1,846,755	2,255,679	408,924	293,301	353,057	59,756
Communications	650,226	689,095	38,869	57,525	54,652	(2,873)
Animal Control	213,943	224,486	10,543	97,090	95,852	(1,238)
Total Public Safety	<u>5,080,059</u>	<u>5,613,788</u>	<u>533,729</u>	<u>672,945</u>	<u>728,412</u>	<u>55,467</u>
<b><u>Public Works</u></b>						
Public Works Administration	209,631	148,692	(60,939)	12,950	15,575	2,625
Shop	308,449	325,405	16,956	324,116	288,960	(35,156)
Streets	572,404	581,563	9,159	275,171	402,533	127,362
Buildings	214,488	227,999	13,511	116,485	102,850	(13,635)
Street Lighting	-	-	-	154,009	142,851	(11,158)
Total Public Works	<u>1,304,972</u>	<u>1,283,659</u>	<u>(21,313)</u>	<u>882,731</u>	<u>952,769</u>	<u>70,038</u>
<b><u>Library</u></b>	<u>477,638</u>	<u>557,630</u>	<u>79,992</u>	<u>174,156</u>	<u>203,274</u>	<u>29,118</u>
<b><u>Parks and Recreation</u></b>						
Boating Facility	65,837	69,618	3,781	60,907	119,024	58,117
Recreation	97,834	102,379	4,545	313,340	325,495	12,155
Parks	176,669	181,129	4,460	191,815	153,710	(38,105)
Beautification	42,724	57,345	14,621	57,869	66,335	8,466
Total Parks and Recreation	<u>383,064</u>	<u>410,471</u>	<u>27,407</u>	<u>623,931</u>	<u>664,564</u>	<u>40,633</u>
Non-Departmental Transfers	-	-	-	-	-	-
<b>Total General Fund</b>	<u>\$ 8,819,534</u>	<u>\$ 9,816,375</u>	<u>\$ 996,841</u>	<u>\$ 3,411,537</u>	<u>\$ 3,536,399</u>	<u>\$ 124,862</u>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**  
**General Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2011 Original Budget	FY2012 Adopted Budget	Difference	FY2011 Original Budget	FY2012 Adopted Budget	Difference	
\$ -	\$ 5,035	\$ 5,035	\$ 209,926	\$ 250,555	\$ 40,629	<u>General Government</u>
10,000	-	(10,000)	193,977	179,280	(14,697)	City Clerk
-	-	-	187,868	167,896	(19,972)	Visitor Center
-	-	-	265,853	279,790	13,937	Legislative
-	-	-	275,572	285,110	9,538	Legal
-	-	-	428,265	555,441	127,176	City Manager
-	-	-	20,800	24,800	4,000	Finance
236,240	-	(236,240)	1,052,465	933,426	(119,039)	Land Administration
-	-	-	234,329	257,794	23,465	Non-Departmental
-	-	-	8,760	9,150	390	Planning and Zoning
246,240	5,035	(241,205)	2,877,815	2,943,242	65,427	Safety
						Total General Government
66,050	32,900	(33,150)	2,660,214	2,702,279	42,065	<u>Public Safety</u>
-	-	-	2,140,056	2,608,736	468,680	Police
-	-	-	707,751	743,747	35,996	Fire
-	-	-	311,033	320,338	9,305	Communications
66,050	32,900	(33,150)	5,819,054	6,375,100	556,046	Animal Control
						Total Public Safety
-	-	-	222,581	164,267	(58,314)	<u>Public Works</u>
-	-	-	632,565	614,365	(18,200)	Public Works Administration
77,488	16,400	(61,088)	925,063	1,000,496	75,433	Shop
170,000	72,750	(97,250)	500,973	403,599	(97,374)	Streets
-	-	-	154,009	142,851	(11,158)	Buildings
247,488	89,150	(158,338)	2,435,191	2,325,578	(109,613)	Street Lighting
						Total Public Works
-	-	-	651,794	760,904	109,110	<u>Library</u>
-	-	-	126,744	188,642	61,898	<u>Parks and Recreation</u>
-	-	-	411,174	427,874	16,700	Boating Facility
30,000	80,000	50,000	398,484	414,839	16,355	Recreation
10,000	30,000	20,000	110,593	153,680	43,087	Parks
40,000	110,000	70,000	1,046,995	1,185,035	138,040	Beautification
						Total Parks and Recreation
181,729	401,985	220,256	181,729	401,985	220,256	Non-Departmental Transfers
\$ 781,507	\$ 639,070	\$ (142,437)	\$ 13,012,578	\$ 13,991,844	\$ 979,266	Total General Fund

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**General Fund  
Expenditure Summary**

	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<u>General Government</u>						
01 City Clerk	\$ 214,696	\$ 209,926	\$ 219,067	\$ 250,555	\$ 40,629	19.35%
03 Visitor Center	143,746	193,977	207,777	179,280	(14,697)	(7.58%)
11 Legislative	166,439	187,868	189,127	167,896	(19,972)	(10.63%)
12 Legal	261,312	265,853	269,963	279,790	13,937	5.24%
13 City Manager	241,268	275,572	286,523	285,110	9,538	3.46%
15 Finance	391,577	428,265	427,806	555,441	127,176	29.70%
16 Land Administration	16,521	20,800	30,100	24,800	4,000	19.23%
18 Non-Departmental	746,509	821,225	1,007,821	933,426	112,201	13.66%
19 Planning and Zoning	213,099	234,329	234,384	257,794	23,465	10.01%
20 Safety	3,416	8,760	8,760	9,150	390	4.45%
Total General Government	<u>\$ 2,398,583</u>	<u>\$ 2,646,575</u>	<u>\$ 2,881,328</u>	<u>\$ 2,943,242</u>	<u>296,667</u>	<u>11.21%</u>
<u>Public Safety</u>						
21 Police	2,674,270	2,660,214	2,722,682	2,702,279	42,065	1.58%
22 Fire	2,041,656	2,140,056	2,339,003	2,608,736	468,680	21.90%
23 Communications	684,389	707,751	707,751	743,747	35,996	5.09%
29 Animal Control	281,233	311,033	311,033	320,338	9,305	2.99%
Total Public Safety	<u>5,681,548</u>	<u>5,819,054</u>	<u>6,080,469</u>	<u>6,375,100</u>	<u>556,046</u>	<u>9.56%</u>
<u>Public Works</u>						
31 Public Works Administration	211,673	222,581	222,581	164,267	(58,314)	(26.20%)
32 Shop	530,704	632,565	632,565	614,365	(18,200)	(2.88%)
33 Streets	815,046	925,063	925,063	1,000,496	75,433	8.15%
34 Buildings	361,238	500,973	539,674	403,599	(97,374)	(19.44%)
35 Street Lighting	112,557	154,009	163,408	142,851	(11,158)	(7.25%)
Total Public Works	<u>2,031,218</u>	<u>2,435,191</u>	<u>2,483,291</u>	<u>2,325,578</u>	<u>(109,613)</u>	<u>(4.50%)</u>
<u>Library</u>						
40 Library	640,587	651,794	659,094	760,904	109,110	16.74%
<u>Parks and Recreation</u>						
36 Boating Facility	119,440	126,744	147,244	188,642	61,898	48.84%
45 Recreation	385,800	411,174	411,084	427,874	16,700	4.06%
46 Parks	360,725	398,484	409,074	414,839	16,355	4.10%
47 Beautification	122,569	110,593	110,593	153,680	43,087	38.96%
Total Parks and Recreation	<u>988,534</u>	<u>1,046,995</u>	<u>1,077,995</u>	<u>1,185,035</u>	<u>138,040</u>	<u>13.18%</u>
<u>Total Operating Expenditures</u>	<u>11,740,470</u>	<u>12,599,609</u>	<u>13,182,177</u>	<u>13,589,859</u>	<u>990,250</u>	<u>7.86%</u>
<u>Transfers to other funds</u>						
Senior Citizens	181,729	118,546	-	112,166	(6,380)	(5.38%)
Debt Service	-	133,423	-	139,819	6,396	4.79%
Other non-operating	-	161,000	712,969	150,000	(11,000)	(6.83%)
Water & Sewer	-	-	-	-	-	-
Total Transfers to other funds	<u>181,729</u>	<u>412,969</u>	<u>712,969</u>	<u>401,985</u>	<u>(10,984)</u>	<u>(2.66%)</u>
<b>Total General Fund</b>	<b><u>\$ 11,922,199</u></b>	<b><u>\$ 13,012,578</u></b>	<b><u>\$ 13,895,146</u></b>	<b><u>\$ 13,991,844</u></b>	<b><u>\$ 979,266</u></b>	<b><u>7.53%</u></b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**General Fund Summary by Line Item**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 5,070,549	\$ 5,339,022	\$ 5,444,264	\$ 5,662,245	\$ 323,223	6.05%
0200	Overtime	299,416	191,845	218,479	221,147	29,302	15.27%
0250	Holiday Pay	139,968	153,349	157,697	145,421	(7,928)	(5.17%)
0300	Leave	157,941	210,079	210,570	222,774	12,695	6.04%
0400	Medicare	77,494	82,550	84,436	90,643	8,093	9.80%
0450	Social Security	12,279	13,429	13,429	14,423	994	7.40%
0500	PERS	1,465,304	1,531,989	1,568,225	1,782,909	250,920	16.38%
0600	Unemployment Insurance	14,314	33,009	33,659	30,979	(2,030)	(6.15%)
0700	Workers Compensation	143,153	168,730	174,437	193,555	24,825	14.71%
0800	Health & Life Insurance	893,311	977,232	1,002,292	1,327,836	350,604	35.88%
0900	Supplemental Retirement	112,700	118,300	119,371	124,443	6,143	5.19%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 8,386,429</u></b>	<b><u>\$ 8,819,534</u></b>	<b><u>\$ 9,026,859</u></b>	<b><u>\$ 9,816,375</u></b>	<b><u>\$ 996,841</u></b>	<b><u>11.30%</u></b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	30,768	35,975	35,825	36,675	700	1.95%
2022	Operating & Repair Supplies	573,610	644,400	658,709	642,086	(2,314)	(0.36%)
2024	Small Tools/Minor Equipment	225,160	151,374	187,333	122,367	(29,007)	(19.16%)
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	18,878	35,282	35,765	29,230	(6,052)	(17.15%)
4531	Professional Services	466,887	590,750	640,694	558,530	(32,220)	(5.45%)
4532	Communications	67,288	81,450	80,550	79,990	(1,460)	(1.79%)
4533	Travel & Transportation	98,646	130,330	144,269	147,860	17,530	13.45%
4534	Advertising	52,400	48,630	49,117	44,945	(3,685)	(7.58%)
4535	Printing & Binding	31,377	47,265	49,215	43,907	(3,358)	(7.10%)
4536	Insurance	166,856	187,400	187,400	174,228	(13,172)	(7.03%)
4537	Utilities	451,184	552,469	543,669	517,001	(35,468)	(6.42%)
4538	Repair & Maintenance	391,263	354,790	389,584	441,617	86,827	24.47%
4539	Rentals	152,142	178,221	178,071	170,070	(8,151)	(4.57%)
4540	Equip. Fund Pmts.	76,135	76,135	76,135	250,505	174,370	229.03%
4541	Postage	5,212	9,000	9,000	9,500	500	5.56%
4666	Books	66,344	64,210	70,610	64,485	275	0.43%
4667	Dues & Publications	21,092	27,150	28,000	27,722	572	2.11%
4999	General Contingency	-	75,000	69,300	75,000	-	-
5041	Miscellaneous	68,893	95,206	94,395	75,681	(19,525)	(20.51%)
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	91,706	26,500	74,912	25,000	(1,500)	(5.66%)
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 3,055,841</u></b>	<b><u>\$ 3,411,537</u></b>	<b><u>\$ 3,602,553</u></b>	<b><u>\$ 3,536,399</u></b>	<b><u>\$ 124,862</u></b>	<b><u>3.66%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	131,600	-	-	-
8062	Buildings	-	170,000	170,000	72,750	(97,250)	(57.21%)
8063	Improvements	60,638	40,000	34,114	110,000	70,000	175.00%
8064	Machinery & Equipment	237,562	158,538	217,051	54,335	(104,203)	(65.73%)
9090	Transfers	181,729	412,969	712,969	401,985	(10,984)	(2.66%)
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 479,929</u></b>	<b><u>\$ 781,507</u></b>	<b><u>\$ 1,265,734</u></b>	<b><u>\$ 639,070</u></b>	<b><u>\$ (142,437)</u></b>	<b><u>(18.23%)</u></b>
<b>Department Total:</b>		<b><u>\$ 11,922,199</u></b>	<b><u>\$ 13,012,578</u></b>	<b><u>\$ 13,895,146</u></b>	<b><u>\$ 13,991,844</u></b>	<b><u>\$ 979,266</u></b>	<b><u>7.53%</u></b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

**General Fund Central Administration Cost Allocation**

	<b>FY 2011</b>	<b>FY 2012</b>	<b>Difference</b>	<b>Percent</b>
Water	\$ 72,900	\$ 74,200	\$ 1,300	1.78%
Sewer	53,300	47,500	(5,800)	(10.88%)
Sewer Treatment	101,300	97,400	(3,900)	(3.85%)
Airport - Airfield	757,000	794,900	37,900	5.01%
Airport - Administration Including Land	30,300	53,700	23,400	77.23%
Airport - Terminal	58,100	63,500	5,400	9.29%
Senior - Access	39,391	35,942	(3,449)	(8.76%)
Senior - Cong Meals	32,289	29,462	(2,827)	(8.76%)
Senior - Home Meals	25,111	22,912	(2,199)	(8.76%)
Senior - Transportation	13,219	12,062	(1,157)	(8.75%)
Senior - Choice Waiver	33,890	30,922	(2,968)	(8.76%)
Title III & Senior Citizens Funds	143,900	131,300	(12,600)	(8.76%)
Capital Project Management	11,100	10,800	(300)	(2.70%)
Congregate Housing	31,100	31,300	200	0.64%
<b>Total</b>	<b><u>\$ 1,259,000</u></b>	<b><u>\$ 1,304,600</u></b>	<b><u>\$ 45,600</u></b>	<b><u>3.62%</u></b>

## **DEPARTMENT NARRATIVE**

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

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

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

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

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

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

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

Additionally, the City Clerk serves as clerical officer of the Council; custodian of proceedings of the Council, ordinances and resolutions; custodian of the seal of the City; attests and affixes the seal to documents when required; keeps a correct and up-to-date record of the city boundaries; record maintenance of the Kenai Municipal Cemetery and Leif Hansen Memorial Park; licensing of businesses (mobile food vendors, itinerant merchants, taxicabs); prepares for recall and referendums; prepares ordinances, resolutions, proclamations; prepares and gives oaths of office; collects and files annual City of Kenai Financial Disclosure Statements; prepares pre-clearance elections information when necessary; witnesses and records bids; and, maintains the record management program, including maintenance and upkeep of the records retention schedule, maintenance and upgrades to Laserfiche software and hardware (digital archiving program); scanning of all packets, minutes, ordinances and resolutions of the City Council, Planning & Zoning Commission and all other commissions, committees and boards; cataloging and filing documents within the Laserfiche program; organizing and maintaining documents destruction as prescribed within the retention schedule, and informing Council of destructed documents.

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 101,599	\$ 104,787	\$ 108,595	\$ 109,504	\$ 4,717	4.50%
0200	Overtime	4,223	-	-	8,000	8,000	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	5,050	5,240	5,293	243	4.81%
0400	Medicare	433	1,593	1,651	1,780	187	11.74%
0450	Social Security	-	-	-	-	-	-
0500	PERS	23,264	23,053	23,891	25,851	2,798	12.14%
0600	Unemployment Insurance	-	549	569	614	65	11.84%
0700	Workers Compensation	569	884	920	658	(226)	(25.57%)
0800	Health & Life Insurance	17,662	18,795	18,795	24,593	5,798	30.85%
0900	Supplemental Retirement	2,356	2,250	2,250	2,250	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 150,106</b>	<b>\$ 156,961</b>	<b>\$ 161,911</b>	<b>\$ 178,543</b>	<b>\$ 21,582</b>	<b>13.75%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	2,700	1,475	1,475	1,475	-	-
2022	Operating & Repair Supplies	34	300	300	800	500	166.67%
2024	Small Tools/Minor Equipment	2,700	300	750	300	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	834	8,160	8,160	13,055	4,895	59.99%
4531	Professional Services	23,093	15,460	19,651	23,020	7,560	48.90%
4532	Communications	809	900	900	900	-	-
4533	Travel & Transportation	4,710	7,120	7,120	7,670	550	7.72%
4534	Advertising	8,634	15,500	15,500	15,965	465	3.00%
4535	Printing & Binding	1,225	1,700	1,600	1,742	42	2.47%
4536	Insurance	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-
4538	Repair & Maintenance	4,877	750	400	750	-	-
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	17	200	200	200	-	-
4667	Dues & Publications	538	800	800	800	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	110	300	300	300	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 50,281</b>	<b>\$ 52,965</b>	<b>\$ 57,156</b>	<b>\$ 66,977</b>	<b>\$ 14,012</b>	<b>26.46%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	14,309	-	-	5,035	5,035	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 14,309</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,035</b>	<b>\$ 5,035</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 214,696</b>	<b>\$ 209,926</b>	<b>\$ 219,067</b>	<b>\$ 250,555</b>	<b>\$ 40,629</b>	<b>19.35%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2026	<b><u>Computer Software</u></b>	
	ArcView	400
	Webpage Updates	100
	LSAP - Laserfiche	3,452
	LSAP - Weblink	2,603
	SoniclearUpdate	300
	Miscellaneous	500
	Granicus Videostreaming (replaces Webcasting.com)	5,200
	Office 2007	350
	Symantec Virus Protection	150
		<hr/> 13,055
4531	<b><u>Professional Services</u></b>	
	Election judges	2,200
	Miscellaneous	1,300
	Archived documents copied to microfilm	3,500
	Website Maintenance	800
	Annual document destruction	1,000
	Laserfiche/Weblink Tech Support	2,220
	Granicus Videostreaming maintenance	12,000
		<hr/> 23,020
4533	<b><u>Transportation</u></b>	
	Car allowance	720
	AAMC/AML/IIMC/Deputy Clerk Training Reg.	3,450
	Miscellaneous	3,500
		<hr/> 7,670
4534	<b><u>Advertising</u></b>	
	Elections	2,300
	Propositions/LID's	4,500
	Meetings, Notices	8,465
	Misc.	700
		<hr/> 15,965
4538	<b><u>Repairs and Maintenance</u></b>	
	Misc.	750
4667	<b><u>Dues and Publications</u></b>	
	ARMA, IIMC (2) AAMC, Clarions subscription & misc.	800
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Microfilm Reader Printer	5,035

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - VISITORS CENTER**

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

The Kenai Convention and Visitors Bureau, Inc. (KCVB), a non-profit 501(c) 6 organization, is the professional facility manager of the Kenai Visitors and Cultural Center. Under the terms of the Maintenance and Operation Agreement, KCVB is responsible for providing visitors and convention services at the Center (including promotion), the operation of the Cultural Center, the coordination of meetings and conferences and arrangements of displays and exhibits in the Kenai Visitors and Cultural Center. KCVB is responsible for costs associated with operating activities, such as all personnel costs, telephone, postage, printing, promotional and advertising costs, travel and equipment maintenance, and general office expenses.

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	-	-	-	-	-	-
2022	Operating & Repair Supplies	1,402	1,800	1,800	1,800	-	-
2024	Small Tools/Minor Equipment	-	3,000	3,400	-	(3,000)	(100.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-
4531	Professional Services	101,000	125,000	143,600	125,000	-	-
4532	Communications	-	-	-	420	420	-
4533	Travel & Transportation	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	30,589	39,177	34,377	33,760	(5,417)	(13.83%)
4538	Repair & Maintenance	10,755	15,000	14,600	18,300	3,300	22.00%
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 143,746</u></b>	<b><u>\$ 183,977</u></b>	<b><u>\$ 197,777</u></b>	<b><u>\$ 179,280</u></b>	<b><u>\$ (4,697)</u></b>	<b><u>(2.55%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	10,000	10,000	-	(10,000)	(100.00%)
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 10,000</u></b>	<b><u>\$ 10,000</u></b>	<b><u>\$ -</u></b>	<b><u>\$ (10,000)</u></b>	<b><u>(100.00%)</u></b>
	<b>Department Total:</b>	<b><u>\$ 143,746</u></b>	<b><u>\$ 193,977</u></b>	<b><u>\$ 207,777</u></b>	<b><u>\$ 179,280</u></b>	<b><u>\$ (14,697)</u></b>	<b><u>(7.58%)</u></b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b> Cleaning/restroom supplies	1,800
4531	<b><u>Professional Services</u></b> Professional Management contract with Kenai CVB	125,000
4538	<b><u>Repairs and Maintenance</u></b> Janitorial service	18,000
	Security Monitoring	<u>300</u>
		18,300

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - LEGISLATIVE**

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 45,900	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-
0400	Medicare	666	696	696	696	-	-
0450	Social Security	2,846	2,976	2,976	2,976	-	-
0500	PERS	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-
0700	Workers Compensation	260	386	386	257	(129)	(33.42%)
0800	Health & Life Insurance	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 49,672</u></b>	<b><u>\$ 52,058</u></b>	<b><u>\$ 52,058</u></b>	<b><u>\$ 51,929</u></b>	<b><u>\$ (129)</u></b>	<b><u>(0.25%)</u></b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	96	200	200	200	-	-
2022	Operating & Repair Supplies	75	2,700	2,700	2,775	75	2.78%
2024	Small Tools/Minor Equipment	-	400	400	400	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	500	500	500	-	-
4531	Professional Services	49,317	55,400	56,609	50,050	(5,350)	(9.66%)
4532	Communications	38	2,300	2,300	500	(1,800)	(78.26%)
4533	Travel & Transportation	7,725	12,000	11,200	12,500	500	4.17%
4534	Advertising	32,627	10,700	10,700	7,200	(3,500)	(32.71%)
4535	Printing & Binding	439	5,500	5,500	500	(5,000)	(90.91%)
4536	Insurance	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	800	-	-	-
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	-	200	200	200	-	-
4667	Dues & Publications	7,285	7,760	7,760	7,992	232	2.99%
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	19,165	11,650	11,700	8,150	(3,500)	(30.04%)
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	26,500	26,500	25,000	(1,500)	(5.66%)
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 116,767</u></b>	<b><u>\$ 135,810</u></b>	<b><u>\$ 137,069</u></b>	<b><u>\$ 115,967</u></b>	<b><u>\$ (19,843)</u></b>	<b><u>(14.61%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
	<b>Department Total:</b>	<b><u>\$ 166,439</u></b>	<b><u>\$ 187,868</u></b>	<b><u>\$ 189,127</u></b>	<b><u>\$ 167,896</u></b>	<b><u>\$ (19,972)</u></b>	<b><u>(10.63%)</u></b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Laptop maintenance	200
	Misc. Food, refreshments	2,575
		<u>2,775</u>
4531	<b><u>Professional Services</u></b>	
	Annual Audit	40,150
	PZ Commission Stipend	8,400
	Virtual Tour (update/additional pictures)	1,500
		<u>50,050</u>
4532	<b><u>Communication</u></b>	
	Telephone, fax	500
4533	<b><u>Transportation</u></b>	
	AML Annual Conference - Fairbanks x 4	5,000
	Summer AML Conference - Sitka x 2	3,200
	Winter AML Conference - Juneau x 2	2,200
	NEO Training - Fairbanks	1,050
	Miscellaneous	1,050
		<u>12,500</u>
4534	<b><u>Advertising</u></b>	
	Milepost Advertisement	3,500
	T-shirt/Cap Replenishment	1,600
	KCHS Ads	600
	Souvenirs	1,000
	Miscellaneous	500
		<u>7,200</u>
4667	<b><u>Dues and Publications</u></b>	
	AML Dues	7,000
	Kenai Chamber of Commerce	475
	Alaska Conference of Mayors	100
	Publications: Miscellaneous	417
		<u>7,992</u>
5041	<b><u>Miscellaneous</u></b>	
	City of Kenai Pins	1,500
	Gifts, Flowers, etc.	950
	Mini-Grants	2,500
	Mayor Reimbursements	2,000
	Miscellaneous	1,200
		<u>8,150</u>
5047	<b><u>Grants to Agencies</u></b>	
	Kenai Watershed Forum Water Testing	5,000
	Oilers Park Water and Sewer	1,000
	Kenai Chamber of Commerce Fireworks	3,500
	Kenai Chamber of Commerce Forth of July Celebration	2,500
	Industry Appreciation Day	500
	Central Area Rural Transit	2,500
	Kenai Boys & Girls Club Grant	10,000

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - LEGAL**

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

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

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

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

The Legal Department is staffed by the City Attorney who has in excess of sixteen years of municipal legal experience. The Legal Department is also staffed by the Legal Administrative Assistant who began her employment with the City in 2010 after four years of legal assistant experience with the Alaska District Attorney's Office in Kenai.

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 162,538	\$ 163,306	\$ 166,554	\$ 166,013	\$ 2,707	1.66%
0200	Overtime	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	10,186	3,072	3,122	5,000	1,928	62.76%
0400	Medicare	2,516	2,412	2,460	2,480	68	2.82%
0450	Social Security	-	-	-	-	-	-
0500	PERS	35,758	35,927	36,642	36,523	596	1.66%
0600	Unemployment Insurance	-	832	848	855	23	2.76%
0700	Workers Compensation	656	1,339	1,372	724	(615)	(45.93%)
0800	Health & Life Insurance	22,659	25,060	25,060	32,790	7,730	30.85%
0900	Supplemental Retirement	2,308	3,000	3,000	3,000	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 236,621</b>	<b>\$ 234,948</b>	<b>\$ 239,058</b>	<b>\$ 247,385</b>	<b>\$ 12,437</b>	<b>5.29%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	765	600	600	700	100	16.67%
2022	Operating & Repair Supplies	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	2,701	775	775	775	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	290	290	100	(190)	(65.52%)
4531	Professional Services	3,628	8,500	8,500	9,500	1,000	11.76%
4532	Communications	129	-	-	200	200	-
4533	Travel & Transportation	11,457	10,670	10,670	10,820	150	1.41%
4534	Advertising	-	-	402	-	-	-
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	3,717	5,260	5,260	5,260	-	-
4667	Dues & Publications	1,674	2,710	2,710	2,800	90	3.32%
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	620	2,100	1,698	2,250	150	7.14%
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 24,691</b>	<b>\$ 30,905</b>	<b>\$ 30,905</b>	<b>\$ 32,405</b>	<b>\$ 1,500</b>	<b>4.85%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 261,312</b>	<b>\$ 265,853</b>	<b>\$ 269,963</b>	<b>\$ 279,790</b>	<b>\$ 13,937</b>	<b>5.24%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. office equip.	775
4531	<b><u>Professional Services</u></b>	
	Code supplement/web storage	7,000
	Consulting Services	2,000
	Title searches, process services	500
		<hr/> 9,500
4533	<b><u>Transportation</u></b>	
	AAAE Airport Law Seminar	2,900
	Alaska Bar Assoc annual meeting	1,100
	Alaska Municipal Attorney's Assoc. annual meeting	1,400
	Government Civil Practice Seminar	2,700
	Seminar tuition	1,000
	Miscellaneous	500
	Car Allowance	720
	Legal Assistant Seminar	500
		<hr/> 10,820
4666	<b><u>Books</u></b>	
	James Publishing, Lexis-Nexis, Todd Communications, West, Misc.	5,260
4667	<b><u>Dues and Publications</u></b>	
	Alaska Bar Assoc., AMA, AMA, Lawyers Weekly USA, FLSA Handbook, Federal Court Rules, National Law Journal, Am. Assoc of Airport Executives.	2,800
5041	<b><u>Miscellaneous</u></b>	
	Court filing fees	600
	Recording fees	850
	Miscellaneous	800
		<hr/> 2,250

## **DEPARTMENT NARRATIVE**

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

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

One-half (1/2) of the Assistant to the City Manager position is budgeted in the Airport Land System Administration fund/budget. This more accurately reflects the duties of the position as Assistant to the City Manager as well as supporting the management of Airport Lands.

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 156,294	\$ 159,651	\$ 166,182	\$ 171,636	\$ 11,985	7.51%
0200	Overtime	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	5,024	5,795	6,046	6,124	329	5.68%
0400	Medicare	2,367	2,399	2,497	2,577	178	7.42%
0450	Social Security	-	-	-	-	-	-
0500	PERS	34,385	35,123	36,560	37,760	2,637	7.51%
0600	Unemployment Insurance	-	827	861	889	62	7.50%
0700	Workers Compensation	875	1,332	1,394	951	(381)	(28.60%)
0800	Health & Life Insurance	17,662	18,795	18,795	24,593	5,798	30.85%
0900	Supplemental Retirement	690	2,250	2,250	2,250	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 217,297</b>	<b>\$ 226,172</b>	<b>\$ 234,585</b>	<b>\$ 246,780</b>	<b>\$ 20,608</b>	<b>9.11%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	1,009	1,200	1,200	1,000	(200)	(16.67%)
2022	Operating & Repair Supplies	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,602	2,500	2,500	700	(1,800)	(72.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	800	38	50	(750)	(93.75%)
4531	Professional Services	-	-	2,000	10,000	10,000	-
4532	Communications	819	1,700	1,700	1,500	(200)	(11.76%)
4533	Travel & Transportation	15,158	15,800	15,800	16,300	500	3.16%
4534	Advertising	1,116	3,750	3,750	4,500	750	20.00%
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-
4667	Dues & Publications	1,567	1,650	1,650	1,780	130	7.88%
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	2,700	22,000	23,300	2,500	(19,500)	(88.64%)
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 23,971</b>	<b>\$ 49,400</b>	<b>\$ 51,938</b>	<b>\$ 38,330</b>	<b>\$ (11,070)</b>	<b>(22.41%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Department Total:</b>	<b>\$ 241,268</b>	<b>\$ 275,572</b>	<b>\$ 286,523</b>	<b>\$ 285,110</b>	<b>\$ 9,538</b>	<b>3.46%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Storage Cabinet	500
	Smart Pen	200
		<u>700</u>
4531	<b><u>Professional Services</u></b>	
	External legal services	10,000
4533	<b><u>Transportation</u></b>	
	Auto allowance	4,800
	AML/AMMA	2,000
	Anchorage / Juneau travel	4,500
	Miscellaneous	5,000
		<u>16,300</u>
4534	<b><u>Advertising</u></b>	
	State of the City Publication	3,500
	Miscellaneous	1,000
		<u>4,500</u>
4667	<b><u>Dues and Publications</u></b>	
	Subscriptions	300
	ICMA Dues	1,000
	AMMA Dues	200
	Miscellaneous	180
	AML Publications	100
		<u>1,780</u>
5041	<b><u>Miscellaneous</u></b>	
	Chamber lunches/prof. meeting meals	2,500

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - FINANCE**

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

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

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 245,978	\$ 255,613	\$ 255,613	\$ 334,163	\$ 78,550	30.73%
0200	Overtime	-	300	300	300	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	5,797	8,358	8,358	9,702	1,344	16.08%
0400	Medicare	3,610	3,832	3,832	4,990	1,158	30.22%
0450	Social Security	-	-	-	-	-	-
0500	PERS	54,124	56,301	56,301	73,581	17,280	30.69%
0600	Unemployment Insurance	-	1,321	1,321	1,720	399	30.20%
0700	Workers Compensation	1,370	2,127	2,127	1,842	(285)	(13.40%)
0800	Health & Life Insurance	44,252	46,988	46,988	77,877	30,889	65.74%
0900	Supplemental Retirement	7,223	5,625	5,625	6,376	751	13.35%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 362,354</b>	<b>\$ 380,465</b>	<b>\$ 380,465</b>	<b>\$ 510,551</b>	<b>\$ 130,086</b>	<b>34.19%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	5,415	6,150	6,150	6,150	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	3,958	7,200	5,991	5,500	(1,700)	(23.61%)
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	7,500	8,250	1,000	(6,500)	(86.67%)
4531	Professional Services	319	1,000	750	1,500	500	50.00%
4532	Communications	1,018	1,000	1,000	1,120	120	12.00%
4533	Travel & Transportation	6,019	6,250	6,250	9,750	3,500	56.00%
4534	Advertising	107	500	500	500	-	-
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-
4538	Repair & Maintenance	10,435	15,700	15,700	16,700	1,000	6.37%
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-
4667	Dues & Publications	1,652	1,500	1,750	1,670	170	11.33%
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	300	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 29,223</b>	<b>\$ 47,800</b>	<b>\$ 47,341</b>	<b>\$ 44,890</b>	<b>\$ (2,910)</b>	<b>(6.09%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 391,577</b>	<b>\$ 428,265</b>	<b>\$ 427,806</b>	<b>\$ 555,441</b>	<b>\$ 127,176</b>	<b>29.70%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2021	<b><u>Office Supplies</u></b> Office supplies, printer cartridges	6,150
2024	<b><u>Small Tools and Minor Equipment</u></b> Misc. office equipment IT Staff Computer IT Staff Furniture	500 2,000 3,000 <hr/> 5,500
2026	<b><u>Computer Software</u></b> Software upgrades & Licenses	1,000
4531	<b><u>Professional Services</u></b> FICA administration Caselle Support	500 1,000 <hr/> 1,500
4533	<b><u>Transportation</u></b> AGFOA Conferences, Staff Training, Car Allowance (2) & Misc.	9,750
4538	<b><u>Repairs and Maintenance</u></b> Caselle Software support Miscellaneous repairs DynaLink Misc. Licensing Harris	13,000 500 1,000 1,000 1,200 <hr/> 16,700
4667	<b><u>Dues and Publications</u></b> AGFOA, GFOA, AICPA dues GFOA Certificate of Achievement Alaska Employment Law Letter Misc.	640 450 290 290 <hr/> 1,670

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - LAND**

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	160	200	200	200	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	200	200	200	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	400	400	400	-	-
4531	Professional Services	10,516	17,500	23,200	20,000	2,500	14.29%
4532	Communications	-	-	-	-	-	-
4533	Travel & Transportation	150	-	-	-	-	-
4534	Advertising	-	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	1,661	500	500	2,000	1,500	300.00%
4538	Repair & Maintenance	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	4,034	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 16,521</u></b>	<b><u>\$ 20,800</u></b>	<b><u>\$ 26,500</u></b>	<b><u>\$ 24,800</u></b>	<b><u>\$ 4,000</u></b>	<b><u>19.23%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	3,600	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 3,600</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 16,521</u></b>	<b><u>\$ 20,800</u></b>	<b><u>\$ 30,100</u></b>	<b><u>\$ 24,800</u></b>	<b><u>\$ 4,000</u></b>	<b><u>19.23%</u></b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
4531	<b><u>Professional Services</u></b>	
	Surveying, platting, appraising city-owned lands, litigation reports, site assessments	10,000
	Miscellaneous Engineering	10,000
		<hr/> 20,000

## **DEPARTMENT NARRATIVE**

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

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-
0500	PERS	296,632	329,113	336,838	507,745	178,632	54.28%
0600	Unemployment Insurance	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 296,632</u></b>	<b><u>\$ 329,113</u></b>	<b><u>\$ 336,838</u></b>	<b><u>\$ 507,745</u></b>	<b><u>\$ 178,632</u></b>	<b><u>54.28%</u></b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	2,365	2,500	2,500	2,500	-	-
2022	Operating & Repair Supplies	4,292	2,500	8,175	2,500	-	-
2024	Small Tools/Minor Equipment	15,303	4,500	11,563	6,000	1,500	33.33%
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	2,385	4,000	4,000	2,575	(1,425)	(35.63%)
4531	Professional Services	55,076	61,800	61,800	5,000	(56,800)	(91.91%)
4532	Communications	14,310	16,000	16,000	16,000	-	-
4533	Travel & Transportation	(14,754)	-	-	-	-	-
4534	Advertising	55	-	-	-	-	-
4535	Printing & Binding	10,322	12,000	12,000	12,000	-	-
4536	Insurance	166,856	187,400	187,400	174,228	(13,172)	(7.03%)
4537	Utilities	39,478	48,526	48,526	42,892	(5,634)	(11.61%)
4538	Repair & Maintenance	16,484	23,350	23,350	34,350	11,000	47.11%
4539	Rentals	37,286	38,136	38,136	38,136	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	5,212	9,000	9,000	9,500	500	5.56%
4666	Books	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-
4999	General Contingency	-	75,000	69,300	75,000	-	-
5041	Miscellaneous	3,501	2,400	2,821	5,000	2,600	108.33%
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	91,706	-	48,412	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 449,877</u></b>	<b><u>\$ 487,112</u></b>	<b><u>\$ 542,983</u></b>	<b><u>\$ 425,681</u></b>	<b><u>\$ (61,431)</u></b>	<b><u>(12.61%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	128,000	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	5,000	-	-	(5,000)	(100.00%)
9090	Transfers	181,729	412,969	712,969	401,985	(10,984)	(2.66%)
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 181,729</u></b>	<b><u>\$ 417,969</u></b>	<b><u>\$ 840,969</u></b>	<b><u>\$ 401,985</u></b>	<b><u>\$ (15,984)</u></b>	<b><u>(3.82%)</u></b>
<b>Department Total:</b>		<b><u>\$ 928,238</u></b>	<b><u>\$ 1,234,194</u></b>	<b><u>\$ 1,720,790</u></b>	<b><u>\$ 1,335,411</u></b>	<b><u>\$ 101,217</u></b>	<b><u>8.20%</u></b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2024	<b><u>Small Tools</u></b>	
	Network hardware & miscellaneous	1,000
	Network Equipment	5,000
		<u>6,000</u>
4531	<b><u>Professional Services</u></b>	
	Misc. IT support	5,000
4535	<b><u>Printing and Binding</u></b>	
	Copier Maintenance	6,000
	Paper	4,000
	Color printer cartridges	2,000
		<u>12,000</u>
4536	<b><u>Insurance</u></b>	
	All insurance & deductibles, less that attributed to Airport, Water and Sewer, Dock, Congregate Housing and Worker's Comp	174,228
4538	<b><u>Repairs and Maintenance</u></b>	
	Janitorial	22,000
	Telephone system maintenance	1,000
	Fax maintenance	400
	Security monitoring	300
	Color printer maintenance	500
	Carpet Rental	4,000
	Undefined	6,150
		<u>34,350</u>
4539	<b><u>Rentals</u></b>	
	Rental of postage meter & scale	3,100
	Shop Property	35,036
		<u>38,136</u>
4541	<b><u>Postage</u></b>	
	All City Hall (excluding water and sewer bills)	9,500
5041	<b><u>Miscellaneous</u></b>	
	Employee appreciation	4,500
	Miscellaneous	500
		<u>5,000</u>
9090	<b><u>Transfers</u></b>	
	Transfer to Senior Citizen Fund	112,166
	Transfer to Debt Service Fund	139,819
	Transfer to Cemetery Improvements Capital Project Fund - Colombarium Construction	50,000
	Transfer to Street Improvements Capital Project Fund - Central Heights Street Lighting System Upgrade	100,000
		<u>401,985</u>

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - PLANNING & ZONING**

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

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

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

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

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 126,523	\$ 129,672	\$ 129,672	\$ 132,254	\$ 2,582	1.99%
0200	Overtime	-	-	-	2,000	2,000	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	5,469	5,469	6,193	724	13.24%
0400	Medicare	1,781	1,960	1,960	2,036	76	3.88%
0450	Social Security	446	521	521	521	-	-
0500	PERS	26,277	26,680	26,680	27,688	1,008	3.78%
0600	Unemployment Insurance	-	634	634	660	26	4.10%
0700	Workers Compensation	708	1,088	1,088	752	(336)	(30.88%)
0800	Health & Life Insurance	23,520	25,060	25,060	32,790	7,730	30.85%
0900	Supplemental Retirement	3,131	3,000	3,000	3,000	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 182,386</b>	<b>\$ 194,084</b>	<b>\$ 194,084</b>	<b>\$ 207,894</b>	<b>\$ 13,810</b>	<b>7.12%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	2,556	3,100	3,100	4,000	900	29.03%
2022	Operating & Repair Supplies	346	400	400	400	-	-
2024	Small Tools/Minor Equipment	5,011	9,900	9,955	1,500	(8,400)	(84.85%)
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	1,028	1,750	1,750	1,550	(200)	(11.43%)
4531	Professional Services	4,095	3,000	2,300	18,500	15,500	516.67%
4532	Communications	177	420	420	420	-	-
4533	Travel & Transportation	6,066	7,720	9,120	8,720	1,000	12.95%
4534	Advertising	4,607	7,500	7,500	7,500	-	-
4535	Printing & Binding	875	600	600	600	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-
4538	Repair & Maintenance	150	1,300	1,300	1,600	300	23.08%
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	44	300	300	300	-	-
4667	Dues & Publications	843	1,055	1,055	1,185	130	12.32%
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	4,915	3,200	2,500	3,625	425	13.28%
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 30,713</b>	<b>\$ 40,245</b>	<b>\$ 40,300</b>	<b>\$ 49,900</b>	<b>\$ 9,655</b>	<b>23.99%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 213,099</b>	<b>\$ 234,329</b>	<b>\$ 234,384</b>	<b>\$ 257,794</b>	<b>\$ 23,465</b>	<b>10.01%</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2021	<b><u>Office Supplies</u></b>	
	Misc. Office Supplies	1,100
	Printer cartridges	2,900
		<u>4,000</u>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Snacks for meetings and Misc.	400
2024	<b><u>Small Tools/Minor Equipment</u></b>	
	Laser Jet Printer	700
	Office Chair	800
		<u>1,500</u>
2026	<b><u>Computer Software</u></b>	
	ArcView License (GIS)	1,000
	AutoCAD License	400
	Miscellaneous	150
		<u>1,550</u>
4531	<b><u>Professional Services</u></b>	
	GIS Support	3,000
	Aerial Photography for GIS	3,500
	Conversion of KenaiView from ArcGIS9 to ArcGIs10	12,000
		<u>18,500</u>
4533	<b><u>Transportation</u></b>	
	Car allowance (2)	720
	Planners conference	3,500
	Misc. Training	4,500
		<u>8,720</u>
4535	<b><u>Printing and Binding</u></b>	
	Mapping paper for Wide Format GIS printer, Misc.	600
4538	<b><u>Repairs and Maintenance</u></b>	
	Maintenance for computer equipment	1,600
4667	<b><u>Dues and Publications</u></b>	
	Miscellaneous Planning Magazines and Assoc. Dues	1,185
5041	<b><u>Miscellaneous</u></b>	
	AICP Exam Fees - Carver	425
	Junk Vehicle disposal	2,500
	College classes	700
		<u>3,625</u>

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - SAFETY**

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

The Safety Program is directed by the Public Works Director.

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	-	200	50	200	-	-
2022	Operating & Repair Supplies	153	200	200	600	400	200.00%
2024	Small Tools/Minor Equipment	174	450	700	450	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	400	400	400	-	-
4531	Professional Services	1,301	5,000	5,000	5,000	-	-
4532	Communications	-	-	-	-	-	-
4533	Travel & Transportation	358	800	800	850	50	6.25%
4534	Advertising	-	-	-	-	-	-
4535	Printing & Binding	-	300	300	300	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	1,430	600	500	750	150	25.00%
4667	Dues & Publications	-	810	810	600	(210)	(25.93%)
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 3,416</u></b>	<b><u>\$ 8,760</u></b>	<b><u>\$ 8,760</u></b>	<b><u>\$ 9,150</u></b>	<b><u>\$ 390</u></b>	<b><u>4.45%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
	<b>Department Total:</b>	<b><u>\$ 3,416</u></b>	<b><u>\$ 8,760</u></b>	<b><u>\$ 8,760</u></b>	<b><u>\$ 9,150</u></b>	<b><u>\$ 390</u></b>	<b><u>4.45%</u></b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2026	<b><u>Computer Software</u></b> Software upgrades and new software	400
4531	<b><u>Professional Services</u></b> Drug & alcohol testing Safety Training	4,200 800 <hr/> 5,000
4533	<b><u>Transportation</u></b> Safety Training & Conferences	850
4535	<b><u>Printing and Binding</u></b> Printing Safety items	300
4666	<b><u>Books</u></b> Training videos, pamphlets, reference books, OSHA regulations	750

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - POLICE**

The Police Department has nineteen (19) full-time sworn personnel, one (1) full-time department assistant/evidence custodian and one (1) police volunteer. Part time staffing includes four (4) seasonal enforcement officers.

In CY2010 the Police Department responded to 7,385 calls for service. The calls for service are comprised of criminal offenses, motor vehicle crashes, municipal ordinance violations, suspicious circumstances, welfare checks, civil/non-criminal offenses, agency assists, and a variety of dipnet-related calls for service (during the annual subsistence fishery).

The basic patrol mission of the department in FY12 will be met by the assignment of two sergeants and eleven officers to the patrol function. The City of Kenai has a minimum of two police officers on duty at all times. Patrol teams are also supplemented by assistance from the investigations unit, which is staffed by a sergeant and two investigators.

One commissioned officer position is assigned to the Alaska State Trooper Bureau of Highway Patrol (BHP) traffic team. The State of Alaska is able to reimburse the City of Kenai for the officer's salary, benefits, and overtime through Alaska Highway Safety Office grant funding.

One of the two investigators is assigned to the Alaska Bureau of Alcohol and Drug Enforcement (ABADE) task force. The other investigator (non-ABADE) primarily focuses on significant criminal cases requiring intensive or lengthy follow-up. The efforts of the investigations unit, combined with a proactive patrol team, help with prosecuting and suppressing serious offenses in Kenai.

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

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

Several KPD officers facilitate the Police Athletic League (PAL) crime prevention program. Officers volunteer their time at the Boys and Girls Club by facilitating youth athletic activities. This program allows officers to have a positive impact on local youth, and is part of a national crime prevention strategy.

The Police Department has three primary areas of focus for FY12: 1. Suppressing criminal activity in serious/repeat offenders. 2. Highway safety for Kenai citizens and people traveling through Kenai. 3. Crime prevention through school programs and other positive youth activities in our community.

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 1,350,449	\$ 1,465,900	\$ 1,445,900	\$ 1,473,410	\$ 7,510	0.51%
0200	Overtime	115,175	59,959	86,593	63,261	3,302	5.51%
0250	Holiday Pay	67,762	78,102	78,102	68,232	(9,870)	(12.64%)
0300	Leave	72,808	52,099	52,099	51,745	(354)	(0.68%)
0400	Medicare	23,029	24,013	24,013	24,020	7	0.03%
0450	Social Security	1,775	1,831	1,831	1,831	-	-
0500	PERS	328,430	346,375	346,375	346,582	207	0.06%
0600	Unemployment Insurance	-	8,280	8,280	8,287	7	0.08%
0700	Workers Compensation	37,770	51,976	51,976	49,260	(2,716)	(5.23%)
0800	Health & Life Insurance	223,310	250,600	250,600	327,900	77,300	30.85%
0900	Supplemental Retirement	27,583	30,000	30,000	30,000	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 2,248,091</u></b>	<b><u>\$ 2,369,135</u></b>	<b><u>\$ 2,375,769</u></b>	<b><u>\$ 2,444,528</u></b>	<b><u>\$ 75,393</u></b>	<b><u>3.18%</u></b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	1,794	3,000	3,000	3,000	-	-
2022	Operating & Repair Supplies	66,604	65,000	65,000	65,000	-	-
2024	Small Tools/Minor Equipment	83,680	15,660	24,610	15,700	40	0.26%
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	5,890	1,500	1,500	1,225	(275)	(18.33%)
4531	Professional Services	15,911	17,100	17,100	17,100	-	-
4532	Communications	10,520	12,000	12,000	13,400	1,400	11.67%
4533	Travel & Transportation	22,805	19,000	28,084	26,650	7,650	40.26%
4534	Advertising	-	400	400	400	-	-
4535	Printing & Binding	3,866	4,940	4,940	3,940	(1,000)	(20.24%)
4536	Insurance	-	-	-	-	-	-
4537	Utilities	35,187	38,744	38,744	39,796	1,052	2.72%
4538	Repair & Maintenance	11,680	25,300	25,300	16,200	(9,100)	(35.97%)
4539	Rentals	299	600	600	600	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	1,449	1,230	1,430	1,330	100	8.13%
4667	Dues & Publications	3,468	3,455	3,455	3,410	(45)	(1.30%)
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	12,603	17,100	15,700	17,100	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 275,756</u></b>	<b><u>\$ 225,029</u></b>	<b><u>\$ 241,863</u></b>	<b><u>\$ 224,851</u></b>	<b><u>\$ (178)</u></b>	<b><u>(0.08%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	150,423	66,050	105,050	32,900	(33,150)	(50.19%)
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 150,423</u></b>	<b><u>\$ 66,050</u></b>	<b><u>\$ 105,050</u></b>	<b><u>\$ 32,900</u></b>	<b><u>\$ (33,150)</u></b>	<b><u>(50.19%)</u></b>
<b>Department Total:</b>		<b><u>\$ 2,674,270</u></b>	<b><u>\$ 2,660,214</u></b>	<b><u>\$ 2,722,682</u></b>	<b><u>\$ 2,702,279</u></b>	<b><u>\$ 42,065</u></b>	<b><u>1.58%</u></b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b> Investigative supplies, film, and photo processing, chemicals, ammunition, uniform issue items, video supplies, vehicle supplies & fuel, kitchen supplies, crime prevention materials, janitorial supplies, electrical supplies, parts and supplies for radar units, weapons, video cameras, etc.	65,000
2024	<b><u>Small Tools and Minor Equipment</u></b> Computer Hardware Replacement Computer Soft Body Armor Digital Cameras Digital Audio Recorders Misc. Small Investigative Tools Transient Hard Drives Patrol Sergeant Desk Radars - 2 Portable Radio Batteries Patrol Rifle Patrol Shotgun	1,500 800 1,800 500 500 800 500 1,500 4,000 2,500 800 500 <hr/> 15,700
2026	<b><u>Computer Software</u></b> Miscellaneous software Symantec Virus Protection	500 725 <hr/> 1,225
4531	<b><u>Professional Services</u></b> Investigative and other impounds Lab exams & Emergency Room charges Applicant psychological exams Applicant Medical Exam Snow Shoe Gun Club Range Reservations	7,400 8,000 600 800 300 <hr/> 17,100
4533	<b><u>Transportation</u></b> Death Inv. Training, Sexual Assault Training, Sexual abuse/child exploitation training AK Assoc. Chief of Police meetings, interview/interrogation training, MVA training, Field training, DARE office training, Firearms/Tactical training, Less lethal weapons training, crime stoppers conference, drug training, APOA Crime Conference, polygraph school, canine quarterly training.	26,650
4535	<b><u>Printing and Binding</u></b> Copy Machine maintenance Copy Paper & Supplies TRACS paper	1,440 2,000 500 <hr/> 3,940

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
4538	<b><u>Repairs and Maintenance</u></b>	
	Building repairs & maintenance	2,100
	Janitorial contract	11,200
	Miscellaneous cleaning	300
	Telephone maintenance	1,300
	Printer maintenance	400
	Mobile/Portable Radio Maintenance	300
	Taser repairs	600
		<hr/> 16,200
4667	<b><u>Dues and Publications</u></b>	
	Civil Liability updates, Peninsula Clarion/Anc. Daily News, APSC certifications fees (5), Snowshoe Gun Club dues, Dues to professional organizations, and Professional publications	3,410
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowance	15,500
	College tuition	600
	Biohazard & sensitive doc. disposal	1,000
		<hr/> 17,100
8064	<b><u>Machinery and Equipment</u></b>	
	Cruiser with Accessories	32,900

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - FIRE**

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

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

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

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

The department responded to 1,210 emergency responses during 2010. Of these, 905 were EMS related call with 716 patients being transported by ambulance. The City billed approximately \$400,000.00 for the treatment and transportation of these patients. The remainders of the calls included 36 fire calls that comprised of 12 building fires, 5 chimney fires, 2 grass fires and other miscellaneous fires. Other hazardous conditions responded to included 6 natural gas leaks, 10 carbon monoxide calls and other gasoline leaks from cars and "hot wire" calls. 162 calls for the year were associated with service calls or good intent calls such as assisting invalids, cover assignments for Nikiski Fire Department and CES, dispatched to an emergency and canceled in route and assisting other government agencies. The estimated property loss for 2010 was \$182,650.00 and an estimated content loss of \$131,100.00 for a total of \$313,750.00 total dollar loss due to fire.

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 1,037,313	\$ 1,072,795	\$ 1,184,450	\$ 1,265,502	\$ 192,707	17.96%
0200	Overtime	131,319	83,000	83,000	99,000	16,000	19.28%
0250	Holiday Pay	50,957	52,802	57,150	54,408	1,606	3.04%
0300	Leave	33,577	63,914	63,914	68,086	4,172	6.53%
0400	Medicare	17,807	18,451	20,133	21,561	3,110	16.86%
0450	Social Security	-	-	-	-	-	-
0500	PERS	268,187	265,891	291,412	312,160	46,269	17.40%
0600	Unemployment Insurance	-	6,363	6,943	7,435	1,072	16.85%
0700	Workers Compensation	55,532	59,059	64,635	87,522	28,463	48.19%
0800	Health & Life Insurance	188,394	200,480	225,540	311,505	111,025	55.38%
0900	Supplemental Retirement	23,818	24,000	25,071	28,500	4,500	18.75%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ 1,806,904</u></b>	<b><u>\$ 1,846,755</u></b>	<b><u>\$ 2,022,248</u></b>	<b><u>\$ 2,255,679</u></b>	<b><u>\$ 408,924</u></b>	<b><u>22.14%</u></b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	1,701	1,800	1,800	1,800	-	-
2022	Operating & Repair Supplies	49,777	62,000	60,810	61,825	(175)	(0.28%)
2024	Small Tools/Minor Equipment	23,821	49,000	56,000	24,900	(24,100)	(49.18%)
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	913	1,000	1,000	1,000	-	-
4531	Professional Services	18,421	47,570	47,869	60,940	13,370	28.11%
4532	Communications	6,036	6,900	6,900	6,900	-	-
4533	Travel & Transportation	12,263	26,000	27,155	24,550	(1,450)	(5.58%)
4534	Advertising	338	2,800	2,800	1,400	(1,400)	(50.00%)
4535	Printing & Binding	1,206	2,475	2,475	3,000	525	21.21%
4536	Insurance	-	-	-	-	-	-
4537	Utilities	41,287	46,995	46,995	46,995	-	-
4538	Repair & Maintenance	3,753	4,460	5,650	4,460	-	-
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	26,350	26,350	26,350	99,336	72,986	276.99%
4541	Postage	-	-	-	-	-	-
4666	Books	1,312	2,020	2,020	2,020	-	-
4667	Dues & Publications	1,362	3,035	3,035	3,035	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	6,759	10,896	10,896	10,896	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 195,299</u></b>	<b><u>\$ 293,301</u></b>	<b><u>\$ 301,755</u></b>	<b><u>\$ 353,057</u></b>	<b><u>\$ 59,756</u></b>	<b><u>20.37%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	39,453	-	15,000	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 39,453</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 15,000</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b>Department Total:</b>		<b><u>\$ 2,041,656</u></b>	<b><u>\$ 2,140,056</u></b>	<b><u>\$ 2,339,003</u></b>	<b><u>\$ 2,608,736</u></b>	<b><u>\$ 468,680</u></b>	<b><u>21.90%</u></b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	General operating supplies, EMS supplies, fuel, oils, lubricants, cleaners, film, compressor filters, fire prevention/investigation supplies, batteries, turnouts, boots, videos, helmets, gloves, hoods, jackets	61,825
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. Fire Equipment	2,000
	Misc. EMS Equipment	2,000
	Turnouts, Boots, Helmets, Gloves, Hoods	13,600
	Intake Valves	2,800
	Kitchen Table & Chairs	2,500
	Recliners	1,500
	Office Chairs	500
		<hr/> 24,900
4531	<b><u>Professional Services</u></b>	
	Medical Advisor Fee	12,000
	Physical Costs	8,550
	Imagetrend Maintenance Fee	3,000
	SCBA annual fit tests	1,190
	ACLS instructor fee	800
	Fire instructor fee	500
	LifePak cardiac monitor service/support	2,600
	Bench testing Scott Air packs	1,500
	Ambulance Billing Services	30,800
		<hr/> 60,940
4533	<b><u>Transportation</u></b>	
	International Assoc Firefighters & Chief Conferences	3,500
	AK firefighters Conference	5,500
	Office Development Course	2,300
	EMS Symposium	2,000
	Paramedic Refresher	1,500
	EMT II Refresher	2,500
	National Fire Academy	1,500
	ACLS Training	375
	PALS Training	375
	Image Trend Users Group Training	5,000
		<hr/> 24,550
4538	<b><u>Repairs and Maintenance</u></b>	
	Misc. Repairs & Maintenance	1,500
	ACS maintenance Contract	900
	Boiler Inspection	200
	Carpet Cleaning	400
	Ladder Testing	1,100
	SCBA air sample test kits	360
		<hr/> 4,460

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
4667	<b><u>Dues and Publications</u></b> EMS Council dues, NFPA, AK Fire Chiefs Dues, AK Firefighters Dues, Promotional exams, recertification fees and various publications	3,035
5041	<b><u>Miscellaneous</u></b> Tuition, Clothing allowances (15)	10,896

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND – COMMUNICATIONS**

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

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

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

During the 2010 calendar year Communications processed 7,385 police calls for service and 1,230 Fire/EMS calls for service. 2,901 calls were received via 9-1-1 during the course of the year, 60% of which were made by callers on cellular phones. During the course of the year Communications handled in excess of 35,000 non-emergency administrative calls. They also monitor city alarms for the Airport and Water & Sewer sites. Dispatchers process calls received from commercial alarm companies covering various businesses, residential and financial institutions throughout the city. Staff routinely handle walk-in customers for “fix-it tickets”, report requests, officer interviews or informational inquiries.

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

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 371,929	\$ 392,928	\$ 392,928	\$ 398,816	\$ 5,888	1.50%
0200	Overtime	14,119	6,500	6,500	6,500	-	-
0250	Holiday Pay	21,249	22,445	22,445	22,781	336	1.50%
0300	Leave	9,924	11,365	11,365	12,699	1,334	11.74%
0400	Medicare	5,932	6,282	6,282	6,392	110	1.75%
0450	Social Security	-	-	-	-	-	-
0500	PERS	91,935	92,812	92,812	94,183	1,371	1.48%
0600	Unemployment Insurance	-	2,166	2,166	2,204	38	1.75%
0700	Workers Compensation	2,302	3,488	3,488	2,360	(1,128)	(32.34%)
0800	Health & Life Insurance	90,282	100,240	100,240	131,160	30,920	30.85%
0900	Supplemental Retirement	9,545	12,000	12,000	12,000	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 617,217</b>	<b>\$ 650,226</b>	<b>\$ 650,226</b>	<b>\$ 689,095</b>	<b>\$ 38,869</b>	<b>5.98%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	2,193	2,570	2,570	2,570	-	-
2022	Operating & Repair Supplies	1,965	800	800	1,700	900	112.50%
2024	Small Tools/Minor Equipment	6,045	3,500	3,500	3,600	100	2.86%
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	1,270	1,100	1,100	1,100	-	-
4531	Professional Services	360	720	720	720	-	-
4532	Communications	4,172	6,000	6,000	4,950	(1,050)	(17.50%)
4533	Travel & Transportation	3,933	9,270	9,270	9,300	30	0.32%
4534	Advertising	264	280	280	280	-	-
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-
4538	Repair & Maintenance	33,753	28,830	28,830	25,977	(2,853)	(9.90%)
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	300	300	300	300	-	-
4667	Dues & Publications	212	595	595	595	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	1,655	3,560	3,560	3,560	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 56,122</b>	<b>\$ 57,525</b>	<b>\$ 57,525</b>	<b>\$ 54,652</b>	<b>\$ (2,873)</b>	<b>(4.99%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	11,050	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 11,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 684,389</b>	<b>\$ 707,751</b>	<b>\$ 707,751</b>	<b>\$ 743,747</b>	<b>\$ 35,996</b>	<b>5.09%</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Uniform items, training material and films	1,700
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	File server upgrade	1,000
	Computer	1,000
	Dispatch Furniture	1,600
		<u>3,600</u>
4532	<b><u>Communication</u></b>	
	Toll charges, Crimestopper phone, APSIN/NCIC device & line charges	4,950
4533	<b><u>Transportation</u></b>	
	EMD training/certification	2,000
	APSIN user, TSO & UCS training	1,000
	NENA/APCO conference	1,800
	National Academy Navigator Seminar	4,500
		<u>9,300</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Spillman maintenance contract	8,700
	IBM RS 6000 maintenance	2,000
	Radio maintenance	9,000
	Stancil recorder annual maintenance contract	477
	APSIN Printer Maintenance	500
	Other	300
	Year 5 of 5 summit upgrade	5,000
		<u>25,977</u>
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowances, Notary bonds, employment testing packets, college tuitions	3,560

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - ANIMAL CONTROL**

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

The primary responsibility of the Animal Control Department is to enforce Title 3 of the Kenai Municipal Code. The code covers many areas of animal welfare and restraint. In CY2010, the Department handled 1,476 animals and 1,106 field investigations.

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

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

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

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 126,854	\$ 138,247	\$ 138,247	\$ 139,215	\$ 968	0.70%
0200	Overtime	3,397	6,000	6,000	6,000	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	4,506	4,506	4,850	344	7.63%
0400	Medicare	1,079	1,245	1,245	2,176	931	74.78%
0450	Social Security	-	496	496	501	5	1.01%
0500	PERS	28,559	29,974	29,974	30,170	196	0.65%
0600	Unemployment Insurance	3,532	744	744	750	6	0.81%
0700	Workers Compensation	3,376	3,575	3,575	3,927	352	9.85%
0800	Health & Life Insurance	23,579	25,060	25,060	32,790	7,730	30.85%
0900	Supplemental Retirement	3,394	4,096	4,096	4,107	11	0.27%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 193,770</b>	<b>\$ 213,943</b>	<b>\$ 213,943</b>	<b>\$ 224,486</b>	<b>\$ 10,543</b>	<b>4.93%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	1,002	1,180	1,180	1,180	-	-
2022	Operating & Repair Supplies	11,571	12,500	12,500	13,800	1,300	10.40%
2024	Small Tools/Minor Equipment	639	1,500	1,500	1,500	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	75	75	425	350	466.67%
4531	Professional Services	262	1,000	900	1,000	-	-
4532	Communications	2,072	1,780	1,780	1,780	-	-
4533	Travel & Transportation	2,259	2,500	2,600	4,900	2,400	96.00%
4534	Advertising	350	1,200	1,200	1,200	-	-
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	17,982	20,905	20,905	19,883	(1,022)	(4.89%)
4538	Repair & Maintenance	464	2,200	2,200	1,600	(600)	(27.27%)
4539	Rentals	50,000	50,000	50,000	46,334	(3,666)	(7.33%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	237	300	300	300	-	-
4667	Dues & Publications	125	150	150	150	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	500	1,800	1,800	1,800	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 87,463</b>	<b>\$ 97,090</b>	<b>\$ 97,090</b>	<b>\$ 95,852</b>	<b>\$ (1,238)</b>	<b>(1.28%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 281,233</b>	<b>\$ 311,033</b>	<b>\$ 311,033</b>	<b>\$ 320,338</b>	<b>\$ 9,305</b>	<b>2.99%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Euthanasia drugs / supplies	3,250
	Dog/Cat vaccines	2,000
	Animal Feed / litter	2,300
	Cleaning Supplies	900
	Volunteer staff supplies	800
	Misc. (film, batteries, kitchen, etc)	800
	New Uniform Items, Winter Parka	600
	Officer Safety Protective Gear	150
	Fuel	3,000
		<hr/> 13,800
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Kennel Tools, Capture/restraint tools, Misc.	1,500
4531	<b><u>Professional Services</u></b>	
	Veterinary Services	1,000
4533	<b><u>Transportation</u></b>	
	NAC conference and AK ACA conference	2,400
	Euthanasia School	2,300
	Shelter Manager Training	200
		<hr/> 4,900
4539	<b><u>Rentals</u></b>	
	Payment to Airport Fund: Shelter	46,334
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowance	1,500
	Miscellaneous	300
		<hr/> 1,800

## **DEPARTMENT NARRATIVE**

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

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 139,892	\$ 142,828	\$ 142,828	\$ 94,357	\$ (48,471)	(33.94%)
0200	Overtime	85	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	4,450	3,295	3,295	4,282	987	29.95%
0400	Medicare	2,114	2,119	2,119	1,430	(689)	(32.52%)
0450	Social Security	-	-	-	-	-	-
0500	PERS	31,459	31,422	31,422	20,759	(10,663)	(33.93%)
0600	Unemployment Insurance	-	731	731	493	(238)	(32.56%)
0700	Workers Compensation	816	1,176	1,176	528	(648)	(55.10%)
0800	Health & Life Insurance	23,578	25,060	25,060	24,593	(467)	(1.86%)
0900	Supplemental Retirement	2,127	3,000	3,000	2,250	(750)	(25.00%)
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 204,521</b>	<b>\$ 209,631</b>	<b>\$ 209,631</b>	<b>\$ 148,692</b>	<b>\$ (60,939)</b>	<b>(29.07%)</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	1,756	1,800	1,800	1,800	-	-
2022	Operating & Repair Supplies	58	-	-	-	-	-
2024	Small Tools/Minor Equipment	776	1,000	1,000	1,000	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	1,055	600	720	450	(150)	(25.00%)
4531	Professional Services	250	1,000	1,000	1,000	-	-
4532	Communications	544	500	500	500	-	-
4533	Travel & Transportation	1,878	1,500	1,500	1,525	25	1.67%
4534	Advertising	380	500	500	500	-	-
4535	Printing & Binding	283	400	1,400	2,475	2,075	518.75%
4536	Insurance	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-
4538	Repair & Maintenance	-	4,500	3,380	1,000	(3,500)	(77.78%)
4539	Rentals	-	-	-	4,000	4,000	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	52	400	400	425	25	6.25%
4667	Dues & Publications	120	500	500	650	150	30.00%
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	-	250	250	250	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 7,152</b>	<b>\$ 12,950</b>	<b>\$ 12,950</b>	<b>\$ 15,575</b>	<b>\$ 2,625</b>	<b>20.27%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 211,673</b>	<b>\$ 222,581</b>	<b>\$ 222,581</b>	<b>\$ 164,267</b>	<b>\$ (58,314)</b>	<b>(26.20%)</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b><u>Description</u></b>	<b><u>Council Approved</u></b>
2021	<b><u>Office Supplies</u></b> Engineering supplies, maps, drafting supplies, plans and specs, tapes and other miscellaneous office supplies	1,800
2026	<b><u>Computer Software</u></b> Miscellaneous software and updates	450
4533	<b><u>Transportation</u></b> Seminars, travel, training etc.	1,525
4535	<b><u>Printing and Binding</u></b> Miscellaneous Printer Ink	400 2,075 <hr/> 2,475
4538	<b><u>Repairs and Maintenance</u></b> Misc. Maintenance / Scanning	1,000
4539	<b><u>Rentals</u></b> Vehicle rental from Capital Project Management Fund	4,000

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - SHOP**

The City Shop, under the supervision of the Public Works Director, is responsible for the repair and preventative maintenance of all City-owned equipment. This includes 62 vehicles, 87 heavy equipment vehicles, 196 small equipment items, 10 large generators and 4 cranes.

The department includes three full-time employees: a Shop Foreman and two Mechanics.

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 193,916	\$ 199,827	\$ 199,827	\$ 203,391	\$ 3,564	1.78%
0200	Overtime	348	800	800	800	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	8,497	8,497	8,625	128	1.51%
0400	Medicare	1,844	1,998	1,998	3,086	1,088	54.45%
0450	Social Security	-	-	-	-	-	-
0500	PERS	42,799	44,138	44,138	44,921	783	1.77%
0600	Unemployment Insurance	-	1,046	1,046	1,064	18	1.72%
0700	Workers Compensation	8,449	10,053	10,053	9,833	(220)	(2.19%)
0800	Health & Life Insurance	35,324	37,590	37,590	49,185	11,595	30.85%
0900	Supplemental Retirement	4,394	4,500	4,500	4,500	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 287,074</b>	<b>\$ 308,449</b>	<b>\$ 308,449</b>	<b>\$ 325,405</b>	<b>\$ 16,956</b>	<b>5.50%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	489	800	800	800	-	-
2022	Operating & Repair Supplies	155,442	180,000	179,925	173,886	(6,114)	(3.40%)
2024	Small Tools/Minor Equipment	13,530	5,389	5,389	6,542	1,153	21.40%
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	4,442	4,517	600	(3,842)	(86.49%)
4531	Professional Services	180	200	200	200	-	-
4532	Communications	2,275	2,300	2,300	2,300	-	-
4533	Travel & Transportation	675	1,000	1,000	1,000	-	-
4534	Advertising	177	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	55,606	72,035	72,035	61,882	(10,153)	(14.09%)
4538	Repair & Maintenance	11,799	50,000	50,000	33,500	(16,500)	(33.00%)
4539	Rentals	-	550	550	550	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	1,666	2,725	2,725	2,725	-	-
4667	Dues & Publications	-	475	475	475	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	1,791	4,200	4,200	4,500	300	7.14%
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 243,630</b>	<b>\$ 324,116</b>	<b>\$ 324,116</b>	<b>\$ 288,960</b>	<b>\$ (35,156)</b>	<b>(10.85%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 530,704</b>	<b>\$ 632,565</b>	<b>\$ 632,565</b>	<b>\$ 614,365</b>	<b>\$ (18,200)</b>	<b>(2.88%)</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Miscellaneous materials	150,000
	Fuel	4,500
	Oil & Lube	6,000
	Freight	4,000
	Summer Tire Order	4,500
	Impeller Crosswind Sweeper	3,783
	Vacuum Hose for Crosswind Sweeper	1,103
		<hr/> 173,886
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. small tools	4,500
	3/8 Flexible Head Torque Wrench	452
	1/2 Flexible Head Torque Wrench	515
	Generator	1,075
		<hr/> 6,542
4538	<b><u>Repairs and Maintenance</u></b>	
	Crash Repairs for Vehicles	20,000
	Crane, Hoists, Bucket Truck Inspections	3,000
	Crash Truck Inspections	5,000
	Hazardous Waste Cleanup	5,000
	Oil Furnace Service	500
		<hr/> 33,500
4666	<b><u>Books</u></b>	
	All Data Subscription	1,500
	Parts and service manuals	1,225
		<hr/> 2,725
5041	<b><u>Miscellaneous</u></b>	
	Laundry service, vehicle licenses	4,500

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - STREETS**

The Street Department, under the supervision of the Public Works Director, consists of one Street Foreman, one Lead Operator, and five full-time Equipment Operators.

The department is responsible for year-round street maintenance and repair activities for 45.7 miles of paved roads and 15.1 miles of gravel roads. Included are road grading, snow plowing, drainage ditches and culverts, rights-of-way and easements, vehicle parking lots, dust control, and crack sealing. The department also provides assistance to the Harbor and Airport as needed.

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 320,503	\$ 348,015	\$ 348,015	\$ 340,197	\$ (7,818)	(2.25%)
0200	Overtime	19,507	20,000	20,000	20,000	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	8,750	15,559	15,559	15,275	(284)	(1.83%)
0400	Medicare	4,072	4,590	4,590	5,444	854	18.61%
0450	Social Security	-	-	-	-	-	-
0500	PERS	74,942	80,963	80,963	79,243	(1,720)	(2.12%)
0600	Unemployment Insurance	-	1,918	1,918	1,878	(40)	(2.09%)
0700	Workers Compensation	15,381	15,395	15,395	17,574	2,179	14.15%
0800	Health & Life Insurance	66,821	78,120	78,120	94,108	15,988	20.47%
0900	Supplemental Retirement	8,637	7,844	7,844	7,844	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 518,613</b>	<b>\$ 572,404</b>	<b>\$ 572,404</b>	<b>\$ 581,563</b>	<b>\$ 9,159</b>	<b>1.60%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	544	600	600	500	(100)	(16.67%)
2022	Operating & Repair Supplies	141,294	178,000	175,900	176,000	(2,000)	(1.12%)
2024	Small Tools/Minor Equipment	3,684	8,000	8,000	8,500	500	6.25%
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	300	300	300	-	-
4531	Professional Services	644	1,000	1,000	1,000	-	-
4532	Communications	3,647	4,250	3,650	4,000	(250)	(5.88%)
4533	Travel & Transportation	2,486	1,000	1,000	1,825	825	82.50%
4534	Advertising	1,066	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	6,640	7,953	7,953	7,304	(649)	(8.16%)
4538	Repair & Maintenance	81,327	11,000	12,800	38,000	27,000	245.45%
4539	Rentals	7,837	12,000	12,000	14,000	2,000	16.67%
4540	Equip. Fund Pmts.	45,868	45,868	45,868	145,904	100,036	218.10%
4541	Postage	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-
4667	Dues & Publications	-	200	800	200	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	1,396	4,000	4,000	4,000	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 296,433</b>	<b>\$ 275,171</b>	<b>\$ 274,871</b>	<b>\$ 402,533</b>	<b>\$ 127,362</b>	<b>46.28%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	77,488	77,788	16,400	(61,088)	(78.84%)
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ 77,488</b>	<b>\$ 77,788</b>	<b>\$ 16,400</b>	<b>\$ (61,088)</b>	<b>(78.84%)</b>
<b>Department Total:</b>		<b>\$ 815,046</b>	<b>\$ 925,063</b>	<b>\$ 925,063</b>	<b>\$ 1,000,496</b>	<b>\$ 75,433</b>	<b>8.15%</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Welding and cutting supplies, barricades, gloves, safety supplies, paper towels, coffee, cleaning supplies, soap, tissue paper, foul weather gear, safety boots, hoses, saw blades, chains, wire, ripe, hot mix, pea gravel, chip rick, tar, sealer, pipe and steel, propane, culverts, catch basins, lids, building supplies, cable concrete, gravel, sewer rock, paint and paint supplies and salt.	18,000
	Sign and sign materials;	8,000
	Urea and salt for winter ice removal	10,000
	Gravel	10,000
	Sand	20,000
	Cal-chloride for dust control	30,000
	Fuel	80,000
		<hr/> 176,000
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous hand tools	8,500
4531	<b><u>Professional Services</u></b>	
	CDL License physicals	1,000
4533	<b><u>Transportation</u></b>	
	Travel expenses for classes and seminars	1,825
4538	<b><u>Repairs and Maintenance</u></b>	
	Contracted repairs, custodial services, security	12,000
	Hazardous Waste Disposal	5,000
	Excavator Services	6,000
	Contract Crack Sealing	15,000
		<hr/> 38,000
4539	<b><u>Rentals</u></b>	
	Rental on compaction equipment, concrete drill, hose, dozer, crane, barricades, pumps, sweeper, compressor, lights, saws, etc.	14,000
5041	<b><u>Miscellaneous</u></b>	
	Laundry service, CDL renewals, Dump fees	4,000
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Gate for 140G Grader - 2	16,400

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - BUILDINGS**

This department, under direction of the Public Works Director, consists of the City's Building Official and two Building Maintenance workers. The Building Official operates out of City Hall while the maintenance workers operate out of the Building Maintenance Shop.

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

The building maintenance workers maintain 27 City buildings of various sizes and complexity. Work is performed by department staff or contract labor.

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 129,482	\$ 136,625	\$ 136,625	\$ 140,663	\$ 4,038	2.96%
0200	Overtime	505	2,500	2,500	2,500	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	1,348	4,236	4,236	4,744	508	11.99%
0400	Medicare	1,893	2,079	2,079	2,144	65	3.13%
0450	Social Security	-	-	-	-	-	-
0500	PERS	28,403	30,607	30,607	31,496	889	2.90%
0600	Unemployment Insurance	1,610	717	717	740	23	3.21%
0700	Workers Compensation	5,117	4,904	4,904	3,847	(1,057)	(21.55%)
0800	Health & Life Insurance	26,178	29,320	29,320	38,365	9,045	30.85%
0900	Supplemental Retirement	3,409	3,500	3,500	3,500	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 197,945</b>	<b>\$ 214,488</b>	<b>\$ 214,488</b>	<b>\$ 227,999</b>	<b>\$ 13,511</b>	<b>6.30%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	603	300	300	300	-	-
2022	Operating & Repair Supplies	18,737	30,000	30,000	30,000	-	-
2024	Small Tools/Minor Equipment	2,112	5,000	5,000	11,600	6,600	132.00%
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	329	50	350	450	400	800.00%
4531	Professional Services	3,613	25,000	22,995	3,000	(22,000)	(88.00%)
4532	Communications	2,296	2,600	2,300	2,300	(300)	(11.54%)
4533	Travel & Transportation	1,110	1,200	3,200	3,500	2,300	191.67%
4534	Advertising	345	250	255	250	-	-
4535	Printing & Binding	41	250	400	250	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-
4538	Repair & Maintenance	133,775	50,000	88,701	50,000	-	-
4539	Rentals	-	1,000	850	500	(500)	(50.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	82	400	400	400	-	-
4667	Dues & Publications	250	385	385	250	(135)	(35.06%)
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	-	50	50	50	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 163,293</b>	<b>\$ 116,485</b>	<b>\$ 155,186</b>	<b>\$ 102,850</b>	<b>\$ (13,635)</b>	<b>(11.71%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	170,000	170,000	72,750	(97,250)	(57.21%)
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ 170,000</b>	<b>\$ 170,000</b>	<b>\$ 72,750</b>	<b>\$ (97,250)</b>	<b>(57.21%)</b>
	<b>Department Total:</b>	<b>\$ 361,238</b>	<b>\$ 500,973</b>	<b>\$ 539,674</b>	<b>\$ 403,599</b>	<b>\$ (97,374)</b>	<b>(19.44%)</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Miscellaneous supplies	25,600
	Fuel	4,400
		<u>30,000</u>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Miscellaneous	3,000
	Council Chambers Overhead Projectors & Screens	3,500
	Council Chambers Web Cameral	1,500
	Council Chambers Re-place Microphones (12)	3,600
		<u>11,600</u>
2026	<b><u>Computer Software</u></b>	
	ARC/GIS, Miscellaneous	450
4531	<b><u>Professional Services</u></b>	
	Misc. Services	3,000
4533	<b><u>Transportation</u></b>	
	Building maintenance & repair & safety training, ICBO seminar	3,500
4538	<b><u>Repairs and Maintenance</u></b>	
	General building repair and maintenance	50,000
8062	<b><u>Buildings</u></b>	
	Fire Dept - Replace Overhead Doors	15,000
	Police Dept - Replace Dispatch Flooring	10,500
	Rec. Center - Interior Paint & Finish	25,000
	City Hall - First Floor Lighting	10,000
	Warm Storage - Heat Detection Alarm System	3,500
	Visitor Center - Restripe Parking Lot	1,000
	Dock - Repaint Rest Room	4,500
	Fire Dept - Retile Restroom	3,250
		<u>72,750</u>

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - STREET LIGHTING**

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

Contract labor is utilized for maintenance operations for the department.

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	-	-	-	-	-	-
2022	Operating & Repair Supplies	4,850	12,000	21,399	12,000	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	90,009	112,009	112,009	100,851	(11,158)	(9.96%)
4538	Repair & Maintenance	17,698	30,000	30,000	30,000	-	-
4539	Rentals	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 112,557</u></b>	<b><u>\$ 154,009</u></b>	<b><u>\$ 163,408</u></b>	<b><u>\$ 142,851</u></b>	<b><u>\$ (11,158)</u></b>	<b><u>(7.25%)</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
	<b>Department Total:</b>	<b><u>\$ 112,557</u></b>	<b><u>\$ 154,009</u></b>	<b><u>\$ 163,408</u></b>	<b><u>\$ 142,851</u></b>	<b><u>\$ (11,158)</u></b>	<b><u>(7.25%)</u></b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b><u>Account Number</u></b>	<b><u>Description</u></b>	<b><u>Council Approved</u></b>
2022	<b><u>Operating and Repair Supplies</u></b> Replacement poles, bulbs and fixtures	12,000
4538	<b><u>Repairs and Maintenance</u></b> LED street lights and street light repairs	30,000

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - LIBRARY**

The Kenai Community Library is currently under construction to double the size of the building. The new facility will hold a grand opening summer 2011. The Kenai Community Library began in the halls of the Territorial School building in 1949. The construction of a new 5,000 sq ft. facility located on Main Street Loop in 1976 made the Library more visible, easier to use and a more pleasant place to visit. An additional 5,000 sq. ft. addition which included four sound proof rooms, a closed stack area and activity room was constructed in 1986. In 1987, the library catalog and circulation system were automated. In 2000 the library web site was created allowing users to access the Library catalog from home.

In 2010 the library staff curtailed all but children's programs as construction began in earnest. In order to make the entire collection available, albeit with staff assistance, our conference room became on site storage for books that had to be moved. We look forward to increased programs in 2011 after the entire building is completed and we have meeting room facilities. Continuing for children are the weekly story times (including one in Russian), monthly Tween Book club, and new YA Book Club. Adult programming including a Book Club, the Writer's Group and Totem Tracers and Genealogical Society group has been put on hold while we undergo construction.

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

The Library is open 59 hours per week, including Saturdays and Sundays (open Sundays from Labor Day until Memorial Day). Five full-time and three part-time employees service approximately 16,000 registered library users. The Library collection includes approximately 80,000 books, periodicals, video, audiotapes, music CD's, DVDs and reference materials. Library users can use the Internet, electronic full-text databases, and City of Kenai Municipal Code and government sites at library computer stations or using in-house loans of laptops and our wireless network.

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 308,646	\$ 317,310	\$ 317,310	\$ 364,388	\$ 47,078	14.84%
0200	Overtime	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	12,155	12,155	13,492	1,337	11.00%
0400	Medicare	4,467	4,777	4,777	5,479	702	14.70%
0450	Social Security	925	1,019	1,019	1,039	20	1.96%
0500	PERS	64,621	66,193	66,193	76,478	10,285	15.54%
0600	Unemployment Insurance	-	1,647	1,647	1,890	243	14.75%
0700	Workers Compensation	1,727	2,652	2,652	2,023	(629)	(23.72%)
0800	Health & Life Insurance	58,873	62,650	62,650	81,975	19,325	30.85%
0900	Supplemental Retirement	9,550	9,235	9,235	10,866	1,631	17.66%
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 448,809</b>	<b>\$ 477,638</b>	<b>\$ 477,638</b>	<b>\$ 557,630</b>	<b>\$ 79,992</b>	<b>16.75%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	5,456	7,900	7,900	7,900	-	-
2022	Operating & Repair Supplies	2,736	3,100	3,100	4,000	900	29.03%
2024	Small Tools/Minor Equipment	21,904	5,900	5,900	4,500	(1,400)	(23.73%)
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	5,174	2,415	2,415	3,650	1,235	51.14%
4531	Professional Services	11,490	1,000	1,000	2,000	1,000	100.00%
4532	Communications	10,573	14,000	14,000	14,000	-	-
4533	Travel & Transportation	9,803	7,500	8,500	7,000	(500)	(6.67%)
4534	Advertising	1,472	1,500	1,500	1,500	-	-
4535	Printing & Binding	8,708	12,000	12,000	12,000	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	26,706	30,366	30,366	41,394	11,028	36.32%
4538	Repair & Maintenance	23,191	29,000	29,000	45,780	16,780	57.86%
4539	Rentals	6,431	7,085	7,085	7,100	15	0.21%
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	56,038	50,000	56,300	50,000	-	-
4667	Dues & Publications	1,671	1,390	1,390	1,450	60	4.32%
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	425	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 191,778</b>	<b>\$ 174,156</b>	<b>\$ 181,456</b>	<b>\$ 203,274</b>	<b>\$ 29,118</b>	<b>16.72%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 640,587</b>	<b>\$ 651,794</b>	<b>\$ 659,094</b>	<b>\$ 760,904</b>	<b>\$ 109,110</b>	<b>16.74%</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2021	<b><u>Office Supplies</u></b>	
	Supplies: books, jackets, covers, glue, tape etc	2,900
	Security system supplies	2,500
	Office Supplies	1,000
	AV supplies	1,500
		<hr/> 7,900
2022	<b><u>Operating and Repair Supplies</u></b>	
	Cookies for story hour, cleaning, electrical & gardening supplies, Christmas decorations, misc.	4,000
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Staff Computers	3,000
	Computer hardware, Flat Screen Display	1,500
		<hr/> 4,500
2026	<b><u>Computer Software</u></b>	
	Misc. Software	300
	Wilson Web, Mango Languages	2,600
	Summer Reading program software	750
		<hr/> 3,650
4533	<b><u>Transportation</u></b>	
	Travel for Alaska Library Assoc. Conference, and other conferences as determined necessary. DirLead Meeting and Workshops includes car allowance.	7,000
4535	<b><u>Printing and Binding</u></b>	
	Copier rental, paper supplies, book rebinding, ink cartridges	12,000
4538	<b><u>Repairs and Maintenance</u></b>	
	SirsiDynix maintenance/ Cisco Pix contract	7,500
	Guardian Security	1,000
	Janitorial Services	33,000
	Computer Maintenance	2,680
	Miscellaneous Equipment Repair	1,600
		<hr/> 45,780
4539	<b><u>Rentals</u></b>	
	McNaughton rental books/tapes/DVD	6,000
	Movie Licensing	400
	Grantstation	200
	Postage meter	500
		<hr/> 7,100
4667	<b><u>Dues and Publications</u></b>	
	Professional subscription	600
	Library science reference materials	300
	American Library Assoc. Dues	180
	Alaska Library Network	250
	Alaska Library Assoc. Dues	120
		<hr/> 1,450

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND – RECREATION**

Through a partnering agreement, the Boys and Girls Club of the Kenai Peninsula manage and operate the Kenai Recreation Center. The Recreation Center provides year-round opportunities for all ages both



programmed based and on a walk-in basis. Amenities include a weight room, 4 racquetball/wallyball courts, gymnasium, saunas, showers, and locker rooms. The upstairs houses a teen center which provides area youth with a fun, safe environment. Amenities include a dance floor, snack bar, pool tables, foosball, ping-pong, video games, TV, air hockey, and computers.

Seasonal maintenance activities through the recreation department during winter months include Nordic trail grooming (3.2 mi.) at the Kenai Golf Course, contracted ice maintenance at the ConocoPhillips/City of Kenai Multi-Purpose Facility, and outdoor ice maintenance at Daubenspeck Family Park. Local schools, leagues, and residents utilize both the multi-purpose facility and trails for practices, games, special events, and enjoyment. During the summer months, the Kenai Softball Association, Kenai Little League Baseball, Kenai River Wolfpack (Rugby), Boys & Girls Club, and the Kenai Peninsula Soccer Club utilize the City's maintained sports fields for practices, games, and tournaments. The local high school also utilizes the City's ball diamonds for their spring softball and baseball programs, which started in 2010 and 2011 respectively. Other recreation based facilities include the skate park, 18-hole disc-golf course, and an 18-hole golf course (privately operated on leased property).

As for program based activities, the department works jointly with the Kenai Rotary Club, Kenai Chamber of Commerce, and Kenai Visitors & Cultural Center annually to provide the Kenai River Marathon each fall. The department occasionally provides other recreational programming such as Nordic racing, wrestling and soccer camps. The Community Gardening program provides residents with gardening opportunities that otherwise may not be able to participate in this activity. This area is a valuable part of the open space network and provides both recreational and therapeutic opportunities for the public.

The department also coordinates with many community organizations for recreational purposes, including Golden Wheel Amusements, Kenai Kennel Club, Women's Resource & Crisis Center (Women's Run), Kenai Rotary Club (Soap Box Derby), Kenai Eagle Disc Golf Association, Kenai River Brown Bears, and Frontier Community Services (Challenger Baseball League) to name a few.

Assigned FT Personnel: Parks & Recreation Director, one (1) Groundskeeper (their time is divided equally with the Parks Department).

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Fund: 001 - General Fund  
Department: 45 - Recreation**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 61,253	\$ 64,090	\$ 64,090	\$ 64,483	\$ 393	0.61%
0200	Overtime	958	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	3,029	2,664	2,664	2,626	(38)	(1.43%)
0400	Medicare	927	968	968	973	5	0.52%
0450	Social Security	-	-	-	-	-	-
0500	PERS	13,796	14,100	14,100	14,186	86	0.61%
0600	Unemployment Insurance	-	334	334	335	1	0.30%
0700	Workers Compensation	1,362	1,648	1,648	1,880	232	14.08%
0800	Health & Life Insurance	11,775	12,530	12,530	16,396	3,866	30.85%
0900	Supplemental Retirement	1,567	1,500	1,500	1,500	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 94,667</b>	<b>\$ 97,834</b>	<b>\$ 97,834</b>	<b>\$ 102,379</b>	<b>\$ 4,545</b>	<b>4.65%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	133	200	200	200	-	-
2022	Operating & Repair Supplies	15,401	6,800	6,800	7,500	700	10.29%
2024	Small Tools/Minor Equipment	9,557	2,000	2,000	500	(1,500)	(75.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	-	-	400	400	-
4531	Professional Services	163,862	172,000	176,000	192,500	20,500	11.92%
4532	Communications	3,428	4,000	4,000	4,000	-	-
4533	Travel & Transportation	180	-	-	-	-	-
4534	Advertising	528	500	410	500	-	-
4535	Printing & Binding	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	86,777	112,093	108,093	97,300	(14,793)	(13.20%)
4538	Repair & Maintenance	5,962	8,400	8,400	13,900	5,500	65.48%
4539	Rentals	1,188	2,600	2,600	2,600	-	-
4540	Equip. Fund Pmts.	3,917	3,917	3,917	5,265	1,348	34.41%
4541	Postage	-	-	-	-	-	-
4666	Books	-	100	100	100	-	-
4667	Dues & Publications	200	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	-	200	200	200	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 291,133</b>	<b>\$ 313,340</b>	<b>\$ 313,250</b>	<b>\$ 325,495</b>	<b>\$ 12,155</b>	<b>3.88%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 385,800</b>	<b>\$ 411,174</b>	<b>\$ 411,084</b>	<b>\$ 427,874</b>	<b>\$ 16,700</b>	<b>4.06%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

**Fund: 001 - General Fund**  
**Department: 45 - Recreation**

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Ice Paint	1,300
	Rink supplies	1,000
	Janitorial / restroom supplies	800
	Soccer goal replacement nets	500
	Zamboni propane	2,500
	Basketball Goals, Backboard Padding	500
	Misc. paint / supplies	900
		<hr/> 7,500
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Hand tools, tables and chairs	500
4531	<b><u>Professional Services</u></b>	
	Recreation Center Services	130,000
	Ice Maintenance	45,000
	Dumpster Screen Construction	17,500
		<hr/> 192,500
4537	<b><u>Utilities</u></b>	
	Rec. and Multipurpose Facilities	97,300
4538	<b><u>Repairs and Maintenance</u></b>	
	Rec. Center alarm monitoring	700
	Relief Valve Replacement	1,000
	Glycol Pump Rebuild	4,000
	Microprocessor Panel Replacement Kit	8,000
	Misc.	200
		<hr/> 13,900
4539	<b><u>Rentals</u></b>	
	Portable toilets- Nordic trail	2,600

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - PARKS**

The City's park and open space system includes approximately 363 acres. This system is made up of twelve (12) parks and a variety of open space areas for outdoor recreational use.



Parks include: Municipal Park, Beaver Creek Park, Old Town Park, Cunningham Park, Fourth Avenue Park, East Kenai Park, Leif Hansen Memorial Park, Elson Rest Stop, Sports Complex, Kenai Park Strip, Daubenspeck Family Park, and Erik Hansen Scout Park. Within these park areas are 4 youth baseball fields, 4 adult softball fields, 6 soccer fields, playground and picnic areas, community gardens, skate/BMX park, 2.5 miles of walking trails, 3.2 miles of Nordic ski trails (Kenai Golf Course), wildlife viewing areas, 18-hole disc-golf course and river access. Leif Hansen Memorial Park, located downtown, includes a gazebo, water fountain, Veteran's and Marine Memorials, tree plantings and memorial plaques. The City also leases 120 acres for a privately

operated 18-hole golf course and another 10 acres to the Peninsula Oilers Baseball Club. Maintenance of these areas (excluding golf course and Oiler's complex) are year-round with demand peaking throughout the summer months. The work performed includes fertilizing & liming, aeration, irrigation, trail maintenance, mowing & trimming, sport field maintenance, facility/playground maintenance & repairs, safety inspections & installation of park equipment. Also a major operation is collection and removal of trash in these areas, in addition to, providing fee collection and support during the annual Personal Use Fishery.

Daubenspeck Family Park, located off Marathon Road, is currently under construction and will provide parking and picnic areas, play areas, swimming beach, trails, dog retrieval area, and ice skating during winter season.

The department also provides several volunteer programs through its Adopt-a-park, garden, trail, and bench program and provides support to various volunteer groups and individuals. Shelter reservations are also handled through the parks department.

Assigned FT Personnel: Parks & Recreation Director and one (1) Groundskeeper (their time is divided equally with the Recreation Department).

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Fund: 001 - General Fund  
Department: 46 - Parks**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 119,339	\$ 126,281	\$ 126,281	\$ 127,297	\$ 1,016	0.80%
0200	Overtime	3,244	6,786	6,786	6,786	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	3,048	2,664	2,664	2,626	(38)	(1.43%)
0400	Medicare	1,809	1,968	1,968	1,982	14	0.71%
0450	Social Security	3,687	4,184	4,184	4,222	38	0.91%
0500	PERS	13,795	14,430	14,430	14,516	86	0.60%
0600	Unemployment Insurance	4,783	1,910	1,910	683	(1,227)	(64.24%)
0700	Workers Compensation	3,754	4,416	4,416	5,121	705	15.96%
0800	Health & Life Insurance	11,775	12,530	12,530	16,396	3,866	30.85%
0900	Supplemental Retirement	1,566	1,500	1,500	1,500	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 166,800</b>	<b>\$ 176,669</b>	<b>\$ 176,669</b>	<b>\$ 181,129</b>	<b>\$ 4,460</b>	<b>2.52%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	-	-	-	-	-	-
2022	Operating & Repair Supplies	39,954	49,000	52,500	49,000	-	-
2024	Small Tools/Minor Equipment	10,322	10,500	10,500	10,500	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-
4531	Professional Services	-	30,000	37,000	3,500	(26,500)	(88.33%)
4532	Communications	3,726	3,800	3,800	3,800	-	-
4533	Travel & Transportation	4,165	1,000	1,000	1,000	-	-
4534	Advertising	162	500	670	500	-	-
4535	Printing & Binding	2,956	5,600	5,600	5,600	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	9,141	13,415	13,415	11,810	(1,605)	(11.96%)
4538	Repair & Maintenance	4,806	10,000	4,173	10,000	-	-
4539	Rentals	44,862	60,000	60,000	50,000	(10,000)	(16.67%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	7,994	8,000	7,920	8,000	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 128,088</b>	<b>\$ 191,815</b>	<b>\$ 196,578</b>	<b>\$ 153,710</b>	<b>\$ (38,105)</b>	<b>(19.87%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	43,510	30,000	26,614	80,000	50,000	166.67%
8064	Machinery & Equipment	22,327	-	9,213	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 65,837</b>	<b>\$ 30,000</b>	<b>\$ 35,827</b>	<b>\$ 80,000</b>	<b>\$ 50,000</b>	<b>166.67%</b>
	<b>Department Total:</b>	<b>\$ 360,725</b>	<b>\$ 398,484</b>	<b>\$ 409,074</b>	<b>\$ 414,839</b>	<b>\$ 16,355</b>	<b>4.10%</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Fund: 001 - General Fund  
Department: 46 - Parks**

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Restroom supplies & maintenance	7,500
	Fuel	13,000
	Fertilizer and ag lime	22,500
	Baseball chalk	500
	Grass seed	1,500
	Sand, gravel, topsoil	4,000
		<u>49,000</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Hand mowers, hand tools, safety equipment	1,000
	Picnic tables, benches grills and trash receptacles	7,500
	Playground equipment	2,000
		<u>10,500</u>
4531	<b><u>Professional Services</u></b>	
	Dumpster Screen Construction (1)	3,500
4535	<b><u>Printing and Binding</u></b>	
	Brochures	300
	Park time cards	300
	Dip net envelopes	3,000
	Receipt books	2,000
		<u>5,600</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Pumping restrooms, fence repair, sandblasting and painting, brush clearing and signage	10,000
4539	<b><u>Rentals</u></b>	
	Dip net portable toilets, dip net dumpsters, fuel surcharge for rentals, machinery & equipment rentals, dumpsters	50,000
5041	<b><u>Miscellaneous</u></b>	
	Misc. and disposal fees	500
	Nordic ski team beach clean-up	7,500
		<u>8,000</u>
8063	<b><u>Improvements other than Buildings</u></b>	
	Little League Field Improvements	35,000
	Trail Development	10,000
	Scenic Overlook Parking Lot Paving	35,000
		<u>80,000</u>

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - BEAUTIFICATION**

The department works hard to keep areas well groomed for the enjoyment of our residents and visitors alike. In doing so, the department plants and maintains an extensive display of flowers, shrubs, and trees throughout town each summer. The City's greenhouse provides some of the flowers utilized in City landscapes with most stock purchased through local vendors. Community volunteers often assist with design and maintenance of various designated flower beds. Seasonal maintenance personnel provide lawn maintenance for the many greenways and right-of-ways located throughout the City, including City-owned facilities and one cemetery. Total acreage maintained is approximately 40 acres. During the winter months, the City's street lights, facilities, and select park areas are adorned with lighted displays.



Assigned FT Personnel: Under the supervision of the Parks and Recreation Director.

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Fund: 001 - General Fund  
Department: 47- Beautification**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 34,351	\$ 35,863	\$ 35,863	\$ 50,835	\$ 14,972	41.75%
0200	Overtime	3,421	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-
0400	Medicare	561	520	520	737	217	41.73%
0450	Social Security	2,398	2,223	2,223	3,153	930	41.84%
0500	PERS	-	-	-	-	-	-
0600	Unemployment Insurance	4,389	2,679	2,679	254	(2,425)	(90.52%)
0700	Workers Compensation	1,244	1,439	1,439	2,366	927	64.42%
0800	Health & Life Insurance	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 46,364</b>	<b>\$ 42,724</b>	<b>\$ 42,724</b>	<b>\$ 57,345</b>	<b>\$ 14,621</b>	<b>34.22%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	-	-	-	-	-	-
2022	Operating & Repair Supplies	29,182	27,300	27,300	28,500	1,200	4.40%
2024	Small Tools/Minor Equipment	13,878	12,000	12,000	15,000	3,000	25.00%
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-
4531	Professional Services	-	-	2,500	5,000	5,000	-
4532	Communications	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-
4535	Printing & Binding	97	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	2,645	3,144	3,144	2,910	(234)	(7.44%)
4538	Repair & Maintenance	13,275	15,000	15,000	14,500	(500)	(3.33%)
4539	Rentals	-	250	250	250	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	-	175	175	175	-	-
4667	Dues & Publications	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 59,077</b>	<b>\$ 57,869</b>	<b>\$ 60,369</b>	<b>\$ 66,335</b>	<b>\$ 8,466</b>	<b>14.63%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	17,128	10,000	7,500	30,000	20,000	200.00%
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ 17,128</b>	<b>\$ 10,000</b>	<b>\$ 7,500</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>	<b>200.00%</b>
	<b>Department Total:</b>	<b>\$ 122,569</b>	<b>\$ 110,593</b>	<b>\$ 110,593</b>	<b>\$ 153,680</b>	<b>\$ 43,087</b>	<b>38.96%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

**Fund: 001 - General Fund**  
**Department: 47 - Beautification**

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Flowers, trees, shrubs, decorations etc	18,500
	Fuel	<u>10,000</u>
		28,500
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Weed trimmers, tools, trays, mowers	2,500
	Winter Pole Decorations	4,000
	Banners	2,000
	Static Light Display for Leif Hansen Memorial Park	<u>6,500</u>
		15,000
4531	<b><u>Professional Services</u></b>	
	Leif Hansen Memorial Park Design	5,000
4538	<b><u>Repairs and Maintenance</u></b>	
	Repair and replace transformers	8,500
	Herbicide application	3,500
	Planting of circle planters	<u>2,500</u>
		14,500
8063	<b><u>Improvements Other than Buildings</u></b>	
	Leif Hansen Memorial Park Landscape Improvements	30,000

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - BOATING FACILITY**

This department is supervised by the Public Works Director.

This department consists of a dock manager and a dock hand. These are summer-time positions. The dock manager and dockhand work four months in this department and eight months in the street department.

This department is responsible for the operation, maintenance, and repair of a large municipal-owned boating facility which includes the municipal dock.

Public Works Department is responsible for the operation of the Kenai Boating Facility and coordination with fish processors who hold City leases, independent fish processors, public users, commercial, recreation and dip net fishermen, and others. The staff operates maintenance and operational equipment which includes cranes, pumps, high pressure washers, graders, front end loaders, back-hoes and sewage vacuum trucks. This includes cleaning, servicing & making repairs to this equipment. The staff also supervises the use and collection of money for the waste oil disposal, septic disposal, showers, trash and boat launching at the ramps.

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>							
0100	Salaries	\$ 37,790	\$ 37,284	\$ 37,284	\$ 38,121	\$ 837	2.24%
0200	Overtime	3,115	6,000	6,000	6,000	-	-
0250	Holiday Pay	-	-	-	-	-	-
0300	Leave	-	1,381	1,381	1,412	31	2.24%
0400	Medicare	587	648	648	660	12	1.85%
0450	Social Security	202	179	179	180	1	0.56%
0500	PERS	7,938	8,887	8,887	9,067	180	2.03%
0600	Unemployment Insurance	-	311	311	228	(83)	(26.69%)
0700	Workers Compensation	1,885	1,793	1,793	2,130	337	18.80%
0800	Health & Life Insurance	7,667	8,354	8,354	10,820	2,466	29.52%
0900	Supplemental Retirement	1,402	1,000	1,000	1,000	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b>\$ 60,586</b>	<b>\$ 65,837</b>	<b>\$ 65,837</b>	<b>\$ 69,618</b>	<b>\$ 3,781</b>	<b>5.74%</b>
<b><u>Maintenance and Operations</u></b>							
2021	Office Supplies	31	200	200	200	-	-
2022	Operating & Repair Supplies	29,737	10,000	9,100	10,000	-	-
2024	Small Tools/Minor Equipment	3,763	2,700	15,700	2,700	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-
4531	Professional Services	3,549	1,500	9,000	3,000	1,500	100.00%
4532	Communications	699	1,000	1,000	1,000	-	-
4533	Travel & Transportation	200	-	-	-	-	-
4534	Advertising	172	750	750	750	-	-
4535	Printing & Binding	1,359	1,500	2,400	1,500	-	-
4536	Insurance	-	-	-	-	-	-
4537	Utilities	7,476	6,607	6,607	8,224	1,617	24.47%
4538	Repair & Maintenance	7,079	30,000	30,000	85,000	55,000	183.33%
4539	Rentals	4,239	6,000	6,000	6,000	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-
4667	Dues & Publications	125	150	150	150	-	-
4999	Contingency	-	-	-	-	-	-
5041	Miscellaneous	425	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 58,854</b>	<b>\$ 60,907</b>	<b>\$ 81,407</b>	<b>\$ 119,024</b>	<b>\$ 58,117</b>	<b>95.42%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>							
8061	Land	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 119,440</b>	<b>\$ 126,744</b>	<b>\$ 147,244</b>	<b>\$ 188,642</b>	<b>\$ 61,898</b>	<b>48.84%</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b> Fuel, lubricants, oil absorbent boom, cleaning supplies, safety equipment, miscellaneous supplies	10,000
2024	<b><u>Small Tools and Minor Equipment</u></b> Miscellaneous	2,700
4531	<b><u>Professional Services</u></b> Water tests, Crane Certification, Hyrdo Test of fuel lines	3,000
4535	<b><u>Printing and Binding</u></b> Print boat launch envelopes	1,500
4538	<b><u>Repair and Maintenance</u></b> Repair & Maintenance Dock Pile Cleaning and Painting Dock Pile Repair	20,000 15,000 50,000 <hr/> 85,000
4539	<b><u>Rentals</u></b> Port-a-potties & other Equipment Rental	2,000 4,000 <hr/> 6,000

## **SPECIAL REVENUE FUNDS**

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

### **1. WATER AND SEWER FUND**

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

### **2. AIRPORT FUND**

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

### **3. SENIOR CITIZEN FUND**

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



This page intentionally left blank

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Special Revenue Funds Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2011 Original Budget	FY2012 Adopted Budget	Difference	FY2011 Original Budget	FY2012 Adopted Budget	Difference
<b><u>Water and Sewer Fund</u></b>						
Water	\$ 204,370	\$ 217,516	\$ 13,146	\$ 385,308	\$ 493,827	\$ 108,519
Sewer	204,370	217,516	13,146	107,108	143,222	36,114
Wastewater Treatment Plant	323,626	351,422	27,796	476,155	514,997	38,842
Total Water and Sewer Fund	<u>732,366</u>	<u>786,454</u>	<u>54,088</u>	<u>968,571</u>	<u>1,152,046</u>	<u>183,475</u>
<b><u>Airport Fund</u></b>						
Terminal	102,043	107,747	5,704	365,559	384,237	18,678
Airfield	252,757	264,800	12,043	530,696	506,941	(23,755)
Administration	182,065	195,233	13,168	47,370	49,951	2,581
Other Buildings & Areas	74,654	80,447	5,793	73,035	80,418	7,383
Training Facility	-	-	-	80,000	70,000	(10,000)
Total Airport Fund	<u>611,519</u>	<u>648,227</u>	<u>36,708</u>	<u>1,096,660</u>	<u>1,091,547</u>	<u>(5,113)</u>
<b><u>Senior Citizen Fund</u></b>						
Access	137,232	145,712	8,480	30,682	28,948	(1,734)
Congregate Meals	69,474	76,160	6,686	65,815	72,749	6,934
Home Meals	58,400	60,590	2,190	46,771	56,365	9,594
Transportation	39,462	36,578	(2,884)	18,782	17,168	(1,614)
MASST Grant	-	-	-	-	-	-
Choice Waiver	86,622	93,314	6,692	55,230	64,535	9,305
Total Senior Citizen Funds	<u>391,190</u>	<u>412,354</u>	<u>21,164</u>	<u>217,280</u>	<u>239,765</u>	<u>22,485</u>
<b>Total Special Revenue Funds</b>	<b><u>\$ 1,735,075</u></b>	<b><u>\$ 1,847,035</u></b>	<b><u>\$ 111,960</u></b>	<b><u>\$ 2,282,511</u></b>	<b><u>\$ 2,483,358</u></b>	<b><u>\$ 200,847</u></b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Special Revenue Funds Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2011 Original Budget	FY2012 Adopted Budget	Difference	FY2011 Original Budget	FY2012 Adopted Budget	Difference	
						<u>Water and Sewer Fund</u>
\$ 72,900	\$ 74,200	\$ 1,300	\$ 662,578	\$ 785,543	\$ 122,965	Water
76,300	81,500	5,200	387,778	442,238	54,460	Sewer
109,300	97,400	(11,900)	909,081	963,819	54,738	Wastewater Treatment Plant
258,500	253,100	(5,400)	1,959,437	2,191,600	232,163	Total Water and Sewer Fund
						<u>Airport Fund</u>
78,100	93,500	15,400	545,702	585,484	39,782	Terminal
771,000	806,900	35,900	1,554,453	1,578,641	24,188	Airfield
30,300	53,700	23,400	259,735	298,884	39,149	Administration
20,000	-	(20,000)	167,689	160,865	(6,824)	Other Buildings & Areas
-	-	-	80,000	70,000	(10,000)	Training Facility
899,400	954,100	54,700	2,607,579	2,693,874	86,295	Total Airport Fund
						<u>Senior Citizen Fund</u>
39,391	35,942	(3,449)	207,305	210,602	3,297	
32,289	29,462	(2,827)	167,578	178,371	10,793	
25,111	22,912	(2,199)	130,282	139,867	9,585	
13,219	12,062	(1,157)	71,463	65,808	(5,655)	<u>Title III</u>
-	-	-	-	-	-	<u>MASST Grant</u>
33,890	30,922	(2,968)	175,742	188,771	13,029	Choice Waiver
143,900	131,300	(12,600)	752,370	783,419	31,049	Total Senior Citizen Funds
<u>\$ 1,301,800</u>	<u>\$ 1,338,500</u>	<u>\$ 36,700</u>	<u>\$ 5,319,386</u>	<u>\$ 5,668,893</u>	<u>\$ 349,507</u>	Total Special Revenue Funds

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Original Budget FY 2011</u>	<u>Projection FY 2011</u>	<u>Council Adopted FY 2012</u>
<b>Revenues</b>					
PERS Grant	\$ 56,640	\$ 25,244	\$ 27,621	\$ 27,621	\$ 41,446
Usage Fees					
Service Hook-up	4,997	3,800	5,000	5,000	5,000
Residential Water	316,143	318,320	319,260	319,260	319,260
Commercial Water	145,441	134,000	145,656	145,656	148,569
Residential Sewer	911,568	916,752	915,000	915,000	933,300
Commercial Sewer	396,853	347,117	401,594	401,594	401,594
Total Usage Fees	<u>1,775,002</u>	<u>1,719,989</u>	<u>1,786,510</u>	<u>1,786,510</u>	<u>1,807,723</u>
Miscellaneous Revenues					
Penalty and Interest	13,614	25,637	26,000	26,000	26,000
Special Assessment Principal	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Interest Earnings	146,794	33,904	40,000	25,000	25,000
Other	4,223	7,228	3,000	3,000	3,000
Total Miscellaneous Revenues	<u>164,631</u>	<u>66,769</u>	<u>69,000</u>	<u>54,000</u>	<u>54,000</u>
Total Revenues	<u>1,996,273</u>	<u>1,812,002</u>	<u>1,883,131</u>	<u>1,868,131</u>	<u>1,903,169</u>
<b>Expenditures</b>					
Water Department	740,396	1,075,125	662,578	1,065,856	785,543
Sewer Department	382,496	359,540	387,778	401,378	442,238
Wastewater Treatment Plant Department	<u>829,296</u>	<u>825,442</u>	<u>909,081</u>	<u>909,081</u>	<u>963,819</u>
Total Expenditures	<u>1,952,188</u>	<u>2,260,107</u>	<u>1,959,437</u>	<u>2,376,315</u>	<u>2,191,600</u>
Contribution To/(From) Fund Balance:	44,085	(448,105)	(76,306)	(508,184)	(288,431)
Projected Lapse (6%)	<u>-</u>	<u>-</u>	<u>117,566</u>	<u>142,579</u>	<u>131,496</u>
Adjusted (Deficit)/Surplus			41,260	(365,605)	(156,935)
Beginning Fund Balance	<u>1,896,389</u>	<u>1,940,474</u>	<u>1,503,632</u>	<u>1,492,369</u>	<u>1,126,764</u>
Residual Equity Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ 1,940,474</u>	<u>\$ 1,492,369</u>	<u>\$ 1,544,892</u>	<u>\$ 1,126,764</u>	<u>\$ 969,829</u>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

**Water and Sewer Fund Summary by Line Item**

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 421,423	\$ 385,151	\$ 433,843	\$ 433,843	\$ 441,294	\$ 7,451	1.72%
0200	Overtime	21,537	18,873	18,600	18,600	20,600	2,000	10.75%
0250	Holiday Pay	10,689	10,022	11,001	11,001	11,217	216	1.96%
0300	Leave	34,507	25,671	18,966	18,966	19,037	71	0.37%
0400	Medicare	7,018	6,272	6,995	6,995	7,136	141	2.02%
0450	Social Security	-	6	-	-	-	-	-
0500	PERS	125,055	106,346	129,580	129,580	145,530	15,950	12.31%
0600	Unemployment Insurance	-	-	2,413	2,413	2,460	47	1.95%
0700	Workers Compensation	16,424	14,810	16,264	16,264	18,385	2,121	13.04%
0800	Health & Life Insurance	82,068	77,148	84,578	84,578	110,669	26,091	30.85%
0900	Supplemental Retirement	10,783	10,034	10,126	10,126	10,126	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 729,504</b>	<b>\$ 654,333</b>	<b>\$ 732,366</b>	<b>\$ 732,366</b>	<b>\$ 786,454</b>	<b>\$ 54,088</b>	<b>7.39%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,546	1,607	3,193	3,193	3,193	-	-
2022	Operating & Repair Supplies	158,606	138,091	187,700	187,700	253,612	65,912	35.12%
2024	Small Tools/Minor Equipment	10,063	13,089	12,200	12,200	15,880	3,680	30.16%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	216	697	4,580	4,580	17,700	13,120	286.46%
4531	Professional Services	25,200	20,515	35,300	62,600	56,007	20,707	58.66%
4532	Communications	23,468	21,733	24,800	24,800	24,610	(190)	(0.77%)
4533	Travel & Transportation	7,010	5,904	13,819	13,819	8,707	(5,112)	(36.99%)
4534	Advertising	1,539	1,087	2,500	2,500	2,500	-	-
4535	Printing & Binding	1,491	1,491	2,650	2,650	2,650	-	-
4536	Insurance	17,760	19,249	19,600	19,600	20,915	1,315	6.71%
4537	Utilities	440,415	399,504	487,971	487,971	526,074	38,103	7.81%
4538	Repair & Maintenance	75,647	50,965	91,500	91,500	137,400	45,900	50.16%
4539	Rentals	11,357	4,526	13,000	13,000	13,000	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	56	1,275	1,275	1,275	-	-
4667	Dues & Publications	610	645	1,045	1,045	1,217	172	16.46%
4999	General Contingency	-	-	60,000	59,900	60,000	-	-
5041	Miscellaneous	4,185	4,106	7,438	7,438	7,306	(132)	(1.77%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 779,113</b>	<b>\$ 683,265</b>	<b>\$ 968,571</b>	<b>\$ 995,771</b>	<b>\$ 1,152,046</b>	<b>\$ 183,475</b>	<b>18.94%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	1,770	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	5,305	-	-	-	-	-
8064	Machinery & Equipment	74,970	85,361	31,000	31,000	34,000	3,000	9.68%
9090	Transfers	676,520	452,364	227,500	617,178	219,100	(8,400)	(3.69%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 751,490</b>	<b>\$ 544,800</b>	<b>\$ 258,500</b>	<b>\$ 648,178</b>	<b>\$ 253,100</b>	<b>\$ (5,400)</b>	<b>(2.09%)</b>
<b>Department Total:</b>		<b>\$ 2,260,107</b>	<b>\$ 1,882,398</b>	<b>\$ 1,959,437</b>	<b>\$ 2,376,315</b>	<b>\$ 2,191,600</b>	<b>\$ 232,163</b>	<b>11.85%</b>

## **DEPARTMENT NARRATIVE**

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

The City's water distribution system consists of three wells with well houses and one pump house taking water from a 3,000,000-gallon tank and 53.8 miles of water pipe. The system serves approximately 1,863 service connections. The system must be monitored and maintained for proper operation. It must meet all state, local, and federal mandates applying to all safety standards and the Clean Water Act.

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

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 117,794	\$ 105,252	\$ 121,277	\$ 121,277	\$ 122,419	\$ 1,142	0.94%
0200	Overtime	8,616	9,196	8,300	8,300	8,300	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,666	6,859	5,735	5,735	5,706	(29)	(0.51%)
0400	Medicare	1,953	1,721	1,962	1,962	1,978	16	0.82%
0450	Social Security	-	3	-	-	-	-	-
0500	PERS	34,883	29,716	36,230	36,230	40,210	3,980	10.99%
0600	Unemployment Insurance	-	-	677	677	682	5	0.74%
0700	Workers Compensation	5,429	4,825	3,882	3,882	4,666	784	20.20%
0800	Health & Life Insurance	23,410	21,175	23,494	23,494	30,742	7,248	30.85%
0900	Supplemental Retirement	3,048	2,748	2,813	2,813	2,813	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 204,799</b>	<b>\$ 181,495</b>	<b>\$ 204,370</b>	<b>\$ 204,370</b>	<b>\$ 217,516</b>	<b>\$ 13,146</b>	<b>6.43%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	709	676	1,200	1,200	1,200	-	-
2022	Operating & Repair Supplies	49,448	43,505	65,000	65,000	125,000	60,000	92.31%
2024	Small Tools/Minor Equipment	4,023	5,558	3,100	3,100	6,600	3,500	112.90%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	108	130	1,600	1,600	6,850	5,250	328.13%
4531	Professional Services	10,262	9,590	20,000	33,600	20,000	-	-
4532	Communications	16,721	15,485	17,500	17,500	17,500	-	-
4533	Travel & Transportation	2,424	2,405	5,000	5,000	2,500	(2,500)	(50.00%)
4534	Advertising	1,405	869	2,500	2,500	2,500	-	-
4535	Printing & Binding	1,491	1,428	2,650	2,650	2,650	-	-
4536	Insurance	6,067	6,472	6,600	6,600	7,389	789	11.95%
4537	Utilities	165,272	147,772	198,708	198,708	215,188	16,480	8.29%
4538	Repair & Maintenance	26,696	18,247	26,500	26,500	51,500	25,000	94.34%
4539	Rentals	11,357	4,496	12,500	12,500	12,500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	24	250	250	250	-	-
4667	Dues & Publications	414	348	500	500	500	-	-
4999	Contingency	-	-	20,000	20,000	20,000	-	-
5041	Miscellaneous	535	574	1,700	1,700	1,700	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 296,932</b>	<b>\$ 257,579</b>	<b>\$ 385,308</b>	<b>\$ 398,908</b>	<b>\$ 493,827</b>	<b>\$ 108,519</b>	<b>28.16%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	1,770	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,246	-	-	-	-	-
8064	Machinery & Equipment	35,774	30,430	-	-	-	-	-
9090	Transfers Out	537,620	318,564	72,900	462,578	74,200	1,300	1.78%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 573,394</b>	<b>\$ 352,010</b>	<b>\$ 72,900</b>	<b>\$ 462,578</b>	<b>\$ 74,200</b>	<b>\$ 1,300</b>	<b>1.78%</b>
<b>Department Total:</b>		<b>\$ 1,075,125</b>	<b>\$ 791,084</b>	<b>\$ 662,578</b>	<b>\$ 1,065,856</b>	<b>\$ 785,543</b>	<b>\$ 122,965</b>	<b>18.56%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2021	<b><u>Office Supplies</u></b> Water and sewer applications, door tags, daily receipts, and utility bills	1,200
2022	<b><u>Operating and Repair Supplies</u></b> Foul weather gear, boots, fuel, gloves, hoses, visqueen, cleaning acid, masonry and metal saw blades, wire and chains, oxygen and acetylene, lubricant, plumbing supplies, and misc. Chemicals for Water Treatment Plant	65,000 60,000 <hr/> 125,000
2024	<b><u>Small Tools and Minor Equipment</u></b> Misc. tools/equipment Hydrant Wrench	3,100 3,500 <hr/> 6,600
2026	<b><u>Computer Software</u></b> Symantec Virus, 1/2 Microsoft Office 2007, Wonderware, misc.	6,850
4531	<b><u>Professional Services</u></b> Lab testing of water and other miscellaneous tests, work on water charts and instruments, medical testing and exams.	20,000
4532	<b><u>Communication</u></b> Utility bill postage, phone, fax, internet charges, SCADA lines	17,500
4538	<b><u>Repairs and Maintenance</u></b> Repair well houses, pumps, hydrants, waterlines, fences, misc Tank Inspection, Cleaning & Condition Report	26,500 25,000 <hr/> 51,500
4539	<b><u>Rentals</u></b> Water storage tank site lease Miscellaneous rentals, and wellhouse site rental	11,057 1,443 <hr/> 12,500
9090	<b><u>Transfer to Other Funds</u></b> Transfer to General Fund: Central Administrative Costs	74,200

## **DEPARTMENT NARRATIVE**

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

The sewer collection system of the City of Kenai collects sewage from approximately 1,832 customers. The City maintains approximately 46 miles of sewer pipe and 16 lift stations.

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

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 117,794	\$ 105,241	\$ 121,277	\$ 121,277	\$ 122,419	\$ 1,142	0.94%
0200	Overtime	9,181	8,440	8,300	8,300	8,300	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	9,666	6,859	5,735	5,735	5,706	(29)	(0.51%)
0400	Medicare	1,961	1,710	1,962	1,962	1,978	16	0.82%
0450	Social Security	-	3	-	-	-	-	-
0500	PERS	35,008	29,462	36,230	36,230	40,210	3,980	10.99%
0600	Unemployment Insurance	-	-	677	677	682	5	0.74%
0700	Workers Compensation	5,429	4,825	3,882	3,882	4,666	784	20.20%
0800	Health & Life Insurance	23,334	21,158	23,494	23,494	30,742	7,248	30.85%
0900	Supplemental Retirement	3,048	2,748	2,813	2,813	2,813	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 205,421</b>	<b>\$ 180,446</b>	<b>\$ 204,370</b>	<b>\$ 204,370</b>	<b>\$ 217,516</b>	<b>\$ 13,146</b>	<b>6.43%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	662	661	1,250	1,250	1,250	-	-
2022	Operating & Repair Supplies	20,803	15,763	22,700	22,700	22,700	-	-
2024	Small Tools/Minor Equipment	3,058	4,215	3,100	3,100	3,100	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	108	124	1,600	1,600	6,850	5,250	328.13%
4531	Professional Services	3,837	945	300	14,000	1,000	700	233.33%
4532	Communications	4,133	3,747	4,300	4,300	4,710	410	9.53%
4533	Travel & Transportation	2,424	1,797	5,000	5,000	2,500	(2,500)	(50.00%)
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	63	-	-	-	-	-
4536	Insurance	4,604	4,500	4,800	4,800	4,944	144	3.00%
4537	Utilities	14,532	14,455	16,158	16,158	16,768	610	3.78%
4538	Repair & Maintenance	28,400	18,745	25,000	25,000	56,500	31,500	126.00%
4539	Rentals	-	30	500	500	500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	250	250	250	-	-
4667	Dues & Publications	75	70	150	150	150	-	-
4999	Contingency	-	-	20,000	19,900	20,000	-	-
5041	Miscellaneous	450	263	2,000	2,000	2,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 83,086</b>	<b>\$ 65,378</b>	<b>\$ 107,108</b>	<b>\$ 120,708</b>	<b>\$ 143,222</b>	<b>\$ 36,114</b>	<b>33.72%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	1,246	-	-	-	-	-
8064	Machinery & Equipment	25,133	54,931	23,000	23,000	34,000	11,000	47.83%
9090	Transfers Out	45,900	46,080	53,300	53,300	47,500	(5,800)	(10.88%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 71,033</b>	<b>\$ 102,257</b>	<b>\$ 76,300</b>	<b>\$ 76,300</b>	<b>\$ 81,500</b>	<b>\$ 5,200</b>	<b>6.82%</b>
<b>Department Total:</b>		<b>\$ 359,540</b>	<b>\$ 348,081</b>	<b>\$ 387,778</b>	<b>\$ 401,378</b>	<b>\$ 442,238</b>	<b>\$ 54,460</b>	<b>14.04%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2021	<b><u>Office Supplies</u></b> Water and sewer applications, door tags, daily receipts, and utility bills	1,250
2022	<b><u>Operating and Repair Supplies</u></b> Foul weather gear, boots, fuel, gloves, hoses, visqueen, cleaning acid, masonry and metal saw blades, wire and chains, oxygen and acetylene, lubricant, plumbing supplies, and misc. Fuel	15,700 7,000 <hr/> 22,700
2026	<b><u>Computer Software</u></b> Upgrades, Wonderware, ARC View Wonderware Upgrades	1,600 5,250 <hr/> 6,850
4532	<b><u>Communication</u></b> Utility bill postage, fax, phone and internet charges, SCADA lines	4,710
4533	<b><u>Transportation</u></b> Safety classes, AWWA Training, maintenance classes	2,500
4538	<b><u>Repair &amp; Maintenance</u></b> General maintenance Courtney Drive Extension	25,000 31,500 <hr/> 56,500
5041	<b><u>Miscellaneous</u></b> Laundry, truck permit	2,000
8064	<b><u>Machinery and Equipment</u></b> Grinder Pumps for Broad Street Sewer Lift Station 2 New Spare Lift Station Pumps	22,000 12,000 <hr/> 34,000
9090	<b><u>Transfer to Other Funds</u></b> Transfer to General Fund: Central Administrative Costs	47,500

## **DEPARTMENT NARRATIVE**

### **WATER AND SEWER FUND - WASTEWATER TREATMENT PLANT**

The City of Kenai Wastewater Treatment Plant is located at the end of South Spruce Road. The plant employs three full-time personnel, all of whom are State licensed. The plant was built in 1974, remodeled in 1980/81 and added effluent disinfection/dechlorination in 1991/92.

The wastewater treatment plant removes pollutants from wastewater collected by the sewer collection system discharging into Cook Inlet in conformance with the NPDES permit. The Environmental Protection Agency and the State of Alaska set and enforce requirements on the quality of water that may be discharged by the plant. Personnel at the Wastewater Treatment Plant report to the Public Works Director.

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 185,835	\$ 174,658	\$ 191,289	\$ 191,289	\$ 196,456	\$ 5,167	2.70%
0200	Overtime	3,740	1,237	2,000	2,000	4,000	2,000	100.00%
0250	Holiday Pay	10,689	10,022	11,001	11,001	11,217	216	1.96%
0300	Leave	15,175	11,953	7,496	7,496	7,625	129	1.72%
0400	Medicare	3,104	2,841	3,071	3,071	3,180	109	3.55%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	55,164	47,168	57,120	57,120	65,110	7,990	13.99%
0600	Unemployment Insurance	-	-	1,059	1,059	1,096	37	3.49%
0700	Workers Compensation	5,566	5,160	8,500	8,500	9,053	553	6.51%
0800	Health & Life Insurance	35,324	34,815	37,590	37,590	49,185	11,595	30.85%
0900	Supplemental Retirement	4,687	4,538	4,500	4,500	4,500	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 319,284</b>	<b>\$ 292,392</b>	<b>\$ 323,626</b>	<b>\$ 323,626</b>	<b>\$ 351,422</b>	<b>\$ 27,796</b>	<b>8.59%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	175	270	743	743	743	-	-
2022	Operating & Repair Supplies	88,355	78,823	100,000	100,000	105,912	5,912	5.91%
2024	Small Tools/Minor Equipment	2,982	3,316	6,000	6,000	6,180	180	3.00%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	443	1,380	1,380	4,000	2,620	189.86%
4531	Professional Services	11,101	9,980	15,000	15,000	35,007	20,007	133.38%
4532	Communications	2,614	2,501	3,000	3,000	2,400	(600)	(20.00%)
4533	Travel & Transportation	2,162	1,702	3,819	3,819	3,707	(112)	(2.93%)
4534	Advertising	134	218	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	7,089	8,277	8,200	8,200	8,582	382	4.66%
4537	Utilities	260,611	237,277	273,105	273,105	294,118	21,013	7.69%
4538	Repair & Maintenance	20,551	13,973	40,000	40,000	29,400	(10,600)	(26.50%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	32	775	775	775	-	-
4667	Dues & Publications	121	227	395	395	567	172	43.54%
4999	Contingency	-	-	20,000	20,000	20,000	-	-
5041	Miscellaneous	3,200	3,269	3,738	3,738	3,606	(132)	(3.53%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 399,095</b>	<b>\$ 360,308</b>	<b>\$ 476,155</b>	<b>\$ 476,155</b>	<b>\$ 514,997</b>	<b>\$ 38,842</b>	<b>8.16%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	2,813	-	-	-	-	-
8064	Machinery & Equipment	14,063	-	8,000	8,000	-	(8,000)	(100.00%)
9090	Transfers Out	93,000	87,720	101,300	101,300	97,400	(3,900)	(3.85%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 107,063</b>	<b>\$ 90,533</b>	<b>\$ 109,300</b>	<b>\$ 109,300</b>	<b>\$ 97,400</b>	<b>\$ (11,900)</b>	<b>(10.89%)</b>
<b>Department Total:</b>		<b>\$ 825,442</b>	<b>\$ 743,233</b>	<b>\$ 909,081</b>	<b>\$ 909,081</b>	<b>\$ 963,819</b>	<b>\$ 54,738</b>	<b>6.02%</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b> Chemicals, lime, polymer, consumables, lab supplies, generator fuel, repair and maintenance supplies	105,912
2024	<b><u>Small Tools and Minor Equipment</u></b> Misc. and hand tools	6,180
2026	<b><u>Computer Software</u></b> Miscellaneous upgrades and Wonderware Wonderware Upgrades	500 3,500 <hr/> 4,000
4531	<b><u>Professional Services</u></b> Miscellaneous testing, computer system repair and in- house training Master Plan / APDES Permitting	15,007 20,000 <hr/> 35,007
4533	<b><u>Transportation</u></b> Conferences Laboratory training	1,596 2,111 <hr/> 3,707
4538	<b><u>Repairs and Maintenance</u></b> Contract repair & maint. services Upgrade Lights in Plant Conveyor Belt	10,300 10,000 9,100 <hr/> 29,400
4667	<b><u>Dues and Publications</u></b> AWWA, WEF memberships, Misc.	567
5041	<b><u>Miscellaneous</u></b> Coverall service, tuition, misc.	3,606
9090	<b><u>Transfer to Other Funds</u></b> Transfer to General Fund: Central Administrative Costs	97,400

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

	<b>Actual FY 2009</b>	<b>Actual FY 2010</b>	<b>Original Budget FY 2011</b>	<b>Projection FY 2011</b>	<b>Council Adopted FY 2012</b>
<b>Revenues</b>					
State & Federal Grants	\$ 64,935	\$ 31,902	\$ 28,540	\$ 28,540	\$ 34,354
Usage Fees					
Fuel Sales	9,533	13,136	10,000	12,000	12,000
Fuel Flowage	87,724	27,806	22,500	25,000	25,000
Float Plane	1,274	1,123	1,800	1,800	1,800
Tie Down	9,590	7,175	12,000	7,500	7,500
Landing	221,188	233,548	272,250	272,250	299,475
Plane Parking	20,356	29,869	32,000	15,000	15,000
Total Usage Fees	349,665	312,657	350,550	333,550	360,775
Rents and Leases					
Land	459,441	472,497	480,000	470,000	502,033
Fish Hauling	10,242	3,344	7,000	7,000	7,000
Total Rents and Leases	469,683	475,841	487,000	477,000	509,033
Miscellaneous					
Penalty and Interest	1,834	3,153	3,000	3,000	3,000
Interest on Investments	144,598	31,080	55,000	55,000	55,000
Other	29,683	22,895	5,000	30,000	15,000
Total Miscellaneous	176,115	57,128	63,000	88,000	73,000
Terminal Revenue					
Parking Fees	167,017	163,461	190,000	190,000	190,000
Rents and Leases	179,268	203,501	210,000	205,000	238,532
Penalty and Interest	1,052	-	1,000	1,000	1,000
Car Rental Commissions	206,465	160,627	170,000	180,000	180,000
Advertising Commissions	7,422	5,958	7,000	5,000	5,000
Grants	-	-	-	-	-
Miscellaneous	7,269	9,995	6,500	6,500	6,500
Total Terminal Revenue	568,493	543,542	584,500	587,500	621,032
Transfers In					
General Fund	-	-	1,000	-	-
Capital Project Fund	-	63,380	-	54,747	-
Airport Land Trust Fund	291,937	904,447	968,157	999,976	1,037,483
Total Transfers In	291,937	967,827	969,157	1,054,723	1,037,483
Total Revenues	1,920,828	2,388,897	2,482,747	2,569,313	2,635,677
<b>Expenditures</b>					
Airport Terminal	507,768	502,790	545,702	530,952	585,484
Airport Airfield	1,617,702	1,371,420	1,554,453	1,584,470	1,578,641
Airport Administration	282,024	235,285	259,735	259,735	298,884
Airport Other Buildings and Areas	770,194	296,188	167,689	323,755	160,865
Airport Training Facility	164,138	86,504	80,000	80,000	70,000

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Original Budget FY 2011</u>	<u>Projection FY 2011</u>	<u>Council Adopted FY 2012</u>
Total Expenditures	<u>3,341,826</u>	<u>2,492,187</u>	<u>2,607,579</u>	<u>2,778,912</u>	<u>2,693,874</u>
Contribution To/(From) Fund Balance:	(1,420,998)	(103,290)	(124,832)	(209,599)	(58,197)
Projected Lapse (6%)	<u>-</u>	<u>-</u>	<u>156,455</u>	<u>166,735</u>	<u>161,632</u>
Adjusted (Deficit)/Surplus			31,623	(42,864)	103,435
Beginning Fund Balance	<u>5,151,933</u>	<u>3,730,935</u>	<u>3,505,695</u>	<u>3,627,645</u>	<u>3,584,781</u>
Ending Fund Balance	<u>\$ 3,730,935</u>	<u>\$ 3,627,645</u>	<u>\$ 3,537,318</u>	<u>\$ 3,584,781</u>	<u>\$ 3,688,216</u>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

**Airport Fund Summary by Line Item**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2010 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2011</b>	<b>Amended Budget</b>	<b>Council Adopted FY2012</b>	<b>Increase (Decrease) FY11 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 335,785	\$ 307,212	\$ 351,466	\$ 351,466	\$ 358,676	\$ 7,210	2.05%
0200	Overtime	30,056	43,360	43,500	33,500	33,500	(10,000)	(22.99%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	6,114	7,464	12,654	12,654	12,470	(184)	(1.45%)
0400	Medicare	5,348	5,226	5,910	5,910	5,865	(45)	(0.76%)
0450	Social Security	260	387	-	-	-	-	-
0500	PERS	97,465	91,483	110,435	110,435	120,632	10,197	9.23%
0600	Unemployment Insurance	830	254	1,942	1,942	2,024	82	4.22%
0700	Workers Compensation	11,108	13,220	11,772	11,772	11,718	(54)	(0.46%)
0800	Health & Life Insurance	65,752	67,142	64,740	64,740	94,436	29,696	45.87%
0900	Supplemental Retirement	8,721	8,155	9,100	9,100	8,906	(194)	(2.13%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 561,439</b>	<b>\$ 543,903</b>	<b>\$ 611,519</b>	<b>\$ 601,519</b>	<b>\$ 648,227</b>	<b>\$ 36,708</b>	<b>6.00%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,393	1,634	2,750	2,750	2,750	-	-
2022	Operating & Repair Supplies	165,390	151,205	189,000	189,000	202,500	13,500	7.14%
2024	Small Tools/Minor Equipment	20,141	20,645	14,800	14,800	29,972	15,172	102.51%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	329	645	1,400	1,400	850	(550)	(39.29%)
4531	Professional Services	67,923	60,801	53,000	59,182	52,100	(900)	(1.70%)
4532	Communications	21,000	22,948	28,800	28,800	25,420	(3,380)	(11.74%)
4533	Travel & Transportation	10,385	7,203	10,100	10,100	12,000	1,900	18.81%
4534	Advertising	7,229	9,242	15,400	15,400	14,400	(1,000)	(6.49%)
4535	Printing & Binding	2,871	2,569	5,500	5,500	5,300	(200)	(3.64%)
4536	Insurance	93,047	106,270	102,300	102,300	93,525	(8,775)	(8.58%)
4537	Utilities	263,150	252,270	322,910	322,910	293,934	(28,976)	(8.97%)
4538	Repair & Maintenance	273,993	266,187	286,080	311,330	299,500	13,420	4.69%
4539	Rentals	15,564	13,143	20,000	21,028	15,681	(4,319)	(21.60%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	77	92	650	650	400	(250)	(38.46%)
4667	Dues & Publications	382	347	520	520	365	(155)	(29.81%)
4999	General Contingency	-	-	40,000	37,618	40,000	-	-
5041	Miscellaneous	2,490	17,552	3,450	3,450	2,850	(600)	(17.39%)
5045	Depreciation	-	18,505	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 945,364</b>	<b>\$ 951,258</b>	<b>\$ 1,096,660</b>	<b>\$ 1,126,738</b>	<b>\$ 1,091,547</b>	<b>\$ (5,113)</b>	<b>(0.47%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	103,000	-	-	-
8062	Buildings	-	19,000	-	-	30,000	30,000	-
8063	Improvements	24,001	45,517	34,000	19,000	12,000	(22,000)	(64.71%)
8064	Machinery & Equipment	-	60,958	20,000	20,000	-	(20,000)	(100.00%)
9090	Transfers	961,383	1,032,293	845,400	908,655	912,100	66,700	7.89%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 985,384</b>	<b>\$ 1,157,768</b>	<b>\$ 899,400</b>	<b>\$ 1,050,655</b>	<b>\$ 954,100</b>	<b>\$ 54,700</b>	<b>6.08%</b>
<b><u>Department Total:</u></b>		<b>\$ 2,492,187</b>	<b>\$ 2,652,929</b>	<b>\$ 2,607,579</b>	<b>\$ 2,778,912</b>	<b>\$ 2,693,874</b>	<b>\$ 86,295</b>	<b>3.31%</b>

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND – TERMINAL**

The Airport Manager manages the airport terminal under the direction of the City Manager with assistance from the Administrative Assistant II whose duties include primary public contact in the terminal, responsibility for the City's Disadvantaged Business Enterprise Program (DBE), terminal janitorial contract and the terminal parking lot enforcement. One-half of this Administrative Assistant II position is charged to Airport Administration and one-half to Airport terminal to properly account for the duties and responsibilities.

The Kenai Airport Terminal is a two-story building, which was constructed in 1968, expanded in 1983, and renovated in 1989 and 2001. The terminal has three enplanement gates and one deplanement gate to accommodate approximately 90,000 enplanements per year.

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

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

Two emergency generators in a generator building located to the south of the terminal building provide full emergency power to both the terminal and the airfield lighting systems. The City's Police and Fire Departments supply all the necessary emergency services for the terminal.

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

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 58,642	\$ 50,920	\$ 60,995	\$ 60,995	\$ 61,021	\$ 26	0.04%
0200	Overtime	3,167	3,534	1,250	1,250	1,250	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	347	613	2,181	2,181	2,065	(116)	(5.32%)
0400	Medicare	891	798	934	934	932	(2)	(0.21%)
0450	Social Security	-	5	-	-	-	-	-
0500	PERS	16,975	14,924	17,404	17,404	19,153	1,749	10.05%
0600	Unemployment Insurance	415	119	322	322	322	-	-
0700	Workers Compensation	2,197	2,506	2,330	2,330	2,236	(94)	(4.03%)
0800	Health & Life Insurance	12,301	13,441	14,619	14,619	19,018	4,399	30.09%
0900	Supplemental Retirement	1,791	1,435	2,008	2,008	1,750	(258)	(12.85%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 96,726</b>	<b>\$ 88,295</b>	<b>\$ 102,043</b>	<b>\$ 102,043</b>	<b>\$ 107,747</b>	<b>\$ 5,704</b>	<b>5.59%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	83	96	250	250	250	-	-
2022	Operating & Repair Supplies	18,031	14,919	15,000	15,000	23,500	8,500	56.67%
2024	Small Tools/Minor Equipment	2,257	2,480	1,600	1,600	4,316	2,716	169.75%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	74	500	500	-	(500)	(100.00%)
4531	Professional Services	192	1,274	1,000	1,000	1,000	-	-
4532	Communications	4,799	4,845	6,000	6,000	4,400	(1,600)	(26.67%)
4533	Travel & Transportation	-	915	2,600	2,600	3,000	400	15.38%
4534	Advertising	455	656	1,000	1,000	1,000	-	-
4535	Printing & Binding	453	326	500	500	500	-	-
4536	Insurance	9,192	9,908	9,600	9,600	8,581	(1,019)	(10.61%)
4537	Utilities	108,896	104,869	139,029	139,029	119,639	(19,390)	(13.95%)
4538	Repair & Maintenance	186,764	180,924	170,080	170,330	200,000	29,920	17.59%
4539	Rentals	6,452	4,928	6,900	6,900	7,051	151	2.19%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	10,000	10,000	-	-
5041	Miscellaneous	977	415	1,500	1,500	1,000	(500)	(33.33%)
5045	Depreciation	-	18,505	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 338,551</b>	<b>\$ 345,134</b>	<b>\$ 365,559</b>	<b>\$ 365,809</b>	<b>\$ 384,237</b>	<b>\$ 18,678</b>	<b>5.11%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	30,000	30,000	-
8063	Improvements	12,013	2,403	20,000	5,000	-	(20,000)	(100.00%)
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	55,500	55,500	58,100	58,100	63,500	5,400	9.29%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 67,513</b>	<b>\$ 57,903</b>	<b>\$ 78,100</b>	<b>\$ 63,100</b>	<b>\$ 93,500</b>	<b>\$ 15,400</b>	<b>19.72%</b>
<b>Department Total:</b>		<b>\$ 502,790</b>	<b>\$ 491,332</b>	<b>\$ 545,702</b>	<b>\$ 530,952</b>	<b>\$ 585,484</b>	<b>\$ 39,782</b>	<b>7.29%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Misc. Supplies	3,500
	Janitorial & Terminal Supplies	10,000
	Terminal Light Bulbs	500
	Landscaping Supplies	3,500
	Fuel - Terminal Generators	6,000
		<u>23,500</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	1/3 New Printer	1,566
	Computer	1,250
	Backup LUKE Parts	1,500
		<u>4,316</u>
4533	<b><u>Transportation</u></b>	
	DBE conference and meetings	3,000
4538	<b><u>Repairs and Maintenance</u></b>	
	Snow Plowing/Sanding Contract	25,000
	Inspection & Monitoring Services	4,000
	Security Services	60,000
	Janitorial Services	70,000
	LUKE Monitoring	1,000
	Miscellaneous	5,000
	Roof Repairs	5,000
	Sidewalk Repair	5,000
	Security Camera Upgrade & Repairs	25,000
		<u>200,000</u>
4539	<b><u>Rentals</u></b>	
	Equipment rentals and maintenance	6,551
	Rental of heaters, fans and other equipment needed for weather or repairs	500
		<u>7,051</u>
8062	<b><u>Buildings</u></b>	
	Repair to Glass Vestibule	30,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	63,500

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND - AIRFIELD**

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

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

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

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

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 121,033	\$ 115,208	\$ 128,544	\$ 128,544	\$ 131,562	\$ 3,018	2.35%
0200	Overtime	26,759	37,868	41,000	31,000	31,000	(10,000)	(24.39%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,878	3,044	3,307	3,307	3,400	93	2.81%
0400	Medicare	2,158	2,238	2,506	2,506	2,407	(99)	(3.95%)
0450	Social Security	260	169	-	-	-	-	-
0500	PERS	37,503	38,171	47,405	47,405	50,005	2,600	5.48%
0600	Unemployment Insurance	-	52	768	768	830	62	8.07%
0700	Workers Compensation	6,846	9,123	7,090	7,090	7,760	670	9.45%
0800	Health & Life Insurance	25,597	26,733	18,795	18,795	34,430	15,635	83.19%
0900	Supplemental Retirement	3,364	3,072	3,342	3,342	3,406	64	1.92%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 227,398</b>	<b>\$ 235,678</b>	<b>\$ 252,757</b>	<b>\$ 242,757</b>	<b>\$ 264,800</b>	<b>\$ 12,043</b>	<b>4.76%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	333	351	500	500	600	100	20.00%
2022	Operating & Repair Supplies	137,513	124,899	160,000	160,000	165,000	5,000	3.13%
2024	Small Tools/Minor Equipment	14,534	13,849	10,500	10,500	21,281	10,781	102.68%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	75	200	200	25	(175)	(87.50%)
4531	Professional Services	306	2,747	500	500	3,500	3,000	600.00%
4532	Communications	13,136	14,768	16,500	16,500	14,460	(2,040)	(12.36%)
4533	Travel & Transportation	4,364	2,492	2,500	2,500	2,500	-	-
4534	Advertising	-	104	300	300	300	-	-
4535	Printing & Binding	441	310	1,000	1,000	1,000	-	-
4536	Insurance	81,854	94,822	90,100	90,100	82,768	(7,332)	(8.14%)
4537	Utilities	127,234	125,480	144,046	144,046	139,957	(4,089)	(2.84%)
4538	Repair & Maintenance	46,745	37,627	86,000	111,000	60,500	(25,500)	(29.65%)
4539	Rentals	7,116	7,024	8,100	9,128	4,900	(3,200)	(39.51%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	60	37	150	150	150	-	-
4667	Dues & Publications	-	-	150	150	-	(150)	(100.00%)
4999	Contingency	-	-	10,000	10,000	10,000	-	-
5041	Miscellaneous	98	177	150	150	-	(150)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 433,734</b>	<b>\$ 424,762</b>	<b>\$ 530,696</b>	<b>\$ 556,724</b>	<b>\$ 506,941</b>	<b>\$ (23,755)</b>	<b>(4.48%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	11,988	11,018	14,000	14,000	12,000	(2,000)	(14.29%)
8064	Machinery & Equipment	-	6,958	-	-	-	-	-
9090	Transfers Out	698,300	821,768	757,000	770,989	794,900	37,900	5.01%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 710,288</b>	<b>\$ 839,744</b>	<b>\$ 771,000</b>	<b>\$ 784,989</b>	<b>\$ 806,900</b>	<b>\$ 35,900</b>	<b>4.66%</b>
<b>Department Total:</b>		<b>\$ 1,371,420</b>	<b>\$ 1,500,184</b>	<b>\$ 1,554,453</b>	<b>\$ 1,584,470</b>	<b>\$ 1,578,641</b>	<b>\$ 24,188</b>	<b>1.56%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Sand, Urea, Clearway liquid runway de-icer, fire station	165,000
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Aircraft and base radios for maint.	5,000
	Tools & Misc. Equipment	5,000
	ARFF Gear	5,500
	Printer 1/3 Cost	1,566
	Runway Friction Meter	4,215
		<u>21,281</u>
4531	<b><u>Professional Services</u></b>	
	Training, physicals	3,500
4532	<b><u>Communication</u></b>	
	Voice lines, alarm system, etc.	13,800
	Cell Phones	660
		<u>14,460</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Crack sealing	15,000
	Tapley Recalibration	1,000
	Fence Repair	5,000
	Hydro Ax Along Fence Line	5,000
	Misc. Painting	5,000
	Misc. Door & Gate Repair	10,000
	Miscellaneous Repairs	15,000
	Gen. Bldg., sprinkler, fire inspections	1,500
	Security Fence/Gate Maintenance	3,000
		<u>60,500</u>
4539	<b><u>Rentals</u></b>	
	Portable toilets	1,200
	Backhoe	2,000
	Compactor	1,000
	Stage for Air Fair	700
		<u>4,900</u>
8063	<b><u>Improvements</u></b>	
	Access Gate Installation	12,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	794,900

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND– ADMINISTRATION**

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

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

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 112,617	\$ 103,379	\$ 116,826	\$ 116,826	\$ 119,847	\$ 3,021	2.59%
0200	Overtime	-	1,056	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,542	3,269	5,812	5,812	5,525	(287)	(4.94%)
0400	Medicare	1,666	1,558	1,778	1,778	1,817	39	2.19%
0450	Social Security	-	87	-	-	-	-	-
0500	PERS	31,021	26,701	32,665	32,665	36,865	4,200	12.86%
0600	Unemployment Insurance	-	-	613	613	627	14	2.28%
0700	Workers Compensation	642	665	987	987	672	(315)	(31.91%)
0800	Health & Life Insurance	19,557	18,290	20,884	20,884	27,380	6,496	31.11%
0900	Supplemental Retirement	2,549	2,526	2,500	2,500	2,500	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 169,594</b>	<b>\$ 157,531</b>	<b>\$ 182,065</b>	<b>\$ 182,065</b>	<b>\$ 195,233</b>	<b>\$ 13,168</b>	<b>7.23%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	480	966	1,500	1,500	1,500	-	-
2022	Operating & Repair Supplies	498	236	1,000	1,000	1,000	-	-
2024	Small Tools/Minor Equipment	3,350	2,896	2,500	2,500	4,125	1,625	65.00%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	329	426	500	500	425	(75)	(15.00%)
4531	Professional Services	511	1,485	1,500	3,100	2,600	1,100	73.33%
4532	Communications	3,065	2,979	5,000	5,000	5,260	260	5.20%
4533	Travel & Transportation	6,021	3,796	5,000	5,000	6,500	1,500	30.00%
4534	Advertising	6,726	8,276	13,100	13,100	12,100	(1,000)	(7.63%)
4535	Printing & Binding	1,977	1,933	3,000	3,000	2,800	(200)	(6.67%)
4536	Insurance	2,001	1,540	2,600	2,600	2,176	(424)	(16.31%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	17	55	500	500	250	(250)	(50.00%)
4667	Dues & Publications	382	327	370	370	365	(5)	(1.35%)
4999	Contingency	-	-	10,000	8,400	10,000	-	-
5041	Miscellaneous	734	706	800	800	850	50	6.25%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 26,091</b>	<b>\$ 25,621</b>	<b>\$ 47,370</b>	<b>\$ 47,370</b>	<b>\$ 49,951</b>	<b>\$ 2,581</b>	<b>5.45%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	39,600	46,260	30,300	30,300	53,700	23,400	77.23%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 39,600</b>	<b>\$ 46,260</b>	<b>\$ 30,300</b>	<b>\$ 30,300</b>	<b>\$ 53,700</b>	<b>\$ 23,400</b>	<b>77.23%</b>
<b>Department Total:</b>		<b>\$ 235,285</b>	<b>\$ 229,412</b>	<b>\$ 259,735</b>	<b>\$ 259,735</b>	<b>\$ 298,884</b>	<b>\$ 39,149</b>	<b>15.07%</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Misc	400
	Fuel, Apt Mgr. Vehicle	600
		<u>1,000</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Airport Manager Computer	1,025
	Misc. furniture, equipment	1,500
	Printer 1/3 cost	1,600
		<u>4,125</u>
4531	<b><u>Professional Services</u></b>	
	Web site development	1,000
	Misc	1,600
		<u>2,600</u>
4533	<b><u>Transportation</u></b>	
	5010 Master Training	2,000
	NWAAAE Annual Conference	2,500
	Car Allowance	400
	Airfare Coupons	1,600
		<u>6,500</u>
5041	<b><u>Miscellaneous</u></b>	
	Water dispenser/water	550
	Refreshments for meetings	100
	Document Freight Charges	200
		<u>850</u>
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	53,700

## **DEPARTMENT NARRATIVE**

### **AIRPORT FUND – OTHER BUILDINGS AND AREAS**

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

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

The City is currently in the process of evaluating and implementing the recommendations of the Supplemental Planning Assessment. These changes will primarily affect the management of airport property closest to the runways, taxiways and ramps.

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 43,493	\$ 36,439	\$ 45,101	\$ 45,101	\$ 46,246	\$ 1,145	2.54%
0200	Overtime	130	128	1,250	1,250	1,250	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	347	538	1,354	1,354	1,480	126	9.31%
0400	Medicare	633	602	692	692	709	17	2.46%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	11,966	11,687	12,961	12,961	14,609	1,648	12.72%
0600	Unemployment Insurance	415	83	239	239	245	6	2.51%
0700	Workers Compensation	1,423	926	1,365	1,365	1,050	(315)	(23.08%)
0800	Health & Life Insurance	8,297	8,678	10,442	10,442	13,608	3,166	30.32%
0900	Supplemental Retirement	1,017	1,122	1,250	1,250	1,250	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 67,721</b>	<b>\$ 60,203</b>	<b>\$ 74,654</b>	<b>\$ 74,654</b>	<b>\$ 80,447</b>	<b>\$ 5,793</b>	<b>7.76%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	497	218	500	500	400	(100)	(20.00%)
2022	Operating & Repair Supplies	9,348	10,262	13,000	13,000	13,000	-	-
2024	Small Tools/Minor Equipment	-	1,016	200	200	250	50	25.00%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	70	200	200	400	200	100.00%
4531	Professional Services	31,776	32,278	10,000	14,582	20,000	10,000	100.00%
4532	Communications	-	9	1,300	1,300	1,300	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	48	14	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	-	1,000	1,000	1,000	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	8,489	6,123	14,835	14,835	9,338	(5,497)	(37.05%)
4538	Repair & Maintenance	7,742	13,521	15,000	15,000	19,000	4,000	26.67%
4539	Rentals	1,996	1,191	5,000	5,000	3,730	(1,270)	(25.40%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	9,218	10,000	-	-
5041	Miscellaneous	588	16,151	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 60,484</b>	<b>\$ 80,853</b>	<b>\$ 73,035</b>	<b>\$ 76,835</b>	<b>\$ 80,418</b>	<b>\$ 7,383</b>	<b>10.11%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	103,000	-	-	-
8062	Buildings	-	19,000	-	-	-	-	-
8063	Improvements	-	32,096	-	-	-	-	-
8064	Machinery & Equipment	-	54,000	20,000	20,000	-	(20,000)	(100.00%)
9090	Transfers Out	167,983	98,965	-	49,266	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 167,983</b>	<b>\$ 204,061</b>	<b>\$ 20,000</b>	<b>\$ 172,266</b>	<b>\$ -</b>	<b>\$ (20,000)</b>	<b>(100.00%)</b>
<b>Department Total:</b>		<b>\$ 296,188</b>	<b>\$ 345,117</b>	<b>\$ 167,689</b>	<b>\$ 323,755</b>	<b>\$ 160,865</b>	<b>\$ (6,824)</b>	<b>(4.07%)</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Bulk fuel for float plane facility	10,000
	Supplies	3,000
		<u>13,000</u>
4531	<b><u>Professional Services</u></b>	
	Misc. Appraisals, Surveying	15,000
	Water Sampling	2,500
	Misc. Engineering	2,500
		<u>20,000</u>
4535	<b><u>Printing &amp; Binding</u></b>	
	Float plane basin pictures / brochures	1,000
4538	<b><u>Repairs and Maintenance</u></b>	
	General maintenance	19,000
4539	<b><u>Rentals</u></b>	
	Porta-toilets	1,230
	Slip Maintenance	2,500
		<u>3,730</u>

## **DEPARTMENT NARRATIVE**

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

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

The first floor is currently leased to Beacon Occupational Health and Safety Services (Beacon). The current contract with Beacon expires December 31, 2012 but shall annually renew automatically absent 180 day notice of termination by either the City or Beacon. The City agrees to pay Beacon an annual management fee.

Approximately 3,800 square feet of the second floor is leased to Homer Electric Association (HEA). The current lease expires September 1, 2011 but allows extension for two years if approved by mutual consent of the City and HEA. Chevron also currently leases approximately 625 square feet on the second floor. Chevron's current lease expires on February 28, 2012. Revenue from these leases is retained by the Airport Fund for operations.

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ 1,266	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	774	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	30	-	-	-	-	-
0450	Social Security	-	126	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ -</b>	<b>\$ 2,196</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	3	-	-	-	-	-
2022	Operating & Repair Supplies	-	889	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	404	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	35,138	23,017	40,000	40,000	25,000	(15,000)	(37.50%)
4532	Communications	-	347	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	192	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	18,531	15,798	25,000	25,000	25,000	-	-
4538	Repair & Maintenance	32,742	34,115	15,000	15,000	20,000	5,000	33.33%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	20	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	93	103	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 86,504</b>	<b>\$ 74,888</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 70,000</b>	<b>\$ (10,000)</b>	<b>(12.50%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	9,800	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ 9,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 86,504</b>	<b>\$ 86,884</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 70,000</b>	<b>\$ (10,000)</b>	<b>(12.50%)</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
4531	<b><u>Professional Services</u></b>	
	Management fee to operator. Amount to be reduce dollar for dollar until eliminated based upon operator profitability.	25,000
4538	<b><u>Repairs and Maintenance</u></b>	
	Snowplowing/Sanding Contract	4,000
	Inspections	2,000
	Miscellaneous	14,000
		<hr/> 20,000

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Original Budget FY 2011</u>	<u>Projection FY 2011</u>	<u>Council Adopted FY 2012</u>
<b>Revenues</b>					
State Grants	\$ 182,780	\$ 181,727	\$ 182,607	\$ 182,607	\$ 187,469
USDA Grant	15,030	13,120	12,000	12,000	12,248
Choice Waiver	119,490	104,037	119,000	119,000	159,000
KPB Grant	115,337	124,062	115,337	115,337	115,337
United Way	34,400	30,400	34,400	22,612	22,600
Rents and Leases	15,171	17,215	17,000	11,500	12,000
Donations	9,404	19,190	15,000	22,500	15,000
Meal Donations	44,952	52,450	50,000	60,000	68,000
Transfer from General Fund	182,679	149,229	118,546	118,546	112,166
Other	5,117	11,721	-	9,970	-
Total Revenue	<u>724,360</u>	<u>703,151</u>	<u>663,890</u>	<u>674,072</u>	<u>703,820</u>
<b>Expenditures</b>					
Senior Citizen Access	191,101	190,621	207,305	207,489	210,602
Congregate Meals	134,807	153,608	167,578	171,120	178,371
Home Meals	106,029	112,451	130,282	134,156	139,867
Senior Transportation	77,581	81,718	71,463	71,463	65,808
Choice Waiver	160,503	143,410	175,742	185,712	188,771
MAAST Grant	<u>13,539</u>	<u>585</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>683,560</u>	<u>682,393</u>	<u>752,370</u>	<u>769,940</u>	<u>783,419</u>
Contribution To/(From) Fund Balance:	40,800	20,758	(88,480)	(95,868)	(79,599)
Beginning Fund Balance	<u>113,909</u>	<u>154,709</u>	<u>88,480</u>	<u>175,467</u>	<u>79,599</u>
Ending Fund Balance	<u>\$ 154,709</u>	<u>\$ 175,467</u>	<u>\$ -</u>	<u>\$ 79,599</u>	<u>\$ -</u>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

**Senior Citizen Fund Summary by Line Item**

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 239,369	\$ 188,516	\$ 246,909	\$ 253,884	\$ 246,646	\$ (263)	(0.11%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,855	2,885	10,002	10,002	9,881	(121)	(1.21%)
0400	Medicare	3,471	2,750	3,725	3,826	3,718	(7)	(0.19%)
0450	Social Security	1,980	1,856	2,427	2,860	3,218	791	32.59%
0500	PERS	57,133	43,340	58,088	58,088	60,561	2,473	4.26%
0600	Unemployment Insurance	1,108	389	1,284	1,319	1,284	-	-
0700	Workers Compensation	3,168	3,716	4,691	4,747	4,649	(42)	(0.90%)
0800	Health & Life Insurance	43,151	33,911	57,638	57,638	76,239	18,601	32.27%
0900	Supplemental Retirement	6,862	5,175	6,426	6,426	6,158	(268)	(4.17%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 360,097</b>	<b>\$ 282,538</b>	<b>\$ 391,190</b>	<b>\$ 398,790</b>	<b>\$ 412,354</b>	<b>\$ 21,164</b>	<b>5.41%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,017	478	1,175	1,175	1,150	(25)	(2.13%)
2022	Operating & Repair Supplies	111,267	99,865	129,560	128,401	153,473	23,913	18.46%
2024	Small Tools/Minor Equipment	1,714	982	2,522	2,450	2,500	(22)	(0.87%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	48	280	280	325	45	16.07%
4531	Professional Services	4,200	1,648	5,250	5,250	5,985	735	14.00%
4532	Communications	3,977	1,571	4,475	4,475	5,435	960	21.45%
4533	Travel & Transportation	5,491	2,148	6,589	6,589	6,543	(46)	(0.70%)
4534	Advertising	-	67	265	265	325	60	22.64%
4535	Printing & Binding	944	243	1,778	1,778	1,162	(616)	(34.65%)
4536	Insurance	-	-	10,889	10,889	9,551	(1,338)	(12.29%)
4537	Utilities	38,900	16,229	44,967	44,967	42,790	(2,177)	(4.84%)
4538	Repair & Maintenance	4,482	1,958	2,750	3,981	3,756	1,006	36.58%
4539	Rentals	-	6,510	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	873	348	1,435	1,435	1,435	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	90	778	445	445	435	(10)	(2.25%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 172,955</b>	<b>\$ 132,873</b>	<b>\$ 217,280</b>	<b>\$ 217,280</b>	<b>\$ 239,765</b>	<b>\$ 22,485</b>	<b>10.35%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	19,928	3,986	-	-	-	-	-
9090	Transfers	129,413	50,424	143,900	153,870	131,300	(12,600)	(8.76%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 149,341</b>	<b>\$ 54,410</b>	<b>\$ 143,900</b>	<b>\$ 153,870</b>	<b>\$ 131,300</b>	<b>\$ (12,600)</b>	<b>(8.76%)</b>
<b>Department Total:</b>		<b>\$ 682,393</b>	<b>\$ 469,821</b>	<b>\$ 752,370</b>	<b>\$ 769,940</b>	<b>\$ 783,419</b>	<b>\$ 31,049</b>	<b>4.13%</b>

## **DEPARTMENT NARRATIVE**

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

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

Services and programs are available five days a week year round, from 8:00 a.m. to 4:00 p.m. The center remains open on Thanksgiving and Christmas. The Center's experienced and caring staff make every effort to ensure the continued independence of each individual. Center staff is always available to provide emergency services no matter what time of the day or night.

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

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

Congregate meals	Transportation	Form completion
Home-delivered meals	Nutrition education	Referral
Telephone reassurance	Personal advocacy	Letter writing
Health screening	Arts & crafts	Escort
Volunteer opportunity	Information	Outreach
Shopping assistance	Recreation	Physical fitness
Housing assistance	Passenger assistance	

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

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 83,211	\$ 54,180	\$ 85,452	\$ 85,452	\$ 85,179	\$ (273)	(0.32%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	1,282	697	3,827	3,827	3,869	42	1.10%
0400	Medicare	1,184	769	1,294	1,294	1,291	(3)	(0.23%)
0450	Social Security	457	157	552	552	463	(89)	(16.12%)
0500	PERS	20,849	14,377	21,401	21,401	23,900	2,499	11.68%
0600	Unemployment Insurance	26	5	446	446	445	(1)	(0.22%)
0700	Workers Compensation	524	398	772	772	495	(277)	(35.88%)
0800	Health & Life Insurance	20,021	12,978	21,301	21,301	27,872	6,571	30.85%
0900	Supplemental Retirement	2,281	1,536	2,187	2,187	2,198	11	0.50%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 129,835</b>	<b>\$ 85,097</b>	<b>\$ 137,232</b>	<b>\$ 137,232</b>	<b>\$ 145,712</b>	<b>\$ 8,480</b>	<b>6.18%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	426	235	525	525	525	-	-
2022	Operating & Repair Supplies	200	210	150	150	155	5	3.33%
2024	Small Tools/Minor Equipment	689	314	750	678	650	(100)	(13.33%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	18	75	75	75	-	-
4531	Professional Services	4,200	1,648	4,900	4,900	5,340	440	8.98%
4532	Communications	1,583	669	2,300	2,300	2,400	100	4.35%
4533	Travel & Transportation	1,385	1,034	1,964	1,964	1,968	4	0.20%
4534	Advertising	-	36	65	65	125	60	92.31%
4535	Printing & Binding	259	80	1,278	1,278	612	(666)	(52.11%)
4536	Insurance	-	-	4,046	4,046	2,865	(1,181)	(29.19%)
4537	Utilities	11,670	4,869	13,489	13,489	12,837	(652)	(4.83%)
4538	Repair & Maintenance	1,552	667	800	1,056	1,056	256	32.00%
4539	Rentals	-	3,255	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	189	99	240	240	240	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	760	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 22,153</b>	<b>\$ 13,894</b>	<b>\$ 30,682</b>	<b>\$ 30,866</b>	<b>\$ 28,948</b>	<b>\$ (1,734)</b>	<b>(5.65%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	38,633	15,053	39,391	39,391	35,942	(3,449)	(8.76%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 38,633</b>	<b>\$ 15,053</b>	<b>\$ 39,391</b>	<b>\$ 39,391</b>	<b>\$ 35,942</b>	<b>\$ (3,449)</b>	<b>(8.76%)</b>
<b>Department Total:</b>		<b>\$ 190,621</b>	<b>\$ 114,044</b>	<b>\$ 207,305</b>	<b>\$ 207,489</b>	<b>\$ 210,602</b>	<b>\$ 3,297</b>	<b>1.59%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b><u>Description</u></b>	<b><u>Council Approved</u></b>
2021	<b><u>Office Supplies</u></b>	
	Stationery	225
	Office supplies	300
		<u>525</u>
4531	<b><u>Professional Services</u></b>	
	Line dance instructor	4,500
	Background checks/ fingerprinting	840
		<u>5,340</u>
4532	<b><u>Communication</u></b>	
	Telephone and postage	2,400
4533	<b><u>Transportation</u></b>	
	MOW Conference	730
	ACOA Conference	1,000
	Miscellaneous	238
		<u>1,968</u>
4538	<b><u>Repair and Maintenance</u></b>	
	Equipment repair, building security	1,056
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	
		35,942

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 41,725	\$ 27,517	\$ 42,501	\$ 45,988	\$ 44,658	\$ 2,157	5.08%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	721	440	1,780	1,780	1,714	(66)	(3.71%)
0400	Medicare	612	405	642	692	672	30	4.67%
0450	Social Security	236	99	275	491	579	304	110.55%
0500	PERS	10,459	7,210	10,643	10,643	11,379	736	6.92%
0600	Unemployment Insurance	54	12	221	238	233	12	5.43%
0700	Workers Compensation	685	581	1,110	1,138	1,204	94	8.47%
0800	Health & Life Insurance	6,645	5,353	11,027	11,027	14,427	3,400	30.83%
0900	Supplemental Retirement	1,364	895	1,275	1,275	1,294	19	1.49%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 62,501</b>	<b>\$ 42,512</b>	<b>\$ 69,474</b>	<b>\$ 73,272</b>	<b>\$ 76,160</b>	<b>\$ 6,686</b>	<b>9.62%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	90	37	225	225	225	-	-
2022	Operating & Repair Supplies	34,338	30,247	36,810	35,963	41,960	5,150	13.99%
2024	Small Tools/Minor Equipment	830	484	1,200	1,200	1,200	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	6	30	30	50	20	66.67%
4531	Professional Services	-	-	100	100	100	-	-
4532	Communications	529	189	300	300	625	325	108.33%
4533	Travel & Transportation	1,333	352	1,200	1,200	1,200	-	-
4534	Advertising	-	14	125	125	125	-	-
4535	Printing & Binding	95	37	100	100	100	-	-
4536	Insurance	-	-	1,345	1,345	3,725	2,380	176.95%
4537	Utilities	15,171	6,329	17,804	17,804	16,688	(1,116)	(6.27%)
4538	Repair & Maintenance	917	607	1,100	1,691	1,275	175	15.91%
4539	Rentals	-	3,255	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	261	77	476	476	476	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	45	9	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 53,609</b>	<b>\$ 41,643</b>	<b>\$ 65,815</b>	<b>\$ 65,559</b>	<b>\$ 72,749</b>	<b>\$ 6,934</b>	<b>10.54%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	19,928	3,986	-	-	-	-	-
9090	Transfers Out	17,570	6,846	32,289	32,289	29,462	(2,827)	(8.76%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 37,498</b>	<b>\$ 10,832</b>	<b>\$ 32,289</b>	<b>\$ 32,289</b>	<b>\$ 29,462</b>	<b>\$ (2,827)</b>	<b>(8.76%)</b>
<b>Department Total:</b>		<b>\$ 153,608</b>	<b>\$ 94,987</b>	<b>\$ 167,578</b>	<b>\$ 171,120</b>	<b>\$ 178,371</b>	<b>\$ 10,793</b>	<b>6.44%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Food, supplies, paper products, equip.	39,760
	Misc. supplies	2,200
		<hr/> 41,960
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Dishes, glassware, flatware	600
	Misc kitchen equipment replacement	600
		<hr/> 1,200
4531	<b><u>Professional Services</u></b>	
	Background check and fingerprinting	100
4533	<b><u>Transportation</u></b>	
	MOW Conference	1,200
4538	<b><u>Repair and Maintenance</u></b>	
	Equipment repair, building security	1,275
4539	<b><u>Rentals</u></b>	
	In-kind building rent	4,900
4667	<b><u>Dues and Publications</u></b>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	75
	Food bank 1/3 membership	35
	ADN / Clarion subscriptions	201
	Senior Voice	15
	AgeNet 1/3 membership	75
		<hr/> 476
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	
		29,462

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 35,117	\$ 26,950	\$ 35,713	\$ 39,201	\$ 35,243	\$ (470)	(1.32%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	616	371	1,498	1,498	1,298	(200)	(13.35%)
0400	Medicare	515	396	540	591	528	(12)	(2.22%)
0450	Social Security	200	98	228	445	436	208	91.23%
0500	PERS	8,798	6,927	8,957	8,957	8,678	(279)	(3.11%)
0600	Unemployment Insurance	43	30	186	204	184	(2)	(1.08%)
0700	Workers Compensation	576	641	934	962	1,002	68	7.28%
0800	Health & Life Insurance	5,581	5,042	9,272	9,272	12,133	2,861	30.86%
0900	Supplemental Retirement	1,146	877	1,072	1,072	1,088	16	1.49%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 52,592</b>	<b>\$ 41,332</b>	<b>\$ 58,400</b>	<b>\$ 62,202</b>	<b>\$ 60,590</b>	<b>\$ 2,190</b>	<b>3.75%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	100	43	50	50	25	(25)	(50.00%)
2022	Operating & Repair Supplies	39,320	32,103	38,600	38,288	48,048	9,448	24.48%
2024	Small Tools/Minor Equipment	195	109	275	275	275	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	6	75	75	75	-	-
4531	Professional Services	-	-	100	100	80	(20)	(20.00%)
4532	Communications	247	113	300	300	500	200	66.67%
4533	Travel & Transportation	1,264	329	1,675	1,675	1,675	-	-
4534	Advertising	-	4	25	25	25	-	-
4535	Printing & Binding	-	8	100	100	175	75	75.00%
4536	Insurance	-	-	1,037	1,037	764	(273)	(26.33%)
4537	Utilities	3,112	1,298	3,579	3,579	3,423	(156)	(4.36%)
4538	Repair & Maintenance	764	255	650	1,034	1,000	350	53.85%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	236	74	260	260	260	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	45	9	45	45	40	(5)	(11.11%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 45,283</b>	<b>\$ 34,351</b>	<b>\$ 46,771</b>	<b>\$ 46,843</b>	<b>\$ 56,365</b>	<b>\$ 9,594</b>	<b>20.51%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	14,576	5,679	25,111	25,111	22,912	(2,199)	(8.76%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 14,576</b>	<b>\$ 5,679</b>	<b>\$ 25,111</b>	<b>\$ 25,111</b>	<b>\$ 22,912</b>	<b>\$ (2,199)</b>	<b>(8.76%)</b>
<b>Department Total:</b>		<b>\$ 112,451</b>	<b>\$ 81,362</b>	<b>\$ 130,282</b>	<b>\$ 134,156</b>	<b>\$ 139,867</b>	<b>\$ 9,585</b>	<b>7.36%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Food	45,554
	Containers	2,494
		<hr/> 48,048
4533	<b><u>Transportation</u></b>	
	CPR/First Aid Training	375
	NCOA Conference	1,300
		<hr/> 1,675
4538	<b><u>Repair and Maintenance</u></b>	
	Misc. Appliance Repair	1,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	22,912

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 25,351	\$ 12,353	\$ 30,103	\$ 30,103	\$ 26,380	\$ (3,723)	(12.37%)
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	321	108	671	671	679	8	1.19%
0400	Medicare	367	178	446	446	393	(53)	(11.88%)
0450	Social Security	759	306	1,034	1,034	788	(246)	(23.79%)
0500	PERS	3,599	2,121	3,752	3,752	4,208	456	12.15%
0600	Unemployment Insurance	920	202	154	154	136	(18)	(11.69%)
0700	Workers Compensation	388	320	496	496	414	(82)	(16.53%)
0800	Health & Life Insurance	2,355	995	2,506	2,506	3,280	774	30.89%
0900	Supplemental Retirement	320	202	300	300	300	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 34,380</b>	<b>\$ 16,785</b>	<b>\$ 39,462</b>	<b>\$ 39,462</b>	<b>\$ 36,578</b>	<b>\$ (2,884)</b>	<b>(7.31%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	370	118	300	300	300	-	-
2022	Operating & Repair Supplies	5,882	7,095	7,000	7,000	7,654	654	9.34%
2024	Small Tools/Minor Equipment	-	-	297	297	275	(22)	(7.41%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	18	50	50	50	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	811	296	1,100	1,100	1,060	(40)	(3.64%)
4533	Travel & Transportation	1,368	276	1,750	1,750	1,700	(50)	(2.86%)
4534	Advertising	-	7	50	50	50	-	-
4535	Printing & Binding	390	78	300	300	225	(75)	(25.00%)
4536	Insurance	-	-	3,112	3,112	955	(2,157)	(69.31%)
4537	Utilities	3,890	1,623	4,298	4,298	4,279	(19)	(0.44%)
4538	Repair & Maintenance	316	78	200	200	300	100	50.00%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	56	47	200	200	200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	125	125	120	(5)	(4.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 13,083</b>	<b>\$ 9,636</b>	<b>\$ 18,782</b>	<b>\$ 18,782</b>	<b>\$ 17,168</b>	<b>\$ (1,614)</b>	<b>(8.59%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	34,255	13,347	13,219	13,219	12,062	(1,157)	(8.75%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 34,255</b>	<b>\$ 13,347</b>	<b>\$ 13,219</b>	<b>\$ 13,219</b>	<b>\$ 12,062</b>	<b>\$ (1,157)</b>	<b>(8.75%)</b>
<b>Department Total:</b>		<b>\$ 81,718</b>	<b>\$ 39,768</b>	<b>\$ 71,463</b>	<b>\$ 71,463</b>	<b>\$ 65,808</b>	<b>\$ (5,655)</b>	<b>(7.91%)</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b> Fuel	7,654
4532	<b><u>Communication</u></b> Telephone and postage	1,060
4533	<b><u>Transportation</u></b> Training workshops	1,700
4538	<b><u>Repair and Maintenance</u></b> Equipment repair, building security	300
9090	<b><u>Transfer to Other Funds</u></b> Transfer to General Fund: Central Administrative Costs	12,062

## **DEPARTMENT NARRATIVE**

### **SENIOR CITIZEN FUND SENIOR CENTER-CHOICE WAIVER**

The Senior Citizens Fund is composed of various funding sources. Contributions come from the State Choice Waiver Program, transfers from the City's General Fund, and the State's Public Employees Retirement system supplemental funding.

The Choice Waiver Program is funded for adults with physical disabilities ages 21 to 65, and for Older Alaskan age 65 and older who meet nursing home level of care requirements, qualify for Medicaid, and wish to stay in their own home. The program itself provides a variety of home and community based services for eligible Alaskans so they may remain in the community safely. Our program receives funding for home delivered meals, congregate meals, and transportation.

Transfers from the City's General Fund have become necessary as the reimbursement received from the Choice Waiver Program has not kept pace with the cost of operations.

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 53,553	\$ 58,151	\$ 53,140	\$ 53,140	\$ 55,186	\$ 2,046	3.85%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	915	1,269	2,226	2,226	2,321	95	4.27%
0400	Medicare	785	867	803	803	834	31	3.86%
0450	Social Security	302	617	338	338	952	614	181.66%
0500	PERS	13,428	12,705	13,335	13,335	12,396	(939)	(7.04%)
0600	Unemployment Insurance	65	140	277	277	286	9	3.25%
0700	Workers Compensation	856	1,451	1,379	1,379	1,534	155	11.24%
0800	Health & Life Insurance	8,549	9,543	13,532	13,532	18,527	4,995	36.91%
0900	Supplemental Retirement	1,751	1,665	1,592	1,592	1,278	(314)	(19.72%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 80,204</b>	<b>\$ 86,408</b>	<b>\$ 86,622</b>	<b>\$ 86,622</b>	<b>\$ 93,314</b>	<b>\$ 6,692</b>	<b>7.73%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	31	45	75	75	75	-	-
2022	Operating & Repair Supplies	31,527	30,210	47,000	47,000	55,656	8,656	18.42%
2024	Small Tools/Minor Equipment	-	75	-	-	100	100	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	50	50	75	25	50.00%
4531	Professional Services	-	-	150	150	465	315	210.00%
4532	Communications	807	304	475	475	850	375	78.95%
4533	Travel & Transportation	141	157	-	-	-	-	-
4534	Advertising	-	6	-	-	-	-	-
4535	Printing & Binding	200	40	-	-	50	50	-
4536	Insurance	-	-	1,349	1,349	1,242	(107)	(7.93%)
4537	Utilities	5,057	2,110	5,797	5,797	5,563	(234)	(4.04%)
4538	Repair & Maintenance	933	351	-	-	125	125	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	131	51	259	259	259	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	75	75	75	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 38,827</b>	<b>\$ 33,349</b>	<b>\$ 55,230</b>	<b>\$ 55,230</b>	<b>\$ 64,535</b>	<b>\$ 9,305</b>	<b>16.85%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	24,379	9,499	33,890	43,860	30,922	(2,968)	(8.76%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 24,379</b>	<b>\$ 9,499</b>	<b>\$ 33,890</b>	<b>\$ 43,860</b>	<b>\$ 30,922</b>	<b>\$ (2,968)</b>	<b>(8.76%)</b>
<b>Department Total:</b>		<b>\$ 143,410</b>	<b>\$ 129,256</b>	<b>\$ 175,742</b>	<b>\$ 185,712</b>	<b>\$ 188,771</b>	<b>\$ 13,029</b>	<b>7.41%</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Supplies	3,306
	Fuel	3,000
	Food	49,350
		<hr/> 55,656
4531	<b><u>Professional Services</u></b>	
	CPR/First Aid	150
	Driver Training	75
	Background check and fingerprinting	240
		<hr/> 465
4667	<b><u>Dues and Publications</u></b>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	75
	Food bank 1/3 membership	34
	Agenet	75
		<hr/> 259
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	
		30,922

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

**Fund: 019 - Senior Citizen Fund**  
**Department: 76 - MASST**

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 412	\$ 9,365	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	8	135	-	-	-	-	-
0450	Social Security	26	579	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	139	325	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 585</b>	<b>\$ 10,404</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 585</b>	<b>\$ 10,404</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

This page intentionally left blank

## **ENTERPRISE FUNDS**

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

### **1. CONGREGATE HOUSING FUND**

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

### **2. CAPITAL PROJECTS MANAGEMENT FUND**

This Fund provides project management services for City capital projects. Services are billed at an hourly rate intended to recover all costs of operating the department. The estimated billing rate for FY 2012 will be \$106.27 per hour.



This page intentionally left blank

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Enterprise Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2011 Original Budget	FY2012 Adopted Budget	Difference	FY2011 Original Budget	FY2012 Adopted Budget	Difference
Congregate Housing Fund	\$ 39,169	\$ 41,706	\$ 2,537	\$ 360,593	\$ 366,694	\$ 6,101
Capital Project Management Fund	\$ 136,751	\$ 71,383	\$ (65,368)	\$ 14,491	\$ 16,040	\$ 1,549
Total Enterprise / Internal Service Funds	<u>\$ 175,920</u>	<u>\$ 113,089</u>	<u>\$ (62,831)</u>	<u>\$ 375,084</u>	<u>\$ 382,734</u>	<u>\$ 7,650</u>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Enterprise Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2011 Original Budget	FY2012 Adopted Budget	Difference	FY2011 Original Budget	FY2012 Adopted Budget	Difference	
<u>\$ 185,308</u>	<u>\$ 31,300</u>	<u>\$ (154,008)</u>	<u>\$ 585,070</u>	<u>\$ 439,700</u>	<u>\$ (145,370)</u>	Congregate Housing
<u>\$ 11,100</u>	<u>\$ 10,800</u>	<u>\$ (300)</u>	<u>\$ 162,342</u>	<u>\$ 98,223</u>	<u>\$ (64,119)</u>	Capital Project Management
<u>\$ 196,408</u>	<u>\$ 42,100</u>	<u>\$ (154,308)</u>	<u>\$ 747,412</u>	<u>\$ 537,923</u>	<u>\$ (209,489)</u>	Total Enterprise / Internal Service Funds

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Original Budget FY 2011</u>	<u>Projection FY 2011</u>	<u>Council Adopted FY 2012</u>
<b>Revenues</b>					
Rents and Leases	\$ 320,819	\$ 316,039	\$ 319,000	\$ 319,000	\$ 319,000
Interest on Investments	24,672	4,896	5,000	5,000	5,000
Miscellaneous	<u>6,863</u>	<u>8,401</u>	<u>1,503</u>	<u>1,503</u>	<u>2,244</u>
Total Revenues	<u>352,354</u>	<u>329,336</u>	<u>325,503</u>	<u>325,503</u>	<u>326,244</u>
 <b>Expenses</b>	 <u>700,993</u>	 <u>383,585</u>	 <u>585,070</u>	 <u>615,070</u>	 <u>439,700</u>
Net Income (loss)	(348,639)	(54,249)	(259,567)	(289,567)	(113,456)
Beginning Retained Earnings	598,805	375,465	424,211	442,835	279,268
Credit for Depreciation	<u>125,299</u>	<u>121,619</u>	<u>126,000</u>	<u>126,000</u>	<u>126,000</u>
Ending Retained Earnings	<u>\$ 375,465</u>	<u>\$ 442,835</u>	<u>\$ 290,644</u>	<u>\$ 279,268</u>	<u>\$ 291,812</u>

## **DEPARTMENT NARRATIVE**

### **CONGREGATE HOUSING FUND – CONGREGATE HOUSING**

Vintage Pointe Manor is a forty-unit senior citizen housing complex located adjacent to the Kenai Senior Center. The housing complex was constructed using grant funds from the State of Alaska. Qualifications for living in Vintage Pointe Manor are being 62 years and older, a resident of Alaska for the previous six months and able to live independently. Rental rates vary from \$677.28 to \$799.68 per month, depending on square footage and the location of each unit. Rents are per apartment and non-subsidized.

A resident caretaker is under contract to provide tenant assistance and minor maintenance of the facility. The caretaker lives in the facility and has office hours from 8:00a.m. until 12:00p.m. He is available 24/7. Supervision of management, rental contracts, collection of monthly rental fees, purchase orders, maintenance requests and tenant issues are handled through the senior center office. Senior interest remains strong with 100 seniors on the senior housing wait list.

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 24,070	\$ 19,121	\$ 25,217	\$ 25,217	\$ 25,618	\$ 401	1.59%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,551	1,211	1,261	1,261	1,276	15	1.19%
0400	Medicare	351	272	384	384	390	6	1.56%
0450	Social Security	-	5	-	-	-	-	-
0500	PERS	6,630	5,635	7,051	7,051	7,880	829	11.76%
0600	Unemployment Insurance	-	-	132	132	134	2	1.52%
0700	Workers Compensation	133	113	213	213	144	(69)	(32.39%)
0800	Health & Life Insurance	4,120	3,410	4,386	4,386	5,739	1,353	30.85%
0900	Supplemental Retirement	549	453	525	525	525	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 38,404</b>	<b>\$ 30,220</b>	<b>\$ 39,169</b>	<b>\$ 39,169</b>	<b>\$ 41,706</b>	<b>\$ 2,537</b>	<b>6.48%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	451	395	325	325	735	410	126.15%
2022	Operating & Repair Supplies	5,417	5,656	10,500	12,604	11,000	500	4.76%
2024	Small Tools/Minor Equipment	3,962	3,317	21,000	21,000	19,100	(1,900)	(9.05%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	6	30	30	30	-	-
4531	Professional Services	34,825	24,325	34,200	34,200	36,820	2,620	7.66%
4532	Communications	1,878	1,644	1,600	1,600	2,520	920	57.50%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	185	454	500	500	1,000	500	100.00%
4535	Printing & Binding	195	146	200	200	475	275	137.50%
4536	Insurance	11,193	12,938	11,900	11,900	10,596	(1,304)	(10.96%)
4537	Utilities	69,410	67,098	83,483	83,483	76,352	(7,131)	(8.54%)
4538	Repair & Maintenance	69,546	77,787	67,355	65,251	78,566	11,211	16.64%
4539	Rentals	-	238	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	3,000	3,000	3,000	-	-
5041	Miscellaneous	-	58	500	500	500	-	-
5045	Depreciation	121,619	124,563	126,000	126,000	126,000	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 318,681</b>	<b>\$ 318,625</b>	<b>\$ 360,593</b>	<b>\$ 360,593</b>	<b>\$ 366,694</b>	<b>\$ 6,101</b>	<b>1.69%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	26,500	30,600	185,308	215,308	31,300	(154,008)	(83.11%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 26,500</b>	<b>\$ 30,600</b>	<b>\$ 185,308</b>	<b>\$ 215,308</b>	<b>\$ 31,300</b>	<b>\$ (154,008)</b>	<b>(83.11%)</b>
<b>Department Total:</b>		<b>\$ 383,585</b>	<b>\$ 379,445</b>	<b>\$ 585,070</b>	<b>\$ 615,070</b>	<b>\$ 439,700</b>	<b>\$ (145,370)</b>	<b>(24.85%)</b>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Restroom, cleaning supplies, electrical, plumbing, plants, paper products	11,000
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous	700
	Ranges (5)	2,500
	Refrigerators (5)	5,000
	Stackable washer/dryers (5)	5,500
	Lounge chairs (10)	4,000
	Casual chairs (2)	1,400
		<hr/> 19,100
4531	<b><u>Professional Services</u></b>	
	Caretaker contract	30,000
	Plant maintenance	4,320
	Elevator service contract	2,500
		<hr/> 36,820
4538	<b><u>Repair and Maintenance</u></b>	
	8 Units drapery replacement	12,000
	Carpet cleaning	10,258
	Window cleaning	3,150
	Fire system inspection	1,200
	Fire extinguisher/elevator inspections	1,500
	Minor apartment repairs	4,000
	Plumbing/boiler room yearly maint.	3,000
	Miscellaneous	1,418
	Defibrillator maintenance	900
	Sidewalk/sprinkler system improvements	2,500
	Painting of common areas	2,000
	Painting of apartments as people vacate	10,250
	Replace carpet	3,390
	Snow plowing, sanding & sweeping parking lot	3,000
	Fire alarm control panel upgrade	20,000
		<hr/> 78,566
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	31,300

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Original Budget FY 2011</u>	<u>Projection FY 2011</u>	<u>Council Adopted FY 2012</u>
<b>Revenues</b>					
Charge for Services	\$ -	\$ 82,285	\$ 149,115	\$ 149,115	\$ 91,390
Charge for Equipment Usage	-	-	8,000	8,000	8,000
State Grant - PERS	-	2,991	5,227	5,227	3,965
Total Revenues	<u>-</u>	<u>85,276</u>	<u>162,342</u>	<u>162,342</u>	<u>103,355</u>
 <b>Expenses</b>	 <u>-</u>	 <u>90,408</u>	 <u>162,342</u>	 <u>162,342</u>	 <u>98,223</u>
Net Income (loss)	-	(5,132)	-	-	5,132
Beginning Retained Earnings	<u>-</u>	<u>-</u>	<u>(16,000)</u>	<u>(5,132)</u>	<u>(5,132)</u>
Ending Retained Earnings	<u>\$ -</u>	<u>\$ (5,132)</u>	<u>\$ (16,000)</u>	<u>\$ (5,132)</u>	<u>\$ -</u>

## **DEPARTMENT NARRATIVE**

### **CAPITAL PROJECT MANAGEMENT FUND CAPITAL PROJECT MANAGEMENT**

The Capital Projects Department consists of the Capital Projects Manager who provides overall administration for City capital improvement projects.

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

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

The projects range from: airport upgrades; water and sewer systems extensions and upgrades; and the Kenai Bluff Stabilization project. Each of these projects is in various stages from design to construction; with other city priorities currently in the grant process to obtain additional funding.

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

Account Number	Expense Description	FY2010 Actual	Five year Historical Average	Original Budget FY2011	Amended Budget	Council Adopted FY2012	Increase (Decrease) FY11 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 51,430	\$ 10,286	\$ 85,295	\$ 85,295	\$ 45,266	\$ (40,029)	(46.93%)
0200	Overtime	2,502	500	2,400	2,400	-	(2,400)	(100.00%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	5,830	1,166	7,873	7,873	2,069	(5,804)	(73.72%)
0400	Medicare	763	153	1,386	1,386	686	(700)	(50.51%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	14,856	2,971	24,520	24,520	13,924	(10,596)	(43.21%)
0600	Unemployment Insurance	-	-	478	478	237	(241)	(50.42%)
0700	Workers Compensation	433	87	769	769	253	(516)	(67.10%)
0800	Health & Life Insurance	5,932	1,186	12,530	12,530	8,198	(4,332)	(34.57%)
0900	Supplemental Retirement	-	-	1,500	1,500	750	(750)	(50.00%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 81,746</b>	<b>\$ 16,349</b>	<b>\$ 136,751</b>	<b>\$ 136,751</b>	<b>\$ 71,383</b>	<b>\$ (65,368)</b>	<b>(47.80%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	645	129	525	625	540	15	2.86%
2022	Operating & Repair Supplies	241	48	3,000	2,850	3,000	-	-
2024	Small Tools/Minor Equipment	2,200	440	710	760	600	(110)	(15.49%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	4,460	892	750	750	1,375	625	83.33%
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	375	75	1,000	1,000	1,140	140	14.00%
4533	Travel & Transportation	-	-	1,900	1,900	1,775	(125)	(6.58%)
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	1,006	1,006	2,130	1,124	111.73%
4536	Insurance	549	110	1,600	1,600	1,480	(120)	(7.50%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	187	37	-	-	-	-	-
5045	Depreciation	5	1	4,000	4,000	4,000	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 8,662</b>	<b>\$ 1,732</b>	<b>\$ 14,491</b>	<b>\$ 14,491</b>	<b>\$ 16,040</b>	<b>\$ 1,549</b>	<b>10.69%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	-	-	11,100	11,100	10,800	(300)	(2.70%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,100</b>	<b>\$ 11,100</b>	<b>\$ 10,800</b>	<b>\$ (300)</b>	<b>(2.70%)</b>
<b>Department Total:</b>		<b>\$ 90,408</b>	<b>\$ 18,081</b>	<b>\$ 162,342</b>	<b>\$ 162,342</b>	<b>\$ 98,223</b>	<b>\$ (64,119)</b>	<b>(39.50%)</b>

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Approved</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Fuel	2,000
	Oil & Fluids	600
	Maintenance Parts	400
		<u>3,000</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Inspection and Documentation Tools	600
2026	<b><u>Computer Software</u></b>	
	Auto Desk Subscription	600
	Arc View Subscription	400
	Microsoft Office 2007	350
	Symantec Virus Protection	25
		<u>1,375</u>
4532	<b><u>Communications</u></b>	
	Cell Phone	780
	Long Distance	360
		<u>1,140</u>
4533	<b><u>Transportation</u></b>	
	Anchorage - Construction Law	975
	Anchorage - EPA Storm Water	800
		<u>1,775</u>
4535	<b><u>Printing &amp; Binding</u></b>	
	Printer Toner	2,130
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	10,800

This page intentionally left blank

## PERMANENT FUNDS

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

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

	Market Value					Estimated FY2012 Transfer
	Actual	Actual	Actual	Estimated	Average	
	<u>12/31/2008</u>	<u>12/31/2009</u>	<u>12/31/2010</u>	<u>12/31/2011</u>		
ALSPF	\$17,825,369	\$20,264,072	\$21,909,110	\$23,000,047	\$20,749,650	\$1,037,483



**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Budget Projection  
Land Sales Permanent Funds**

	<u>Actual FY2009</u>	<u>Actual FY2010</u>	<u>Original Budget FY2011</u>	<u>FY2011 Projection</u>	<u>Council Adopted FY2012</u>
<b>FUND 082-52 Airport Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 303,842	\$ 2,442,167	\$ 1,529,499	\$ 3,523,342	\$ 1,530,788
Acct. 36645 Interest on Land Sale Contracts	8,893	13,199	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>47,495</u>	<u>6,774</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	360,230	2,462,140	1,539,499	3,533,342	1,540,788
<b>Expenses</b>					
Transfer to Airport Land System Fund	<u>291,937</u>	<u>904,447</u>	<u>968,157</u>	<u>999,976</u>	<u>1,037,483</u>
Contributions To/(From) Fund Balance	68,293	1,557,693	571,342	2,533,366	503,305
Beginning Fund Balance	<u>17,401,038</u>	<u>17,469,331</u>	<u>19,118,732</u>	<u>19,027,024</u>	<u>21,560,390</u>
Ending Fund Balance	<u>\$ 17,469,331</u>	<u>\$ 19,027,024</u>	<u>\$ 19,690,074</u>	<u>\$ 21,560,390</u>	<u>\$ 22,063,695</u>

**FUND 081-52 General Land Sales Permanent Fund**

<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ -	\$ -	\$ -	\$ 35,000	\$ 250,000
Acct. 36645 Interest on Land Sale Contracts	1,418	834	3,000	3,000	3,000
Acct. 33640 Land Sales	<u>3,424</u>	<u>2,599</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	4,842	3,433	3,000	38,000	253,000
<b>Expenses</b>					
Transfer to General Fund	<u>1,418</u>	<u>834</u>	<u>3,000</u>	<u>3,000</u>	<u>125,000</u>
Contributions To/(From) Fund Balance	3,424	2,599	-	35,000	128,000
Beginning Fund Balance	<u>2,508,551</u>	<u>2,511,975</u>	<u>2,511,975</u>	<u>2,514,574</u>	<u>2,549,574</u>
Ending Fund Balance	<u>\$ 2,511,975</u>	<u>\$ 2,514,574</u>	<u>\$ 2,511,975</u>	<u>\$ 2,549,574</u>	<u>\$ 2,677,574</u>

This page intentionally left blank

## **DEBT SERVICE FUNDS**

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

### **1. LIBRARY EXPANSION BONDS**

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

### **2. KENAI BLUFF EROSION CONTROL BONDS**

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



**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Fund 048 - Debt Service**

	<u>Actual FY2009</u>	<u>Actual FY2010</u>	<u>Original Budget FY2011</u>	<u>Projection FY2011</u>	<u>Budget FY2012</u>
<b>Revenues</b>					
Proceeds from Debt Issuance	\$ -	\$ 2,029,344	\$ -	\$ -	\$ -
Bond Interest Subsidy	-	-	36,486	36,486	37,529
Transfer from General Fund	-	-	133,423	133,423	139,819
Total Revenue	<u>-</u>	<u>2,029,344</u>	<u>169,909</u>	<u>169,909</u>	<u>177,348</u>
<b>Expenditures</b>					
Parks, Recreation & Culture	-	2,023,290	175,963	175,963	177,348
Contributions To/From Fund Balance	-	6,054	(6,054)	(6,054)	-
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>6,054</u>	<u>6,054</u>	<u>-</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ 6,054</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai  
Fiscal Year 2012 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2010 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2011</u>	<u>Amended Budget</u>	<u>Council Adopted FY2012</u>	<u>Increase (Decrease) FY11 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	-	-	-
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	-	-	-	-	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	23,290	4,658	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	175,963	175,963	177,348	1,385	0.79%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b><u>\$ 23,290</u></b>	<b><u>\$ 4,658</u></b>	<b><u>\$ 175,963</u></b>	<b><u>\$ 175,963</u></b>	<b><u>\$ 177,348</u></b>	<b><u>\$ 1,385</u></b>	<b><u>0.79%</u></b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	2,000,000	400,000	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b><u>\$ 2,000,000</u></b>	<b><u>\$ 400,000</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>-</u></b>
	<b>Department Total:</b>	<b><u>\$ 2,023,290</u></b>	<b><u>\$ 404,658</u></b>	<b><u>\$ 175,963</u></b>	<b><u>\$ 175,963</u></b>	<b><u>\$ 177,348</u></b>	<b><u>\$ 1,385</u></b>	<b><u>0.79%</u></b>

City of Kenai  
Fiscal Year 2012 Operating Budget

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

Summary by Debt Issuance

<u>Issue Date</u>	<u>Amount Issued</u>	American Recovery and Reinvestment Act <u>Annual Interest Subsidy</u>	<u>Interest Rate</u>	<u>Maturity Dates</u>	<u>Annual Installments</u>	<u>Outstanding 6/30/2011</u>
<b>Library Expansion Bonds</b>						
3/11/2010	\$2,000,000	\$3,852 - \$37,529	2.00 - 6.341	2011 - 2030	\$178,798 - \$143,560	\$ 1,925,000

This page intentionally left blank

## **APPENDIX**

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

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

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



**City of Kenai  
Fiscal Year 2012 Operating Budget**

**CHART OF ACCOUNTS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4541 - Postage** - Stamps and postage meter.

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

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

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

**8061 - Land** - Costs of acquiring raw land.

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

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

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

**9090 - Transfers Out**

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**  
**Equipment Replacement Fund**  
**Schedule of Replacements**

Dept.	Year Acquired	Model/Description	Cost When Purchased	Original Replacement Year	Est. Life	Estimated Replacement Cost	**Annual Contribution	2011	2012	2013	2014	2015	
Streets	1987	IT-28 Loader, Integrated Tool Carrier	\$ 80,000	2012	25	\$ 167,502	\$ 4,594	\$ -	\$ 4,000	\$ -	\$ -	\$ -	
Streets	1988	120G Motor Grader, Wing & Plow	\$ 145,000	2013	25	\$ 303,598	\$ 8,327	\$ -	\$ 8,327	\$ 7,250	\$ -	\$ -	
Fire	1983	Pumper, Engine #3	\$ 165,692	2013	30	\$ 402,178	\$ 8,453	\$ -	\$ 8,453	\$ 8,285	\$ -	\$ -	
Streets	1982	Sander Truck	\$ 80,000	2014	20	\$ 144,489	\$ 5,377	\$ -	\$ 5,377	\$ 5,377	\$ 4,000	\$ -	
Streets	1980	10-12 CY Enddump	\$ 60,000	2015	35	\$ 168,832	\$ 2,792	\$ -	\$ 2,792	\$ 2,792	\$ 2,792	\$ 3,000	
Streets	1981	10-12 CY Enddump	\$ 60,000	2016	35	\$ 168,832	\$ 2,792	\$ -	\$ 2,792	\$ 2,792	\$ 2,792	\$ 2,792	
Streets	1988	966C Loader	\$ 133,396	2018	30	\$ 323,787	\$ 6,806	\$ -	\$ 6,806	\$ 6,806	\$ 6,806	\$ 6,806	
Streets	1998	Eagle, Sweeper (Purchased from Airport)	\$ 120,000	2018	20	\$ 216,733	\$ 8,066	\$ 2,500	\$ 8,066	\$ 8,066	\$ 8,066	\$ 8,066	
Streets	1993	140G Motor Grader, Wing & Plow	\$ 188,464	2018	25	\$ 394,602	\$ 10,823	\$ -	\$ 10,823	\$ 10,823	\$ 10,823	\$ 10,823	
Fire	2004	4x4 Ambulance	\$ 130,690	2019	15	\$ 203,611	\$ 10,947	\$ 8,713	\$ 10,947	\$ 10,947	\$ 10,947	\$ 10,947	
Fire	1995	Hurricane Tanker, Engine #4	\$ 251,837	2020	25	\$ 527,291	\$ 14,462	\$ -	\$ 14,462	\$ 14,462	\$ 14,462	\$ 14,462	
Streets	1996	160H Motor Grader, Wing & Plow	\$ 215,000	2021	25	\$ 450,162	\$ 12,347	\$ -	\$ 12,347	\$ 12,347	\$ 12,347	\$ 12,347	
Streets	1991	Sander Truck	\$ 134,785	2021	30	\$ 327,159	\$ 6,877	\$ -	\$ 6,877	\$ 6,877	\$ 6,877	\$ 6,877	
Fire	2001	Squad/Fire Apparatus, F550, 4x5	\$ 148,759	2021	20	\$ 268,675	\$ 9,999	\$ 7,439	\$ 9,999	\$ 9,999	\$ 9,999	\$ 9,999	
Streets	2003	Flatbed (dump)	\$ 41,501	2023	20	\$ 74,955	\$ 2,790	\$ 2,075	\$ 2,790	\$ 2,790	\$ 2,790	\$ 2,790	
Fire	1993	Hurricane Aerial	\$ 521,627	2023	30	\$ 1,266,126	\$ 26,613	\$ -	\$ 26,613	\$ 26,613	\$ 26,613	\$ 26,613	
Fire	1999	Pumper, Engine #2	\$ 275,356	2026	27	\$ 611,645	\$ 15,025	\$ 10,198	\$ 15,025	\$ 15,025	\$ 15,025	\$ 15,025	
Streets	2005	Aerial Bucket Truck	\$ 79,836	2025	20	\$ 144,193	\$ 5,366	\$ 3,992	\$ 5,366	\$ 5,366	\$ 5,366	\$ 5,366	
Fire	1997	Ambulance	\$ 165,190	2026	15	\$ 257,361	\$ 13,837	\$ -	\$ 13,837	\$ 13,837	\$ 13,837	\$ 13,837	
Streets	2003	14H Motor Grader, Wing	\$ 234,825	2028	25	\$ 491,671	\$ 13,485	\$ 9,393	\$ 13,485	\$ 13,485	\$ 13,485	\$ 13,485	
Rec.	2008	Ice Conditioner	\$ 78,335	2028	20	\$ 141,482	\$ 5,265	\$ 3,917	\$ 5,265	\$ 5,265	\$ 5,265	\$ 5,265	
Streets	2009	MT-6, 4x4, Articulating Snow Blower	\$ 177,000	2024	15	\$ 275,760	\$ 14,827	\$ 11,800	\$ 14,827	\$ 14,827	\$ 14,827	\$ 14,827	
Streets	1982	Sander Truck	\$ 60,000	2031	20	\$ 108,367	\$ 4,033	\$ -	\$ 4,033	\$ 4,033	\$ 4,033	\$ 4,033	
Streets	2008	Crosswind, IH4300 Sweeper	\$ 190,200	2033	25	\$ 398,237	\$ 10,923	\$ 7,608	\$ 10,923	\$ 10,923	\$ 10,923	\$ 10,923	
Streets	2014	Sander Truck	\$ 144,489	2034	20	\$ 260,963	\$ 9,712	\$ -	\$ -	\$ -	\$ 9,712	\$ 9,712	
Streets	2010	L120 Loader	\$ 290,000	2035	25	\$ 607,196	\$ 16,654	\$ 8,500	\$ 16,654	\$ 16,654	\$ 16,654	\$ 16,654	
Streets	2012	IT-28 Loader, Integrated Tool Carrier	\$ 167,502	2037	25	\$ 350,712	\$ 9,619	\$ -	\$ 9,619	\$ 9,619	\$ 9,619	\$ 9,619	
Streets	2013	120G Motor Grader, Wing & Plow	\$ 303,598	2038	25	\$ 635,667	\$ 17,435	\$ -	\$ -	\$ 17,435	\$ 17,435	\$ 17,435	
Fire	2013	Pumper, Engine #3	\$ 402,178	2043	30	\$ 976,192	\$ 20,519	\$ -	\$ -	\$ 20,519	\$ 20,519	\$ 20,519	
Streets	2015	10-12 CY Enddump	\$ 168,832	2050	35	\$ 475,070	\$ 7,857	\$ -	\$ -	\$ -	\$ -	\$ 7,857	
			\$ 12,789,156				\$ 27,003,160	\$ 762,866	\$ 76,135	\$ 250,505	\$ 283,214	\$ 276,014	\$ 280,079

\* Replacement cost assumes a 3% per year equipment cost inflation

\*\* Current annual payment Assumes 3% annual interest earnings for equipment replacement fund

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

**City of Kenai**  
**Fiscal Year 2012 Operating Budget**

**Five-Year Building Maintenance Schedule**

<b>FACILITY</b>	<b>DESCRIPTION OF WORK</b>	<b>FUNDING FISCAL YEAR</b>	<b>ESTIMATED COST</b>	<b>YEAR LAST ACCOMPLISHED</b>
<b>GENERAL FUND BUILDINGS</b>				
Animal Control	Painting Interior & Exterior	2015	\$ 30,000.00	2007
City Hall	First Floor Lighting Replacement	2012	\$ 10,000.00	
	Paint Interior	2013	\$ 15,000.00	1998
	Replace Carpet	2015	\$ 40,000.00	1999
	Replace Entrance Flooring	2015	\$ 7,500.00	
	Replace Boiler(s)	2016	\$ 40,000.00	1980
	Replace Air handling Unit	2016	\$ 60,000.00	1980
	Replace Building Siding, Insulation & Roofing	2016	\$ 140,000.00	1980
Public Safety Building	Police Dispatch Flooring	2012	\$ 10,500.00	
	Re-tile Fire Department restroom	2012	\$ 3,250.00	
	Replace O/H Doors #7 & #8	2012	\$ 15,000.00	
	Replace Fire Alarm System / Intercom	2013	\$ 50,000.00	
	Design Heating System Replacement ***	2013	\$ 10,000.00	N/A
	Paint Exterior	2013	\$ 25,000.00	1999
	Replace Heating System ***	2014	\$ 40,000.00	
	Repair/Replace Roofing	2015	\$ 40,000.00	
Kenai Recreation Center	Paint Interior	2012	\$ 25,000.00	2004
	Replace HVAC Units (2) ***	2013	\$ 30,000.00	1982
	Paint Exterior	2013	\$ 35,000.00	2006
	Remodel Upstairs Restrooms	2014	\$ 25,000.00	1982
	Remodel Weightroom	2015	\$ 20,000.00	1982
Multi-Purpose Facility	Install Additional Flooring	2013	\$ 15,000.00	
Senior Center	Replace Boilers, Heating System Improv. ***	2013	\$ 40,000.00	1981
	Install Siding	2013	\$ 40,000.00	1981
Visitors Center	Re-Stripe Parking Lot	2012	\$ 1,000.00	1992
	Replace Interior Lighting	2013	\$ 30,000.00	1992
	Paint Exterior	2014	\$ 20,000.00	2005
Dock	Repaint restrooms ext	2012	\$4,500.00	
Warm Storage and Shop	Heat Detection Alarm System	2012	\$3,500.00	
<b>General Fund</b>			<b>Total</b>	
<b>Fiscal Year</b>				
2012			\$ 72,750.00	
2013			\$ 290,000.00	
2014			\$ 85,000.00	
2015			\$ 137,500.00	
2016			\$ 240,000.00	
<b>Total</b>			<b>\$ 825,250.00</b>	
*** Potential projects for energy loan			<b>\$ 120,000.00</b>	



**City of Kenai  
Fiscal Year 2012 Operating Budget**

**Five-Year Building Maintenance Schedule**

**CONGREGATE HOUSING  
BUILDING (VINTAGE  
POINTE)**

FACILITY	DESCRIPTION OF WORK	FUNDING FISCAL		YEAR LAST ACCOMPLISHED
		YEAR	ESTIMATED COST	
Vintage Pointe	Replace Refrigerators (5)	2012	\$ 5,000.00	1996
	Replace Ranges (5)	2012	\$ 2,500.00	1996
	Replace Washer/Dryers(5)	2012	\$ 5,500.00	1996
	Repair/Replace Fire Alarm Panel	2012	\$ 20,000.00	1996
	Replace Cabinets/Countertops (5 Units)	2013	\$ 25,000.00	1996
	Replace Refrigerators (5)	2013	\$ 5,500.00	1996
	Replace Ranges (5)	2013	\$ 3,000.00	1996
	Replace Washer/Dryers(5)	2013	\$ 6,000.00	1996
	Replace Cabinets/Countertops (5 Units)	2014	\$ 25,000.00	1996
	Replace Refrigerators (5)	2014	\$ 6,000.00	1996
	Replace Ranges (5)	2014	\$ 3,000.00	1996
	Replace Washer/Dryers(5)	2014	\$ 6,000.00	1996
	Boiler(s) Replacement	2014	\$ 125,000.00	1996
	Replace Cabinets/Countertops (5 Units)	2015	\$ 25,000.00	1996
	Replace Refrigerators (5)	2015	\$ 6,500.00	1996
	Replace Ranges (5)	2015	\$ 3,000.00	1996
	Replace Washer/Dryers(5)	2015	\$ 6,000.00	1996
	Wallpaper Common Areas-Level 1	2015	\$ 30,000.00	1996
	Replace Cabinets/Countertops (5 Units)	2016	\$ 27,500.00	1996
	Replace Refrigerators (5)	2016	\$ 7,000.00	1996
	Replace Ranges (5)	2016	\$ 3,500.00	1996
	Replace Washer/Dryers(5)	2016	\$ 6,500.00	1996
	Wallpaper Common Areas-Level 2	2016	\$ 30,000.00	1996

Congregate Housing Fund		
Fiscal Year		Total
2012	\$	33,000.00
2013	\$	39,500.00
2014	\$	165,000.00
2015	\$	70,500.00
2016	\$	74,500.00
<b>Total</b>	<b>\$</b>	<b>382,500.00</b>

**AIRPORT BUILDINGS**

FACILITY	DESCRIPTION OF WORK	FUNDING FISCAL		YEAR LAST ACCOMPLISHED
		YEAR	ESTIMATED COST	
Airport Terminal	Replace Carpet/Flooring	2015	\$ 70,000.00	2001
	Floodcoat/Repair Roof	2016	\$ 130,000.00	2002
Flight Service Station	New Carpet	TBD/New Lease	\$ 50,000.00	2001
	Paint Interior	TBD/New Lease	\$ 20,000.00	2004
	Re-Model Restrooms	TBD/New Lease	\$ 25,000.00	1986
	Floodcoat/Repair Roof	2015	\$ 35,000.00	1995
Airport Training Facility	Replace Flooring-Level 1	2013	\$ 30,000.00	1997
	Paint Interior	2013	\$ 20,000.00	1997
Airport Operations Building	Paint Interior	2016	\$ 25,000.00	2006

Airport Fund		
Fiscal Year		Total
2013	\$	50,000.00
2014	\$	-
2015	\$	105,000.00
2016	\$	155,000.00
<b>Total</b>	<b>\$</b>	<b>310,000.00</b>