



# THE CITY OF KENAI, ALASKA

# ANNUAL BUDGET



**July 01, 2012 – June 30, 2013**





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

**For the Fiscal Year Beginning**  
**July 1, 2012**

**Rick R. Koch**  
**City Manager**

**Prepared by**  
**FINANCE DEPARTMENT**

**Terry Eubank, CPA**  
**Finance Director**

**City of Kenai  
Fiscal Year 2013 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	Robert Molloy	2012
	Ryan Marquis	2012
	Terry Bookey	2013
	Brian Gabriel, Sr.	2013
	Mike Boyle	2014
	Tim Navarre	2014

**City Administration**

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



Suggested by: Administration

**CITY OF KENAI**

**ORDINANCE NO. 2634-2012**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF KENAI, ALASKA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013.

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 2013 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, 2012 and ending June 30, 2013.

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, 2012, and ending the 30th day of June, 2013, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the Code of the City of Kenai and to be expended substantially by line item in the manner shown in the budget adopted by Section 1 hereof:


General Fund	\$15,094,517
Enterprise Funds:	
Congregate Housing	439,693
Capital Projects Management Fund	109,259
Special Revenue Funds:	
Airport Land Sales Permanent Fund	1,033,243
General Land Sales Permanent Fund	142,236
Water and Sewer Fund	2,251,085
Airport Fund	2,735,110
Senior Citizen Fund	835,625
Debt Service Fund	175,848

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this 6<sup>th</sup> day of June, 2012.

  
PAT PORTER, MAYOR

ATTEST:

  
Sandra Modigh, City Clerk

Approved by Finance: 

Introduced: May 16, 2012  
Adopted: June 6, 2012  
Effective: July 1, 2012



Suggested by: Administration

**CITY OF KENAI**

**RESOLUTION NO. 2012-28**

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, 2012 AND ENDING JUNE 30, 2013.

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 2013 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, 2012 and ending June 30, 2013 be fixed at 3.85 mills.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, this sixth day of June, 2012.

  
PAT PORTER, MAYOR

ATTEST:

  
Sandra Modigh, City Clerk

Approved by Finance: 





**CITY OF KENAI  
FISCAL YEAR 2013 CONSOLIDATED OPERATING BUDGET**

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FISCAL YEAR 2013 CONSOLIDATED OPERATING BUDGET**

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FISCAL YEAR 2013 CONSOLIDATED OPERATING BUDGET**

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## **OVERVIEW**

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

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



**City of Kenai  
Fiscal Year 2013 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	\$ 9,601,265	\$ -	\$ -	\$ -	\$ -	\$ 9,601,265
State/Federal	1,984,359	525,751	10,563	-	37,529	2,558,202
Interest	75,000	67,662	5,000	1,667,517	-	1,815,179
Other	1,330,801	4,143,844	455,161	-	-	5,929,806
Transfers In	<u>1,437,736</u>	<u>1,126,899</u>	<u>-</u>	<u>-</u>	<u>138,319</u>	<u>2,702,954</u>
<b>Total Revenues</b>	<u>14,429,161</u>	<u>5,864,156</u>	<u>470,724</u>	<u>1,667,517</u>	<u>175,848</u>	<u>22,607,406</u>
<b>EXPENDITUES/EXPENSES</b>	15,094,517	5,821,820	548,952	1,175,479	175,848	22,816,616
Contributions to (from) Fund Balance/Retained Earnings	(665,356)	42,336	(78,228)	492,038	-	(209,210)
Add Credit From Depreciation	-	-	126,000	-	-	126,000
Projected lapse/encumbrances	<u>737,127</u>	<u>232,193</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>969,320</u>
Adjusted Deficit/Surplus	71,771	274,529	47,772	492,038	-	886,110
Beginning Fund Balance/ Net Assets	<u>11,903,212</u>	<u>4,610,101</u>	<u>349,177</u>	<u>23,303,056</u>	<u>-</u>	<u>40,165,546</u>
Ending Fund Balance/ Net Assets	<u>\$ 11,974,983</u>	<u>\$ 4,884,630</u>	<u>\$ 396,949</u>	<u>\$ 23,795,094</u>	<u>\$ -</u>	<u>\$ 41,051,656</u>

**City of Kenai**  
**Fiscal Year 2013 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)	329,486	85,000	-	414,486
Committed Fund Balance				
Capital Improvement Reserve Fund	550,746	-	-	550,746
Working Capital	400,000	-	-	400,000
Senior Programs Reserve	<u>112,044</u>	<u>-</u>	<u>-</u>	<u>112,044</u>
Total Committed Fund Balance	1,062,790	-	-	1,062,790
Assigned Fund Balance				
Encumbrances	100,000	-	-	100,000
Subsequent Years Expenditures	665,356	134,980	-	800,336
Compensated Absences	700,644	-	-	700,644
Insurance Risk Retention	<u>103,475</u>	<u>-</u>	<u>-</u>	<u>103,475</u>
Total Assigned Fund Balance	1,569,475	134,980	-	1,704,455
Unassigned Fund Balance	<u>8,941,461</u>	<u>-</u>	<u>148,209</u>	<u>8,793,252</u>
<b>Total General Fund, Fund Balance</b>	<b><u>\$ 11,903,212</u></b>	<b><u>\$ 219,980</u></b>	<b><u>\$ 148,209</u></b>	<b><u>\$ 11,974,983</u></b>





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

FINANCE DEPARTMENT  
210 Fidalgo Avenue, Kenai, Alaska 99611-7794  
Telephone: 907-283-7535 ext 221 / FAX: 907-283-3014

June 20, 2012

Mayor, Council Members, City of Kenai Citizens:

In accordance with the provisions of Chapter 7.25 of the Kenai Municipal Code, the Fiscal Year 2013 (FY13) 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); three special revenue funds (Water and Sewer Fund, Airport Fund, Senior Citizens Fund); the Debt Service Fund, and two permanent funds (General Land Sales and Airport Land Sales).

**Budget Comparison FY 2012 to FY 2013  
And Contribution To (From) Fund Balance**

	Original FY 2012 <u>Budget</u>	Current FY 2012 <u>Budget</u>	FY 2013 <u>Budget</u>	Change From FY202 <u>Original</u>	Percent <u>Change</u>	Contribution To (From) <u>Fund Bal.</u>
General Fund	\$13,991,844	\$14,496,835	\$15,094,517	\$ 1,102,673	7.88%	\$ (665,356)
Congregate Housing	439,700	491,554	439,693	(7)	0.00%	(111,963)
Capital Projects Management	98,223	98,223	109,259	11,036	11.24%	33,735
Permanent Funds	1,162,483	1,011,485	1,175,479	12,996	1.12%	492,038
Water and Sewer	2,191,600	2,191,600	2,251,085	59,485	2.71%	80,453
Airport Fund	2,693,874	2,744,876	2,735,110	41,236	1.53%	61,203
Senior Citizens Fund	783,419	815,920	835,625	52,206	6.66%	(99,320)
Debt Service Fund	<u>177,348</u>	<u>177,348</u>	<u>175,848</u>	<u>(1,500)</u>	<u>-0.85%</u>	<u>-</u>
Total	<u>\$21,538,491</u>	<u>\$22,027,841</u>	<u>\$22,816,616</u>	<u>\$1,278,125</u>	<u>5.93%</u>	<u>\$ (209,210)</u>

## **GENERAL OVERVIEW**

The total budget for the City is \$22,816,616, which is an increase of \$1,278,125 or 5.93% 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, and increased utility costs.

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%, the FY2012 rate was 8.76% and the FY2013 rate is 13.84%. The rate increase of 5.08% results in an additional \$347,393 in PERS expenditure and on-behalf revenue.

This budget includes a 3.60% cost of living increase to the salary schedule. The 3.60% increase is based upon the increase in Anchorage's Consumer Price Index for 2011 as there is no such index available for the City or Kenai Peninsula Borough. The budgetary impact of the cost of living increase is \$329,254 for all funds comprised of \$253,698 in employee pay increases and \$75,556 in associated benefits. The following personnel changes are also included:

**Clerk:** Reclassify the Department Assistant II to Administrative Assistant I. Increased responsibilities of the Deputy Clerk. Estimated cost of the reclassification is \$1,038.

**City Manager:** Reclassify the Assistant to the City Manager to Assistant to the City Manager/Personnel Officer. The increased number of personnel issues and ever growing liability related to personnel issues has necessitated the need for designated staff with specialized training in human resources. Reclassification will also reassign responsibility for land leases to the planning department reducing the positions allocation to the Airport from 50% to 33%. The position will retain responsibility for City owned land. Estimated cost of the reclassification is \$17,316.

**Finance:** Reclassify the Department Assistant II to Administrative Assistant I. To maintain consistency with reclassification in City Clerk Department. Estimated cost of the reclassification is \$519.

**Land Administration:** A temporary, six-month position to research and document City owned land to facilitate future sales and leases of property. A complete audit of City-owned land is necessary to identify parcel-specific information, such as ownership history, environmental impacts, platting/subdivision, land inquires and ordinances/resolutions, associated with each parcel. The position will be at a range and step 3A or \$16.55 per hour and will be allocated equally to the General Fund and Airport. Estimated cost of position including benefits is \$9,509 to each the General Fund and Airport.

**Animal Control:** Increase the duration of the temporary Department Assistant II from four months to six months due to extended workload of the department during the holiday months of November and December. Estimated cost of the upgrade is \$8,009 including pay and benefits.

**Library:** Operations of the expanded facility has proven to require staffing in addition to new staff added in FY2012. Expansion and remodel of the Kenai Community nearly double the size of the facility. The department is requesting two (2) additional, 14 hour per week employees and the elimination of the temporary shelver position. Estimated net cost of the new staff is \$21,588.

**Parks, Recreation & Beautification:** Proposed continuation of the Parks & Recreation Operator position added in the fall of 2011. Estimated cost of the position is \$79,079.

A new fulltime Parks & Recreation Laborer position was added and one temporary crew leader positions was eliminated. Estimated net increase in cost is \$48,834.

**Senior Center:** Increase the Activity Coordinator position from 35 hours per week to 40 hours due to growth of activity program including the addition of a wellness program. The estimated cost of the position with associated benefits is \$5,313.

**Water & Sewer:** Reclassify the Department Assistant II to Administrative Assistant I. To maintain consistency with reclassification in City Clerk Department. Estimated cost of the reclassification is \$519.

**Airport – Other Buildings & Areas:** A temporary, six-month position to research and document City owned land to facilitate future sales and leases of property. A complete audit of City-owned land is necessary to identify parcel-specific information, such as ownership history, environmental impacts, platting/subdivision, land inquires and ordinances/resolutions, associated with each parcel. The position will be at a range and step 3A or \$16.55 per hour and will be allocated equally to the General Fund and Airport. Estimated cost of position including benefits is \$9,509 to each the General Fund and Airport.

#### Summary of Personnel Changes by Fund

	General Fund	Water & Sewer Fund	Airport Fund	Senior Citizen Fund	Congregate Housing Fund	Capital Project Management Fund	Total
COLA @ 3.6%	\$275,328	\$20,828	\$17,670	\$12,085	\$1,210	\$2,133	\$329,254
City Clerk Administrative Assistant I	1,557	519	-	-	-	-	2,076
Assistant to the City Manager / Personnel Officer	17,316	-	-	-	-	-	17,316
Land Documentation Specialist	9,509	-	9,509	-	-	-	19,018
Animal Control Dept. Assistant II	7,989	-	-	-	-	-	7,989
Library Aide positions	21,588	-	-	-	-	-	21,588
Parks & Recreation Operator	79,079	-	-	-	-	-	79,079
Parks & Recreation Laborer	<u>48,834</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>48,834</u>
Total	<u>\$461,200</u>	<u>\$21,347</u>	<u>\$27,179</u>	<u>\$12,085</u>	<u>\$1,210</u>	<u>\$2,133</u>	<u>\$525,154</u>

## **GENERAL FUND**

The General Fund budget of \$15,094,517 is up \$1,102,517 or 7.88% from last year. This includes an increase of \$874,038 in Personal Services, an increase of \$174,330 in Maintenance and Operations and a increase of \$54,305 in Capital Outlay and Transfers. Revenues for FY13 are projected to be \$14,429,161 up \$1,116,823 compared to the beginning budget for FY12.

Sales tax projection for FY13 is \$6.7 million, which is \$219,000 more than FY12 budgeted revenues. Sales tax revenue is projected to increase 2.0% over FY12 estimated amounts.

Property taxes, absent the new Cook Inlet Natural Gas Storage Alaska (CINGSA) facility, are down 1.3% on average. The assessed, real property value of CINGSA is \$78.5 million resulting in an overall 11.27% increase in real property values. Oil and gas (AS 43.56) property increased \$13.7 million, 80% in value with the addition of Buccaneer's Kenai Loop 1 gas facility and associated pipeline and Nabors Alaska Drill rig 105. Overall property tax values are estimated to have increased 12.48% an increase of \$265,655 with no mill rate change.

State of Alaska PERS on-behalf funding is projected to increase \$347,393 due to higher contribution rates imposed by the State Pension Investment Board. The State of Alaska on-behalf contribution rate for FY13 is 13.84%. The FY12 on-behalf contribution rate was 8.76%. The FY13 rate represents a 68.4% increase in on-behalf funding by the State.

With an additional \$25.0 million added to the State of Alaska Community Revenue Sharing program by the legislature for FY13, the City expects to receive an additional \$177,202 over the FY12 budgeted amount.

Shared fisheries tax is projected to increase \$125,000 from FY12 based upon a strong salmon year in 2011. Transfers from the City's General Land Sale Permanent Fund are projected to increase \$17,236 over FY12 budgeted amounts and \$142,236 over FY12 actual amounts. The FY12 actual amount was \$0 based upon the fund's performance in calendar year 2011. Revenue from operations of the State of Alaska imposed personal use fisher are projected to increase \$77,000 over FY12 budgeted amounts. The increase is a result of increased participants and an increase of \$5.00 in daily camping fees on the City's north and south beaches.

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%. Sales tax is projected to grow 3.0% annually. Expenditures are forecasted to increase 3.0% for all years. These future projections are purely estimates, the actual changes in the budget will depend on a number of factors that are not predictable with a high degree of certainty.

## **ENTERPRISE FUNDS**

The City maintains two enterprise funds.

The Congregate Housing Fund's budget is nearly unchanged at \$439,693. The Congregate Housing Fund's revenue sources are rent and interest. The City has commissioned a rent study to determine if a rent increase is warranted based upon local market rental rates for comparable units. Economically a rent increase may be needed as rents are currently funding only 11.14% of the facilities depreciation. Not funding depreciation will greatly impact the City's ability to pay for major facility maintenance that is needed as it ages.

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 FY13 budget once again includes only half of the positions costs. The Fund's intent remains to recover the cost of managing projects through an hourly billing rate. The FY13 billing rate is estimated at \$149.02 per hour.

### **SPECIAL REVENUE FUNDS**

The Airport Fund budget is \$2,735,110, an increase of \$41,236, 1.53% from last year. The fund is projected to have an adjusted surplus of \$171,609. 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 \$1,033,243. The FY2013 budget represents the third consecutive year the Airport Fund is projected to have a surplus.

The Water and Sewer Fund appropriation of \$2,251,085 is up \$59,485, 2.71% from FY12 and the Fund is expected to produce an adjusted surplus of \$215,715. The City completed a rate study for the fund in FY11 that called for significant rate increases. With the opening of the City's new water treatment facility, water rates are budgeted to increase \$8.72 or from \$14.06 per month to \$22.78 for an unmetered residential customer. Sewer rates are budgeted to increase \$4.04 or from \$41.16 per month to \$45.28 for an unmetered residential customer. The FY13 proposed budget includes a full year operating cost for the new water treatment facility. Future rate decisions will be based upon the results of the study with adjustments for actual expenditures and revenues.

Historically, funding for the City's 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. In FY12 the City is received its first meaningful increase in Choice Waiver funding since the program began 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 (\$18,510) from FY12, the decrease was made possible by the increase in meal reimbursement rates and utilization of \$99,320 in fund balance of the Senior Citizens Funds. Had no Fund Balance been available, the General Fund contribution would have been \$99,320 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 FY13 budget includes \$175,848 in debt service. Debt service is being funded by a transfer from the General Fund in the amount of \$138,319 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**

The FY13 budget includes two major information technology capital projects. The first project will virtualize the City's computer server technology. Virtualization will create a more secure and stable City network with expansion capabilities. Because of the cyclical nature of expenditures related to virtualization, the project is budgeted in the equipment replacement fund at a cost of \$100,000 and an estimated life of 5 years. The second IT related capital project is installation of a voice of internet protocol phone (VOIP) system at a cost of \$144,000. A VOIP phone system will reduce the City's communications cost by over \$20,000 annually and replace five existing phone systems at various City facilities. The project is being funded with a \$120,000 transfer from the General Fund, \$14,000 from the Airport, \$8,000 from Water and Sewer, and \$2,000 from the Congregate Housing Fund.

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**

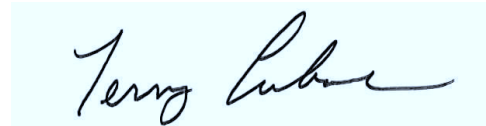
The economic outlook for the City is positive. The City is in excellent financial condition, which enables us to weather short-term economic challenges.

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,

A handwritten signature in black ink, appearing to read "Rick Koch", on a light blue rectangular background.

Rick R. Koch  
City Manager

A handwritten signature in black ink, appearing to read "Terry Eubank", on a light blue rectangular background.

Terry A. Eubank, CPA  
Finance Director

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## **STAFFING**

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



**City of Kenai**  
**Fiscal Year 2013 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2012 Grade</u>	<u>FY2013 Grade</u>	<u>FY2012 Full Time Equivalent Positions</u>	<u>FY2013 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	-
	Administrative Assistant I	8.00	8.00	-	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	-
	Assistant to the City Manager/Human Resource Specialist	-	15.00	-	0.67
<b><u>Finance Department</u></b>	Finance Director	24.00	24.00	1.00	1.00
	IT System Manager	18.00	18.00	1.00	1.00
	Accountant	16.00	16.00	1.00	1.00
	Accounting Tech. I - Utility Billing	10.00	10.00	0.50	0.50
	Accounting Tech. II - Accounts Payable/Payroll	10.00	11.00	1.00	1.00
	Department Assistant II	7.00	7.00	0.25	-
	Administrative Assistant I	8.00	8.00	-	0.25
<b><u>Planning &amp; Zoning Department</u></b>	Planner	16.00	16.00	1.00	0.83
	Administrative Assistant III	10.00	10.00	1.00	1.00
	Land Documentation Specialist	-	3.00	-	0.25
<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
	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	9.00	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
<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	0.30

**City of Kenai**  
**Fiscal Year 2013 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2012 Grade</u>	<u>FY2013 Grade</u>	<u>FY2012 Full Time Equivalent Positions</u>	<u>FY2013 Full Time Equivalent Positions</u>
<b><u>Public Works</u></b>					
<b><u>Administration</u></b>					
	Public Works Director	23.00	23.00	0.50	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	1.05
	Library Aide (13 week 20 hr/week position)	2.50	2.50	0.13	-
	Library Aide (52 week 24 hr/week position)	2.50	2.50	2.40	2.40
<b><u>Parks, Recreation &amp; Beautification Department</u></b>					
	Parks, Recreation & Beautification Director	17.00	17.00	1.00	1.00
	Parks, Recreation & Beautification Operator	9.00	9.00	1.00	2.00
	Parks, Recreation & Beautification Laborer	N/A	2.40	-	1.00
	Parks, Recreation & Beautification Crew Leader	2.30	2.30	1.06	0.25
	Parks, Recreation & Beautification Maintenance Worker	2.10	2.10	3.19	4.07
	Parks, Recreation & Beautification Gardener	2.20	2.20	0.62	0.29
	Parks, Recreation & Beautification Beach Aide	2.10	2.10	-	0.25
<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>91.06</u></b>	<b><u>93.97</u></b>
<b><u>Water and Sewer Fund</u></b>					
<b><u>Water</u></b>					
	Water & Sewer Foreman	15.00	15.00	0.50	0.50
	Water & Sewer Lead Operator	14.00	14.00	0.50	0.50
	Water & Sewer Operator	13.00	13.00	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	-
	Administrative Assistant I	8.00	8.00	-	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	-
	Administrative Assistant I	8.00	8.00	-	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>

City of Kenai  
Fiscal Year 2013 Consolidated Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY2012 Grade</u>	<u>FY2013 Grade</u>	<u>FY2012 Full Time Equivalent Positions</u>	<u>FY2013 Full Time Equivalent Positions</u>
<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	0.33
	Planner	16.00	16.00	-	0.17
	Land Documentation Specialist	-	3.00	-	0.25
<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>5.43</u></b>
<b><u>Capital Project Management Fund</u></b>					
<b><u>Capital Project Management</u></b>	Capital Project Manager	23.00	23.00	0.50	0.50
<b><u>Capital Project Management Fund Totals</u></b>				<b><u>0.50</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>
<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	2.40	2.40	0.88	1.00
	Outreach Aide	1.00	1.00	0.35	0.35
	Summer Grounds Maintenance Worker	1.00	1.00	0.02	0.02

**City of Kenai**  
**Fiscal Year 2013 Consolidated Operating Budget**

**Authorized Personnel Staffing Table**

<u>Department</u>	<u>Position Title</u>	<u>FY2012 Grade</u>	<u>FY2013 Grade</u>	<u>FY2012 Full Time Equivalent Positions</u>	<u>FY2013 Full Time Equivalent Positions</u>
<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	1.10	0.18	0.18
	Security Guard (32%)	2.40	2.40	0.03	0.03
	Summer Grounds Maintenance Worker	1.00	1.00	0.01	0.01
<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	1.10	0.18	0.18
	Security Guard (27%)	2.40	2.40	0.02	0.02
	Summer Grounds Maintenance Worker	1.00	1.00	0.01	0.01
<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
	Summer Grounds Maintenance Worker	1.00	1.00	0.01	0.01
<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
	Substitute Cook, (41%)	2.40	2.40	0.02	0.02
	Kitchen Helper, 35 Hours/Week (41%)	2.20	2.20	0.36	0.36
	Security Guard (41%)	2.40	2.40	0.03	0.03
	Summer Grounds Maintenance Worker	1.00	1.00	0.01	0.01
<b><u>Senior Citizen Fund Total</u></b>				<b><u>6.85</u></b>	<b><u>6.97</u></b>
<b>All Funds Totals</b>				<b><u>110.70</u></b>	<b><u>113.98</u></b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

**Salary Schedule**

Range	A	B	C	D	E	F	AA	BB	CC
	Step								
1	19,794	20,289	20,784	21,278	21,773	22,268	22,763	23,257	23,752
1.1	20,750	21,269	21,787	22,306	22,825	23,344	23,863	24,383	24,902
2	22,097	22,649	23,202	23,754	24,307	24,860	25,412	25,964	26,516
2.1	23,272	23,855	24,436	25,017	25,600	26,181	26,763	27,344	27,926
2.2	24,620	25,235	25,851	26,466	27,081	27,695	28,311	28,925	29,539
2.3	25,851	26,497	27,143	27,791	28,437	29,084	29,730	30,378	31,025
2.4	30,209	30,964	31,719	32,473	33,229	33,983	34,738	35,492	36,247
2.5	34,192	35,047	35,902	36,756	37,611	38,466	39,320	40,175	41,029
3	34,421	35,280	36,140	37,001	37,861	38,719	39,579	40,439	41,299
4	36,141	37,045	37,950	38,853	39,758	40,662	41,565	42,469	43,373
5	37,951	38,901	39,850	40,799	41,749	42,698	43,647	44,597	45,546
6	39,851	40,846	41,844	42,840	43,836	44,832	45,828	46,825	47,821
7	41,851	42,898	43,943	44,989	46,035	47,081	48,126	49,173	50,218
8	43,962	45,061	46,160	47,260	48,359	49,460	50,559	51,659	52,757
9	46,141	47,294	48,448	49,602	50,755	51,908	53,061	54,214	55,368
10	48,435	49,646	50,858	52,069	53,280	54,492	55,703	56,914	58,126
11	50,852	52,124	53,395	54,668	55,940	57,212	58,483	59,755	61,027
12	53,418	54,753	56,088	57,423	58,759	60,094	61,430	62,765	64,100
13	56,053	57,453	58,855	60,257	61,658	63,059	64,461	65,862	67,263
14	58,892	60,366	61,839	63,311	64,784	66,257	67,731	69,203	70,676
15	61,839	63,385	64,931	66,476	68,023	69,568	71,115	72,660	74,207
16	64,900	66,523	68,144	69,766	71,388	73,010	74,631	76,254	77,874
17	68,156	69,862	71,565	73,269	74,974	76,679	78,383	80,087	81,792
18	71,564	73,352	75,141	76,929	78,717	80,507	82,295	84,084	85,873
19	75,125	77,003	78,881	80,759	82,638	84,515	86,393	88,271	90,150
20	78,915	80,888	82,861	84,835	86,809	88,781	90,754	92,727	94,701
21	82,864	84,935	87,006	89,077	91,148	93,219	95,290	97,361	99,432
22	86,957	89,131	91,306	93,479	95,654	97,828	100,003	102,178	104,351
23	91,318	93,602	95,884	98,167	100,451	102,734	105,017	107,300	109,583
24	96,007	98,407	100,807	103,207	105,608	108,008	110,409	112,809	115,209

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## **GENERAL FUND**

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

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

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



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**City of Kenai  
Fiscal Year 2013 Operating Budget**

**General Fund  
Budget Projection**

	<b>Actual FY2010</b>	<b>Actual FY2011</b>	<b>Original Budget FY2012</b>	<b>Projection FY2012</b>	<b>Adopted Budget FY2013</b>	<b>Projection FY2014</b>
TOTAL ASSESSED VALUE	\$ 599,191,558	\$ 659,139,746	\$ 662,423,646	\$ 662,423,646	\$ 733,425,456	\$ 755,428,220
MILL RATE	4.50	4.00	3.85	3.85	3.85	3.85
<b>REVENUES</b>						
Property & Sales Taxes						
Property Tax	2,601,588	2,629,324	2,627,254	2,627,254	2,892,909	2,943,399
Sales Tax	5,561,970	6,260,403	6,489,149	6,569,561	6,708,356	6,909,607
Total Property & Sales Taxes	<u>8,163,558</u>	<u>8,889,727</u>	<u>9,116,403</u>	<u>9,196,815</u>	<u>9,601,265</u>	<u>9,853,006</u>
State/Federal Revenue:						
PERS Funding	296,632	458,795	507,745	510,826	855,138	880,792
Municipal Assistance	459,936	452,829	446,474	598,635	623,676	592,492
Fish Tax	213,311	152,249	200,000	276,547	325,000	334,750
Other	550,734	270,229	172,436	287,226	180,545	50,000
Total State/Federal Revenue	<u>1,520,613</u>	<u>1,334,102</u>	<u>1,326,655</u>	<u>1,673,234</u>	<u>1,984,359</u>	<u>1,858,034</u>
Other Revenue						
Licenses and Permits	86,164	98,173	66,000	66,000	60,000	61,800
Ambulance Fees	260,948	444,129	300,000	400,000	400,000	412,000
Interest	145,689	74,654	250,000	100,000	75,000	299,375
Other	1,038,713	1,047,776	823,680	934,240	870,801	786,200
Total Other Revenue	<u>1,531,514</u>	<u>1,664,732</u>	<u>1,439,680</u>	<u>1,500,240</u>	<u>1,405,801</u>	<u>1,559,375</u>
<b>Total Revenues</b>	<u>11,215,685</u>	<u>11,888,561</u>	<u>11,882,738</u>	<u>12,370,289</u>	<u>12,991,425</u>	<u>13,270,415</u>
Transfer From Other Funds						
Charges to other funds	1,159,613	1,259,000	1,262,500	1,262,500	1,252,700	1,290,281
Capital Projects / Special Revenue	16,524	-	-	-	-	-
Enterprise	-	-	42,100	42,100	42,800	44,084
Trust Fund	834	-	125,000	-	142,236	142,236
Total Transfers	<u>1,176,971</u>	<u>1,259,000</u>	<u>1,429,600</u>	<u>1,304,600</u>	<u>1,437,736</u>	<u>1,476,601</u>
<b>Total Revenues and Transfers</b>	<u>12,392,656</u>	<u>13,147,561</u>	<u>13,312,338</u>	<u>13,674,889</u>	<u>14,429,161</u>	<u>14,747,016</u>
<b>EXPENDITURES/APPROPRIATIONS</b>						
General Government	2,398,583	2,800,889	2,943,242	2,966,129	3,467,847	3,571,882
Public Safety	5,681,548	5,915,902	6,375,100	6,488,632	6,681,287	6,881,726
Public Works	2,031,218	2,262,909	2,325,578	2,375,660	2,483,410	2,557,912
Parks, Recreation & Cultural	1,629,121	1,615,094	1,945,939	2,135,459	2,109,998	2,173,298
<b>Total Operating Expenditures</b>	<u>11,740,470</u>	<u>12,594,794</u>	<u>13,589,859</u>	<u>13,965,880</u>	<u>14,742,542</u>	<u>15,184,818</u>
Transfers or Non-Operating	<u>181,729</u>	<u>681,969</u>	<u>401,985</u>	<u>530,955</u>	<u>351,975</u>	<u>362,534</u>
Total Expenditures/Appropriations	<u>11,922,199</u>	<u>13,276,763</u>	<u>13,991,844</u>	<u>14,496,835</u>	<u>15,094,517</u>	<u>15,547,352</u>
Total Surplus (Deficit)	470,457	(129,202)	(679,506)	(821,946)	(665,356)	(800,336)
Projected Lapse - 5%	<u>-</u>	<u>-</u>	<u>679,506</u>	<u>698,294</u>	<u>737,127</u>	<u>759,241</u>
Adjusted Surplus (Deficit)	470,457	(129,202)	-	(123,652)	71,771	(41,095)
Beginning Fund Balance	<u>11,685,609</u>	<u>12,156,066</u>	<u>10,635,305</u>	<u>12,026,864</u>	<u>11,903,212</u>	<u>11,974,983</u>
Ending Fund Balance	12,156,066	12,026,864	10,635,305	11,903,212	11,974,983	11,933,888
Restricted	(321,486)	(279,486)				
Committed	(1,370,290)	(1,070,290)				
Assigned	<u>(1,203,882)</u>	<u>(859,454)</u>				
Unreserved/Undesignated						
Fund Balance	<u>\$ 9,260,408</u>	<u>\$ 9,817,634</u>	<u>\$ 10,635,305</u>	<u>\$ 11,903,212</u>	<u>\$ 11,974,983</u>	<u>\$ 11,933,888</u>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

**General Fund  
Budget Projection**

	<b>Projection FY2015</b>	<b>Projection FY2016</b>
TOTAL ASSESSED VALUE	\$ 778,091,067	\$ 801,433,799
MILL RATE	3.85	3.85
<b>REVENUES</b>		
Property & Sales Taxes		
Property Tax	3,030,651	3,120,520
Sales Tax	<u>7,116,895</u>	<u>7,330,402</u>
Total Property & Sales Taxes	<u>10,147,546</u>	<u>10,450,922</u>
State/Federal Revenue:		
PERS Funding	907,216	934,432
Municipal Assistance	562,867	534,724
Fish Tax	344,793	355,137
Other	<u>50,001</u>	<u>50,002</u>
Total State/Federal Revenue	<u>1,864,877</u>	<u>1,874,295</u>
Other Revenue		
Licenses and Permits	63,654	65,564
Ambulance Fees	424,360	437,091
Interest	358,017	416,045
Other	<u>809,786</u>	<u>834,080</u>
Total Other Revenue	<u>1,655,817</u>	<u>1,752,780</u>
<b>Total Revenues</b>	<u>13,668,240</u>	<u>14,077,997</u>
Transfer From Other Funds		
Charges to other funds	1,328,989	1,368,859
Capital Projects / Special Revenue	-	-
Enterprise	45,407	46,769
Trust Fund	<u>142,236</u>	<u>142,236</u>
Total Transfers	<u>1,516,632</u>	<u>1,557,864</u>
<b>Total Revenues and Transfers</b>	<u>15,184,872</u>	<u>15,635,861</u>
<b>EXPENDITURES/APPROPRIATIONS</b>		
General Government	3,679,038	3,789,409
Public Safety	7,088,178	7,300,823
Public Works	2,634,649	2,713,688
Parks, Recreation & Cultural	<u>2,238,497</u>	<u>2,305,652</u>
<b>Total Operating Expenditures</b>	15,640,362	16,109,572
Transfers or Non-Operating	<u>373,410</u>	<u>384,612</u>
Total Expenditures/Appropriations	16,013,772	16,494,184
Total Surplus (Deficit)	(828,900)	(858,323)
Projected Lapse - 5%	<u>782,018</u>	<u>805,479</u>
Adjusted Surplus (Deficit)	(46,882)	(52,844)
Beginning Fund Balance	<u>11,933,888</u>	<u>11,887,006</u>
Ending Fund Balance	11,887,006	11,834,162
Restricted		
Committed		
Assigned		
Unreserved/Undesignated		
Fund Balance	<u>\$ 11,887,006</u>	<u>\$ 11,834,162</u>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

**General Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2012 Original Budget	FY2013 Adopted Budget	Difference	FY2012 Original Budget	FY2013 Adopted Budget	Difference
<u>General Government</u>						
City Clerk	\$ 178,543	\$ 169,478	\$ (9,065)	\$ 66,977	\$ 69,609	\$ 2,632
Visitor Center	-	-	-	179,280	187,856	8,576
Legislative	51,929	52,817	888	115,967	120,728	4,761
Legal	247,385	259,973	12,588	32,405	55,648	23,243
City Manager	246,780	286,433	39,653	38,330	89,453	51,123
Finance	510,551	534,285	23,734	44,890	49,052	4,162
Land Administration	-	9,509	9,509	24,800	24,000	(800)
Non-Departmental	507,745	855,138	347,393	425,681	428,014	2,333
Planning and Zoning	207,894	195,177	(12,717)	49,900	47,377	(2,523)
Safety	-	-	-	9,150	8,300	(850)
Total General Government	<u>1,950,827</u>	<u>2,362,810</u>	<u>411,983</u>	<u>987,380</u>	<u>1,080,037</u>	<u>92,657</u>
<u>Public Safety</u>						
Police	2,444,528	2,516,390	71,862	224,851	232,860	8,009
Fire	2,255,679	2,383,141	127,462	353,057	367,838	14,781
Communications	689,095	712,098	23,003	54,652	49,754	(4,898)
Animal Control	224,486	243,852	19,366	95,852	97,654	1,802
Total Public Safety	<u>5,613,788</u>	<u>5,855,481</u>	<u>241,693</u>	<u>728,412</u>	<u>748,106</u>	<u>19,694</u>
<u>Public Works</u>						
Public Works Administration	148,692	156,840	8,148	15,575	14,659	(916)
Shop	325,405	336,259	10,854	288,960	305,409	16,449
Streets	581,563	607,823	26,260	402,533	403,209	676
Buildings	227,999	239,251	11,252	102,850	97,118	(5,732)
Street Lighting	-	-	-	142,851	158,642	15,791
Total Public Works	<u>1,283,659</u>	<u>1,340,173</u>	<u>56,514</u>	<u>952,769</u>	<u>979,037</u>	<u>26,268</u>
<u>Library</u>	<u>557,630</u>	<u>581,287</u>	<u>23,657</u>	<u>203,274</u>	<u>260,668</u>	<u>57,394</u>
<u>Parks and Recreation</u>						
Boating Facility	69,618	70,876	1,258	119,024	85,890	(33,134)
Parks, Recreation & Beautification	340,853	479,786	138,933	545,540	556,991	11,451
Total Parks and Recreation	<u>410,471</u>	<u>550,662</u>	<u>140,191</u>	<u>664,564</u>	<u>642,881</u>	<u>(21,683)</u>
Non-Departmental Transfers	-	-	-	-	-	-
Total General Fund	<u>\$ 9,816,375</u>	<u>\$ 10,690,413</u>	<u>\$ 874,038</u>	<u>\$ 3,536,399</u>	<u>\$ 3,710,729</u>	<u>\$ 174,330</u>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**  
**General Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2012 Original Budget	FY2013 Adopted Budget	Difference	FY2012 Original Budget	FY2013 Adopted Budget	Difference	
\$ 5,035	\$ -	\$ (5,035)	\$ 250,555	\$ 239,087	\$ (11,468)	<u>General Government</u>
-	-	-	179,280	187,856	8,576	City Clerk
-	-	-	167,896	173,545	5,649	Visitor Center
-	-	-	279,790	315,621	35,831	Legislative
-	-	-	285,110	375,886	90,776	Legal
-	25,000	25,000	555,441	608,337	52,896	City Manager
-	-	-	24,800	33,509	8,709	Finance
(279,984)	-	279,984	653,442	1,283,152	629,710	Land Administration
-	-	-	257,794	242,554	(15,240)	Non-Departmental
-	-	-	9,150	8,300	(850)	Planning and Zoning
(274,949)	25,000	299,949	2,663,258	3,467,847	804,589	Safety
						Total General Government
						<u>Public Safety</u>
32,900	70,200	37,300	2,702,279	2,819,450	117,171	Police
-	7,500	7,500	2,608,736	2,758,479	149,743	Fire
-	-	-	743,747	761,852	18,105	Communications
-	-	-	320,338	341,506	21,168	Animal Control
32,900	77,700	44,800	6,375,100	6,681,287	306,187	Total Public Safety
						<u>Public Works</u>
-	-	-	164,267	171,499	7,232	Public Works Administration
-	-	-	614,365	641,668	27,303	Shop
16,400	-	(16,400)	1,000,496	1,011,032	10,536	Streets
72,750	164,200	91,450	403,599	500,569	96,970	Buildings
-	-	-	142,851	158,642	15,791	Street Lighting
89,150	164,200	75,050	2,325,578	2,483,410	157,832	Total Public Works
						<u>Library</u>
-	-	-	760,904	841,955	81,051	
						<u>Parks and Recreation</u>
-	10,000	10,000	188,642	166,766	(21,876)	Boating Facility
110,000	64,500	(45,500)	996,393	1,101,277	104,884	Parks, Recreation & Beautification
110,000	74,500	(35,500)	1,185,035	1,268,043	83,008	Total Parks and Recreation
681,969	351,975	(329,994)	681,969	351,975	(329,994)	Non-Departmental Transfers
\$ 639,070	\$ 693,375	\$ 54,305	\$ 13,991,844	\$ 15,094,517	\$ 1,102,673	Total General Fund

**City of Kenai  
Fiscal Year 2013 Operating Budget**

**General Fund  
Expenditure Summary**

	<b>FY2011 Actual</b>	<b>Original Budget FY2012</b>	<b>Amended Budget</b>	<b>Council Adopted FY2013</b>	<b>Increase (Decrease) FY12 Original</b>	<b>% Change</b>
<u>General Government</u>						
01 City Clerk	\$ 231,602	\$ 250,555	\$ 246,095	\$ 239,087	\$ (11,468)	(4.58%)
03 Visitor Center	188,187	179,280	181,155	187,856	8,576	4.78%
11 Legislative	153,879	167,896	170,771	173,545	5,649	3.36%
12 Legal	255,707	279,790	279,790	315,621	35,831	12.81%
13 City Manager	339,901	285,110	355,960	375,886	90,776	31.84%
15 Finance	409,182	555,441	559,632	608,337	52,896	9.52%
16 Land Administration	22,734	24,800	39,387	33,509	8,709	35.12%
18 Non-Departmental	972,443	933,426	866,395	1,283,152	349,726	37.47%
19 Planning and Zoning	225,244	257,794	257,794	242,554	(15,240)	(5.91%)
20 Safety	2,010	9,150	9,150	8,300	(850)	(9.29%)
Total General Government	<u>\$ 2,800,889</u>	<u>\$ 2,943,242</u>	<u>\$ 2,966,129</u>	<u>\$ 3,467,847</u>	<u>524,605</u>	<u>17.82%</u>
<u>Public Safety</u>						
21 Police	2,548,126	2,702,279	2,813,962	2,819,450	117,171	4.34%
22 Fire	2,395,172	2,608,736	2,609,985	2,758,479	149,743	5.74%
23 Communications	675,005	743,747	743,747	761,852	18,105	2.43%
29 Animal Control	297,599	320,338	320,938	341,506	21,168	6.61%
Total Public Safety	<u>5,915,902</u>	<u>6,375,100</u>	<u>6,488,632</u>	<u>6,681,287</u>	<u>306,187</u>	<u>4.80%</u>
<u>Public Works</u>						
31 Public Works Administration	178,849	164,267	164,267	171,499	7,232	4.40%
32 Shop	564,558	614,365	614,365	641,668	27,303	4.44%
33 Streets	870,345	1,000,496	1,031,996	1,011,032	10,536	1.05%
34 Buildings	508,964	403,599	422,181	500,569	96,970	24.03%
35 Street Lighting	140,193	142,851	142,851	158,642	15,791	11.05%
Total Public Works	<u>2,262,909</u>	<u>2,325,578</u>	<u>2,375,660</u>	<u>2,483,410</u>	<u>157,832</u>	<u>6.79%</u>
<u>Library</u>						
40 Library	<u>647,960</u>	<u>760,904</u>	<u>789,454</u>	<u>841,955</u>	<u>81,051</u>	<u>10.65%</u>
<u>Parks and Recreation</u>						
36 Boating Facility	112,657	188,642	188,642	166,766	(21,876)	(11.60%)
45 Parks, Recreation & Beautification	854,477	996,393	1,157,363	1,101,277	104,884	10.53%
Total Parks and Recreation	<u>967,134</u>	<u>1,185,035</u>	<u>1,346,005</u>	<u>1,268,043</u>	<u>83,008</u>	<u>7.00%</u>
<u>Total Operating Expenditures</u>	<u>12,594,794</u>	<u>13,589,859</u>	<u>13,965,880</u>	<u>14,742,542</u>	<u>1,152,683</u>	<u>8.48%</u>
<u>Transfers to other funds</u>						
Senior Citizens	118,546	112,166	-	93,656	(18,510)	(16.50%)
Debt Service	133,423	139,819	-	138,319	(1,500)	(1.07%)
Other non-operating	430,000	150,000	530,955	120,000	(30,000)	(20.00%)
Total Transfers to other funds	<u>681,969</u>	<u>401,985</u>	<u>530,955</u>	<u>351,975</u>	<u>(50,010)</u>	<u>(12.44%)</u>
<b>Total General Fund</b>	<b><u>\$ 13,276,763</u></b>	<b><u>\$ 13,991,844</u></b>	<b><u>\$ 14,496,835</u></b>	<b><u>\$ 15,094,517</u></b>	<b><u>\$ 1,102,673</u></b>	<b><u>7.88%</u></b>



**City of Kenai  
Fiscal Year 2013 Operating Budget**

**General Fund Summary by Line Item**

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2011 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2012</b>	<b>Amended Budget</b>	<b>Council Adopted FY2013</b>	<b>Increase (Decrease) FY12 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 5,258,603	\$ 4,815,080	\$ 5,662,245	\$ 5,697,276	\$ 6,043,081	\$ 380,836	6.73%
0200	Overtime	375,398	278,096	221,147	239,352	262,864	41,717	18.86%
0250	Holiday Pay	140,903	128,476	145,421	145,421	152,828	7,407	5.09%
0300	Leave	159,354	165,121	222,774	223,293	233,343	10,569	4.74%
0400	Medicare	80,419	72,310	90,643	91,160	93,986	3,343	3.69%
0450	Social Security	13,570	11,834	14,423	14,423	22,962	8,539	59.20%
0500	PERS	1,678,543	1,476,342	1,782,909	1,793,729	2,214,465	431,556	24.21%
0600	Unemployment Insurance	6,837	11,093	30,979	31,157	33,179	2,200	7.10%
0700	Workers Compensation	148,339	142,377	193,555	195,216	166,433	(27,122)	(14.01%)
0800	Health & Life Insurance	984,858	889,716	1,327,836	1,340,494	1,336,397	8,561	0.64%
0900	Supplemental Retirement	110,876	110,320	124,443	125,509	130,875	6,432	5.17%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 8,957,700</b>	<b>\$ 8,100,765</b>	<b>\$ 9,816,375</b>	<b>\$ 9,897,030</b>	<b>\$ 10,690,413</b>	<b>\$ 874,038</b>	<b>8.90%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	30,188	30,099	36,675	37,355	35,420	(1,255)	(3.42%)
2022	Operating & Repair Supplies	603,509	559,607	642,086	669,989	652,395	10,309	1.61%
2024	Small Tools/Minor Equipment	162,912	184,245	122,367	119,486	126,950	4,583	3.75%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	31,147	25,399	29,230	32,987	48,461	19,231	65.79%
4531	Professional Services	631,188	469,739	558,530	721,463	651,038	92,508	16.56%
4532	Communications	69,922	67,209	79,990	80,397	89,649	9,659	12.08%
4533	Travel & Transportation	107,888	88,546	147,860	157,937	147,590	(270)	(0.18%)
4534	Advertising	34,724	44,351	44,945	43,692	45,250	305	0.68%
4535	Printing & Binding	32,525	30,275	43,907	44,700	40,620	(3,287)	(7.49%)
4536	Insurance	145,201	171,864	174,228	88,528	155,888	(18,340)	(10.53%)
4537	Utilities	490,782	467,356	517,001	517,001	564,156	47,155	9.12%
4538	Repair & Maintenance	301,226	408,440	441,617	483,897	402,985	(38,632)	(8.75%)
4539	Rentals	160,326	142,813	170,070	170,758	173,270	3,200	1.88%
4540	Equip. Fund Pmts.	76,135	62,507	250,505	250,505	287,236	36,731	14.66%
4541	Postage	9,455	5,982	9,500	9,500	9,500	-	-
4666	Books	64,536	69,230	64,485	71,124	71,900	7,415	11.50%
4667	Dues & Publications	23,546	20,232	27,722	29,590	28,365	643	2.32%
4999	General Contingency	-	-	75,000	71,163	75,000	-	-
5041	Miscellaneous	81,797	72,139	75,681	73,838	77,556	1,875	2.48%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	61,427	32,569	25,000	45,000	27,500	2,500	10.00%
	<b>Total Maint. and Operations</b>	<b>\$ 3,118,434</b>	<b>\$ 2,952,602</b>	<b>\$ 3,536,399</b>	<b>\$ 3,718,910</b>	<b>\$ 3,710,729</b>	<b>\$ 174,330</b>	<b>4.93%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	132,600	80,020	-	3,962	-	-	-
8062	Buildings	162,870	42,275	72,750	54,036	174,200	101,450	139.45%
8063	Improvements	28,214	19,673	110,000	110,000	40,000	(70,000)	(63.64%)
8064	Machinery & Equipment	194,976	187,199	54,335	181,942	127,200	72,865	134.10%
9090	Transfers	681,969	387,301	401,985	530,955	351,975	(50,010)	(12.44%)
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 1,200,629</b>	<b>\$ 716,468</b>	<b>\$ 639,070</b>	<b>\$ 880,895</b>	<b>\$ 693,375</b>	<b>\$ 54,305</b>	<b>8.50%</b>
	<b>Manager Total:</b>	<b>\$ 13,276,763</b>	<b>\$ 11,769,835</b>	<b>\$ 13,991,844</b>	<b>\$ 14,496,835</b>	<b>\$ 15,094,517</b>	<b>\$ 1,102,673</b>	<b>7.88%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

**General Fund Central Administration Cost Allocation**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>Difference</b>	<b>Percent</b>
Water	\$ 74,200	\$ 70,700	\$ (3,500)	(4.72%)
Sewer	47,500	48,500	1,000	2.11%
Sewer Treatment	97,400	102,100	4,700	4.83%
Airport - Airfield	794,900	776,300	(18,600)	(2.34%)
Airport - Administration Including Land	53,700	60,200	6,500	12.10%
Airport - Terminal	63,500	58,500	(5,000)	(7.87%)
Senior - Access	35,942	37,338	1,396	3.88%
Senior - Cong Meals	29,462	30,606	1,144	3.88%
Senior - Home Meals	22,912	23,802	890	3.88%
Senior - Transportation	12,062	12,531	469	3.89%
Senior - Choice Waiver	30,922	32,123	1,201	3.88%
Title III & Senior Citizens Funds	131,300	136,400	5,100	3.88%
Capital Project Management	10,800	13,100	2,300	21.30%
Congregate Housing	31,300	29,700	(1,600)	(5.11%)
<b>Total</b>	<b><u>\$ 1,304,600</u></b>	<b><u>\$ 1,295,500</u></b>	<b><u>\$ (9,100)</u></b>	<b><u>(0.70%)</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 is the custodian of proceedings of the Council, ordinances and resolutions; assures that notice and other requirements for public meetings are complied with and that public records are available for public inspection as required by law; maintains records of the Kenai Municipal Cemetery and Leif Hansen Memorial Park; issues/renews business licenses (mobile food vendors, itinerant merchants, taxicabs); prepares for recall and referendums; prepares ordinances, resolutions, proclamations; prepares and gives oaths of office; collects and files annual City of Kenai Financial Disclosure Statements; custodian of the seal of the City; maintains the record management program, including maintenance and upkeep of the records retention schedule, maintenance and upgrades to Laserfiche software and hardware (digital archiving program), scanning of legislation and city documents, and cataloging and filing documents within the Laserfiche program, acts as website coordinator uploading and maintaining correct and current information on website; and acts as the parliamentary advisor to the governing body.

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2011 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2012</b>	<b>Amended Budget</b>	<b>Council Adopted FY2013</b>	<b>Increase (Decrease) FY12 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 104,719	\$ 95,621	\$ 109,504	\$ 109,504	\$ 108,677	\$ (827)	(0.76%)
0200	Overtime	6,504	2,470	8,000	8,000	4,500	(3,500)	(43.75%)
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	34,188	8,881	5,293	5,293	2,530	(2,763)	(52.20%)
0400	Medicare	441	382	1,780	1,780	1,677	(103)	(5.79%)
0450	Social Security	-	15	-	-	-	-	-
0500	PERS	24,469	20,952	25,851	25,851	24,899	(952)	(3.68%)
0600	Unemployment Insurance	-	-	614	614	579	(35)	(5.70%)
0700	Workers Compensation	777	601	658	658	441	(217)	(32.98%)
0800	Health & Life Insurance	18,128	17,545	24,593	24,593	23,925	(668)	(2.72%)
0900	Supplemental Retirement	2,250	2,317	2,250	2,250	2,250	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 191,476</b>	<b>\$ 148,784</b>	<b>\$ 178,543</b>	<b>\$ 178,543</b>	<b>\$ 169,478</b>	<b>\$ (9,065)</b>	<b>(5.08%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	2,119	2,055	1,475	1,475	1,500	25	1.69%
2022	Operating & Repair Supplies	115	41	800	800	820	20	2.50%
2024	Small Tools/Minor Equipment	1,473	2,409	300	300	2,750	2,450	816.67%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	7,363	2,653	13,055	13,855	2,246	(10,809)	(82.80%)
4531	Professional Services	9,342	19,452	23,020	24,520	32,818	9,798	42.56%
4532	Communications	801	798	900	900	1,720	820	91.11%
4533	Travel & Transportation	3,708	4,327	7,670	7,670	7,900	230	3.00%
4534	Advertising	12,099	9,495	15,965	11,405	16,000	35	0.22%
4535	Printing & Binding	1,095	1,180	1,742	1,742	1,780	38	2.18%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	250	1,898	750	750	750	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	40	28	200	200	200	-	-
4667	Dues & Publications	643	605	800	800	825	25	3.13%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,078	275	300	600	300	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 40,126</b>	<b>\$ 45,216</b>	<b>\$ 66,977</b>	<b>\$ 65,017</b>	<b>\$ 69,609</b>	<b>\$ 2,632</b>	<b>3.93%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	7,120	5,035	2,535	-	(5,035)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 7,120</b>	<b>\$ 5,035</b>	<b>\$ 2,535</b>	<b>\$ -</b>	<b>\$ (5,035)</b>	<b>(100.00%)</b>
<b>Manager Total:</b>		<b>\$ 231,602</b>	<b>\$ 201,120</b>	<b>\$ 250,555</b>	<b>\$ 246,095</b>	<b>\$ 239,087</b>	<b>\$ (11,468)</b>	<b>(4.58%)</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2024	<b><u>Small Tools/Minor Equipment</u></b>	
	Smart phone	300
	Fax machine	750
	Computer replacement (1) per IT request	1,100
	Camera	300
	Miscellaneous	300
		<u>2,750</u>
2026	<b><u>Computer Software</u></b>	
	Microsoft Windows Upgrade	252
	Microsoft Core Cal Subscription	264
	Symantec Ghost License	80
	Dreamweaver Subscriptions	750
	ArcView (GIS software for Cemetery)	400
	Miscellaneous	500
		<u>2,246</u>
4531	<b><u>Professional Services</u></b>	
	LSAP-Laserfiche/Weblink/Quickfields Annual	6,503
	Laserfiche/Weblink Upgrades	2,140
	Granicus video streaming maintenance	12,000
	Network Solution (Web hosting)	175
	Election Judges	2,200
	Website Maintenance	850
	Microfilming	1,500
	Shredding Documents	1,000
	Miscellaneous	1,350
	Website Upgrade	5,100
		<u>32,818</u>
4533	<b><u>Transportation</u></b>	
	Car allowance	720
	Alaska Assoc. of Municipal Clerk's (2) -Anchorage	2,400
	International Institute of Municipal Clerk's (1) - WA	1,780
	Miscellaneous	3,000
		<u>7,900</u>
4534	<b><u>Advertising</u></b>	
	Elections Notices	2,300
	Meeting Agendas, Public Notices	8,500
	Miscellaneous	700
	LID Advertisements	4,500
		<u>16,000</u>
4535	<b><u>Printing and Binding</u></b>	
	Election ballots, misc.	1,480
	Misc.	300
		<u>1,780</u>
4667	<b><u>Dues and Publications</u></b>	
	IIMC (2)	250
	AAMC (2)	200
	National Association of Parliamentarians	75
	Miscellaneous	300
		<u>825</u>

## **DEPARTMENT NARRATIVE**

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

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

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

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

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 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>\$ -</b>	<b>\$ -</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	674	1,300	1,800	1,800	1,800	-	-
2024	Small Tools/Minor Equipment	3,550	1,090	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	-	-	-	-	-
4531	Professional Services	143,600	89,520	125,000	125,000	125,000	-	-
4532	Communications	-	-	420	420	2,308	1,888	449.52%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	173	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	30,299	30,832	33,760	33,760	33,448	(312)	(0.92%)
4538	Repair & Maintenance	10,064	10,781	18,300	20,175	25,300	7,000	38.25%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	99	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 188,187</b>	<b>\$ 133,795</b>	<b>\$ 179,280</b>	<b>\$ 181,155</b>	<b>\$ 187,856</b>	<b>\$ 8,576</b>	<b>4.78%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 188,187</b>	<b>\$ 133,795</b>	<b>\$ 179,280</b>	<b>\$ 181,155</b>	<b>\$ 187,856</b>	<b>\$ 8,576</b>	<b>4.78%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</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
4532	<b><u>Communications</u></b>	
	Metro Ethernet	1,536
	Metro Ethernet Install - one time fee	387
	Security System Radio Install - one time fee	265
	Security System Monitoring Radio Charge	120
		<hr/> 2,308
4538	<b><u>Repairs and Maintenance</u></b>	
	Janitorial service	25,000
	Security Monitoring	300
		<hr/> 25,300



## **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 2013 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2011 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2012</b>	<b>Amended Budget</b>	<b>Council Adopted FY2013</b>	<b>Increase (Decrease) FY12 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 48,000	\$ 42,340	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	696	614	696	696	696	-	-
0450	Social Security	2,976	2,506	2,976	2,976	3,936	960	32.26%
0500	PERS	-	299	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	339	270	257	257	185	(72)	(28.02%)
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 52,011</b>	<b>\$ 46,029</b>	<b>\$ 51,929</b>	<b>\$ 51,929</b>	<b>\$ 52,817</b>	<b>\$ 888</b>	<b>1.71%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	370	183	200	200	200	-	-
2022	Operating & Repair Supplies	285	748	2,775	2,775	2,600	(175)	(6.31%)
2024	Small Tools/Minor Equipment	-	1,454	400	1,400	400	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	38	8	500	500	1,458	958	191.60%
4531	Professional Services	49,941	38,791	50,050	52,550	52,400	2,350	4.70%
4532	Communications	182	359	500	500	500	-	-
4533	Travel & Transportation	9,280	7,485	12,500	12,500	9,850	(2,650)	(21.20%)
4534	Advertising	8,153	19,754	7,200	7,200	7,400	200	2.78%
4535	Printing & Binding	460	703	500	500	500	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	1,116	1,995	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	119	85	200	200	200	-	-
4667	Dues & Publications	7,462	6,794	7,992	7,992	8,070	78	0.98%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	9,987	19,701	8,150	7,525	9,650	1,500	18.40%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	14,475	2,895	25,000	25,000	27,500	2,500	10.00%
	<b>Total Maint. and Operations</b>	<b>\$ 101,868</b>	<b>\$ 100,955</b>	<b>\$ 115,967</b>	<b>\$ 118,842</b>	<b>\$ 120,728</b>	<b>\$ 4,761</b>	<b>4.11%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 153,879</b>	<b>\$ 146,984</b>	<b>\$ 167,896</b>	<b>\$ 170,771</b>	<b>\$ 173,545</b>	<b>\$ 5,649</b>	<b>3.36%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Miscellaneous - Food/refreshments/awards	2,600
4531	<b><u>Professional Services</u></b>	
	Annual Audit	42,750
	PZ Commission Stipend	8,400
	Sound Structure Annual Maintenance	1,250
		<hr/> 52,400
4533	<b><u>Transportation</u></b>	
	Annual AMP Conference - (4) Anchorage	3,200
	Summer AML Conference (2) Bethel	2,000
	Winter AML Conference (2) Juneau	2,300
	NEO Training	2,000
	Miscellaneous	350
		<hr/> 9,850
4534	<b><u>Advertising</u></b>	
	Milepost Advertisement	3,500
	T-shirt/cap replenishment	1,600
	KCHA Ads	600
	City Souvenirs	1,200
	Miscellaneous	500
		<hr/> 7,400
4667	<b><u>Dues and Publications</u></b>	
	AML Dues	7,000
	Kenai Chamber of Commerce	500
	Alaska Conference of Mayors	120
	Publications: Miscellaneous	450
		<hr/> 8,070
5041	<b><u>Miscellaneous</u></b>	
	City Pins	1,500
	Presentation Gifts	950
	Mini-Grants	2,500
	Mayor Reimbursements	2,000
	Miscellaneous	2,700
		<hr/> 9,650
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
	Economic Outlook Forum	500
	Miscellaneous - Undefined	2,000
		<hr/> 27,500

## **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 and certain traffic offenses.

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

The Legal Department is staffed by the City Attorney who has in excess of seventeen 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 State of Alaska District Attorney's Office in Kenai.

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2011 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2012</b>	<b>Amended Budget</b>	<b>Council Adopted FY2013</b>	<b>Increase (Decrease) FY12 Original</b>	<b>% Change</b>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 162,530	\$ 155,052	\$ 166,013	\$ 166,013	\$ 176,837	\$ 10,824	6.52%
0200	Overtime	-	-	-	-	351	351	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,868	6,039	5,000	5,000	4,761	(239)	(4.78%)
0400	Medicare	2,398	2,327	2,480	2,480	2,638	158	6.37%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	34,558	32,621	36,523	36,523	38,981	2,458	6.73%
0600	Unemployment Insurance	-	-	855	855	910	55	6.43%
0700	Workers Compensation	1,177	772	724	724	595	(129)	(17.82%)
0800	Health & Life Insurance	23,705	23,285	32,790	32,790	31,900	(890)	(2.71%)
0900	Supplemental Retirement	2,724	2,667	3,000	3,000	3,000	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 229,960</b>	<b>\$ 222,763</b>	<b>\$ 247,385</b>	<b>\$ 247,385</b>	<b>\$ 259,973</b>	<b>\$ 12,588</b>	<b>5.09%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	648	543	700	700	720	20	2.86%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	966	940	775	775	2,700	1,925	248.39%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	38	154	100	100	598	498	498.00%
4531	Professional Services	7,614	7,417	9,500	9,375	29,000	19,500	205.26%
4532	Communications	159	89	200	200	200	-	-
4533	Travel & Transportation	9,133	6,083	10,820	10,820	11,070	250	2.31%
4534	Advertising	402	1,012	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	4,394	3,261	5,260	5,260	6,155	895	17.02%
4667	Dues & Publications	1,594	1,294	2,800	2,800	2,955	155	5.54%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	799	5,791	2,250	2,250	2,250	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 25,747</b>	<b>\$ 26,584</b>	<b>\$ 32,405</b>	<b>\$ 32,280</b>	<b>\$ 55,648</b>	<b>\$ 23,243</b>	<b>71.73%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	125	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 255,707</b>	<b>\$ 249,347</b>	<b>\$ 279,790</b>	<b>\$ 279,790</b>	<b>\$ 315,621</b>	<b>\$ 35,831</b>	<b>12.81%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. office equip.	500
	Chairs	1,100
	Computer/Speakers	1,100
		<u>2,700</u>
4531	<b><u>Professional Services</u></b>	
	Title Searches	500
	Code Supplements, webpage storage/updates, Code Alert	7,000
	Consulting Services	21,500
		<u>29,000</u>
4533	<b><u>Transportation</u></b>	
	AAAE Airport Law Seminar	3,000
	Alaska Bar Assoc annual meeting	1,100
	Alaska Municipal Attorney's Assoc. annual meeting	1,300
	Government Civil Practice Seminar	2,800
	Seminar tuition	1,000
	Miscellaneous	650
	Car Allowance	720
	Legal Assistant Seminar	500
		<u>11,070</u>
4666	<b><u>Books</u></b>	
	James Publishing, Lexis-Nexis, Todd Communications, West Group, Misc.	6,155
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.	2,955
5041	<b><u>Miscellaneous</u></b>	
	Recording fees	850
	Filing fees	600
	Investigations (employment background etc...)	300
	Miscellaneous	500
		<u>2,250</u>

## **DEPARTMENT NARRATIVE**

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

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

One-third (1/3) of the Assistant to the City Manager 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 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 169,267	\$ 145,732	\$ 171,636	\$ 172,986	\$ 201,111	\$ 29,475	17.17%
0200	Overtime	-	7	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	14,392	7,776	6,124	6,124	7,078	954	15.58%
0400	Medicare	2,640	2,235	2,577	2,577	3,018	441	17.11%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	36,836	31,162	37,760	37,760	44,244	6,484	17.17%
0600	Unemployment Insurance	-	-	889	889	1,041	152	17.10%
0700	Workers Compensation	1,171	880	951	951	804	(147)	(15.46%)
0800	Health & Life Insurance	19,231	17,874	24,593	24,593	26,637	2,044	8.31%
0900	Supplemental Retirement	2,162	2,407	2,250	2,250	2,500	250	11.11%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 245,699</b>	<b>\$ 208,073</b>	<b>\$ 246,780</b>	<b>\$ 248,130</b>	<b>\$ 286,433</b>	<b>\$ 39,653</b>	<b>16.07%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	870	794	1,000	1,000	1,000	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	1,074	996	700	700	1,500	800	114.29%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	38	275	50	50	373	323	646.00%
4531	Professional Services	47,367	11,648	10,000	79,500	60,000	50,000	500.00%
4532	Communications	846	1,045	1,500	1,500	1,500	-	-
4533	Travel & Transportation	16,400	12,304	16,300	15,290	16,300	-	-
4534	Advertising	1,119	714	4,500	4,500	4,500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,537	1,382	1,780	2,790	1,780	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	24,951	6,145	2,500	2,500	2,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 94,202</b>	<b>\$ 35,303</b>	<b>\$ 38,330</b>	<b>\$ 107,830</b>	<b>\$ 89,453</b>	<b>\$ 51,123</b>	<b>133.38%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 339,901</b>	<b>\$ 243,376</b>	<b>\$ 285,110</b>	<b>\$ 355,960</b>	<b>\$ 375,886</b>	<b>\$ 90,776</b>	<b>31.84%</b>



**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Computer replacement	1,500
4531	<b><u>Professional Services</u></b>	
	Miscellaneous External legal services	20,000
	Pour Space Litigation legal services	40,000
		<hr/> 60,000
4533	<b><u>Transportation</u></b>	
	Auto allowance	4,800
	AML/AMMA	2,000
	Anchorage / Juneau travel	4,500
	Miscellaneous	5,000
		<hr/> 16,300
4534	<b><u>Advertising</u></b>	
	State of the City Publication	3,500
	Miscellaneous	1,000
		<hr/> 4,500
4667	<b><u>Dues and Publications</u></b>	
	Subscriptions	230
	ICMA Dues	1,000
	AMMA Dues	200
	AML Publications	100
	SHRM/IPMA Dues	250
		<hr/> 1,780
5041	<b><u>Miscellaneous</u></b>	
	Chamber lunches/prof. meeting meals	2,500

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - FINANCE**

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

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

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 255,357	\$ 245,939	\$ 334,163	\$ 334,163	\$ 354,865	\$ 20,702	6.20%
0200	Overtime	288	867	300	300	300	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	701	12,091	9,702	9,702	10,307	605	6.24%
0400	Medicare	3,661	3,520	4,990	4,990	5,299	309	6.19%
0450	Social Security	-	5	-	-	-	-	-
0500	PERS	56,645	51,999	73,581	73,581	78,138	4,557	6.19%
0600	Unemployment Insurance	-	-	1,720	1,720	1,826	106	6.16%
0700	Workers Compensation	1,871	1,551	1,842	1,842	1,411	(431)	(23.40%)
0800	Health & Life Insurance	48,166	44,283	77,877	77,877	75,763	(2,114)	(2.71%)
0900	Supplemental Retirement	5,715	5,606	6,376	6,376	6,376	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 372,404</b>	<b>\$ 365,861</b>	<b>\$ 510,551</b>	<b>\$ 510,551</b>	<b>\$ 534,285</b>	<b>\$ 23,734</b>	<b>4.65%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	5,670	4,912	6,150	6,150	6,150	-	-
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	5,479	4,393	5,500	5,500	4,500	(1,000)	(18.18%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	132	5,205	1,000	3,750	18,632	17,632	1,763.20%
4531	Professional Services	4,596	1,181	1,500	1,500	1,500	-	-
4532	Communications	1,060	1,042	1,120	1,120	1,940	820	73.21%
4533	Travel & Transportation	7,704	4,487	9,750	9,750	12,000	2,250	23.08%
4534	Advertising	300	471	500	1,941	500	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	10,049	9,934	16,700	16,700	1,000	(15,700)	(94.01%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	1,677	1,486	1,670	1,670	1,830	160	9.58%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	111	182	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 36,778</b>	<b>\$ 33,293</b>	<b>\$ 44,890</b>	<b>\$ 49,081</b>	<b>\$ 49,052</b>	<b>\$ 4,162</b>	<b>9.27%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	25,000	25,000	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>-</b>
<b><u>Manager Total:</u></b>		<b>\$ 409,182</b>	<b>\$ 399,154</b>	<b>\$ 555,441</b>	<b>\$ 559,632</b>	<b>\$ 608,337</b>	<b>\$ 52,896</b>	<b>9.52%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Office supplies, printer cartridges	6,150
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	IT Manager laptop	1,000
	Networking tool	1,600
	Telephone headset	1,500
	Misc. office equipment	400
		<hr/> 4,500
2026	<b><u>Computer Software</u></b>	
	Microsoft Windows upgrade Subscriptions (6 each)	378
	Microsoft Core Cal Subscription (6 each)	396
	Symantec Ghost Licensing (6 each)	120
	Acrobat Professional	399
	Adobe Photoshop	699
	AutoCad Lt	910
	Office 2010 Pro Plus	380
	Visio 2010 Standard	150
	Caselle Software Support	13,000
	Misc. Software	1,000
	Harris Licensing	1,200
		<hr/> 18,632
4531	<b><u>Professional Services</u></b>	
	FICA administration	500
	Caselle Support	1,000
		<hr/> 1,500
4533	<b><u>Transportation</u></b>	
	F.D. : AGFOA	1,500
	F.D. : Training West Coast	1,500
	F.D. : Misc. Anchorage	590
	ACCT: AGFOA	1,500
	Caselle User Conference (1 Staff Member)	1,500
	ACCT: Training Anchorage	590
	Car Allow. (2)	720
	IT Manager Training (VM Ware Course)	4,100
		<hr/> 12,000
4667	<b><u>Dues and Publications</u></b>	
	AGFOA, GFOA, AICPA dues	800
	GFOA Certificate of Achievement	450
	Alaska Employment Law Letter	290
	Miscellaneous	290
		<hr/> 1,830
8063	<b><u>Improvements Other Than Buildings</u></b>	
	Data Center Air Conditioning	25,000

## **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 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ -	\$ -	\$ -	\$ -	\$ 8,603	\$ 8,603	-
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	-	-	-	-	-
0400	Medicare	-	-	-	-	125	125	-
0450	Social Security	-	-	-	-	705	705	-
0500	PERS	-	-	-	-	-	-	-
0600	Unemployment Insurance	-	-	-	-	43	43	-
0700	Workers Compensation	-	-	-	-	33	33	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,509</b>	<b>\$ 9,509</b>	<b>-</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	171	138	200	200	800	600	300.00%
2022	Operating & Repair Supplies	-	-	-	-	-	-	-
2024	Small Tools/Minor Equipment	-	120	200	200	800	600	300.00%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	400	400	400	-	-
4531	Professional Services	15,765	8,367	20,000	30,750	20,000	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	30	-	-	-	-	-
4534	Advertising	-	328	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	1,353	1,605	2,000	2,000	-	(2,000)	(100.00%)
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	345	2,771	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 17,634</b>	<b>\$ 13,359</b>	<b>\$ 24,800</b>	<b>\$ 35,550</b>	<b>\$ 24,000</b>	<b>\$ (800)</b>	<b>(3.23%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	5,100	54,520	-	3,837	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 5,100</b>	<b>\$ 54,520</b>	<b>\$ -</b>	<b>\$ 3,837</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 22,734</b>	<b>\$ 67,879</b>	<b>\$ 24,800</b>	<b>\$ 39,387</b>	<b>\$ 33,509</b>	<b>\$ 8,709</b>	<b>35.12%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Lateral File Cabinet	600
	Miscellaneous	200
		<hr/> 800
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 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 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	458,795	412,215	507,745	510,826	855,138	347,393	68.42%
0600	Unemployment Insurance	-	-	-	-	-	-	-
0700	Workers Compensation	-	-	-	-	-	-	-
0800	Health & Life Insurance	-	-	-	-	-	-	-
0900	Supplemental Retirement	-	-	-	-	-	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 458,795</b>	<b>\$ 412,215</b>	<b>\$ 507,745</b>	<b>\$ 510,826</b>	<b>\$ 855,138</b>	<b>\$ 347,393</b>	<b>68.42%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,710	1,809	2,500	2,500	2,500	-	-
2022	Operating & Repair Supplies	7,400	3,446	2,500	2,500	2,500	-	-
2024	Small Tools/Minor Equipment	6,226	6,177	6,000	8,000	4,500	(1,500)	(25.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	707	1,370	2,575	2,575	2,150	(425)	(16.50%)
4531	Professional Services	58,138	43,799	5,000	6,300	3,300	(1,700)	(34.00%)
4532	Communications	14,186	11,912	16,000	16,000	18,211	2,211	13.82%
4533	Travel & Transportation	(21,998)	(7,350)	-	-	-	-	-
4534	Advertising	-	24	-	-	-	-	-
4535	Printing & Binding	11,033	9,389	12,000	12,000	10,500	(1,500)	(12.50%)
4536	Insurance	145,201	171,864	174,228	88,528	155,888	(18,340)	(10.53%)
4537	Utilities	37,451	39,631	42,892	42,892	45,327	2,435	5.68%
4538	Repair & Maintenance	16,613	20,656	34,350	30,475	31,725	(2,625)	(7.64%)
4539	Rentals	37,085	29,834	38,136	38,136	38,336	200	0.52%
4540	Equip. Fund Pmts.	-	-	-	-	22,777	22,777	-
4541	Postage	9,455	5,982	9,500	9,500	9,500	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	178	36	-	-	-	-	-
4999	General Contingency	-	-	75,000	71,163	75,000	-	-
5041	Miscellaneous	4,234	2,554	5,000	5,000	5,800	800	16.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	46,952	27,732	-	20,000	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 374,571</b>	<b>\$ 368,865</b>	<b>\$ 425,681</b>	<b>\$ 355,569</b>	<b>\$ 428,014</b>	<b>\$ 2,333</b>	<b>0.55%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	127,500	25,500	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	11,577	7,185	-	-	-	-	-
9090	Transfers	681,969	387,301	401,985	530,955	351,975	(50,010)	(12.44%)
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 821,046</b>	<b>\$ 419,986</b>	<b>\$ 401,985</b>	<b>\$ 530,955</b>	<b>\$ 351,975</b>	<b>\$ (50,010)</b>	<b>(12.44%)</b>
<b>Manager Total:</b>		<b>\$ 1,654,412</b>	<b>\$ 1,201,066</b>	<b>\$ 1,335,411</b>	<b>\$ 1,397,350</b>	<b>\$ 1,635,127</b>	<b>\$ 299,716</b>	<b>22.44%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Network Firewall Replacement	2,000
	Miscellaneous Network items	1,500
	Miscellaneous computer items	1,000
		<u>4,500</u>
4531	<b><u>Professional Services</u></b>	
	Web Page Updates	800
	Miscellaneous IT Support	2,500
		<u>3,300</u>
4532	<b><u>Communication</u></b>	
	BXB Internet	4,157
	Metro Ethernet	2,211
	Telephone	11,843
		<u>18,211</u>
4535	<b><u>Printing and Binding</u></b>	
	Copier Maintenance	3,000
	Paper	3,500
	Color printer cartridges	4,000
		<u>10,500</u>
4536	<b><u>Insurance</u></b>	
	All insurance & deductibles, less that attributed to Airport, Water and Sewer, Dock, Congregate Housing and Worker's Comp	155,888
4538	<b><u>Repairs and Maintenance</u></b>	
	City Hall Janitorial	28,000
	Fax Machine Maintenance	425
	Security monitoring	300
	Carpet Rental and Cleaning	3,000
		<u>31,725</u>
4539	<b><u>Rentals</u></b>	
	Rental of postage meter & scale	3,300
	Shop Property	35,036
		<u>38,336</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
	Hope Health Newsletter	800
	Miscellaneous	500
		<u>5,800</u>
9090	<b><u>Transfers</u></b>	
	Senior Programs	93,656
	IT Capital Projects (Voice over internet protocol phones VOIP)	120,000
	Debt Service (Library Expansion Bonds)	138,319
		<u>351,975</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 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 130,285	\$ 115,563	\$ 132,254	\$ 132,254	\$ 125,443	\$ (6,811)	(5.15%)
0200	Overtime	1,776	355	2,000	2,000	2,000	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	-	6,193	6,193	5,852	(341)	(5.51%)
0400	Medicare	1,817	1,590	2,036	2,036	1,933	(103)	(5.06%)
0450	Social Security	487	276	521	521	689	168	32.25%
0500	PERS	27,353	23,882	27,688	27,688	26,190	(1,498)	(5.41%)
0600	Unemployment Insurance	-	-	660	660	624	(36)	(5.45%)
0700	Workers Compensation	957	724	752	752	512	(240)	(31.91%)
0800	Health & Life Insurance	25,655	23,847	32,790	32,790	29,189	(3,601)	(10.98%)
0900	Supplemental Retirement	3,075	3,111	3,000	3,000	2,745	(255)	(8.50%)
<b>Total Salaries &amp; Benefits</b>		<b>\$ 191,405</b>	<b>\$ 169,348</b>	<b>\$ 207,894</b>	<b>\$ 207,894</b>	<b>\$ 195,177</b>	<b>\$ (12,717)</b>	<b>(6.12%)</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	2,747	2,303	4,000	4,000	2,100	(1,900)	(47.50%)
2022	Operating & Repair Supplies	132	276	400	400	600	200	50.00%
2024	Small Tools/Minor Equipment	9,701	3,992	1,500	3,300	900	(600)	(40.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,819	1,451	1,550	1,550	2,097	547	35.29%
4531	Professional Services	850	3,406	18,500	8,000	18,000	(500)	(2.70%)
4532	Communications	272	151	420	420	420	-	-
4533	Travel & Transportation	8,579	6,329	8,720	10,120	8,720	-	-
4534	Advertising	5,392	5,987	7,500	7,500	7,500	-	-
4535	Printing & Binding	490	351	600	600	600	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	150	179	1,600	1,600	1,600	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	276	189	300	300	300	-	-
4667	Dues & Publications	918	851	1,185	1,185	1,340	155	13.08%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,513	2,591	3,625	2,925	3,200	(425)	(11.72%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b>Total Maint. and Operations</b>		<b>\$ 33,839</b>	<b>\$ 28,056</b>	<b>\$ 49,900</b>	<b>\$ 41,900</b>	<b>\$ 47,377</b>	<b>\$ (2,523)</b>	<b>(5.06%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	8,000	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b>Total Capital Outlay and Transfers</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 225,244</b>	<b>\$ 197,404</b>	<b>\$ 257,794</b>	<b>\$ 257,794</b>	<b>\$ 242,554</b>	<b>\$ (15,240)</b>	<b>(5.91%)</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Misc. Office Supplies	1,100
	Replacement cartridges for color printer	1,000
		<u>2,100</u>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Snacks for meetings and Misc.	600
2024	<b><u>Small Tools/Minor Equipment</u></b>	
	Replace Dymo Lablewriter printers	200
	LaserJet Printer	700
		<u>900</u>
2026	<b><u>Computer Software</u></b>	
	ArcView License (GIS)	1,050
	Microsoft CoreCal/Windows Upgrade Subscription	387
	AutoCAD License	500
	Misc Upgrades (WinZip, Adobe..)	160
		<u>2,097</u>
4531	<b><u>Professional Services</u></b>	
	Conversion of KenaiView fro ArcGIS 9 to ArcGIS 10	15,000
	GIS data support	3,000
		<u>18,000</u>
4533	<b><u>Transportation</u></b>	
	Car allowance (2)	720
	Planners conference	3,500
	Planning, GIS, Code Enf. training	4,500
		<u>8,720</u>
4535	<b><u>Printing and Binding</u></b>	
	Zoning maps, mapping paper,	600
4538	<b><u>Repairs and Maintenance</u></b>	
	Extended warranty GIS wide-format printer	1,000
	Maintenance for LaserJet 5500 color printer	600
		<u>1,600</u>
4667	<b><u>Dues and Publications</u></b>	
	American Planning Assn./AICP Dues	900
	Western Planner Magazine	100
	Alaska Assn of Historical Preservation	50
	The Commissioner	150
	National Assn. of Preservation Commissions	40
	Toastmaster Dues	100
		<u>1,340</u>
5041	<b><u>Miscellaneous</u></b>	
	Junk Vehicle disposal	2,500
	College classes	700
		<u>3,200</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 2013 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2011 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2012</b>	<b>Amended Budget</b>	<b>Council Adopted FY2013</b>	<b>Increase (Decrease) FY12 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>Total Salaries &amp; Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	20	200	200	200	-	-
2022	Operating & Repair Supplies	-	57	600	600	600	-	-
2024	Small Tools/Minor Equipment	592	200	450	450	450	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	-	400	400	400	-	-
4531	Professional Services	904	1,249	5,000	5,000	5,000	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	213	850	850	-	(850)	(100.00%)
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	279	678	750	750	750	-	-
4667	Dues & Publications	235	88	600	600	600	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 2,010</b>	<b>\$ 2,505</b>	<b>\$ 9,150</b>	<b>\$ 9,150</b>	<b>\$ 8,300</b>	<b>\$ (850)</b>	<b>(9.29%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 2,010</b>	<b>\$ 2,505</b>	<b>\$ 9,150</b>	<b>\$ 9,150</b>	<b>\$ 8,300</b>	<b>\$ (850)</b>	<b>(9.29%)</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b><u>Description</u></b>	<b>Council <u>Adopted</u></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
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 CY2011 the Police Department responded to 7,665 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 FY13 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 and the Rec Center 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 FY13: 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 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 1,360,709	\$ 1,225,260	\$ 1,473,410	\$ 1,473,410	\$ 1,538,905	\$ 65,495	4.45%
0200	Overtime	117,850	96,256	63,261	77,466	62,738	(523)	(0.83%)
0250	Holiday Pay	62,901	59,117	68,232	68,232	71,194	2,962	4.34%
0300	Leave	35,551	42,955	51,745	51,745	57,222	5,477	10.58%
0400	Medicare	22,704	20,439	24,020	24,020	25,087	1,067	4.44%
0450	Social Security	2,008	1,750	1,831	1,831	2,509	678	37.03%
0500	PERS	331,261	288,942	346,582	346,582	361,293	14,711	4.24%
0600	Unemployment Insurance	1,270	2,375	8,287	8,287	8,652	365	4.40%
0700	Workers Compensation	45,695	37,650	49,260	49,260	39,790	(9,470)	(19.22%)
0800	Health & Life Insurance	238,183	214,503	327,900	327,900	319,000	(8,900)	(2.71%)
0900	Supplemental Retirement	22,514	25,548	30,000	30,000	30,000	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,240,646</b>	<b>\$ 2,014,795</b>	<b>\$ 2,444,528</b>	<b>\$ 2,458,733</b>	<b>\$ 2,516,390</b>	<b>\$ 71,862</b>	<b>2.94%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,975	2,103	3,000	3,000	3,000	-	-
2022	Operating & Repair Supplies	66,865	60,942	65,000	65,480	66,800	1,800	2.77%
2024	Small Tools/Minor Equipment	24,184	47,153	15,700	16,319	15,950	250	1.59%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	826	2,810	1,225	1,225	4,273	3,048	248.82%
4531	Professional Services	21,785	19,508	17,100	17,100	17,100	-	-
4532	Communications	12,533	11,159	13,400	13,400	14,240	840	6.27%
4533	Travel & Transportation	26,658	19,261	26,650	34,982	26,650	-	-
4534	Advertising	-	351	400	400	-	(400)	(100.00%)
4535	Printing & Binding	2,034	3,028	3,940	3,940	3,940	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	35,199	34,066	39,796	39,796	42,077	2,281	5.73%
4538	Repair & Maintenance	13,707	21,212	16,200	24,700	16,500	300	1.85%
4539	Rentals	314	347	600	1,288	300	(300)	(50.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	1,431	1,261	1,330	1,450	1,450	120	9.02%
4667	Dues & Publications	4,070	2,628	3,410	3,410	3,480	70	2.05%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	14,269	13,998	17,100	16,292	17,100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	1,942	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 225,850</b>	<b>\$ 241,769</b>	<b>\$ 224,851</b>	<b>\$ 242,782</b>	<b>\$ 232,860</b>	<b>\$ 8,009</b>	<b>3.56%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	81,630	80,231	32,900	112,447	70,200	37,300	113.37%
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 81,630</b>	<b>\$ 80,231</b>	<b>\$ 32,900</b>	<b>\$ 112,447</b>	<b>\$ 70,200</b>	<b>\$ 37,300</b>	<b>113.37%</b>
<b>Manager Total:</b>		<b>\$ 2,548,126</b>	<b>\$ 2,336,795</b>	<b>\$ 2,702,279</b>	<b>\$ 2,813,962</b>	<b>\$ 2,819,450</b>	<b>\$ 117,171</b>	<b>4.34%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2021	<b><u>Office Supplies</u></b> Misc. office supplies, codes, statutes, special forms, etc.	3,000
2022	<b><u>Operating and Repair Supplies</u></b> Investigative supplies, film, and photo processing, chemicals, ammunition, uniform issue items, video supplies, vehicle supplies & fuel, kitchen supplies, crime prevention materials, janitorial supplies, electrical supplies, parts and supplies for radar units, weapons, video cameras, etc.	66,800
2024	<b><u>Small Tools and Minor Equipment</u></b> Miscellaneous computer hardware Replacement computers (4) Soft Body Armor Digital Cameras Digital Audio Recorders Miscellaneous small investigative tools Transient Hard Drives Radars (2) Precision Rifle Scope and accessories New Postage Meter Defensive Tactics Tads and Weapons	500 3,200 900 600 500 500 500 4,200 1,800 2,650 600 <hr/> 15,950
2026	<b><u>Computer Software</u></b> Microsoft Windows Upgrades and Subscription Microsoft CoreCal Subscription Symantec Ghost License Miscellaneous software	1,701 1,782 540 250 <hr/> 4,273
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

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
4535	<b><u>Printing and Binding</u></b>	
	Copy Machine maintenance	1,710
	Copy paper and supplies	1,730
	TRACS paper	500
		<u>3,940</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Building repairs & maintenance	2,100
	Janitorial contract	11,200
	Mobile/Portable Radio Programming/Maint.	600
	Printer maintenance	400
	Radar calibration/certification	600
	Taser repairs	1,600
		<u>16,500</u>
4539	<b><u>Rentals</u></b>	
	Postage meter, miscellaneous	300
4667	<b><u>Dues and Publications</u></b>	
	Civil Liability updates, Peninsula Clarion/Anc. Daily News, APSC certifications fees (5), Snowshoe Gun Club dues, Dues to professional organizations, and Professional publications	3,480
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowance	15,500
	College tuition	200
	Biohazard & sensitive doc. disposal	1,400
		<u>17,100</u>
8064	<b><u>Machinery and Equipment</u></b>	
	Patrol Vehicles (2)	55,200
	Patrol Vehicle Accessories	15,000
		<u>70,200</u>

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - FIRE**

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

The department has a total of eighteen total personnel and provides around the clock response service. Staffing consists of: Fire Chief, Fire Marshal, Battalion/Training Chief, Administrative Assistant I, and fifteen line personnel consisting of three Captains, three Engineers, and nine Firefighters. All line personnel are State Firefighter 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, three staff vehicles, one off road a.t.v and an 18 foot rigid hull inflatable boat.

The department responded to 1,328 emergency responses during 2011 which was an increase of 9% from the year prior. Of these, 962 were EMS related calls with 802 patients being transported by ambulance. The remainder of the calls included 35 fire calls that comprised of 10 building fires, 5 wild land fires, and the remainder consisting of vehicle, chimney and other associated type fires. Other hazardous conditions responded to included 5 natural gas leaks, 6 carbon monoxide calls and other gasoline leaks from cars and "hot wire" calls. 161 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 2011 was \$602,300 and an estimated content loss of \$150,000 for a total of \$752,300 total dollar loss due to fire.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 1,173,080	\$ 1,008,866	\$ 1,265,502	\$ 1,265,502	\$ 1,339,359	\$ 73,857	5.84%
0200	Overtime	189,482	122,571	99,000	99,000	135,000	36,000	36.36%
0250	Holiday Pay	56,217	49,127	54,408	54,408	57,785	3,377	6.21%
0300	Leave	34,904	40,905	68,086	68,086	74,367	6,281	9.23%
0400	Medicare	20,645	17,374	21,561	21,561	23,295	1,734	8.04%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	311,920	251,482	312,160	312,160	337,071	24,911	7.98%
0600	Unemployment Insurance	-	-	7,435	7,435	8,032	597	8.03%
0700	Workers Compensation	51,922	49,187	87,522	87,522	76,682	(10,840)	(12.39%)
0800	Health & Life Insurance	229,406	192,249	311,505	311,505	303,050	(8,455)	(2.71%)
0900	Supplemental Retirement	24,783	23,072	28,500	28,500	28,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,092,359</b>	<b>\$ 1,754,833</b>	<b>\$ 2,255,679</b>	<b>\$ 2,255,679</b>	<b>\$ 2,383,141</b>	<b>\$ 127,462</b>	<b>5.65%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,576	1,696	1,800	1,800	1,800	-	-
2022	Operating & Repair Supplies	61,444	51,579	61,825	61,825	63,025	1,200	1.94%
2024	Small Tools/Minor Equipment	56,378	37,635	24,900	24,900	31,700	6,800	27.31%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	188	1,196	1,000	1,000	2,869	1,869	186.90%
4531	Professional Services	46,077	26,501	60,940	60,940	65,000	4,060	6.66%
4532	Communications	5,716	5,816	6,900	7,307	7,300	400	5.80%
4533	Travel & Transportation	23,021	12,706	24,550	24,550	24,550	-	-
4534	Advertising	2,437	966	1,400	1,400	1,400	-	-
4535	Printing & Binding	2,475	1,539	3,000	3,000	3,000	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	41,501	39,852	46,995	46,995	41,811	(5,184)	(11.03%)
4538	Repair & Maintenance	8,991	6,168	4,460	4,460	4,460	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	26,350	25,150	99,336	99,336	101,472	2,136	2.15%
4541	Postage	-	-	-	-	-	-	-
4666	Books	2,057	2,341	2,020	2,029	5,520	3,500	173.27%
4667	Dues & Publications	2,184	2,006	3,035	3,868	3,035	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	7,520	7,248	10,896	10,896	10,896	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 287,915</b>	<b>\$ 222,399</b>	<b>\$ 353,057</b>	<b>\$ 354,306</b>	<b>\$ 367,838</b>	<b>\$ 14,781</b>	<b>4.19%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	14,898	18,637	-	-	7,500	7,500	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 14,898</b>	<b>\$ 18,637</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>-</b>
<b>Manager Total:</b>		<b>\$ 2,395,172</b>	<b>\$ 1,995,869</b>	<b>\$ 2,608,736</b>	<b>\$ 2,609,985</b>	<b>\$ 2,758,479</b>	<b>\$ 149,743</b>	<b>5.74%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	General operating supplies, EMS supplies, fuel, oils, lubricants, cleaners, film, compressor filters, fire prevention/investigation supplies, batteries, turnouts, boots, videos, helmets, gloves, hoods, jackets, Soldotna Prof. Pharmacy, New Hire Cost Allocation	63,025
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. fire equipment	3,250
	Misc. EMS equipment	3,000
	Turnout boots, helmet, gloves, hoods (3 sets)	13,600
	Thermal Imaging Camera	4,500
	Roof Vent Saw	2,250
	New computer	1,500
	Intake Valves (2)	2,800
	CPR Manikins	800
		<hr/> 31,700
4531	<b><u>Professional Services</u></b>	
	Medical Advisor Fee	12,000
	Physical Costs	8,550
	Imagetrend Maintenance Fee	3,000
	SCBA Annual Fit Testing	1,190
	Fire Instructors Fees	500
	LifPac Cardiac Monitor Service / Support Contract	2,600
	Bench Testing Scott Airpacks	1,500
	Ambulance Billing Services	29,160
	Paramedic Refresher Course Instructor Fees	4,500
	Ice Rescue Course Instructor Fees	2,000
		<hr/> 65,000
4533	<b><u>Transportation</u></b>	
	International Association Firefighters & Chiefs Conf.	3,500
	AK Firefighters Conference	5,500
	Office Development Course	2,300
	EMS Symposium	2,000
	Paramedic Refresher	1,500
	EMT III Refresher	2,500
	National Fire Academy	1,500
	ACLS Training	375
	PALS Training	375
	Image Trend Users Group Training	5,000
		<hr/> 24,550
4535	<b><u>Printing and Binding</u></b>	
	Misc. printing & binding, maint. contract, copy paper, toner	3,000

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
4538	<b><u>Repairs and Maintenance</u></b>	
	Miscellaneous Repair and 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
4666	<b><u>Books</u></b>	
	ACLS & PALS Manuals, IFSTA Manual and National Fire Code Updates	5,520
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	3,025
5041	<b><u>Miscellaneous</u></b>	
	Uniform Allowances	9,000
	Fundamentals of Supervision Course	1,896
		<hr/> 10,896
8064	<b><u>Machinery and Equipment</u></b>	
	Murphy Beds for the New Captain's quarters	7,500



## **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 2011 calendar year Communications processed 7,665 police calls for service and 1,328 Fire/EMS calls for service. 3,154 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 averaged 3,230 non-emergency administrative calls a month. 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 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 383,501	\$ 351,783	\$ 398,816	\$ 398,816	\$ 418,599	\$ 19,783	4.96%
0200	Overtime	8,653	12,318	6,500	6,500	6,630	130	2.00%
0250	Holiday Pay	21,785	20,232	22,781	22,781	23,849	1,068	4.69%
0300	Leave	2,924	12,540	12,699	12,699	13,818	1,119	8.81%
0400	Medicare	5,822	5,629	6,392	6,392	6,712	320	5.01%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	90,994	82,455	94,183	94,183	98,797	4,614	4.90%
0600	Unemployment Insurance	-	593	2,204	2,204	2,314	110	4.99%
0700	Workers Compensation	3,066	2,509	2,360	2,360	1,779	(581)	(24.62%)
0800	Health & Life Insurance	102,402	91,222	131,160	131,160	127,600	(3,560)	(2.71%)
0900	Supplemental Retirement	10,631	9,666	12,000	12,000	12,000	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 629,778</b>	<b>\$ 588,947</b>	<b>\$ 689,095</b>	<b>\$ 689,095</b>	<b>\$ 712,098</b>	<b>\$ 23,003</b>	<b>3.34%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	2,561	2,538	2,570	3,250	2,570	-	-
2022	Operating & Repair Supplies	673	892	1,700	1,700	800	(900)	(52.94%)
2024	Small Tools/Minor Equipment	3,402	4,205	3,600	3,600	3,600	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	982	1,168	1,100	1,100	2,109	1,009	91.73%
4531	Professional Services	285	807	720	720	720	-	-
4532	Communications	4,066	4,185	4,950	4,950	4,950	-	-
4533	Travel & Transportation	9,859	7,602	9,300	9,300	9,300	-	-
4534	Advertising	-	103	280	-	-	(280)	(100.00%)
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	19,688	19,557	25,977	25,577	21,250	(4,727)	(18.20%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	388	211	300	310	300	-	-
4667	Dues & Publications	372	341	595	595	595	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,951	2,569	3,560	3,550	3,560	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 45,227</b>	<b>\$ 44,178</b>	<b>\$ 54,652</b>	<b>\$ 54,652</b>	<b>\$ 49,754</b>	<b>\$ (4,898)</b>	<b>(8.96%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	13,926	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 13,926</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 675,005</b>	<b>\$ 647,051</b>	<b>\$ 743,747</b>	<b>\$ 743,747</b>	<b>\$ 761,852</b>	<b>\$ 18,105</b>	<b>2.43%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2021	<b><u>Office Supplies</u></b> Radio logs, typewriter ribbons, microfilm, and other misc. office supplies	2,570
2022	<b><u>Operating and Repair Supplies</u></b> Uniform items, training material and films	800
2024	<b><u>Small Tools &amp; Minor Equipment</u></b> Miscellaneous Computer Hardware and Upgrades 3rd Seat CAD/911 work station	1,000 2,600 <hr/> 3,600
4531	<b><u>Professional Services</u></b> Drug Screening HEP B for new hires	270 450 <hr/> 720
4532	<b><u>Communication</u></b> Toll charges, Crimestopper phone, APSIN/NCIC device & line charges	4,950
4533	<b><u>Transportation</u></b> Emergency Communications Professional Development Training EMD training/certification APSIN user, TSO & UCS training NENA/APCO conference National Academy Navigator Seminar	2,250 2,000 1,000 1,800 2,250 <hr/> 9,300
4538	<b><u>Repairs and Maintenance</u></b> Spillman maintenance contract IBM RS 6000 maintenance Radio maintenance Stancil Recorder Annual Maintenance Contract APSIN Printer Maintenance Pro-rata share for Maintenance contingency Communications Tower Inspection/Maintenance	8,500 1,700 9,000 500 500 300 750 <hr/> 21,250

## **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 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 CY2011, the Department handled 1,673 animals and 899 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 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 138,370	\$ 124,876	\$ 139,215	\$ 139,215	\$ 157,986	\$ 18,771	13.48%
0200	Overtime	4,456	6,263	6,000	6,000	6,000	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,204	2,563	4,850	4,850	4,742	(108)	(2.23%)
0400	Medicare	1,293	1,147	2,176	2,176	1,493	(683)	(31.39%)
0450	Social Security	452	239	501	501	1,716	1,215	242.51%
0500	PERS	29,818	26,134	30,170	30,170	31,473	1,303	4.32%
0600	Unemployment Insurance	-	2,154	750	750	844	94	12.53%
0700	Workers Compensation	3,143	2,861	3,927	3,927	3,563	(364)	(9.27%)
0800	Health & Life Insurance	25,626	23,339	32,790	32,790	31,900	(890)	(2.71%)
0900	Supplemental Retirement	4,214	3,332	4,107	4,107	4,135	28	0.68%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 209,576</b>	<b>\$ 192,908</b>	<b>\$ 224,486</b>	<b>\$ 224,486</b>	<b>\$ 243,852</b>	<b>\$ 19,366</b>	<b>8.63%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	555	998	1,180	1,180	1,180	-	-
2022	Operating & Repair Supplies	9,043	9,715	13,800	13,800	13,800	-	-
2024	Small Tools/Minor Equipment	750	1,149	1,500	1,500	1,500	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	38	76	425	425	373	(52)	(12.24%)
4531	Professional Services	581	476	1,000	1,000	1,000	-	-
4532	Communications	1,881	1,834	1,780	1,780	1,790	10	0.56%
4533	Travel & Transportation	3,263	1,975	4,900	4,900	4,900	-	-
4534	Advertising	400	423	1,200	1,200	1,200	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	19,242	18,797	19,883	19,883	21,727	1,844	9.27%
4538	Repair & Maintenance	505	1,137	1,600	2,200	1,600	-	-
4539	Rentals	50,000	45,879	46,334	46,334	46,334	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	144	300	300	300	-	-
4667	Dues & Publications	125	97	150	150	150	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	1,640	1,146	1,800	1,800	1,800	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 88,023</b>	<b>\$ 83,846</b>	<b>\$ 95,852</b>	<b>\$ 96,452</b>	<b>\$ 97,654</b>	<b>\$ 1,802</b>	<b>1.88%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,316	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ 4,316</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 297,599</b>	<b>\$ 281,070</b>	<b>\$ 320,338</b>	<b>\$ 320,938</b>	<b>\$ 341,506</b>	<b>\$ 21,168</b>	<b>6.61%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Miscellaneous office supplies, Vouchers, License Forms, Door Tags	1,180
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
	Fuel	3,000
	New Uniform items, Winter parka	600
	Officer safety protection, OC, protective gloves	150
		<hr/> 13,800
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous small tools	700
	Capture / restraint tools / bite sticks	300
	Animal traps	500
		<hr/> 1,500
4531	<b><u>Professional Services</u></b>	
	Veterinary services	1,000
4532	<b><u>Communication</u></b>	
	Telephone charges	1,200
	Cellular	590
		<hr/> 1,790
4533	<b><u>Transportation</u></b>	
	Shelter Manager's Training	200
	National Animal Control Conference	2,400
	Euthanasia School	2,300
		<hr/> 4,900
4538	<b><u>Repairs and Maintenance</u></b>	
	Guardian Security Alarm monitoring	1,100
	Alarm repair & maintenance	500
		<hr/> 1,600
4539	<b><u>Rentals</u></b>	
	Payment to Airport Fund: Shelter	46,334
4667	<b><u>Dues and Publications</u></b>	
	American Humane & NACA dues	150
5041	<b><u>Miscellaneous</u></b>	
	Uniform allowance	1,500
	Miscellaneous	300
		<hr/> 1,800

## **DEPARTMENT NARRATIVE**

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

The Public Works Administration (PWA) consists of the Public Works Director (partially funded by Capital Projects Management) and an Administrative Assistant III. Department responsibilities include supervision and coordination of Public Works including building maintenance, building code inspections, street maintenance, street lighting, water distribution, wastewater collection, waste water treatment, 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 required.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 101,800	\$ 138,021	\$ 94,357	\$ 94,357	\$ 101,742	\$ 7,385	7.83%
0200	Overtime	6,356	1,288	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	14,920	10,929	4,282	4,282	4,068	(214)	(5.00%)
0400	Medicare	1,849	1,647	1,430	1,430	1,534	104	7.27%
0450	Social Security	-	17	-	-	-	-	-
0500	PERS	24,151	28,179	20,759	20,759	22,383	1,624	7.82%
0600	Unemployment Insurance	-	-	493	493	529	36	7.30%
0700	Workers Compensation	1,034	966	528	528	409	(119)	(22.54%)
0800	Health & Life Insurance	18,097	23,689	24,593	24,593	23,925	(668)	(2.72%)
0900	Supplemental Retirement	2,827	2,809	2,250	2,250	2,250	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 171,034</b>	<b>\$ 207,545</b>	<b>\$ 148,692</b>	<b>\$ 148,692</b>	<b>\$ 156,840</b>	<b>\$ 8,148</b>	<b>5.48%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,797	1,357	1,800	1,800	1,800	-	-
2022	Operating & Repair Supplies	-	61	-	-	-	-	-
2024	Small Tools/Minor Equipment	736	1,980	1,000	1,000	1,000	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	2,214	1,364	450	657	674	224	49.78%
4531	Professional Services	-	411	1,000	900	1,000	-	-
4532	Communications	297	431	500	500	610	110	22.00%
4533	Travel & Transportation	1,148	1,142	1,525	380	1,525	-	-
4534	Advertising	316	550	500	1,745	500	-	-
4535	Printing & Binding	296	252	2,475	2,268	1,650	(825)	(33.33%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	1,000	1,000	1,000	-	-
4539	Rentals	-	-	4,000	4,000	4,000	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	47	425	425	-	(425)	(100.00%)
4667	Dues & Publications	768	493	650	650	650	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	243	98	250	250	250	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 7,815</b>	<b>\$ 8,186</b>	<b>\$ 15,575</b>	<b>\$ 15,575</b>	<b>\$ 14,659</b>	<b>\$ (916)</b>	<b>(5.88%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 178,849</b>	<b>\$ 215,731</b>	<b>\$ 164,267</b>	<b>\$ 164,267</b>	<b>\$ 171,499</b>	<b>\$ 7,232</b>	<b>4.40%</b>



**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b><u>Description</u></b>	<b>Council <u>Adopted</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
2024	<b><u>Small Tools and Minor Equipment</u></b> Computer and miscellaneous	1,000
4531	<b><u>Professional Services</u></b> Miscellaneous	1,000
4533	<b><u>Transportation</u></b> Seminars, travel, training etc.	1,525
4535	<b><u>Printing and Binding</u></b> Miscellaneous supplies, HP Design Jet Toner	1,650
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 approximately 388 pieces of City-owned equipment. The department includes three full-time employees: a Shop Foreman and two Mechanics. Examples of equipment serviced for each department are listed below.

Administration: passenger vehicles

Animal Control: passenger vehicles, animal lift

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

Beacon Training Center: Airport Emergency Training Vehicles, UTV

Boating Facility: boats, cranes, forklift, passenger vehicle

Building Maintenance: Passenger vehicles / Maintenance Van

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

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

Parks & Recreation: vehicles, tractors, mowers, trimmers, snow machines, trailers, trencher, seeders, sprinkler equipment, snow blowers, land plane

Senior Center: Handicap vehicle, passenger vans, meals on wheels delivery van

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

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

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

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

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 199,827	\$ 190,075	\$ 203,391	\$ 203,391	\$ 215,163	\$ 11,772	5.79%
0200	Overtime	2,898	1,553	800	3,300	800	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	1,067	8,625	8,625	8,979	354	4.10%
0400	Medicare	1,923	1,857	3,086	3,086	2,160	(926)	(30.01%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	43,932	40,003	44,921	44,921	47,512	2,591	5.77%
0600	Unemployment Insurance	-	-	1,064	1,064	1,124	60	5.64%
0700	Workers Compensation	8,838	8,174	9,833	9,833	8,171	(1,662)	(16.90%)
0800	Health & Life Insurance	39,173	35,542	49,185	49,185	47,850	(1,335)	(2.71%)
0900	Supplemental Retirement	4,607	4,495	4,500	4,500	4,500	-	-
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 301,198</b>	<b>\$ 282,766</b>	<b>\$ 325,405</b>	<b>\$ 327,905</b>	<b>\$ 336,259</b>	<b>\$ 10,854</b>	<b>3.34%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	727	484	800	800	800	-	-
2022	Operating & Repair Supplies	161,182	197,365	173,886	173,886	179,000	5,114	2.94%
2024	Small Tools/Minor Equipment	6,388	9,894	6,542	6,542	8,000	1,458	22.29%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	6,090	1,388	600	600	447	(153)	(25.50%)
4531	Professional Services	150	139	200	300	200	-	-
4532	Communications	2,536	2,223	2,300	2,300	2,000	(300)	(13.04%)
4533	Travel & Transportation	240	381	1,000	1,000	1,000	-	-
4534	Advertising	-	172	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	56,893	57,528	61,882	61,882	64,712	2,830	4.57%
4538	Repair & Maintenance	24,366	35,576	33,500	30,900	40,000	6,500	19.40%
4539	Rentals	-	137	550	550	550	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	2,555	1,895	2,725	2,725	3,725	1,000	36.70%
4667	Dues & Publications	-	18	475	475	475	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	2,233	2,017	4,500	4,500	4,500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 263,360</b>	<b>\$ 309,217</b>	<b>\$ 288,960</b>	<b>\$ 286,460</b>	<b>\$ 305,409</b>	<b>\$ 16,449</b>	<b>5.69%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 564,558</b>	<b>\$ 591,983</b>	<b>\$ 614,365</b>	<b>\$ 614,365</b>	<b>\$ 641,668</b>	<b>\$ 27,303</b>	<b>4.44%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Miscellaneous Parts	156,000
	Oil and Lube	10,000
	Fuel	4,500
	Freight	4,000
	Summer Tire Order	4,500
		<hr/> 179,000
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Misc. small tools	2,660
	Oil Dispenser Meters (2)	1,262
	Battery Tester	415
	Tire Pressure Sensor Tool	1,500
	Oxygen/Acetylene Torch Kit	443
	Certified Lifting Chains and Straps	1,000
	Battery Charger	720
		<hr/> 8,000
4531	<b><u>Professional Services</u></b>	
	CDL License	200
4533	<b><u>Transportation</u></b>	
	Maintenance and safety classes	1,000
4538	<b><u>Repairs and Maintenance</u></b>	
	Crash Repairs for Vehicles	20,550
	Crane, Hoists, Bucket Truck Inspections	3,000
	Crash Truck Inspections	5,300
	Hazardous Waste Cleanup	3,000
	Oil Furnace Service	650
	Generator Inspection and Load Test	7,500
		<hr/> 40,000
4539	<b><u>Rentals</u></b>	
	Rental of nonessential equipment	550
4666	<b><u>Books</u></b>	
	All Data Subscription	2,500
	Parts and service manuals	1,225
		<hr/> 3,725
5041	<b><u>Miscellaneous</u></b>	
	Laundry service, vehicle licenses	4,500

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - STREETS**

The Street Department consists of one Street Foreman, one Lead Operator, and three full-time Equipment Operators. In addition the Street Department includes 2 Operators that split their time as follows; 4 months at the Boating Facility in summer, 6 months at the Airport in winter, and 2 months with the Streets Department during the shoulder seasons.

Under the supervision of the Public Works Director the Streets Department is responsible for year-round street maintenance, clearing, cleaning and repair activities for approximately 50 miles of paved and 15 miles of gravel roads. Duties include road grading, street cleaning, snow plowing, maintenance of drainage ditches and culverts and parking lots, dust control, and crack sealing. The department also provides assistance to the Boating Facility, Parks and Recreation, and the Airport as needed.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 332,515	\$ 296,795	\$ 340,197	\$ 340,197	\$ 357,085	\$ 16,888	4.96%
0200	Overtime	25,831	20,009	20,000	20,000	20,000	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	7,898	6,209	15,275	15,275	15,643	368	2.41%
0400	Medicare	4,246	3,727	5,444	5,444	4,699	(745)	(13.68%)
0450	Social Security	4	1	-	-	414	414	-
0500	PERS	78,932	67,786	79,243	79,243	81,847	2,604	3.29%
0600	Unemployment Insurance	-	-	1,878	1,878	1,963	85	4.53%
0700	Workers Compensation	13,534	18,851	17,574	17,574	16,048	(1,526)	(8.68%)
0800	Health & Life Insurance	72,869	64,632	94,108	94,108	101,124	7,016	7.46%
0900	Supplemental Retirement	8,649	8,663	7,844	7,844	9,000	1,156	14.74%
	<b>Total Salaries &amp; Benefits</b>	<b>\$ 544,478</b>	<b>\$ 486,673</b>	<b>\$ 581,563</b>	<b>\$ 581,563</b>	<b>\$ 607,823</b>	<b>\$ 26,260</b>	<b>4.52%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	400	313	500	500	500	-	-
2022	Operating & Repair Supplies	160,544	109,466	176,000	199,918	176,000	-	-
2024	Small Tools/Minor Equipment	7,300	6,122	8,500	8,500	6,000	(2,500)	(29.41%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	3,919	859	300	300	298	(2)	(0.67%)
4531	Professional Services	620	463	1,000	1,000	1,000	-	-
4532	Communications	2,938	3,472	4,000	4,000	3,700	(300)	(7.50%)
4533	Travel & Transportation	138	645	1,825	1,825	1,825	-	-
4534	Advertising	837	993	1,000	1,022	1,250	250	25.00%
4535	Printing & Binding	-	-	-	-	500	500	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	6,489	6,615	7,304	7,304	7,860	556	7.61%
4538	Repair & Maintenance	12,639	52,754	38,000	38,000	28,500	(9,500)	(25.00%)
4539	Rentals	5,590	6,274	14,000	14,000	14,000	-	-
4540	Equip. Fund Pmts.	45,868	34,223	145,904	145,904	157,576	11,672	8.00%
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	200	200	200	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	927	1,118	4,000	4,000	4,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b>Total Maint. and Operations</b>	<b>\$ 248,209</b>	<b>\$ 223,317</b>	<b>\$ 402,533</b>	<b>\$ 426,473</b>	<b>\$ 403,209</b>	<b>\$ 676</b>	<b>0.17%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	77,658	19,582	16,400	23,960	-	(16,400)	(100.00%)
9090	Transfers	-	-	-	-	-	-	-
	<b>Total Capital Outlay and Transfers</b>	<b>\$ 77,658</b>	<b>\$ 19,582</b>	<b>\$ 16,400</b>	<b>\$ 23,960</b>	<b>\$ -</b>	<b>\$ (16,400)</b>	<b>(100.00%)</b>
	<b>Manager Total:</b>	<b>\$ 870,345</b>	<b>\$ 729,572</b>	<b>\$ 1,000,496</b>	<b>\$ 1,031,996</b>	<b>\$ 1,011,032</b>	<b>\$ 10,536</b>	<b>1.05%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Welding and cutting supplies, barricades, gloves, safety supplies, paper towels, coffee, cleaning supplies, soap, tissue paper, foul weather gear, safety boots, hoses, saw blades, chains, wire, 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	6,000
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 service, security	12,000
	Hazardous waste disposal	5,000
	Backhoe services	6,000
	Seal coating and re-striping of the Senior Center	2,500
	Seal coating and re-striping of the Visitors Center	3,000
		<hr/> 28,500
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

## **DEPARTMENT NARRATIVE**

### **GENERAL FUND - BUILDINGS**

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

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

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



**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 133,282	\$ 132,523	\$ 140,663	\$ 140,663	\$ 150,364	\$ 9,701	6.90%
0200	Overtime	1,065	1,196	2,500	2,500	2,500	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,213	4,107	4,744	4,744	5,939	1,195	25.19%
0400	Medicare	1,953	2,037	2,144	2,144	2,303	159	7.42%
0450	Social Security	-	25	-	-	-	-	-
0500	PERS	29,429	28,389	31,496	31,496	33,630	2,134	6.78%
0600	Unemployment Insurance	1,183	559	740	740	794	54	7.30%
0700	Workers Compensation	4,311	6,041	3,847	3,847	3,217	(630)	(16.38%)
0800	Health & Life Insurance	27,755	27,168	38,365	38,365	37,004	(1,361)	(3.55%)
0900	Supplemental Retirement	3,234	3,327	3,500	3,500	3,500	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 204,425</b>	<b>\$ 205,372</b>	<b>\$ 227,999</b>	<b>\$ 227,999</b>	<b>\$ 239,251</b>	<b>\$ 11,252</b>	<b>4.94%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	287	320	300	300	300	-	-
2022	Operating & Repair Supplies	18,292	19,291	30,000	29,405	30,000	-	-
2024	Small Tools/Minor Equipment	1,300	2,758	11,600	3,300	3,000	(8,600)	(74.14%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,747	779	450	450	698	248	55.11%
4531	Professional Services	20,253	6,561	3,000	2,975	6,000	3,000	100.00%
4532	Communications	1,970	2,184	2,300	2,300	1,920	(380)	(16.52%)
4533	Travel & Transportation	2,715	1,926	3,500	3,500	3,500	-	-
4534	Advertising	250	342	250	845	250	-	-
4535	Printing & Binding	383	153	250	250	250	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	93,725	122,463	50,000	75,096	50,000	-	-
4539	Rentals	-	-	500	500	500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	497	691	400	400	400	-	-
4667	Dues & Publications	250	295	250	275	250	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	2	50	50	50	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 141,669</b>	<b>\$ 157,765</b>	<b>\$ 102,850</b>	<b>\$ 119,646</b>	<b>\$ 97,118</b>	<b>\$ (5,732)</b>	<b>(5.57%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	\$ 162,870	37,389	72,750	54,036	164,200	91,450	125.70%
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	4,766	-	20,500	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 162,870</b>	<b>\$ 42,155</b>	<b>\$ 72,750</b>	<b>\$ 74,536</b>	<b>\$ 164,200</b>	<b>\$ 91,450</b>	<b>125.70%</b>
<b><u>Manager Total:</u></b>		<b>\$ 508,964</b>	<b>\$ 405,292</b>	<b>\$ 403,599</b>	<b>\$ 422,181</b>	<b>\$ 500,569</b>	<b>\$ 96,970</b>	<b>24.03%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b><u>Description</u></b>	<b>Council <u>Adopted</u></b>
2022	<b><u>Operating and Repair Supplies</u></b> Film, Fuel, foul weather gear, nails, drill bits, safety supplies, miscellaneous supplies, paint and paint supplies, wire and electrical supplies, plumbing supplies, etc. (All General Fund Bldgs & Sr. Ctr.)	30,000
4531	<b><u>Professional Services</u></b> Contract Services for Building Officials Absence Miscellaneous Engineering Services	3,000 <u>3,000</u> 6,000
4533	<b><u>Transportation</u></b> Building maintenance & repair & safety training, ICBO seminar	3,500
4534	<b><u>Advertising</u></b> Permits, bids	250
4538	<b><u>Repairs and Maintenance</u></b> General building repair and maintenance	50,000
8062	<b><u>Buildings</u></b> Senior Center siding Police restroom tile repair Multipurpose facility roof repair Rec Center roof repair Public Safety soffit repair Public Safety stump removal/lawn repair Senior Center roof leak damage repair City Hall roof repairs City Hall wall repair/brick veneer Miscellaneous Building Repairs	40,000 7,500 14,900 21,800 20,000 3,000 7,500 3,000 6,500 <u>40,000</u> 164,200

## **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.

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2011 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2012</b>	<b>Amended Budget</b>	<b>Council Adopted FY2013</b>	<b>Increase (Decrease) FY12 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>\$ -</b>	<b>\$ -</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	12,325	5,043	12,000	12,000	12,000	-	-
2024	Small Tools/Minor Equipment	-	-	-	-	-	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,400	280	-	-	-	-	-
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	-	-	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	-	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	92,675	90,636	100,851	100,851	116,642	15,791	15.66%
4538	Repair & Maintenance	33,793	47,476	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>\$ 140,193</b>	<b>\$ 143,435</b>	<b>\$ 142,851</b>	<b>\$ 142,851</b>	<b>\$ 158,642</b>	<b>\$ 15,791</b>	<b>11.05%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
	<b><u>Total Capital Outlay and Transfers</u></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	<b>Manager Total:</b>	<b>\$ 140,193</b>	<b>\$ 143,435</b>	<b>\$ 142,851</b>	<b>\$ 142,851</b>	<b>\$ 158,642</b>	<b>\$ 15,791</b>	<b>11.05%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</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 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. The library expansion project to double the size of the building to approximately 20,000 sq. ft. was completed in June 2011 with a grand opening of the new facility in July 2011. The new facility includes more seating for adults, a fireplace, a separate children's room and study rooms that may be booked for use. It also includes a conference room and two meeting rooms. With two entrances, the library now provides more parking space and better access to City Hall.

Library staff and volunteers provide a variety of programs of interest to patrons of all ages. Of interest to adults with children are the weekly story times, summer reading program, and monthly Tween Book club. Adult programming includes a Book Club, the Writer's Group and Totem Tracers and Genealogical Society group. The library now has a dedicated teen area and new teen oriented programs including Xbox Kinect events.

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, reference materials, live homework help and access to Mango Languages. The Library provides access to the Listen Alaska Plus program allowing patrons to download audio books, music and e-books.

The Library is open 60 hours per week, including Saturdays and Sundays (open Sundays from Labor Day until Memorial Day). Five full-time and five part-time employees service approximately 14,000 registered library users. The Library collection includes approximately 80,000 books, periodicals, video, audiotapes, music CD's, DVDs and reference materials. Eight computers are available for patrons to access the Internet, electronic full-text databases, and City of Kenai Municipal Code and government sites. The Library has a dedicated Rosetta Stone station for the study of foreign languages. Thanks to a grant from the Rasmuson Foundation the library offers in-house lending of laptops to reduce waiting time for computer use and provide more flexibility.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 317,837	\$ 289,637	\$ 364,388	\$ 364,388	\$ 386,749	\$ 22,361	6.14%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,359	2,694	13,492	13,492	11,035	(2,457)	(18.21%)
0400	Medicare	4,607	4,227	5,479	5,479	5,768	289	5.27%
0450	Social Security	855	823	1,039	1,039	3,029	1,990	191.53%
0500	PERS	66,891	58,724	76,478	76,478	76,960	482	0.63%
0600	Unemployment Insurance	-	-	1,890	1,890	1,991	101	5.34%
0700	Workers Compensation	2,332	1,810	2,023	2,023	1,535	(488)	(24.12%)
0800	Health & Life Insurance	65,186	59,796	81,975	81,975	83,202	1,227	1.50%
0900	Supplemental Retirement	9,363	9,288	10,866	10,866	11,018	152	1.40%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 470,430</b>	<b>\$ 426,999</b>	<b>\$ 557,630</b>	<b>\$ 557,630</b>	<b>\$ 581,287</b>	<b>\$ 23,657</b>	<b>4.24%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	5,965	7,389	7,900	7,900	7,900	-	-
2022	Operating & Repair Supplies	3,009	2,836	4,000	4,000	7,000	3,000	75.00%
2024	Small Tools/Minor Equipment	11,643	19,639	4,500	4,500	7,000	2,500	55.56%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	2,070	3,899	3,650	3,650	8,068	4,418	121.04%
4531	Professional Services	-	2,496	2,000	3,666	2,000	-	-
4532	Communications	12,553	12,772	14,000	14,000	17,540	3,540	25.29%
4533	Travel & Transportation	7,558	7,533	7,000	9,500	7,000	-	-
4534	Advertising	1,662	1,580	1,500	1,784	2,000	500	33.33%
4535	Printing & Binding	4,453	8,617	12,000	12,000	10,000	(2,000)	(16.67%)
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	43,277	29,802	41,394	41,394	53,310	11,916	28.79%
4538	Repair & Maintenance	25,159	23,397	45,780	63,380	77,000	31,220	68.20%
4539	Rentals	6,434	7,942	7,100	7,100	6,900	(200)	(2.82%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	52,500	58,399	50,000	56,500	52,500	2,500	5.00%
4667	Dues & Publications	1,198	1,625	1,450	1,450	1,450	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	49	307	1,000	1,000	1,000	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 177,530</b>	<b>\$ 188,233</b>	<b>\$ 203,274</b>	<b>\$ 231,824</b>	<b>\$ 260,668</b>	<b>\$ 57,394</b>	<b>28.23%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Manager Total:</u></b>		<b>\$ 647,960</b>	<b>\$ 615,232</b>	<b>\$ 760,904</b>	<b>\$ 789,454</b>	<b>\$ 841,955</b>	<b>\$ 81,051</b>	<b>10.65%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</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
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	New Computers (5)	5,200
	New Printer	1,500
	Listen Alaska Download Station	300
		<hr/> 7,000
2026	<b><u>Computer Software</u></b>	
	Wilson Web Online	1,000
	Summer Reading Software	750
	Feegal	2,650
	Misc. Software	500
	Software Renewals, Microsoft Office, Core Cal, Windows, Windows server & Symantec Ghost	3,168
		<hr/> 8,068
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	10,000
4538	<b><u>Repairs and Maintenance</u></b>	
	SirsiDynix maintenance	8,000
	Janitorial service	57,600
	Carpet cleaning	6,000
	Equipment Repair	1,000
	CASSIE Support and maintenance	660
	Deep Freeze maintenance	360
	Netgear maintenance	130
	Computrace for laptops	700
	Contingency	1,000
	SIP2 license for self-check	1,300
	Dreamhost maintenance	250
		<hr/> 77,000
4539	<b><u>Rentals</u></b>	
	McNaughton rental books/tapes/DVD	6,000
	Movie Licensing	400
	Postage meter	500
		<hr/> 6,900



**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
4667	<b><u>Dues and Publications</u></b>	
	Professional subscription	600
	Library science reference materials	300
	Alaska Library Network Dues	120
	American Library Assoc. Dues	180
	Alaska Library Assoc. Dues	250
		<hr/> 1,450
5041	<b><u>Miscellaneous</u></b>	
	Library school classes, misc.	1,000

## **DEPARTMENT NARRATIVE**

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

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

The City's parks and open space system includes approximately 360 acres. This system is made up of twelve parks and a variety of open space areas. Of this total, 130 acres are actively maintained by the department. Amenities and features include four youth baseball fields, four adult softball fields, six soccer fields, playground and picnic areas, community gardens, skate/BMX park, 2.5 miles of walking/bike trails, 3.2 miles of Nordic ski trails (Kenai Golf Course), outdoor skating pond, swimming beach, wildlife viewing platforms, and 2 disc golf courses. Other City owned property (facilities) and greenways (right-of-ways) make up another 40 acres that are maintained seasonally throughout the summer months.

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

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

Assigned FT Personnel: Parks & Recreation Director, two (2) Parks & Recreation Operators, and temporary staffing to meet seasonal maintenance needs.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 211,764	\$ 221,082	\$ 242,615	\$ 276,296	\$ 316,239	\$ 73,624	30.35%
0200	Overtime	2,231	7,108	6,786	8,286	13,342	6,556	96.61%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,232	5,267	5,252	5,771	6,015	763	14.53%
0400	Medicare	3,108	2,942	3,692	4,209	4,866	1,174	31.80%
0450	Social Security	6,202	5,670	7,375	7,375	9,632	2,257	30.60%
0500	PERS	25,118	24,051	28,702	36,441	46,666	17,964	62.59%
0600	Unemployment Insurance	4,384	5,412	1,272	1,450	1,678	406	31.92%
0700	Workers Compensation	6,596	7,579	9,367	11,028	9,447	80	0.85%
0800	Health & Life Insurance	22,628	22,598	32,792	45,450	63,800	31,008	94.56%
0900	Supplemental Retirement	2,768	2,726	3,000	4,066	8,101	5,101	170.03%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 288,031</b>	<b>\$ 304,435</b>	<b>\$ 340,853</b>	<b>\$ 400,372</b>	<b>\$ 479,786</b>	<b>\$ 138,933</b>	<b>40.76%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	-	99	200	200	200	-	-
2022	Operating & Repair Supplies	91,620	65,378	85,000	89,100	85,050	50	0.06%
2024	Small Tools/Minor Equipment	20,837	30,631	26,000	26,000	28,000	2,000	7.69%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	1,038	364	400	400	298	(102)	(25.50%)
4531	Professional Services	195,657	184,470	201,000	282,851	185,000	(16,000)	(7.96%)
4532	Communications	7,436	7,214	7,800	7,800	7,800	-	-
4533	Travel & Transportation	482	1,427	1,000	1,000	1,000	-	-
4534	Advertising	1,297	687	1,000	1,000	1,000	-	-
4535	Printing & Binding	7,470	3,887	5,600	6,600	5,600	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	121,056	111,928	112,020	112,020	128,652	16,632	14.85%
4538	Repair & Maintenance	13,439	21,083	38,400	38,400	47,300	8,900	23.18%
4539	Rentals	56,688	48,628	52,850	52,850	52,850	-	-
4540	Equip. Fund Pmts.	3,917	3,134	5,265	5,265	5,411	146	2.77%
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	275	275	100	(175)	(63.64%)
4667	Dues & Publications	185	63	530	530	530	-	-
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	7,897	3,501	8,200	8,200	8,200	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 529,019</b>	<b>\$ 482,494</b>	<b>\$ 545,540</b>	<b>\$ 632,491</b>	<b>\$ 556,991</b>	<b>\$ 11,451</b>	<b>2.10%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	4,886	-	-	-	-	-
8063	Improvements	28,214	19,673	110,000	110,000	15,000	(95,000)	(86.36%)
8064	Machinery & Equipment	9,213	31,436	-	14,500	49,500	49,500	-
9090	Transfers	-	-	-	-	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 37,427</b>	<b>\$ 55,995</b>	<b>\$ 110,000</b>	<b>\$ 124,500</b>	<b>\$ 64,500</b>	<b>\$ (45,500)</b>	<b>(41.36%)</b>
<b><u>Manager Total:</u></b>		<b>\$ 854,477</b>	<b>\$ 842,924</b>	<b>\$ 996,393</b>	<b>\$ 1,157,363</b>	<b>\$ 1,101,277</b>	<b>\$ 104,884</b>	<b>10.53%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Ice Paint	1,500
	Rink supplies	1,000
	Janitorial / restroom supplies	800
	Soccer goal replacement nets	350
	Zamboni propane	2,500
	Misc. paint and supplies	900
	Parks restroom supplies and maintenance	7,500
	Fertilizer/ag lime	22,500
	Baseball chalk	500
	Grass seed	1,500
	Sand, gravel and topsoil	4,000
	Fuel	13,000
	Eric Hanson underground irrigation	4,000
	Circle planter flowers & boxes	8,000
	Misc. flowers	4,000
	Trees/shrubs	2,000
	Fertilizers, herbicides, etc.	2,000
	Winter decorations, lights, bulbs, etc.	1,000
	Fuel	8,000
		<u>85,050</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Hand tools, tables and chairs	3,000
	Hand mowers, tools, safety equipment	1,000
	Picnic tables, benches, grills and trash receptacles	7,500
	Playground equipment	2,000
	Pond Hockey Nets	2,000
	Banners	2,000
	Winter pole decorations	6,000
	Static light displays	4,500
		<u>28,000</u>
4531	<b><u>Professional Services</u></b>	
	Recreation Center Services	130,000
	Ice Maintenance	45,000
	Interpretive park signage	10,000
		<u>185,000</u>
4535	<b><u>Printing &amp; Binding</u></b>	
	Brochures	300
	Park timecards	300
	Dip Net Envelopes	3,000
	Receipt Books	2,000
		<u>5,600</u>
4537	<b><u>Utilities</u></b>	
	Rec. and Multipurpose Facilities	112,093
	Parks electricity, water and gas	16,559
		<u>128,652</u>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
4538	<b><u>Repairs and Maintenance</u></b>	
	Powder coating hockey goals	800
	Pumping restrooms, fence repair, sandblasting/painting, bush clearing	10,000
	LH Memorial Park Veteran's wall and sidewalk replacement	25,000
	Repair transformers	2,500
	Replace transformers	4,000
	Planting of circle planters and flower boxes	2,500
	Miscellaneous	2,500
		<hr/> 47,300
4539	<b><u>Rentals</u></b>	
	Portable toilets- Nordic trail	2,600
	Dip Net portable toilets	20,000
	Dip Net dumpsters	20,000
	Machinery & equipment	1,500
	Park Dumpsters	4,500
	Park portable toilets	4,000
	Miscellaneous	250
		<hr/> 52,850
4667	<b><u>Dues and Publications</u></b>	
	NRPA and ARPA Dues	530
5041	<b><u>Miscellaneous</u></b>	
	Disposal fees	500
	Nordic ski team beach clean-up	7,500
	Miscellaneous	200
		<hr/> 8,200
8063	<b><u>Improvements Other Than Buildings</u></b>	
	LH Memorial Park Landscape Improvements	15,000
8064	<b><u>Machinery &amp; Equipment</u></b>	
	Tractor backhoe/snowblower attachment	20,000
	Mower w/ collection system	19,500
	Work Truck (used)	10,000
		<hr/> 49,500

## **DEPARTMENT NARRATIVE**

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

The Boating Facility is staffed with two Equipment Operators from the Streets Department from May to August. Additional temporary positions may be utilized at times of high volume use, typically in July during the personal use dip-net fishery.

These personnel are responsible for the operation, maintenance, and repair of the facility which includes the dock, 3 cranes, fueling facilities, and a boat launch ramp and floats. The staff collects money for boat launching, and supervises the use of the waste oil disposal, restrooms, and trash dumpsters.

The Public Works Department is responsible for the management of the Kenai Boating Facility including leases with private enterprises for fuel sales, boat storage, and crane operations. Direct supervision of the facility is provided by the Streets Foreman. This includes startup and shutdown operations as well as daily activity.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<u>Account Number</u>	<u>Expense Description</u>	<u>FY2011 Actual</u>	<u>Five year Historical Average</u>	<u>Original Budget FY2012</u>	<u>Amended Budget</u>	<u>Council Adopted FY2013</u>	<u>Increase (Decrease) FY12 Original</u>	<u>% Change</u>
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 35,760	\$ 35,915	\$ 38,121	\$ 38,121	\$ 37,354	\$ (767)	(2.01%)
0200	Overtime	8,008	5,835	6,000	6,000	8,703	2,703	45.05%
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	1,098	1,412	1,412	987	(425)	(30.10%)
0400	Medicare	616	616	660	660	683	23	3.48%
0450	Social Security	586	507	180	180	332	152	84.44%
0500	PERS	7,441	7,067	9,067	9,067	9,243	176	1.94%
0600	Unemployment Insurance	-	-	228	228	235	7	3.07%
0700	Workers Compensation	1,576	1,951	2,130	2,130	1,811	(319)	(14.98%)
0800	Health & Life Insurance	8,648	8,144	10,820	10,820	10,528	(292)	(2.70%)
0900	Supplemental Retirement	1,360	1,286	1,000	1,000	1,000	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 63,995</b>	<b>\$ 62,419</b>	<b>\$ 69,618</b>	<b>\$ 69,618</b>	<b>\$ 70,876</b>	<b>\$ 1,258</b>	<b>1.81%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	40	45	200	200	200	-	-
2022	Operating & Repair Supplies	9,906	31,171	10,000	10,000	10,000	-	-
2024	Small Tools/Minor Equipment	933	1,308	2,700	2,700	2,700	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	500	100	-	-	-	-	-
4531	Professional Services	7,663	3,077	3,000	7,516	25,000	22,000	733.33%
4532	Communications	490	523	1,000	1,000	1,000	-	-
4533	Travel & Transportation	-	40	-	-	500	500	-
4534	Advertising	60	226	750	750	750	-	-
4535	Printing & Binding	2,336	1,176	1,500	1,500	2,000	500	33.33%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	5,347	6,064	8,224	8,224	8,590	366	4.45%
4538	Repair & Maintenance	16,972	12,174	85,000	80,484	25,000	(60,000)	(70.59%)
4539	Rentals	4,215	3,772	6,000	6,000	9,500	3,500	58.33%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	150	130	150	150	150	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	50	125	500	500	500	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 48,662</b>	<b>\$ 59,931</b>	<b>\$ 119,024</b>	<b>\$ 119,024</b>	<b>\$ 85,890</b>	<b>\$ (33,134)</b>	<b>(27.84%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	10,000	10,000	-
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>\$ 10,000</b>	<b>\$ 10,000</b>	<b>-</b>
<b><u>Manager Total:</u></b>		<b>\$ 112,657</b>	<b>\$ 122,350</b>	<b>\$ 188,642</b>	<b>\$ 188,642</b>	<b>\$ 166,766</b>	<b>\$ (21,876)</b>	<b>(11.60%)</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</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, hydro testing of fuel hoses Dredging feasibility study	5,000 <u>20,000</u> 25,000
4535	<b><u>Printing and Binding</u></b> Print boat launch envelopes, dip net information	2,000
4538	<b><u>Repair and Maintenance</u></b> Required inspections Prep and painting of the restroom exterior	20,000 5,000 <u>25,000</u>
4539	<b><u>Rentals</u></b> Portable toilets for dip net fishery Equipment rentals to dredge, clean, install and removed launch ramp floats and front fender piles. Light plant rental	3,000  5,000 <u>1,500</u> 9,500
4667	<b><u>Dues and Publications</u></b> Harbormaster dues	150
5041	<b><u>Miscellaneous</u></b> Coveralls	500
8062	<b><u>Buildings</u></b> Restroom repairs Remove existing fee shack and install "wheel house" fee shack (foundation)	5,000  5,000 <u>10,000</u>



## **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.



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**City of Kenai  
Fiscal Year 2013 Operating Budget**

**Special Revenue Funds Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2012 Original Budget	FY2013 Adopted Budget	Difference	FY2012 Original Budget	FY2013 Adopted Budget	Difference
<b><u>Water and Sewer Fund</u></b>						
Water	\$ 217,516	\$ 219,460	\$ 1,944	\$ 493,827	\$ 507,077	\$ 13,250
Sewer	217,516	219,460	1,944	143,222	116,776	(26,446)
Wastewater Treatment Plant	351,422	373,821	22,399	514,997	527,467	12,470
Total Water and Sewer Fund	<u>786,454</u>	<u>812,741</u>	<u>26,287</u>	<u>1,152,046</u>	<u>1,151,320</u>	<u>(726)</u>
<b><u>Airport Fund</u></b>						
Terminal	107,747	116,859	9,112	384,237	381,513	(2,724)
Airfield	264,800	268,591	3,791	506,941	529,830	22,889
Administration	195,233	209,087	13,854	49,951	65,162	15,211
Other Buildings & Areas	80,447	103,314	22,867	80,418	70,004	(10,414)
Training Facility	-	-	-	70,000	42,750	(27,250)
Total Airport Fund	<u>648,227</u>	<u>697,851</u>	<u>49,624</u>	<u>1,091,547</u>	<u>1,089,259</u>	<u>(2,288)</u>
<b><u>Senior Citizen Fund</u></b>						
Access	145,712	161,481	15,769	28,948	30,784	1,836
Congregate Meals	76,160	83,181	7,021	72,749	76,668	3,919
Home Meals	60,590	70,674	10,084	56,365	52,170	(4,195)
Transportation	36,578	38,288	1,710	17,168	18,460	1,292
Choice Waiver	93,314	102,381	9,067	64,535	65,138	603
Total Senior Citizen Funds	<u>412,354</u>	<u>456,005</u>	<u>43,651</u>	<u>239,765</u>	<u>243,220</u>	<u>3,455</u>
<b>Total Special Revenue Funds</b>	<u>\$ 1,847,035</u>	<u>\$1,966,597</u>	<u>\$ 119,562</u>	<u>\$ 2,483,358</u>	<u>\$ 2,483,799</u>	<u>\$ 441</u>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

**Special Revenue Funds Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2012 Original Budget	FY2013 Adopted Budget	Difference	FY2012 Original Budget	FY2013 Adopted Budget	Difference	
						<u>Water and Sewer Fund</u>
\$ 74,200	\$ 95,520	\$ 21,320	\$ 785,543	\$ 822,057	\$ 36,514	Water
81,500	89,404	7,904	442,238	425,640	(16,598)	Sewer
97,400	102,100	4,700	963,819	1,003,388	39,569	Wastewater Treatment Plant
253,100	287,024	33,924	2,191,600	2,251,085	59,485	Total Water and Sewer Fund
						<u>Airport Fund</u>
93,500	111,500	18,000	585,484	609,872	24,388	Terminal
806,900	776,300	(30,600)	1,578,641	1,574,721	(3,920)	Airfield
53,700	60,200	6,500	298,884	334,449	35,565	Administration
-	-	-	160,865	173,318	12,453	Other Buildings & Areas
-	-	-	70,000	42,750	(27,250)	Training Facility
954,100	948,000	(6,100)	2,693,874	2,735,110	41,236	Total Airport Fund
						<u>Senior Citizen Fund</u>
35,942	37,338	1,396	210,602	229,603	19,001	
29,462	30,606	1,144	178,371	190,455	12,084	
22,912	23,802	890	139,867	146,646	6,779	
12,062	12,531	469	65,808	69,279	3,471	<u>Title III</u>
30,922	32,123	1,201	188,771	199,642	10,871	Choice Waiver
131,300	136,400	5,100	783,419	835,625	52,206	Total Senior Citizen Funds
\$ 1,338,500	\$1,371,424	\$ 32,924	\$ 5,668,893	\$ 5,821,820	\$ 152,927	Total Special Revenue Funds

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Original Budget FY 2012</u>	<u>Projection FY 2012</u>	<u>Council Adopted FY 2013</u>
<b>Revenues</b>					
PERS Grant	\$ 25,244	\$ 38,559	\$ 41,446	\$ 41,446	\$ 57,595
Usage Fees					
Service Hook-up	3,800	4,400	5,000	5,000	5,000
Residential Water	318,320	316,052	319,260	319,260	519,011
Commercial Water	134,000	132,103	148,569	140,000	227,594
Residential Sewer	916,752	939,579	933,300	940,000	1,037,619
Commercial Sewer	347,117	351,521	401,594	401,594	443,300
Total Usage Fees	<u>1,719,989</u>	<u>1,743,655</u>	<u>1,807,723</u>	<u>1,805,854</u>	<u>2,232,524</u>
Miscellaneous Revenues					
Penalty and Interest	25,637	25,109	26,000	26,000	26,000
Special Assessment Principal	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Interest Earnings	33,904	18,319	25,000	25,000	12,419
Other	7,228	5,612	3,000	3,000	3,000
Total Miscellaneous Revenues	<u>66,769</u>	<u>49,040</u>	<u>54,000</u>	<u>54,000</u>	<u>41,419</u>
Total Revenues	<u>1,812,002</u>	<u>1,831,254</u>	<u>1,903,169</u>	<u>1,901,300</u>	<u>2,331,538</u>
<b>Expenditures</b>					
Water Department	1,075,125	1,080,395	785,543	785,543	822,057
Sewer Department	359,540	373,694	442,238	442,238	425,640
Wastewater Treatment Plant Department	<u>825,442</u>	<u>869,653</u>	<u>963,819</u>	<u>963,819</u>	<u>1,003,388</u>
Total Expenditures	<u>2,260,107</u>	<u>2,323,742</u>	<u>2,191,600</u>	<u>2,191,600</u>	<u>2,251,085</u>
Contribution To/(From) Fund Balance:	(448,105)	(492,488)	(288,431)	(290,300)	80,453
Projected Lapse (6%)	-	-	131,496	118,350	121,787
Adjusted (Deficit)/Surplus			(156,935)	(171,950)	202,240
Beginning Fund Balance	<u>1,940,474</u>	<u>1,492,369</u>	<u>1,126,764</u>	<u>999,881</u>	<u>827,931</u>
Residual Equity Transfers	-	-	-	-	-
Ending Fund Balance	<u>\$ 1,492,369</u>	<u>\$ 999,881</u>	<u>\$ 969,829</u>	<u>\$ 827,931</u>	<u>\$ 1,030,171</u>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 429,995	\$ 402,950	\$ 441,294	\$ 441,294	\$ 448,918	\$ 7,624	1.73%
0200	Overtime	24,022	20,800	20,600	20,600	20,720	120	0.58%
0250	Holiday Pay	10,958	10,300	11,217	11,217	11,758	541	4.82%
0300	Leave	26,770	28,591	19,037	19,037	17,878	(1,159)	(6.09%)
0400	Medicare	7,004	6,609	7,136	7,136	7,240	104	1.46%
0450	Social Security	-	6	-	-	-	-	-
0500	PERS	140,854	126,573	145,530	145,530	172,534	27,004	18.56%
0600	Unemployment Insurance	-	-	2,460	2,460	2,496	36	1.46%
0700	Workers Compensation	14,299	14,883	18,385	18,385	13,407	(4,978)	(27.08%)
0800	Health & Life Insurance	88,165	80,592	110,669	110,669	107,664	(3,005)	(2.72%)
0900	Supplemental Retirement	10,322	10,155	10,126	10,126	10,126	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 752,389</b>	<b>\$ 701,459</b>	<b>\$ 786,454</b>	<b>\$ 786,454</b>	<b>\$ 812,741</b>	<b>\$ 26,287</b>	<b>3.34%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,752	1,861	3,193	3,193	2,943	(250)	(7.83%)
2022	Operating & Repair Supplies	170,236	147,987	253,612	260,801	257,988	4,376	1.73%
2024	Small Tools/Minor Equipment	7,726	12,006	15,880	15,880	27,625	11,745	73.96%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	5,357	1,546	17,700	19,611	8,691	(9,009)	(50.90%)
4531	Professional Services	43,470	24,492	56,007	55,857	63,425	7,418	13.24%
4532	Communications	23,186	22,147	24,610	24,610	31,635	7,025	28.55%
4533	Travel & Transportation	4,161	6,143	8,707	8,707	8,818	111	1.27%
4534	Advertising	1,517	1,352	2,500	3,651	1,500	(1,000)	(40.00%)
4535	Printing & Binding	1,670	1,542	2,650	2,190	1,500	(1,150)	(43.40%)
4536	Insurance	16,900	18,852	20,915	20,915	20,727	(188)	(0.90%)
4537	Utilities	473,552	430,476	526,074	526,074	576,154	50,080	9.52%
4538	Repair & Maintenance	48,801	56,809	137,400	128,300	72,400	(65,000)	(47.31%)
4539	Rentals	12,107	6,888	13,000	13,000	10,500	(2,500)	(19.23%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	1,275	1,275	1,275	-	-
4667	Dues & Publications	458	625	1,217	1,217	1,225	8	0.66%
4999	General Contingency	-	-	60,000	59,773	60,000	-	-
5041	Miscellaneous	3,812	4,094	7,306	6,992	4,914	(2,392)	(32.74%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 814,705</b>	<b>\$ 736,820</b>	<b>\$ 1,152,046</b>	<b>\$ 1,152,046</b>	<b>\$ 1,151,320</b>	<b>\$ (726)</b>	<b>(0.06%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	1,770	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	28,060	86,521	34,000	34,000	65,724	31,724	93.31%
9090	Transfers	728,588	301,818	219,100	219,100	221,300	2,200	1.00%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 756,648</b>	<b>\$ 390,109</b>	<b>\$ 253,100</b>	<b>\$ 253,100</b>	<b>\$ 287,024</b>	<b>\$ 33,924</b>	<b>13.40%</b>
<b>Department Total:</b>		<b>\$ 2,323,742</b>	<b>\$ 1,828,388</b>	<b>\$ 2,191,600</b>	<b>\$ 2,191,600</b>	<b>\$ 2,251,085</b>	<b>\$ 59,485</b>	<b>2.71%</b>

## **DEPARTMENT NARRATIVE**

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

The City's water distribution system consists of three wells with well houses, one pump house, a 3,000,000-gallon tank and 53.8 miles of water pipe. The system serves approximately 2,000 service connections. The system meets all state, local, and federal mandates applying to all safety standards and the Clean Water Act.

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



**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 119,477	\$ 111,751	\$ 122,419	\$ 122,419	\$ 121,514	\$ (905)	(0.74%)
0200	Overtime	9,197	9,558	8,300	8,300	8,300	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	8,910	8,056	5,706	5,706	4,592	(1,114)	(19.52%)
0400	Medicare	1,955	1,840	1,978	1,978	1,949	(29)	(1.47%)
0450	Social Security	-	3	-	-	-	-	-
0500	PERS	39,067	35,471	40,210	40,210	46,527	6,317	15.71%
0600	Unemployment Insurance	-	-	682	682	672	(10)	(1.47%)
0700	Workers Compensation	3,413	4,618	4,666	4,666	3,186	(1,480)	(31.72%)
0800	Health & Life Insurance	24,875	22,612	30,742	30,742	29,907	(835)	(2.72%)
0900	Supplemental Retirement	2,850	2,841	2,813	2,813	2,813	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 209,744</b>	<b>\$ 196,750</b>	<b>\$ 217,516</b>	<b>\$ 217,516</b>	<b>\$ 219,460</b>	<b>\$ 1,944</b>	<b>0.89%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	808	818	1,200	1,200	1,200	-	-
2022	Operating & Repair Supplies	46,958	44,479	125,000	124,363	124,308	(692)	(0.55%)
2024	Small Tools/Minor Equipment	3,187	5,214	6,600	6,600	10,945	4,345	65.83%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	2,519	629	6,850	7,487	4,122	(2,728)	(39.82%)
4531	Professional Services	23,204	12,555	20,000	20,000	22,000	2,000	10.00%
4532	Communications	16,559	15,772	17,500	17,500	22,973	5,473	31.27%
4533	Travel & Transportation	1,328	2,288	2,500	2,500	2,500	-	-
4534	Advertising	1,517	1,134	2,500	2,960	1,500	(1,000)	(40.00%)
4535	Printing & Binding	1,670	1,479	2,650	2,190	1,500	(1,150)	(43.40%)
4536	Insurance	5,700	6,413	7,389	7,389	7,610	221	2.99%
4537	Utilities	162,918	155,589	215,188	215,188	250,469	35,281	16.40%
4538	Repair & Maintenance	17,339	20,308	51,500	51,500	26,500	(25,000)	(48.54%)
4539	Rentals	12,107	6,858	12,500	12,500	10,000	(2,500)	(20.00%)
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	250	250	250	-	-
4667	Dues & Publications	247	363	500	500	500	-	-
4999	Contingency	-	-	20,000	20,000	20,000	-	-
5041	Miscellaneous	602	557	1,700	1,700	700	(1,000)	(58.82%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 296,663</b>	<b>\$ 274,456</b>	<b>\$ 493,827</b>	<b>\$ 493,827</b>	<b>\$ 507,077</b>	<b>\$ 13,250</b>	<b>2.68%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	1,770	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	26,798	-	-	24,820	24,820	-
9090	Transfers Out	573,988	166,298	74,200	74,200	70,700	(3,500)	(4.72%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 573,988</b>	<b>\$ 194,866</b>	<b>\$ 74,200</b>	<b>\$ 74,200</b>	<b>\$ 95,520</b>	<b>\$ 21,320</b>	<b>28.73%</b>
<b>Department Total:</b>		<b>\$ 1,080,395</b>	<b>\$ 666,072</b>	<b>\$ 785,543</b>	<b>\$ 785,543</b>	<b>\$ 822,057</b>	<b>\$ 36,514</b>	<b>4.65%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2021	<b><u>Office Supplies</u></b> Water and sewer applications, door tags, daily receipts, and utility bills	1,000
2022	<b><u>Operating and Repair Supplies</u></b> 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 Contingency	40,000 76,644 7,664 <hr/> 124,308
2024	<b><u>Small Tools and Minor Equipment</u></b> LPD-250 A Dechlorinator Voice over internet protocol phones VOIP Misc. Tools/Equipment	945 4,000 6,000 <hr/> 10,945
2026	<b><u>Computer Software</u></b> Symantec Virus, Microsoft Office, Microsoft Core Cal, Wonderware, misc.	4,122
4531	<b><u>Professional Services</u></b> SCADA Issues Lab testing of water and other miscellaneous tests, work on water charts and instruments, medical testing and exams	5,000   <hr/> 17,000 22,000
4532	<b><u>Communication</u></b> Long Distance Telephone Cell Phone Postage Metro Ethernet Metro Ethernet Installation (one-time fee) Leased phone lines BXB Internet	300 2,800 250 6,000 7,872 1,548 4,032 171 <hr/> 22,973
4538	<b><u>Repairs and Maintenance</u></b> Repair well houses, pumps, hydrants, waterlines, fences, miscellaneous	26,500
4539	<b><u>Rentals</u></b> Water storage tank site lease	10,000
8064	<b><u>Machinery &amp; Equipment</u></b> Truck w/crane	24,820
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 2,000 customers. The City maintains approximately 46 miles of sewer pipe and 17 lift stations.

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

The duties of the Sewer Department are to 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 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 119,479	\$ 111,752	\$ 122,419	\$ 122,419	\$ 121,514	\$ (905)	(0.74%)
0200	Overtime	10,295	9,116	8,300	8,300	8,300	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	8,910	8,056	5,706	5,706	4,592	(1,114)	(19.52%)
0400	Medicare	1,970	1,834	1,978	1,978	1,949	(29)	(1.47%)
0450	Social Security	-	3	-	-	-	-	-
0500	PERS	39,308	35,281	40,210	40,210	46,527	6,317	15.71%
0600	Unemployment Insurance	-	-	682	682	672	(10)	(1.47%)
0700	Workers Compensation	3,413	4,618	4,666	4,666	3,186	(1,480)	(31.72%)
0800	Health & Life Insurance	24,829	22,586	30,742	30,742	29,907	(835)	(2.72%)
0900	Supplemental Retirement	2,849	2,841	2,813	2,813	2,813	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 211,053</b>	<b>\$ 196,087</b>	<b>\$ 217,516</b>	<b>\$ 217,516</b>	<b>\$ 219,460</b>	<b>\$ 1,944</b>	<b>0.89%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	808	797	1,250	1,250	1,000	(250)	(20.00%)
2022	Operating & Repair Supplies	21,615	18,440	22,700	22,063	22,700	-	-
2024	Small Tools/Minor Equipment	3,146	4,237	3,100	3,100	6,500	3,400	109.68%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	2,519	623	6,850	7,487	4,122	(2,728)	(39.82%)
4531	Professional Services	14,050	3,734	1,000	1,000	6,000	5,000	500.00%
4532	Communications	4,232	3,944	4,710	4,710	4,881	171	3.63%
4533	Travel & Transportation	1,403	1,867	2,500	2,500	2,500	-	-
4534	Advertising	-	-	-	541	-	-	-
4535	Printing & Binding	-	63	-	-	-	-	-
4536	Insurance	4,100	4,561	4,944	4,944	4,278	(666)	(13.47%)
4537	Utilities	17,065	15,652	16,768	16,768	18,395	1,627	9.70%
4538	Repair & Maintenance	19,093	22,009	56,500	56,500	25,000	(31,500)	(55.75%)
4539	Rentals	-	30	500	500	500	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	250	250	250	-	-
4667	Dues & Publications	176	95	150	150	150	-	-
4999	Contingency	-	-	20,000	19,773	20,000	-	-
5041	Miscellaneous	437	293	2,000	1,686	500	(1,500)	(75.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 88,644</b>	<b>\$ 76,345</b>	<b>\$ 143,222</b>	<b>\$ 143,222</b>	<b>\$ 116,776</b>	<b>\$ (26,446)</b>	<b>(18.47%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	20,697	55,438	34,000	34,000	40,904	6,904	20.31%
9090	Transfers Out	53,300	46,600	47,500	47,500	48,500	1,000	2.11%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 73,997</b>	<b>\$ 102,038</b>	<b>\$ 81,500</b>	<b>\$ 81,500</b>	<b>\$ 89,404</b>	<b>\$ 7,904</b>	<b>9.70%</b>
<b>Department Total:</b>		<b>\$ 373,694</b>	<b>\$ 374,470</b>	<b>\$ 442,238</b>	<b>\$ 442,238</b>	<b>\$ 425,640</b>	<b>\$ (16,598)</b>	<b>(3.75%)</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2021	<b><u>Office Supplies</u></b> Water and sewer applications, door tags, daily receipts, and utility bills	1,000
2022	<b><u>Operating and Repair Supplies</u></b> 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.	22,700
2024	<b><u>Small Tools &amp; Minor Equipment</u></b> Altair 5x air sensor kit Standard	2,500 4,000 <hr/> 6,500
2026	<b><u>Computer Software</u></b> Upgrades, Wonderware, ARC View Wonderware Upgrades Miscellaneous	522 2,000 1,600 <hr/> 4,122
4531	<b><u>Professional Services</u></b> SCADA and Wonderware issues Miscellaneous	2,000 4,000 <hr/> 6,000
4532	<b><u>Communication</u></b> Utility bill postage, fax, phone and internet charges, SCADA lines, etc.	4,881
4533	<b><u>Transportation</u></b> Safety classes, AWWA Training, maintenance classes	2,500
4538	<b><u>Repair &amp; Maintenance</u></b> Standard	25,000
5041	<b><u>Miscellaneous</u></b> Laundry, truck permit	500
8064	<b><u>Machinery and Equipment</u></b> Truck w/crane 12 hp sewage pump (Broad St)	24,820 16,084 <hr/> 40,904
9090	<b><u>Transfer to Other Funds</u></b> Transfer to General Fund: Central Administrative Costs	48,500

## **DEPARTMENT NARRATIVE**

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

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

The Wastewater Treatment Plant removes pollutants from wastewater collected by the City's sewer system. The treated effluent is discharged into Cook Inlet in conformance with the 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 work under the supervision of the Public Works Director.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 191,039	\$ 179,447	\$ 196,456	\$ 196,456	\$ 205,890	\$ 9,434	4.80%
0200	Overtime	4,530	2,126	4,000	4,000	4,120	120	3.00%
0250	Holiday Pay	10,958	10,300	11,217	11,217	11,758	541	4.82%
0300	Leave	8,950	12,479	7,625	7,625	8,694	1,069	14.02%
0400	Medicare	3,079	2,935	3,180	3,180	3,342	162	5.09%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	62,479	55,821	65,110	65,110	79,480	14,370	22.07%
0600	Unemployment Insurance	-	-	1,096	1,096	1,152	56	5.11%
0700	Workers Compensation	7,473	5,647	9,053	9,053	7,035	(2,018)	(22.29%)
0800	Health & Life Insurance	38,461	35,394	49,185	49,185	47,850	(1,335)	(2.71%)
0900	Supplemental Retirement	4,623	4,473	4,500	4,500	4,500	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 331,592</b>	<b>\$ 308,622</b>	<b>\$ 351,422</b>	<b>\$ 351,422</b>	<b>\$ 373,821</b>	<b>\$ 22,399</b>	<b>6.37%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	136	246	743	743	743	-	-
2022	Operating & Repair Supplies	101,663	85,068	105,912	114,375	110,980	5,068	4.79%
2024	Small Tools/Minor Equipment	1,393	2,555	6,180	6,180	10,180	4,000	64.72%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	319	294	4,000	4,637	447	(3,553)	(88.83%)
4531	Professional Services	6,216	8,203	35,007	34,857	35,425	418	1.19%
4532	Communications	2,395	2,431	2,400	2,400	3,781	1,381	57.54%
4533	Travel & Transportation	1,430	1,988	3,707	3,707	3,818	111	2.99%
4534	Advertising	-	218	-	150	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	7,100	7,878	8,582	8,582	8,839	257	2.99%
4537	Utilities	293,569	259,235	294,118	294,118	307,290	13,172	4.48%
4538	Repair & Maintenance	12,369	14,492	29,400	20,300	20,900	(8,500)	(28.91%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	775	775	775	-	-
4667	Dues & Publications	35	167	567	567	575	8	1.41%
4999	Contingency	-	-	20,000	20,000	20,000	-	-
5041	Miscellaneous	2,773	3,244	3,606	3,606	3,714	108	3.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 429,398</b>	<b>\$ 386,019</b>	<b>\$ 514,997</b>	<b>\$ 514,997</b>	<b>\$ 527,467</b>	<b>\$ 12,470</b>	<b>2.42%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	7,363	4,285	-	-	-	-	-
9090	Transfers Out	101,300	88,920	97,400	97,400	102,100	4,700	4.83%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 108,663</b>	<b>\$ 93,205</b>	<b>\$ 97,400</b>	<b>\$ 97,400</b>	<b>\$ 102,100</b>	<b>\$ 4,700</b>	<b>4.83%</b>
<b>Department Total:</b>		<b>\$ 869,653</b>	<b>\$ 787,846</b>	<b>\$ 963,819</b>	<b>\$ 963,819</b>	<b>\$ 1,003,388</b>	<b>\$ 39,569</b>	<b>4.11%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b> Chemicals, lime, polymer, consumables, lab supplies, generator fuel, repair and maintenance supplies	110,980
2024	<b><u>Small Tools and Minor Equipment</u></b> Voice over internet protocol phones VOIP Misc. and hand tools	4,000 6,180 <hr/> 10,180
4531	<b><u>Professional Services</u></b> Miscellaneous testing, computer system repair and in- house training Master Plan / APDES Permitting	15,425 20,000 <hr/> 35,425
4533	<b><u>Transportation</u></b> Conferences Laboratory training	1,644 2,174 <hr/> 3,818
4538	<b><u>Repairs and Maintenance</u></b> Contract repair & maint. services Upgrade press door	10,600 10,300 <hr/> 20,900
4667	<b><u>Dues and Publications</u></b> AWWA, WEF memberships, Misc.	575
5041	<b><u>Miscellaneous</u></b> Coverall service, tuition, misc.	3,714
9090	<b><u>Transfer to Other Funds</u></b> Transfer to General Fund: Central Administrative Costs	102,100



**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

	<b>Actual FY 2010</b>	<b>Actual FY 2011</b>	<b>Original Budget FY 2012</b>	<b>Projection FY 2012</b>	<b>Council Adopted FY 2013</b>
<b>Revenues</b>					
State & Federal Grants	\$ 31,902	\$ 42,518	\$ 34,354	\$ 34,354	\$ 70,595
Usage Fees					
Fuel Sales	13,136	18,754	12,000	12,000	12,000
Fuel Flowage	27,806	38,448	25,000	60,000	60,000
Float Plane	1,123	2,609	1,800	1,800	1,800
Tie Down	7,175	10,274	7,500	10,000	10,000
Landing	233,548	300,004	299,475	299,475	329,423
Plane Parking	29,869	26,335	15,000	25,000	25,000
Total Usage Fees	312,657	396,424	360,775	408,275	438,223
Rents and Leases					
Land	472,497	527,921	502,033	470,000	552,761
Fish Hauling	3,344	4,458	7,000	5,000	5,000
Total Rents and Leases	475,841	532,379	509,033	475,000	557,761
Miscellaneous					
Penalty and Interest	3,153	6,223	3,000	3,000	3,000
Interest on Investments	31,080	22,986	55,000	55,000	55,243
Other	22,895	38,301	15,000	30,000	15,000
Total Miscellaneous	57,128	67,510	73,000	88,000	73,243
Terminal Revenue					
Parking Fees	163,461	191,147	190,000	190,000	190,000
Rents and Leases	203,501	196,759	238,532	238,532	240,748
Penalty and Interest	-	7,108	1,000	1,000	1,000
Car Rental Commissions	160,627	150,292	180,000	180,000	180,000
Advertising Commissions	5,958	3,538	5,000	5,000	5,000
Grants	-	-	-	-	-
Miscellaneous	9,995	9,333	6,500	6,500	6,500
Total Terminal Revenue	543,542	558,177	621,032	621,032	623,248
Transfers In					
Capital Project Fund	63,380	54,747	-	-	-
Airport Land Trust Fund	904,447	999,976	1,037,483	1,011,485	1,033,243
Total Transfers In	967,827	1,054,723	1,037,483	1,011,485	1,033,243
Total Revenues	2,388,897	2,651,731	2,635,677	2,638,146	2,796,313
<b>Expenditures</b>					
Airport Terminal	502,790	517,071	585,484	585,484	609,872
Airport Airfield	1,371,420	1,454,334	1,578,641	1,578,641	1,574,721
Airport Administration	235,285	233,276	298,884	298,884	334,449
Airport Other Buildings and Areas	296,188	328,871	160,865	211,867	173,318
Airport Training Facility	86,504	63,483	70,000	70,000	42,750
Total Expenditures	2,492,187	2,597,035	2,693,874	2,744,876	2,735,110

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Original Budget FY 2012</u>	<u>Projection FY 2012</u>	<u>Council Adopted FY 2013</u>
Contribution To/(From) Fund Balance:	(103,290)	54,696	(58,197)	(106,730)	61,203
Projected Lapse (6%)	<u>-</u>	<u>-</u>	<u>161,632</u>	<u>107,239</u>	<u>110,406</u>
Adjusted (Deficit)/Surplus			103,435	509	171,609
Beginning Fund Balance	<u>3,730,935</u>	<u>3,627,645</u>	<u>3,584,781</u>	<u>3,682,341</u>	<u>3,682,850</u>
Ending Fund Balance	<u>\$ 3,627,645</u>	<u>\$ 3,682,341</u>	<u>\$ 3,688,216</u>	<u>\$ 3,682,850</u>	<u>\$ 3,854,459</u>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

**Airport Fund Summary by Line Item**

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 332,077	\$ 320,307	\$ 358,676	\$ 358,676	\$ 391,265	\$ 32,589	9.09%
0200	Overtime	26,219	39,529	33,500	33,500	33,500	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	18,316	10,982	12,470	12,470	14,899	2,429	19.48%
0400	Medicare	5,479	5,347	5,865	5,865	6,377	512	8.73%
0450	Social Security	260	436	-	-	-	-	-
0500	PERS	107,986	102,832	120,632	120,632	149,149	28,517	23.64%
0600	Unemployment Insurance	610	288	2,024	2,024	2,198	174	8.60%
0700	Workers Compensation	10,349	12,725	11,718	11,718	9,991	(1,727)	(14.74%)
0800	Health & Life Insurance	69,037	67,385	94,436	94,436	82,465	(11,971)	(12.68%)
0900	Supplemental Retirement	8,201	8,027	8,906	8,906	8,007	(899)	(10.09%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 578,534</b>	<b>\$ 567,858</b>	<b>\$ 648,227</b>	<b>\$ 648,227</b>	<b>\$ 697,851</b>	<b>\$ 49,624</b>	<b>7.66%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	1,569	1,683	2,750	2,750	2,450	(300)	(10.91%)
2022	Operating & Repair Supplies	168,237	162,864	202,500	202,500	198,040	(4,460)	(2.20%)
2024	Small Tools/Minor Equipment	13,114	20,186	29,972	36,540	43,120	13,148	43.87%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	404	712	850	850	1,369	519	61.06%
4531	Professional Services	45,727	59,523	52,100	57,160	31,071	(21,029)	(40.36%)
4532	Communications	22,384	22,732	25,420	25,420	30,682	5,262	20.70%
4533	Travel & Transportation	9,065	8,529	12,000	14,600	13,164	1,164	9.70%
4534	Advertising	9,321	8,890	14,400	14,400	12,300	(2,100)	(14.58%)
4535	Printing & Binding	3,307	2,722	5,300	5,300	4,230	(1,070)	(20.19%)
4536	Insurance	88,100	101,129	93,525	93,525	89,417	(4,108)	(4.39%)
4537	Utilities	277,689	268,778	293,934	294,434	324,081	30,147	10.26%
4538	Repair & Maintenance	290,653	282,199	299,500	299,500	281,210	(18,290)	(6.11%)
4539	Rentals	16,158	11,847	15,681	15,681	15,685	4	0.03%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	153	119	400	400	400	-	-
4667	Dues & Publications	367	367	365	365	640	275	75.34%
4999	General Contingency	-	-	40,000	30,832	40,000	-	-
5041	Miscellaneous	2,868	17,176	2,850	2,850	1,400	(1,450)	(50.88%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 949,116</b>	<b>\$ 969,456</b>	<b>\$ 1,091,547</b>	<b>\$ 1,097,107</b>	<b>\$ 1,089,259</b>	<b>\$ (2,288)</b>	<b>(0.21%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	103,000	20,600	-	-	-	-	-
8062	Buildings	-	19,000	-	30,000	48,000	48,000	-
8063	Improvements	9,313	46,262	42,000	12,000	5,000	(37,000)	(88.10%)
8064	Machinery & Equipment	19,307	59,461	-	-	-	-	-
9090	Transfers	937,765	1,000,906	912,100	957,542	895,000	(17,100)	(1.87%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 1,069,385</b>	<b>\$ 1,146,229</b>	<b>\$ 954,100</b>	<b>\$ 999,542</b>	<b>\$ 948,000</b>	<b>\$ (6,100)</b>	<b>(0.64%)</b>
<b>Department Total:</b>		<b>\$ 2,597,035</b>	<b>\$ 2,683,543</b>	<b>\$ 2,693,874</b>	<b>\$ 2,744,876</b>	<b>\$ 2,735,110</b>	<b>\$ 41,236</b>	<b>1.53%</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 two rental car agencies, a restaurant, real estate office, business 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 and the snow plowing services are also provided by contract.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 57,254	\$ 52,083	\$ 61,021	\$ 61,021	\$ 65,732	\$ 4,711	7.72%
0200	Overtime	1,292	3,541	1,250	1,250	1,250	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,336	1,555	2,065	2,065	2,455	390	18.89%
0400	Medicare	880	822	932	932	1,007	75	8.05%
0450	Social Security	-	5	-	-	-	-	-
0500	PERS	20,149	16,668	19,153	19,153	24,005	4,852	25.33%
0600	Unemployment Insurance	305	144	322	322	347	25	7.76%
0700	Workers Compensation	2,048	2,472	2,236	2,236	1,810	(426)	(19.05%)
0800	Health & Life Insurance	12,835	12,941	19,018	19,018	18,503	(515)	(2.71%)
0900	Supplemental Retirement	1,648	1,401	1,750	1,750	1,750	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 99,747</b>	<b>\$ 91,632</b>	<b>\$ 107,747</b>	<b>\$ 107,747</b>	<b>\$ 116,859</b>	<b>\$ 9,112</b>	<b>8.46%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	25	99	250	250	250	-	-
2022	Operating & Repair Supplies	17,811	15,703	23,500	23,500	24,090	590	2.51%
2024	Small Tools/Minor Equipment	1,040	2,637	4,316	4,316	3,760	(556)	(12.88%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	56	85	-	-	-	-	-
4531	Professional Services	250	1,324	1,000	1,000	1,500	500	50.00%
4532	Communications	4,336	4,687	4,400	4,400	4,400	-	-
4533	Travel & Transportation	1,955	953	3,000	3,000	3,928	928	30.93%
4534	Advertising	1,249	752	1,000	1,000	1,000	-	-
4535	Printing & Binding	471	365	500	500	370	(130)	(26.00%)
4536	Insurance	8,600	9,418	8,581	8,581	7,431	(1,150)	(13.40%)
4537	Utilities	120,516	112,188	119,639	119,639	139,679	20,040	16.75%
4538	Repair & Maintenance	191,306	187,334	200,000	200,000	178,050	(21,950)	(10.98%)
4539	Rentals	6,360	5,047	7,051	7,051	7,055	4	0.06%
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	10,000	10,000	-	-
5041	Miscellaneous	1,349	599	1,000	1,000	-	(1,000)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 355,324</b>	<b>\$ 341,191</b>	<b>\$ 384,237</b>	<b>\$ 384,237</b>	<b>\$ 381,513</b>	<b>\$ (2,724)</b>	<b>(0.71%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	30,000	48,000	48,000	-
8063	Improvements	3,900	3,183	30,000	-	5,000	(25,000)	(83.33%)
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	58,100	53,400	63,500	63,500	58,500	(5,000)	(7.87%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 62,000</b>	<b>\$ 56,583</b>	<b>\$ 93,500</b>	<b>\$ 93,500</b>	<b>\$ 111,500</b>	<b>\$ 18,000</b>	<b>19.25%</b>
<b>Department Total:</b>		<b>\$ 517,071</b>	<b>\$ 489,406</b>	<b>\$ 585,484</b>	<b>\$ 585,484</b>	<b>\$ 609,872</b>	<b>\$ 24,388</b>	<b>4.17%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Janitorial Supplies	10,000
	Terminal light bulbs	500
	Ice melt	1,500
	Flowers	3,500
	Parking stall signs	190
	Miscellaneous decorations	1,500
	Fuel - Terminal Generators	6,000
	Filers for air handling units	300
	Printer paper for LUKE	600
		<hr/> 24,090
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Banners	1,000
	Ipad 1/2 cost	360
	Chair and table	900
	Backup LUKE Parts	1,500
		<hr/> 3,760
4533	<b><u>Transportation</u></b>	
	DBE conference, Alaska Airmens Fed Ex Trade show and ANTN Digicast Subscription	3,928
4538	<b><u>Repairs and Maintenance</u></b>	
	Christmas decorations	4,000
	LUKE warranty	1,100
	New interior graphic border	6,500
	Repair floor and new carpet in glass vestibule	5,200
	Security services	60,000
	Janitorial Services	70,000
	Holiday window painting	1,400
	LUKE Monitoring	900
	FY13 Elevator service	2,200
	Sprinkler system startup and shutdown	500
	Quarterly drain flush	900
	Miscellaneous repairs	25,000
	SOA elevator inspection	350
		<hr/> 178,050
4539	<b><u>Rentals</u></b>	
	Equipment rentals and maintenance	6,555
	Rental of heaters, fans and other equipment needed for weather or repairs	500
		<hr/> 7,055
8062	<b><u>Buildings</u></b>	
	Replace floor covering at stairs and 2nd level	10,000
	Replace terminal doors	38,000
		<hr/> 48,000
8063	<b><u>Improvements Other Than Buildings</u></b>	
	Change KENAI in airport triangle to concrete	5,000
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	58,500

## **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. An apron rehab and extension was completed in 2010. Itinerant aircraft parking is provided at the southern end of the apron. The apron north of the terminal is designated for helicopter, medivacs, and 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 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 125,687	\$ 117,921	\$ 131,562	\$ 131,562	\$ 136,799	\$ 5,237	3.98%
0200	Overtime	24,149	34,358	31,000	31,000	31,000	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,007	3,426	3,400	3,400	4,392	992	29.18%
0400	Medicare	2,192	2,231	2,407	2,407	2,497	90	3.74%
0450	Social Security	260	218	-	-	-	-	-
0500	PERS	40,803	42,021	50,005	50,005	60,138	10,133	20.26%
0600	Unemployment Insurance	-	-	830	830	860	30	3.61%
0700	Workers Compensation	6,233	8,419	7,760	7,760	6,730	(1,030)	(13.27%)
0800	Health & Life Insurance	27,386	26,846	34,430	34,430	23,925	(10,505)	(30.51%)
0900	Supplemental Retirement	2,912	2,913	3,406	3,406	2,250	(1,156)	(33.94%)
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 233,629</b>	<b>\$ 238,353</b>	<b>\$ 264,800</b>	<b>\$ 264,800</b>	<b>\$ 268,591</b>	<b>\$ 3,791</b>	<b>1.43%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	408	389	600	600	500	(100)	(16.67%)
2022	Operating & Repair Supplies	138,876	133,487	165,000	165,000	159,450	(5,550)	(3.36%)
2024	Small Tools/Minor Equipment	9,275	13,248	21,281	27,399	23,860	2,579	12.12%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	19	79	25	25	-	(25)	(100.00%)
4531	Professional Services	260	1,747	3,500	3,500	4,000	500	14.29%
4532	Communications	13,404	14,433	14,460	14,460	13,360	(1,100)	(7.61%)
4533	Travel & Transportation	2,324	2,957	2,500	3,150	3,356	856	34.24%
4534	Advertising	176	81	300	300	300	-	-
4535	Printing & Binding	764	410	1,000	1,000	1,120	120	12.00%
4536	Insurance	77,300	90,051	82,768	82,768	80,205	(2,563)	(3.10%)
4537	Utilities	135,189	132,224	139,957	139,957	155,469	15,512	11.08%
4538	Repair & Maintenance	71,518	48,002	60,500	60,500	73,160	12,660	20.93%
4539	Rentals	8,493	5,586	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	153	68	150	150	150	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	3,232	10,000	-	-
5041	Miscellaneous	133	184	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 458,292</b>	<b>\$ 442,946</b>	<b>\$ 506,941</b>	<b>\$ 506,941</b>	<b>\$ 529,830</b>	<b>\$ 22,889</b>	<b>4.52%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	5,413	10,983	12,000	12,000	-	(12,000)	(100.00%)
8064	Machinery & Equipment	-	1,600	-	-	-	-	-
9090	Transfers Out	757,000	775,448	794,900	794,900	776,300	(18,600)	(2.34%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 762,413</b>	<b>\$ 788,031</b>	<b>\$ 806,900</b>	<b>\$ 806,900</b>	<b>\$ 776,300</b>	<b>\$ (30,600)</b>	<b>(3.79%)</b>
<b>Department Total:</b>		<b>\$ 1,454,334</b>	<b>\$ 1,469,330</b>	<b>\$ 1,578,641</b>	<b>\$ 1,578,641</b>	<b>\$ 1,574,721</b>	<b>\$ (3,920)</b>	<b>(0.25%)</b>



**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Runway cones/sleeves	3,000
	Broom bristles	15,000
	Fuel	50,000
	Equipment blades	23,750
	Runway lights/signs	7,000
	Urea	22,500
	Clearway E36	26,000
	Propane ARFF training at Beacon	5,000
	Nitrogen ARFF truck	1,200
	Personal protection gear	1,000
	Miscellaneous operating supplies	5,000
		<hr/> 159,450
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
	Lockers	2,000
	Windsock kits	5,000
	Ipad 1/2 cost	360
	Screen for screening plant	1,000
		<hr/> 23,860
4531	<b><u>Professional Services</u></b>	
	DOT physicals, pre-employment tests	1,000
	Miscellaneous engineering services	3,000
		<hr/> 4,000
4532	<b><u>Communication</u></b>	
	Voice lines, alarm system, etc.	12,700
	Cell Phones	660
		<hr/> 13,360
4533	<b><u>Transportation</u></b>	
	Training classes - OPS	2,500
	ANTN Digicast Subscription 1/2 cost	856
		<hr/> 3,356
4538	<b><u>Repairs and Maintenance</u></b>	
	Crack sealing	30,000
	Recalibration of tapleys, bowmonk	1,000
	Boiler inspections	660
	Hydro Ax Along Fence Line	5,000
	Misc. repairs of doors, heating system and lights	10,000
	Misc. repairs of gates and fence	10,000
	Sprinkler, crane and fire inspections	1,500
	Miscellaneous repairs	15,000
		<hr/> 73,160
4539	<b><u>Rentals</u></b>	
	Portable toilets	1,200
	Backhoe	2,000
	Compactor	1,000
	Stage for Air Fair	700
		<hr/> 4,900
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	776,300

## **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 is accounted for separately in capital projects funds.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 104,296	\$ 103,630	\$ 119,847	\$ 119,847	\$ 125,927	\$ 6,080	5.07%
0200	Overtime	504	673	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	10,403	5,349	5,525	5,525	5,813	288	5.21%
0400	Medicare	1,756	1,606	1,817	1,817	1,911	94	5.17%
0450	Social Security	-	87	-	-	-	-	-
0500	PERS	33,585	30,499	36,865	36,865	45,132	8,267	22.43%
0600	Unemployment Insurance	-	-	627	627	659	32	5.10%
0700	Workers Compensation	868	703	672	672	508	(164)	(24.40%)
0800	Health & Life Insurance	19,338	18,212	27,380	27,380	26,637	(743)	(2.71%)
0900	Supplemental Retirement	2,466	2,508	2,500	2,500	2,500	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 173,216</b>	<b>\$ 163,267</b>	<b>\$ 195,233</b>	<b>\$ 195,233</b>	<b>\$ 209,087</b>	<b>\$ 13,854</b>	<b>7.10%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	899	974	1,500	1,500	1,500	-	-
2022	Operating & Repair Supplies	604	340	1,000	1,000	1,000	-	-
2024	Small Tools/Minor Equipment	2,253	2,936	4,125	4,125	15,500	11,375	275.76%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	329	479	425	425	1,369	944	222.12%
4531	Professional Services	3,146	1,972	2,600	2,600	2,600	-	-
4532	Communications	4,403	3,211	5,260	5,260	11,622	6,362	120.95%
4533	Travel & Transportation	4,786	4,619	6,500	8,450	5,880	(620)	(9.54%)
4534	Advertising	7,896	7,855	12,100	12,100	10,000	(2,100)	(17.36%)
4535	Printing & Binding	2,072	1,947	2,800	2,800	1,620	(1,180)	(42.14%)
4536	Insurance	2,200	1,660	2,176	2,176	1,781	(395)	(18.15%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	51	250	250	250	-	-
4667	Dues & Publications	367	347	365	365	640	275	75.34%
4999	Contingency	-	-	10,000	8,050	10,000	-	-
5041	Miscellaneous	805	719	850	850	1,400	550	64.71%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 29,760</b>	<b>\$ 27,110</b>	<b>\$ 49,951</b>	<b>\$ 49,951</b>	<b>\$ 65,162</b>	<b>\$ 15,211</b>	<b>30.45%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	30,300	44,820	53,700	53,700	60,200	6,500	12.10%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 30,300</b>	<b>\$ 44,820</b>	<b>\$ 53,700</b>	<b>\$ 53,700</b>	<b>\$ 60,200</b>	<b>\$ 6,500</b>	<b>12.10%</b>
<b>Department Total:</b>		<b>\$ 233,276</b>	<b>\$ 235,197</b>	<b>\$ 298,884</b>	<b>\$ 298,884</b>	<b>\$ 334,449</b>	<b>\$ 35,565</b>	<b>11.90%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Miscellaneous	300
	Fuel, Apt Mgr. Vehicle	700
		<u>1,000</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Voice over internet protocol phones VOIP	14,000
	Misc. furniture, equipment	1,500
		<u>15,500</u>
4531	<b><u>Professional Services</u></b>	
	Web site development	1,000
	Miscellaneous	1,600
		<u>2,600</u>
4532	<b><u>Communications</u></b>	
	Long Distance	350
	Telephone	1,800
	Metro Ethernet	6,633
	Metro Ethernet Install - one time cost	774
	Cell phones	780
	Postage	1,000
	BXB internet	285
		<u>11,622</u>
4533	<b><u>Transportation</u></b>	
	ANTN Digicast Subscription	430
	NWAAAE Annual Conference	2,500
	Alaska Airmens/FedEx Tradeshow	500
	Car Allowance	400
	Miscellaneous travel	850
	2012 WRAP Conference	1,200
		<u>5,880</u>
5041	<b><u>Miscellaneous</u></b>	
	Water dispenser/water	700
	Refreshments for meetings	700
		<u>1,400</u>
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	60,200

## **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 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 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 44,840	\$ 45,407	\$ 46,246	\$ 46,246	\$ 62,807	\$ 16,561	35.81%
0200	Overtime	274	183	1,250	1,250	1,250	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	570	652	1,480	1,480	2,239	759	51.28%
0400	Medicare	651	658	709	709	962	253	35.68%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	13,449	13,644	14,609	14,609	19,874	5,265	36.04%
0600	Unemployment Insurance	305	144	245	245	332	87	35.51%
0700	Workers Compensation	1,200	1,131	1,050	1,050	943	(107)	(10.19%)
0800	Health & Life Insurance	9,478	9,386	13,608	13,608	13,400	(208)	(1.53%)
0900	Supplemental Retirement	1,175	1,205	1,250	1,250	1,507	257	20.56%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 71,942</b>	<b>\$ 72,410</b>	<b>\$ 80,447</b>	<b>\$ 80,447</b>	<b>\$ 103,314</b>	<b>\$ 22,867</b>	<b>28.42%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	237	218	400	400	200	(200)	(50.00%)
2022	Operating & Repair Supplies	10,946	12,445	13,000	13,000	13,500	500	3.85%
2024	Small Tools/Minor Equipment	546	961	250	700	-	(250)	(100.00%)
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	69	400	400	-	(400)	(100.00%)
4531	Professional Services	12,432	25,535	20,000	25,060	22,971	2,971	14.86%
4532	Communications	241	54	1,300	1,300	1,300	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	10	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	-	1,000	1,000	1,120	120	12.00%
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	3,633	4,898	9,338	9,838	2,683	(6,655)	(71.27%)
4538	Repair & Maintenance	12,336	9,650	19,000	19,000	13,500	(5,500)	(28.95%)
4539	Rentals	1,305	1,214	3,730	3,730	3,730	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	10,000	9,550	10,000	-	-
5041	Miscellaneous	581	15,571	1,000	1,000	-	(1,000)	(100.00%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 42,257</b>	<b>\$ 70,625</b>	<b>\$ 80,418</b>	<b>\$ 85,978</b>	<b>\$ 70,004</b>	<b>\$ (10,414)</b>	<b>(12.95%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	103,000	20,600	-	-	-	-	-
8062	Buildings	-	19,000	-	-	-	-	-
8063	Improvements	-	32,096	-	-	-	-	-
8064	Machinery & Equipment	19,307	57,861	-	-	-	-	-
9090	Transfers Out	92,365	117,438	-	45,442	-	-	-
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 214,672</b>	<b>\$ 246,995</b>	<b>\$ -</b>	<b>\$ 45,442</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Department Total:</b>		<b>\$ 328,871</b>	<b>\$ 390,030</b>	<b>\$ 160,865</b>	<b>\$ 211,867</b>	<b>\$ 173,318</b>	<b>\$ 12,453</b>	<b>7.74%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Bulk fuel for float plane facility	10,000
	Steering control for boat	500
	Supplies	<u>3,000</u>
		13,500
4531	<b><u>Professional Services</u></b>	
	Misc. Appraisals, Surveying	15,000
	Water Sampling	5,471
	Misc. Engineering	<u>2,500</u>
		22,971
4535	<b><u>Printing &amp; Binding</u></b>	
	Float plane basin pictures / brochures	1,120
4538	<b><u>Repairs and Maintenance</u></b>	
	General maintenance	13,500
4539	<b><u>Rentals</u></b>	
	Porta-toilets	1,230
	Slip Maintenance	<u>2,500</u>
		3,730

## **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. Beacon is also leasing approximately 625 square feet on the second floor. Revenue from these leases is retained by the Airport Fund for operations.



**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 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	29,639	28,945	25,000	25,000	-	(25,000)	(100.00%)
4532	Communications	-	347	-	-	-	-	-
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	-	192	-	-	-	-	-
4535	Printing & Binding	-	-	-	-	-	-	-
4536	Insurance	-	-	-	-	-	-	-
4537	Utilities	18,351	19,468	25,000	25,000	26,250	1,250	5.00%
4538	Repair & Maintenance	15,493	37,213	20,000	20,000	16,500	(3,500)	(17.50%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	20	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	103	-	-	-	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 63,483</b>	<b>\$ 87,584</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 42,750</b>	<b>\$ (27,250)</b>	<b>(38.93%)</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>\$ 63,483</b>	<b>\$ 99,580</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 42,750</b>	<b>\$ (27,250)</b>	<b>(38.93%)</b>

City of Kenai  
Fiscal Year 2013 Operating Budget

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

Account <u>Number</u>	<u>Description</u>	Council <u>Adopted</u>
4538	<b><u>Repairs and Maintenance</u></b>	
	Miscellaneous repairs	14,330
	Elevator Inspection	350
	Elevator maintenance contract	1,820
		<hr/> 16,500

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Original Budget FY 2012</u>	<u>Projection FY 2012</u>	<u>Council Adopted FY 2013</u>
<b>Revenues</b>					
State Grants	\$ 181,727	\$ 187,726	\$ 187,469	\$ 196,125	\$ 210,313
USDA Grant	13,120	11,786	12,248	12,248	12,248
Choice Waiver	104,037	153,153	159,000	175,000	175,000
KPB Grant	124,062	122,682	115,337	125,276	125,276
United Way	30,400	22,612	22,600	16,812	16,812
Rents and Leases	17,215	9,093	12,000	15,000	15,000
Donations	19,190	26,718	15,000	22,600	20,000
Meal Donations	52,450	60,405	68,000	68,000	68,000
Transfer from General Fund	149,229	118,546	112,166	119,666	93,656
Other	11,721	309	-	-	-
Total Revenue	<u>703,151</u>	<u>713,030</u>	<u>703,820</u>	<u>750,727</u>	<u>736,305</u>
<b>Expenditures</b>					
Senior Citizen Access	190,621	203,296	210,602	210,096	229,603
Congregate Meals	153,608	161,132	178,371	181,378	190,455
Home Meals	112,451	131,381	139,867	169,867	146,646
Senior Transportation	81,718	65,405	65,808	65,808	69,279
Choice Waiver	143,410	162,770	188,771	188,771	199,642
MAAST Grant	585	-	-	-	-
Total Expenditures	<u>682,393</u>	<u>723,984</u>	<u>783,419</u>	<u>815,920</u>	<u>835,625</u>
Contribution To/(From) Fund Balance:	20,758	(10,954)	(79,599)	(65,193)	(99,320)
Beginning Fund Balance	<u>154,709</u>	<u>175,467</u>	<u>79,599</u>	<u>164,513</u>	<u>99,320</u>
Ending Fund Balance	<u>\$ 175,467</u>	<u>\$ 164,513</u>	<u>\$ -</u>	<u>\$ 99,320</u>	<u>\$ -</u>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

**Senior Citizen Fund Summary by Line Item**

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 248,103	\$ 201,346	\$ 246,646	\$ 246,646	\$ 269,733	\$ 23,087	9.36%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	16,008	6,086	9,881	9,881	11,119	1,238	12.53%
0400	Medicare	3,744	2,966	3,718	3,718	4,074	356	9.58%
0450	Social Security	2,232	1,524	3,218	3,218	3,494	276	8.58%
0500	PERS	64,166	52,812	60,561	60,561	81,396	20,835	34.40%
0600	Unemployment Insurance	-	306	1,284	1,284	1,403	119	9.27%
0700	Workers Compensation	4,124	3,650	4,649	4,649	3,712	(937)	(20.15%)
0800	Health & Life Insurance	48,074	37,849	76,239	76,239	74,171	(2,068)	(2.71%)
0900	Supplemental Retirement	6,594	5,715	6,158	6,158	6,903	745	12.10%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 393,045</b>	<b>\$ 312,254</b>	<b>\$ 412,354</b>	<b>\$ 412,354</b>	<b>\$ 456,005</b>	<b>\$ 43,651</b>	<b>10.59%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	948	669	1,150	643	1,265	115	10.00%
2022	Operating & Repair Supplies	117,143	106,326	153,473	157,282	140,810	(12,663)	(8.25%)
2024	Small Tools/Minor Equipment	2,077	1,397	2,500	2,560	8,610	6,110	244.40%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	152	79	325	325	675	350	107.69%
4531	Professional Services	4,450	2,538	5,985	7,035	10,475	4,490	75.02%
4532	Communications	4,823	2,535	5,435	5,334	9,007	3,572	65.72%
4533	Travel & Transportation	2,944	2,737	6,543	6,543	6,630	87	1.33%
4534	Advertising	211	109	325	325	700	375	115.38%
4535	Printing & Binding	738	391	1,162	1,162	2,131	969	83.39%
4536	Insurance	9,600	1,919	9,551	9,551	8,321	(1,230)	(12.88%)
4537	Utilities	39,224	24,074	42,790	42,790	43,815	1,025	2.40%
4538	Repair & Maintenance	3,990	2,757	3,756	4,526	3,750	(6)	(0.16%)
4539	Rentals	-	4,340	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	739	495	1,435	1,435	1,681	246	17.14%
4999	General Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	778	435	355	450	15	3.45%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 187,039</b>	<b>\$ 151,144</b>	<b>\$ 239,765</b>	<b>\$ 244,766</b>	<b>\$ 243,220</b>	<b>\$ 3,455</b>	<b>1.44%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	3,986	-	27,500	-	-	-
9090	Transfers	143,900	79,205	131,300	131,300	136,400	5,100	3.88%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 143,900</b>	<b>\$ 83,191</b>	<b>\$ 131,300</b>	<b>\$ 158,800</b>	<b>\$ 136,400</b>	<b>\$ 5,100</b>	<b>3.88%</b>
<b>Department Total:</b>		<b>\$ 723,984</b>	<b>\$ 546,589</b>	<b>\$ 783,419</b>	<b>\$ 815,920</b>	<b>\$ 835,625</b>	<b>\$ 52,206</b>	<b>6.66%</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.

### **SENIOR CITIZENS TITLE III 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.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 84,764	\$ 64,305	\$ 85,179	\$ 85,179	\$ 93,842	\$ 8,663	10.17%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	2,526	1,203	3,869	3,869	4,288	419	10.83%
0400	Medicare	1,211	915	1,291	1,291	1,424	133	10.30%
0450	Social Security	447	246	463	463	635	172	37.15%
0500	PERS	23,400	18,101	23,900	23,900	30,857	6,957	29.11%
0600	Unemployment Insurance	-	5	445	445	490	45	10.11%
0700	Workers Compensation	679	491	495	495	393	(102)	(20.61%)
0800	Health & Life Insurance	21,795	15,627	27,872	27,872	27,115	(757)	(2.72%)
0900	Supplemental Retirement	2,228	1,778	2,198	2,198	2,437	239	10.87%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 137,050</b>	<b>\$ 102,671</b>	<b>\$ 145,712</b>	<b>\$ 145,712</b>	<b>\$ 161,481</b>	<b>\$ 15,769</b>	<b>10.82%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	468	329	525	18	600	75	14.29%
2022	Operating & Repair Supplies	142	239	155	155	150	(5)	(3.23%)
2024	Small Tools/Minor Equipment	643	442	650	468	700	50	7.69%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	38	25	75	75	338	263	350.67%
4531	Professional Services	4,450	2,538	5,340	5,340	4,950	(390)	(7.30%)
4532	Communications	2,314	1,132	2,400	2,400	3,290	890	37.08%
4533	Travel & Transportation	1,710	1,376	1,968	1,968	2,055	87	4.42%
4534	Advertising	65	49	125	125	375	250	200.00%
4535	Printing & Binding	560	192	612	612	1,281	669	109.31%
4536	Insurance	3,552	710	2,865	2,865	2,496	(369)	(12.88%)
4537	Utilities	11,698	7,208	12,837	12,837	13,174	337	2.63%
4538	Repair & Maintenance	1,051	878	1,056	1,239	800	(256)	(24.24%)
4539	Rentals	-	2,170	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	164	131	240	240	475	235	97.92%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	760	100	100	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 26,855</b>	<b>\$ 18,179</b>	<b>\$ 28,948</b>	<b>\$ 28,442</b>	<b>\$ 30,784</b>	<b>\$ 1,836</b>	<b>6.34%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	39,391	22,931	35,942	35,942	37,338	1,396	3.88%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 39,391</b>	<b>\$ 22,931</b>	<b>\$ 35,942</b>	<b>\$ 35,942</b>	<b>\$ 37,338</b>	<b>\$ 1,396</b>	<b>3.88%</b>
<b>Department Total:</b>		<b>\$ 203,296</b>	<b>\$ 143,781</b>	<b>\$ 210,602</b>	<b>\$ 210,096</b>	<b>\$ 229,603</b>	<b>\$ 19,001</b>	<b>9.02%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2021	<b><u>Office Supplies</u></b>	
	Stationery	300
	Office supplies	300
		<u>600</u>
4531	<b><u>Professional Services</u></b>	
	Line dance instructor	4,500
	Background checks/ fingerprinting	450
		<u>4,950</u>
4533	<b><u>Transportation</u></b>	
	MOW Conference	800
	ACOA Conference	1,000
	Medicare Workshop	80
	Meetings in Anchorage	175
		<u>2,055</u>
4538	<b><u>Repair and Maintenance</u></b>	
	Equipment repair, building security	800
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	
		37,338

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 44,949	\$ 32,966	\$ 44,658	\$ 44,658	\$ 48,719	\$ 4,061	9.09%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	4,077	1,255	1,714	1,714	1,958	244	14.24%
0400	Medicare	703	495	672	672	734	62	9.23%
0450	Social Security	389	172	579	579	671	92	15.89%
0500	PERS	11,725	9,065	11,379	11,379	14,527	3,148	27.66%
0600	Unemployment Insurance	-	12	233	233	254	21	9.01%
0700	Workers Compensation	976	685	1,204	1,204	948	(256)	(21.26%)
0800	Health & Life Insurance	7,589	5,949	14,427	14,427	14,036	(391)	(2.71%)
0900	Supplemental Retirement	1,298	1,033	1,294	1,294	1,334	40	3.09%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 71,706</b>	<b>\$ 51,632</b>	<b>\$ 76,160</b>	<b>\$ 76,160</b>	<b>\$ 83,181</b>	<b>\$ 7,021</b>	<b>9.22%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	193	76	225	225	235	10	4.44%
2022	Operating & Repair Supplies	36,081	31,415	41,960	44,319	44,110	2,150	5.12%
2024	Small Tools/Minor Equipment	1,162	716	1,200	1,341	2,500	1,300	108.33%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	29	12	50	50	54	4	8.00%
4531	Professional Services	-	-	100	100	-	(100)	(100.00%)
4532	Communications	444	278	625	625	812	187	29.92%
4533	Travel & Transportation	525	457	1,200	1,200	1,200	-	-
4534	Advertising	71	28	125	125	250	125	100.00%
4535	Printing & Binding	100	57	100	100	225	125	125.00%
4536	Insurance	1,152	230	3,725	3,725	3,245	(480)	(12.89%)
4537	Utilities	15,336	9,397	16,688	16,688	17,051	363	2.18%
4538	Repair & Maintenance	1,855	978	1,275	1,862	1,550	275	21.57%
4539	Rentals	-	2,170	4,900	4,900	4,900	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	189	115	476	476	436	(40)	(8.40%)
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	9	100	20	100	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 57,137</b>	<b>\$ 45,938</b>	<b>\$ 72,749</b>	<b>\$ 75,756</b>	<b>\$ 76,668</b>	<b>\$ 3,919</b>	<b>5.39%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	3,986	-	-	-	-	-
9090	Transfers Out	32,289	13,304	29,462	29,462	30,606	1,144	3.88%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 32,289</b>	<b>\$ 17,290</b>	<b>\$ 29,462</b>	<b>\$ 29,462</b>	<b>\$ 30,606</b>	<b>\$ 1,144</b>	<b>3.88%</b>
<b>Department Total:</b>		<b>\$ 161,132</b>	<b>\$ 114,860</b>	<b>\$ 178,371</b>	<b>\$ 181,378</b>	<b>\$ 190,455</b>	<b>\$ 12,084</b>	<b>6.77%</b>



**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Food and supplies	38,000
	Paper products	2,100
	Activity supplies	2,150
	Helium	1,800
	Misc. supplies	60
		<u>44,110</u>
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Dishes, glassware, flatware	600
	Misc. kitchen supplies	1,100
	4 round 48" "take-down" tables	800
		<u>2,500</u>
4533	<b><u>Transportation</u></b>	
	MOW Conference	1,200
4538	<b><u>Repair and Maintenance</u></b>	
	Building security	600
	Equipment repair and maintenance	250
	Security, fire extinguisher, hood inspections	700
		<u>1,550</u>
4539	<b><u>Rentals</u></b>	
	In-kind building rent	4,900
4667	<b><u>Dues and Publications</u></b>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	100
	Food bank 1/3 membership	40
	ADN / Clarion subscriptions	201
	Senior Voice	20
		<u>436</u>
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	30,606

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 38,347	\$ 30,432	\$ 35,243	\$ 35,243	\$ 41,612	\$ 6,369	18.07%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	3,426	1,056	1,298	1,298	1,649	351	27.04%
0400	Medicare	599	455	528	528	628	100	18.94%
0450	Social Security	360	156	436	436	614	178	40.83%
0500	PERS	9,866	8,349	8,678	8,678	12,228	3,550	40.91%
0600	Unemployment Insurance	-	9	184	184	216	32	17.39%
0700	Workers Compensation	821	678	1,002	1,002	801	(201)	(20.06%)
0800	Health & Life Insurance	6,371	5,362	12,133	12,133	11,805	(328)	(2.70%)
0900	Supplemental Retirement	1,091	967	1,088	1,088	1,121	33	3.03%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 60,881</b>	<b>\$ 47,464</b>	<b>\$ 60,590</b>	<b>\$ 60,590</b>	<b>\$ 70,674</b>	<b>\$ 10,084</b>	<b>16.64%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	28	49	25	25	55	30	120.00%
2022	Operating & Repair Supplies	38,803	34,519	48,048	50,548	43,250	(4,798)	(9.99%)
2024	Small Tools/Minor Equipment	272	164	275	275	275	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	28	12	75	75	47	(28)	(37.33%)
4531	Professional Services	-	-	80	80	200	120	150.00%
4532	Communications	405	194	500	500	1,029	529	105.80%
4533	Travel & Transportation	450	419	1,675	1,675	1,575	(100)	(5.97%)
4534	Advertising	25	9	25	25	25	-	-
4535	Printing & Binding	-	8	175	175	200	25	14.29%
4536	Insurance	960	192	764	764	666	(98)	(12.83%)
4537	Utilities	3,146	1,928	3,423	3,423	3,513	90	2.63%
4538	Repair & Maintenance	1,034	462	1,000	1,000	1,000	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	238	121	260	260	285	25	9.62%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	9	40	40	50	10	25.00%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 45,389</b>	<b>\$ 38,086</b>	<b>\$ 56,365</b>	<b>\$ 58,865</b>	<b>\$ 52,170</b>	<b>\$ (4,195)</b>	<b>(7.44%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	27,500	-	-	-
9090	Transfers Out	25,111	10,702	22,912	22,912	23,802	890	3.88%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 25,111</b>	<b>\$ 10,702</b>	<b>\$ 22,912</b>	<b>\$ 50,412</b>	<b>\$ 23,802</b>	<b>\$ 890</b>	<b>3.88%</b>
<b>Department Total:</b>		<b>\$ 131,381</b>	<b>\$ 96,252</b>	<b>\$ 139,867</b>	<b>\$ 169,867</b>	<b>\$ 146,646</b>	<b>\$ 6,779</b>	<b>4.85%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Food	38,000
	Containers	5,250
		<u>43,250</u>
4533	<b><u>Transportation</u></b>	
	CPR/First Aid Training	375
	NCOA Conference	1,200
		<u>1,575</u>
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	23,802

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 26,474	\$ 16,856	\$ 26,380	\$ 26,380	\$ 27,025	\$ 645	2.45%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	741	256	679	679	711	32	4.71%
0400	Medicare	388	244	393	393	403	10	2.54%
0450	Social Security	793	455	788	788	1,040	252	31.98%
0500	PERS	4,124	2,865	4,208	4,208	5,139	931	22.12%
0600	Unemployment Insurance	-	198	136	136	139	3	2.21%
0700	Workers Compensation	436	371	414	414	341	(73)	(17.63%)
0800	Health & Life Insurance	2,564	1,477	3,280	3,280	3,190	(90)	(2.74%)
0900	Supplemental Retirement	310	254	300	300	300	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 35,830</b>	<b>\$ 22,976</b>	<b>\$ 36,578</b>	<b>\$ 36,578</b>	<b>\$ 38,288</b>	<b>\$ 1,710</b>	<b>4.67%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	249	168	300	300	300	-	-
2022	Operating & Repair Supplies	7,937	7,825	7,654	7,654	7,100	(554)	(7.24%)
2024	Small Tools/Minor Equipment	-	-	275	275	315	40	14.55%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	19	22	50	50	155	105	210.00%
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	898	475	1,060	1,060	2,690	1,630	153.77%
4533	Travel & Transportation	259	328	1,700	1,700	1,800	100	5.88%
4534	Advertising	50	17	50	50	50	-	-
4535	Printing & Binding	78	94	225	225	300	75	33.33%
4536	Insurance	2,784	557	955	955	832	(123)	(12.88%)
4537	Utilities	3,932	2,409	4,279	4,279	4,393	114	2.66%
4538	Repair & Maintenance	50	88	300	300	200	(100)	(33.33%)
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	100	67	200	200	200	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	120	120	125	5	4.17%
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 16,356</b>	<b>\$ 12,050</b>	<b>\$ 17,168</b>	<b>\$ 17,168</b>	<b>\$ 18,460</b>	<b>\$ 1,292</b>	<b>7.53%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	13,219	15,991	12,062	12,062	12,531	469	3.89%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 13,219</b>	<b>\$ 15,991</b>	<b>\$ 12,062</b>	<b>\$ 12,062</b>	<b>\$ 12,531</b>	<b>\$ 469</b>	<b>3.89%</b>
<b>Department Total:</b>		<b>\$ 65,405</b>	<b>\$ 51,017</b>	<b>\$ 65,808</b>	<b>\$ 65,808</b>	<b>\$ 69,279</b>	<b>\$ 3,471</b>	<b>5.27%</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b> Fuel	7,100
4532	<b><u>Communication</u></b> Telephone, postage, Ethernet and BXB Internet	2,690
4533	<b><u>Transportation</u></b> Training workshops	1,800
4538	<b><u>Repair and Maintenance</u></b> Equipment repair, building security	200
9090	<b><u>Transfer to Other Funds</u></b> Transfer to General Fund: Central Administrative Costs	12,531

## **DEPARTMENT NARRATIVE**

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

The Choice Waiver Program is funded for adults with physical disabilities ages 21 to 65, and for 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.

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 53,569	\$ 56,787	\$ 55,186	\$ 55,186	\$ 58,535	\$ 3,349	6.07%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	5,238	2,316	2,321	2,321	2,513	192	8.27%
0400	Medicare	843	857	834	834	885	51	6.12%
0450	Social Security	243	495	952	952	534	(418)	(43.91%)
0500	PERS	15,051	14,432	12,396	12,396	18,645	6,249	50.41%
0600	Unemployment Insurance	-	82	286	286	304	18	6.29%
0700	Workers Compensation	1,212	1,425	1,534	1,534	1,229	(305)	(19.88%)
0800	Health & Life Insurance	9,755	9,434	18,527	18,527	18,025	(502)	(2.71%)
0900	Supplemental Retirement	1,667	1,683	1,278	1,278	1,711	433	33.88%
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 87,578</b>	<b>\$ 87,511</b>	<b>\$ 93,314</b>	<b>\$ 93,314</b>	<b>\$ 102,381</b>	<b>\$ 9,067</b>	<b>9.72%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	10	47	75	75	75	-	-
2022	Operating & Repair Supplies	34,180	32,328	55,656	54,606	46,200	(9,456)	(16.99%)
2024	Small Tools/Minor Equipment	-	75	100	201	4,820	4,720	4,720.00%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	38	8	75	75	81	6	8.00%
4531	Professional Services	-	-	465	1,515	5,325	4,860	1,045.16%
4532	Communications	762	456	850	749	1,186	336	39.53%
4533	Travel & Transportation	-	157	-	-	-	-	-
4534	Advertising	-	6	-	-	-	-	-
4535	Printing & Binding	-	40	50	50	125	75	150.00%
4536	Insurance	1,152	230	1,242	1,242	1,082	(160)	(12.88%)
4537	Utilities	5,112	3,132	5,563	5,563	5,684	121	2.18%
4538	Repair & Maintenance	-	351	125	125	200	75	60.00%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	48	61	259	259	285	26	10.04%
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	75	75	75	-	-
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 41,302</b>	<b>\$ 36,891</b>	<b>\$ 64,535</b>	<b>\$ 64,535</b>	<b>\$ 65,138</b>	<b>\$ 603</b>	<b>0.93%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	33,890	16,277	30,922	30,922	32,123	1,201	3.88%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 33,890</b>	<b>\$ 16,277</b>	<b>\$ 30,922</b>	<b>\$ 30,922</b>	<b>\$ 32,123</b>	<b>\$ 1,201</b>	<b>3.88%</b>
<b>Department Total:</b>		<b>\$ 162,770</b>	<b>\$ 140,679</b>	<b>\$ 188,771</b>	<b>\$ 188,771</b>	<b>\$ 199,642</b>	<b>\$ 10,871</b>	<b>5.76%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Fuel	3,000
	Food	43,200
		<u>46,200</u>
2024	<b><u>Small Tools &amp; Minor Equipment</u></b>	
	Disposable Containers, sealing film	4,320
	Insulated Bags	150
	Transporter Oven	300
	Replacement cords	50
		<u>4,820</u>
4531	<b><u>Professional Services</u></b>	
	Out source billing	4,800
	Background checks	300
	CPR/First aid for 3	150
	Driver training	75
		<u>5,325</u>
4667	<b><u>Dues and Publications</u></b>	
	ACOA 1/3 membership	75
	MOWA 1/3 membership	100
	Food bank 1/3 membership	35
	Agenet	75
		<u>285</u>
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	
		32,123



## **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 2013 will be \$149.02 per hour.



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**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

**Enterprise Fund Expenditure Recap**

	Personal Services			Maintenance and Operations		
	FY2012 Original Budget	FY2013 Adopted Budget	Difference	FY2012 Original Budget	FY2013 Adopted Budget	Difference
Congregate Housing Fund	\$ 41,706	\$ 44,719	\$ 3,013	\$ 366,694	\$ 365,274	\$ (1,420)
Capital Project Management Fund	\$ 71,383	\$ 79,193	\$ 7,810	\$ 16,040	\$ 16,966	\$ 926
Total Enterprise / Internal Service Funds	\$ 113,089	\$ 123,912	\$ 10,823	\$ 382,734	\$ 382,240	\$ (494)

**City of Kenai  
Fiscal Year 2013 Operating Budget**

**Enterprise Fund Expenditure Recap**

Capital Outlay & Transfers			Total Budget			
FY2012 Original Budget	FY2013 Adopted Budget	Difference	FY2012 Original Budget	FY2013 Adopted Budget	Difference	
<u>\$ 31,300</u>	<u>\$ 29,700</u>	<u>\$ (1,600)</u>	<u>\$ 439,700</u>	<u>\$ 439,693</u>	<u>\$ (7)</u>	Congregate Housing
<u>\$ 10,800</u>	<u>\$ 13,100</u>	<u>\$ 2,300</u>	<u>\$ 98,223</u>	<u>\$ 109,259</u>	<u>\$ 11,036</u>	Capital Project Management
<u>\$ 42,100</u>	<u>\$ 42,800</u>	<u>\$ 700</u>	<u>\$ 537,923</u>	<u>\$ 548,952</u>	<u>\$ 11,029</u>	Total Enterprise / Internal Service Funds

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Original Budget FY 2012</u>	<u>Projection FY 2012</u>	<u>Council Adopted FY 2013</u>
<b>Revenues</b>					
Rents and Leases	\$ 316,039	\$ 289,257	\$ 319,000	\$ 319,000	\$ 319,000
Interest on Investments	4,896	3,642	5,000	5,000	5,000
Miscellaneous	<u>8,401</u>	<u>177,166</u>	<u>2,244</u>	<u>53,299</u>	<u>3,730</u>
Total Revenues	<u>329,336</u>	<u>470,065</u>	<u>326,244</u>	<u>377,299</u>	<u>327,730</u>
 <b>Expenses</b>	 <u>383,585</u>	 <u>406,950</u>	 <u>439,700</u>	 <u>491,554</u>	 <u>439,693</u>
Net Income (loss)	(54,249)	63,115	(113,456)	(114,255)	(111,963)
Beginning Retained Earnings	375,465	442,835	279,268	634,163	382,912
Allocated to Capital Projects	(94,746)	(262,996)	-	(262,996)	-
Credit for Depreciation	<u>121,619</u>	<u>128,213</u>	<u>126,000</u>	<u>126,000</u>	<u>126,000</u>
Available Retained Earnings	<u>\$ 348,089</u>	<u>\$ 371,167</u>	<u>\$ 291,812</u>	<u>\$ 382,912</u>	<u>\$ 396,949</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 60 years and older, a resident of Alaska for the previous six months and able to live independently. Rental rates vary from \$664.00 to \$784.00 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 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 25,290	\$ 26,950	\$ 25,618	\$ 25,618	\$ 26,950	\$ 1,332	5.20%
0200	Overtime	-	-	-	-	-	-	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	302	1,342	1,276	1,276	1,342	66	5.17%
0400	Medicare	371	410	390	390	410	20	5.13%
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	7,650	6,494	7,880	7,880	9,659	1,779	22.58%
0600	Unemployment Insurance	-	141	134	134	141	7	5.22%
0700	Workers Compensation	187	109	144	144	109	(35)	(24.31%)
0800	Health & Life Insurance	4,487	5,583	5,739	5,739	5,583	(156)	(2.72%)
0900	Supplemental Retirement	529	525	525	525	525	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 38,816</b>	<b>\$ 41,554</b>	<b>\$ 41,706</b>	<b>\$ 41,706</b>	<b>\$ 44,719</b>	<b>\$ 3,013</b>	<b>7.22%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	316	415	735	735	415	(320)	(43.54%)
2022	Operating & Repair Supplies	7,858	11,134	11,000	11,000	11,134	134	1.22%
2024	Small Tools/Minor Equipment	12,933	19,650	19,100	19,899	19,650	550	2.88%
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	-	149	30	30	149	119	396.67%
4531	Professional Services	34,200	34,200	36,820	36,820	34,200	(2,620)	(7.12%)
4532	Communications	2,027	3,339	2,520	2,520	3,339	819	32.50%
4533	Travel & Transportation	-	-	-	-	-	-	-
4534	Advertising	1,000	1,000	1,000	1,000	1,000	-	-
4535	Printing & Binding	-	300	475	475	300	(175)	(36.84%)
4536	Insurance	11,100	9,333	10,596	10,596	9,333	(1,263)	(11.92%)
4537	Utilities	68,860	74,754	76,352	76,352	74,754	(1,598)	(2.09%)
4538	Repair & Maintenance	70,527	80,700	78,566	129,621	80,700	2,134	2.72%
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	3,000	3,000	3,000	3,000	-	-
5041	Miscellaneous	-	1,300	500	500	1,300	800	160.00%
5045	Depreciation	128,213	126,000	126,000	126,000	126,000	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 337,034</b>	<b>\$ 365,274</b>	<b>\$ 366,694</b>	<b>\$ 418,548</b>	<b>\$ 365,274</b>	<b>\$ (1,420)</b>	<b>(0.39%)</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	31,100	29,700	31,300	31,300	29,700	(1,600)	(5.11%)
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 31,100</b>	<b>\$ 29,700</b>	<b>\$ 31,300</b>	<b>\$ 31,300</b>	<b>\$ 29,700</b>	<b>\$ (1,600)</b>	<b>(5.11%)</b>
<b>Department Total:</b>		<b>\$ 406,950</b>	<b>\$ 436,528</b>	<b>\$ 439,700</b>	<b>\$ 491,554</b>	<b>\$ 439,693</b>	<b>\$ (7)</b>	<b>-</b>



**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Restroom, cleaning supplies, electrical, plumbing, plants, paper products	11,134
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Miscellaneous	300
	Voice over internet protocol phones VOIP	2,000
	Ranges (5)	4,300
	Refrigerators (5)	4,300
	Stackable washer/dryers (5)	4,250
	Straight Back chairs (10)	4,500
		<hr/> 19,650
4531	<b><u>Professional Services</u></b>	
	Caretaker contract	30,000
	Plant maintenance	4,200
		<hr/> 34,200
4538	<b><u>Repair and Maintenance</u></b>	
	10 Apartment Drapery Replacement	10,000
	Carpet cleaning	8,000
	Window & gutter cleaning	2,500
	Fire system inspection	1,800
	Fire extinguisher/elevator inspections	2,000
	Minor apartment repairs	6,000
	Phone in Elevator - replaced	950
	Defibrillator maintenance	650
	Sidewalk in back needs dirt, landscaping, grass seed	2,000
	Painting of common areas	4,700
	Painting vacant apartments	4,900
	Carpet replacement - 1 apartment	7,000
	Snow plowing, sanding & sweeping parking lot	3,600
	Replace front entry door	10,000
	Fire Panel	16,600
		<hr/> 80,700
9090	<b><u>Transfer to Other Funds</u></b>	
	Transfer to General Fund: Central Administrative Costs	29,700

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Original Budget FY 2012</u>	<u>Projection FY 2012</u>	<u>Council Adopted FY 2013</u>
<b>Revenues</b>					
Charge for Services	\$ 82,285.00	\$ 82,481	\$ 91,390	\$ 91,390	\$ 128,161
Charge for Equipment Usage	-	-	8,000	8,000	8,000
State Grant - PERS	<u>2,991</u>	<u>5,266</u>	<u>3,965</u>	<u>5,227</u>	<u>6,833</u>
Total Revenues	<u>85,276</u>	<u>87,747</u>	<u>103,355</u>	<u>104,617</u>	<u>142,994</u>
 <b>Expenses</b>	 <u>90,408</u>	 <u>122,744</u>	 <u>98,223</u>	 <u>98,223</u>	 <u>109,259</u>
Net Income (loss)	(5,132)	(34,997)	5,132	6,394	33,735
Beginning Retained Earnings	<u>-</u>	<u>(5,132)</u>	<u>(5,132)</u>	<u>(40,129)</u>	<u>(33,735)</u>
Ending Retained Earnings	<u>\$ (5,132)</u>	<u>\$ (40,129)</u>	<u>\$ -</u>	<u>\$ (33,735)</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 the City of Kenai Capital Improvement Projects.

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

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

The projects range from: airport upgrades; water and sewer systems extensions and upgrades; streets improvements; City dock repair and improvements; Parks and Recreation improvements; City owned buildings' maintenance and improvements; the Water Treatment Facility construction; 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 2013 Operating Budget**

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

Account Number	Expense Description	FY2011 Actual	Five year Historical Average	Original Budget FY2012	Amended Budget	Council Adopted FY2013	Increase (Decrease) FY12 Original	% Change
<b><u>Salaries and Benefits</u></b>								
0100	Salaries	\$ 62,065	\$ 49,370	\$ 45,266	\$ 45,266	\$ 49,370	\$ 4,104	9.07%
0200	Overtime	6,109	2,199	-	-	2,199	2,199	-
0250	Holiday Pay	-	-	-	-	-	-	-
0300	Leave	-	748	2,069	2,069	748	(1,321)	(63.85%)
0400	Medicare	963	-	686	686	-	(686)	(100.00%)
0450	Social Security	-	-	-	-	-	-	-
0500	PERS	20,299	17,694	13,924	13,924	17,694	3,770	27.08%
0600	Unemployment Insurance	-	258	237	237	258	21	8.86%
0700	Workers Compensation	676	199	253	253	199	(54)	(21.34%)
0800	Health & Life Insurance	12,229	7,975	8,198	8,198	7,975	(223)	(2.72%)
0900	Supplemental Retirement	2,083	750	750	750	750	-	-
<b><u>Total Salaries &amp; Benefits</u></b>		<b>\$ 104,424</b>	<b>\$ 79,193</b>	<b>\$ 71,383</b>	<b>\$ 71,383</b>	<b>\$ 79,193</b>	<b>\$ 7,810</b>	<b>10.94%</b>
<b><u>Maintenance and Operations</u></b>								
2021	Office Supplies	298	540	540	540	540	-	-
2022	Operating & Repair Supplies	449	3,000	3,000	3,000	3,000	-	-
2024	Small Tools/Minor Equipment	739	600	600	600	600	-	-
2025	Snack Bar Supplies	-	-	-	-	-	-	-
2026	Computer Software	632	1,500	1,375	1,375	1,500	125	9.09%
4531	Professional Services	-	-	-	-	-	-	-
4532	Communications	1,019	1,027	1,140	1,140	1,027	(113)	(9.91%)
4533	Travel & Transportation	395	1,775	1,775	1,775	1,775	-	-
4534	Advertising	-	1,000	-	-	1,000	1,000	-
4535	Printing & Binding	310	2,130	2,130	2,130	2,130	-	-
4536	Insurance	1,400	1,394	1,480	1,480	1,394	(86)	(5.81%)
4537	Utilities	-	-	-	-	-	-	-
4538	Repair & Maintenance	-	-	-	-	-	-	-
4539	Rentals	-	-	-	-	-	-	-
4540	Equip. Fund Pmts.	-	-	-	-	-	-	-
4541	Postage	-	-	-	-	-	-	-
4666	Books	-	-	-	-	-	-	-
4667	Dues & Publications	-	-	-	-	-	-	-
4999	Contingency	-	-	-	-	-	-	-
5041	Miscellaneous	-	-	-	-	-	-	-
5045	Depreciation	1,978	4,000	4,000	4,000	4,000	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
<b><u>Total Maint. and Operations</u></b>		<b>\$ 7,220</b>	<b>\$ 16,966</b>	<b>\$ 16,040</b>	<b>\$ 16,040</b>	<b>\$ 16,966</b>	<b>\$ 926</b>	<b>5.77%</b>
<b><u>Capital Outlay &amp; Transfers</u></b>								
8061	Land	-	-	-	-	-	-	-
8062	Buildings	-	-	-	-	-	-	-
8063	Improvements	-	-	-	-	-	-	-
8064	Machinery & Equipment	-	-	-	-	-	-	-
9090	Transfers Out	11,100	13,100	10,800	10,800	13,100	2,300	21.30%
<b><u>Total Capital Outlay and Transfers</u></b>		<b>\$ 11,100</b>	<b>\$ 13,100</b>	<b>\$ 10,800</b>	<b>\$ 10,800</b>	<b>\$ 13,100</b>	<b>\$ 2,300</b>	<b>21.30%</b>
<b>Department Total:</b>		<b>\$ 122,744</b>	<b>\$ 109,259</b>	<b>\$ 98,223</b>	<b>\$ 98,223</b>	<b>\$ 109,259</b>	<b>\$ 11,036</b>	<b>11.24%</b>

**City of Kenai**  
**Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Description</b>	<b>Council Adopted</b>
2022	<b><u>Operating and Repair Supplies</u></b>	
	Fuel	2,000
	Oil & Fluids	600
	Maintenance Parts	400
		<hr/> 3,000
2024	<b><u>Small Tools and Minor Equipment</u></b>	
	Inspection and Documentation Tools	600
4532	<b><u>Communications</u></b>	
	Long Distance	360
	Cell Phone	610
	BXB Internet	57
		<hr/> 1,027
4533	<b><u>Transportation</u></b>	
	Anchorage - Construction Law	975
	Anchorage - EPA Storm Water	800
		<hr/> 1,775
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	13,100

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## PERMANENT FUNDS

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

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

	Market Value						Estimated FY2013 Transfer
	Actual	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>	<u>12/31/2012</u>		
ALSPF	\$17,825,369	\$20,264,072	\$21,909,110	\$20,920,217	\$22,405,552	\$20,664,864	\$1,033,243





**City of Kenai  
Fiscal Year 2013 Operating Budget**

**Budget Projection  
Land Sales Permanent Funds**

	<u>Actual FY2010</u>	<u>Actual FY2011</u>	<u>Original Budget FY2012</u>	<u>FY2012 Projection</u>	<u>Council Adopted FY2013</u>
<b>FUND 082-52 Airport Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ 2,442,167	\$ 2,442,167	\$ 1,530,788	\$ 1,068,168	\$ 1,459,467
Acct. 36645 Interest on Land Sale Contracts	13,199	13,199	10,000	10,000	10,000
Acct. 33640 Land Sales	<u>6,774</u>	<u>6,774</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	2,462,140	2,462,140	1,540,788	1,078,168	1,469,467
<b>Expenses</b>					
Transfer to Airport Land System Fund	<u>904,447</u>	<u>999,976</u>	<u>1,037,483</u>	<u>1,011,485</u>	<u>1,033,243</u>
Contributions To/(From) Fund Balance	1,557,693	1,462,164	503,305	66,683	436,224
Beginning Fund Balance	<u>17,469,331</u>	<u>19,027,024</u>	<u>21,560,390</u>	<u>20,489,188</u>	<u>20,555,871</u>
Ending Fund Balance	<u>\$ 19,027,024</u>	<u>\$ 20,489,188</u>	<u>\$ 22,063,695</u>	<u>\$ 20,555,871</u>	<u>\$ 20,992,095</u>
<b>FUND 081-52 General Land Sales Permanent Fund</b>					
<b>Revenues</b>					
Acct. 36610 Investments Earnings	\$ -	\$ 18,441	\$ 250,000	\$ 86,215	\$ 195,050
Acct. 36645 Interest on Land Sale Contracts	834	461	125,000	125,000	3,000
Acct. 33640 Land Sales	<u>2,599</u>	<u>2,494</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	3,433	21,396	375,000	211,215	198,050
<b>Expenses</b>					
Transfer to General Fund	<u>834</u>	<u>-</u>	<u>125,000</u>	<u>-</u>	<u>142,236</u>
Contributions To/(From) Fund Balance	2,599	21,396	250,000	211,215	55,814
Beginning Fund Balance	<u>2,511,975</u>	<u>2,514,574</u>	<u>2,549,574</u>	<u>2,535,970</u>	<u>2,747,185</u>
Ending Fund Balance	<u>\$ 2,514,574</u>	<u>\$ 2,535,970</u>	<u>\$ 2,799,574</u>	<u>\$ 2,747,185</u>	<u>\$ 2,802,999</u>

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## **DEBT SERVICE FUNDS**

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

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

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

### **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 2013 Operating Budget**

**Fund 048 - Debt Service**

	<b>Actual FY2010</b>	<b>Actual FY2011</b>	<b>Original Budget FY2012</b>	<b>Projection FY2012</b>	<b>Council Adopted FY2013</b>
<b>Revenues</b>					
Proceeds from Debt Issuance	\$ 2,029,344	\$ -	\$ -	\$ -	\$ -
Bond Interest Subsidy	-	36,486	37,529	37,529	37,529
Transfer from General Fund	-	133,423	139,819	139,819	138,319
Total Revenue	<u>2,029,344</u>	<u>169,909</u>	<u>177,348</u>	<u>177,348</u>	<u>175,848</u>
<b>Expenditures</b>					
Parks, Recreation & Culture	<u>2,023,290</u>	<u>175,963</u>	<u>177,348</u>	<u>177,348</u>	<u>175,848</u>
Contributions To/From Fund Balance	6,054	(6,054)	-	-	-
Beginning Fund Balance	<u>-</u>	<u>6,054</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ 6,054</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

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

<b>Account Number</b>	<b>Expense Description</b>	<b>FY2011 Actual</b>	<b>Five year Historical Average</b>	<b>Original Budget FY2012</b>	<b>Amended Budget</b>	<b>Council Adopted FY2013</b>	<b>Increase (Decrease) FY12 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>\$ -</b>	<b>\$ -</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	175,963	35,193	177,348	177,348	175,848	(1,500)	(0.85%)
5045	Depreciation	-	-	-	-	-	-	-
5047	Grants to Agencies	-	-	-	-	-	-	-
	<b><u>Total Maint. and Operations</u></b>	<b>\$ 175,963</b>	<b>\$ 35,193</b>	<b>\$ 177,348</b>	<b>\$ 177,348</b>	<b>\$ 175,848</b>	<b>\$ (1,500)</b>	<b>(0.85%)</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>\$ 175,963</b>	<b>\$ 35,193</b>	<b>\$ 177,348</b>	<b>\$ 177,348</b>	<b>\$ 175,848</b>	<b>\$ (1,500)</b>	<b>(0.85%)</b>

City of Kenai  
Fiscal Year 2013 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 6/30/2012</u>
Library Expansion Bonds	3/11/2010	\$2,000,000	\$3,852 - \$37,529	2.00 - 6.341	2011 - 2030	\$178,798 - \$143,560	\$ 1,850,000

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## **APPENDIX**

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

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

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



**City of Kenai  
Fiscal Year 2013 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 2013 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**	2012	2013	2014	2015	2016
Streets	1980	10-12 CY Enddump	\$ 60,000	2013	35	\$ 168,832	\$ 2,842	\$ 2,792	\$ 3,000	\$ -	\$ -	\$ -
Streets	1981	10-12 CY Enddump	\$ 60,000	2013	35	\$ 168,832	\$ 2,842	\$ 2,792	\$ 3,000	\$ -	\$ -	\$ -
Streets	1988	120G Motor Grader, Wing & Plow	\$ 145,000	2013	25	\$ 303,598	\$ 8,526	\$ 8,327	\$ 30,000	\$ -	\$ -	\$ -
Streets	1987	IT-28 Loader, Integrated Tool Carrier	\$ 80,000	2014	27	\$ 177,703	\$ 4,463	\$ 4,000	\$ 4,463	\$ 4,000	\$ -	\$ -
Streets	1982	Sander Truck	\$ 80,000	2014	20	\$ 144,489	\$ 5,526	\$ 5,377	\$ 5,526	\$ 4,000	\$ -	\$ -
Fire	1983	Pumper, Engine #3	\$ 165,692	2015	32	\$ 426,671	\$ 8,284	\$ 8,453	\$ 8,284	\$ 8,284	\$ 8,285	\$ -
Non Dept.	2013	Server Virtualization Infrastructure	\$ 100,000	2018	5	\$ 115,927	\$ 22,777	\$ -	\$ 22,777	\$ 22,777	\$ 22,777	\$ 22,777
Streets	1988	966C Loader	\$ 133,396	2018	30	\$ 323,787	\$ 6,946	\$ 6,806	\$ 6,946	\$ 6,946	\$ 6,946	\$ 6,946
Streets	1998	Eagle, Sweeper (Purchased from Airport)	\$ 120,000	2018	20	\$ 216,733	\$ 8,289	\$ 8,066	\$ 8,289	\$ 8,289	\$ 8,289	\$ 8,289
Streets	1993	140G Motor Grader, Wing & Plow	\$ 188,464	2018	25	\$ 394,602	\$ 11,082	\$ 10,823	\$ 11,082	\$ 11,082	\$ 11,082	\$ 11,082
Fire	2004	4x4 Ambulance	\$ 130,690	2019	15	\$ 203,611	\$ 11,299	\$ 10,947	\$ 11,299	\$ 11,299	\$ 11,299	\$ 11,299
Fire	1995	Hurricane Tanker, Engine #4	\$ 251,837	2020	25	\$ 527,291	\$ 14,808	\$ 14,462	\$ 14,808	\$ 14,808	\$ 14,808	\$ 14,808
Fire	2001	Squad/Fire Apparatus, F550, 4x5	\$ 148,759	2021	20	\$ 268,675	\$ 10,276	\$ 9,999	\$ 10,276	\$ 10,276	\$ 10,276	\$ 10,276
Streets	1991	Sander Truck	\$ 134,785	2021	30	\$ 327,159	\$ 7,018	\$ 6,877	\$ 7,018	\$ 7,018	\$ 7,018	\$ 7,018
Streets	1996	160H Motor Grader, Wing & Plow	\$ 215,000	2021	25	\$ 450,162	\$ 12,642	\$ 12,347	\$ 12,642	\$ 12,642	\$ 12,642	\$ 12,642
Fire	1993	Hurricane Aerial	\$ 521,627	2023	30	\$ 1,266,126	\$ 27,161	\$ 26,613	\$ 27,161	\$ 27,161	\$ 27,161	\$ 27,161
Non Dept.	2018	Server Virtualization Infrastructure	\$ 115,927	2023	5	\$ 134,391	\$ 26,405	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	2003	Flatbed (dump)	\$ 41,501	2023	20	\$ 74,955	\$ 2,867	\$ 2,790	\$ 2,867	\$ 2,867	\$ 2,867	\$ 2,867
Streets	2009	MT-6, 4x4, Articulating Snow Blower	\$ 177,000	2024	15	\$ 275,760	\$ 15,303	\$ 14,827	\$ 15,303	\$ 15,303	\$ 15,303	\$ 15,303
Streets	2005	Aerial Bucket Truck	\$ 79,836	2025	20	\$ 144,193	\$ 5,515	\$ 5,366	\$ 5,515	\$ 5,515	\$ 5,515	\$ 5,515
Fire	1997	Ambulance	\$ 165,190	2026	15	\$ 257,361	\$ 14,281	\$ 13,837	\$ 14,281	\$ 14,281	\$ 14,281	\$ 14,281
Fire	1999	Pumper, Engine #2	\$ 275,356	2026	27	\$ 611,645	\$ 15,363	\$ 15,025	\$ 15,363	\$ 15,363	\$ 15,363	\$ 15,363
Non Dept.	2023	Server Virtualization Infrastructure	\$ 134,391	2028	5	\$ 155,796	\$ 30,611	\$ -	\$ -	\$ -	\$ -	\$ -
Rec.	2008	Ice Conditioner	\$ 78,335	2028	20	\$ 141,482	\$ 5,411	\$ 5,265	\$ 5,411	\$ 5,411	\$ 5,411	\$ 5,411
Streets	2003	14H Motor Grader, Wing	\$ 234,825	2028	25	\$ 491,671	\$ 13,808	\$ 13,485	\$ 13,808	\$ 13,808	\$ 13,808	\$ 13,808
Streets	1982	Sander Truck	\$ 60,000	2031	20	\$ 108,367	\$ 4,145	\$ 4,033	\$ 4,145	\$ 4,145	\$ 4,145	\$ 4,145
Non Dept.	2028	Server Virtualization Infrastructure	\$ 155,796	2033	5	\$ 180,610	\$ 35,486	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	2008	Crosswind, IH4300 Sweeper	\$ 190,200	2033	25	\$ 398,237	\$ 11,184	\$ 10,923	\$ 11,184	\$ 11,184	\$ 11,184	\$ 11,184
Fire	2019	4x4 Ambulance	\$ 203,611	2034	15	\$ 317,219	\$ 17,603	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	2014	Sander Truck	\$ 144,489	2034	20	\$ 260,963	\$ 9,981	\$ -	\$ -	\$ 9,981	\$ 9,981	\$ 9,981
Streets	2010	L120 Loader	\$ 290,000	2035	25	\$ 607,196	\$ 17,052	\$ 16,654	\$ 17,052	\$ 17,052	\$ 17,052	\$ 17,052
Streets	2013	10-12 CY Enddump	\$ 100,000	2038	25	\$ 209,378	\$ 5,880	\$ -	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880
Streets	2013	10-12 CY Enddump	\$ 100,000	2038	25	\$ 209,378	\$ 5,880	\$ -	\$ 5,880	\$ 5,880	\$ 5,880	\$ 5,880
Streets	2013	120G Motor Grader, Wing & Plow	\$ 339,740	2038	25	\$ 711,340	\$ 19,976	\$ -	\$ 19,976	\$ 19,976	\$ 19,976	\$ 19,976
Streets	2014	IT-28 Loader, Integrated Tool Carrier	\$ 177,703	2039	25	\$ 372,071	\$ 10,449	\$ -	\$ -	\$ 10,449	\$ 10,449	\$ 10,449
Fire	2015	Pumper, Engine #3	\$ 426,671	2043	30	\$ 1,035,643	\$ 22,217	\$ -	\$ -	\$ -	\$ 22,217	\$ 22,217
			<b>\$ 13,409,052</b>			<b>\$ 27,459,053</b>		<b>\$ 240,886</b>	<b>\$ 287,236</b>	<b>\$ 305,675</b>	<b>\$ 319,892</b>	<b>\$ 311,607</b>

\* Replacement Cost Assumes a 3% per year equipment cost inflation

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

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

**City of Kenai  
Fiscal Year 2013 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	2007
	Re-Seal Asphalt	2015	\$ 5,000	
	Re-Stripe Parking Lot	2015	\$ 1,000	
City Hall	Paint Interior	2015	\$ 15,000	1998
	Replace Carpet	2015	\$ 40,000	1999
	Replace Entrance Flooring	2015	\$ 7,500	
	Replace Boiler(s)	2016	\$ 40,000	1980
	Replace Air handling Unit	2016	\$ 60,000	1980
	Replace Building Siding, Insulation & Roofing	2017	\$ 140,000	1980
Public Safety Building	Re-tile Fire Department restroom	2013	\$ 7,500	
	Replace Fire Alarm System / Intercom	2014	\$ 50,000	
	Design Heating System Replacement	2014	\$ 10,000	N/A
	Paint Exterior	2015	\$ 25,000	1999
	Replace Heating System	2016	\$ 40,000	
	Repair/Replace Roofing	2017	\$ 40,000	
Kenai Recreation Center	Replace HVAC Units (2)	2014	\$ 30,000	1982
	Paint Exterior	2014	\$ 35,000	2006
	Refinish Gym Floor	2014	\$ 10,000	2010
	Remodel Upstairs Restrooms	2015	\$ 25,000	1982
	Remodel Weightroom	2016	\$ 20,000	1982
	Refinish Gym Floor	2017	\$ 10,000	2010
Multi-Purpose Facility	Repair Lower Roof	2013	\$ 14,900	N/A
	Install Additional Flooring	2014	\$ 15,000	N/A
Senior Center	Install Siding	2013	\$ 40,000	1981
	Replace Boilers, Heating System Improv.	2015	\$ 50,000	1981
Visitors Center	Paint Exterior	2014	\$ 20,000	2005
	Replace Interior Lighting	2017	\$ 30,000	1992
Dock	Repaint restrooms ext	2013	\$ 5,000	
	Install "Wheel House" foundations	2013	\$ 5,000	
<b>Total</b>			<b>\$ 820,900</b>	
<b>General Fund</b>				
<b>Fiscal Year</b>		<b>Total</b>		
2013		\$	72,400	
2014		\$	170,000	
2015		\$	198,500	
2016		\$	160,000	
2017		\$	220,000	
<b>Total</b>		<b>\$</b>	<b>820,900</b>	

**City of Kenai  
Fiscal Year 2013 Operating Budget**

**Five-Year Building Maintenance Schedule**

**CONGREGATE HOUSING  
BUILDING (VINTAGE  
POINTE)**

<b>FACILITY</b>	<b>DESCRIPTION OF WORK</b>	<b>FUNDING FISCAL YEAR</b>	<b>ESTIMATED COST</b>	<b>YEAR LAST ACCOMPLISHED</b>
Vintage Pointe	Replace Refrigerators (5)	2013	\$ 4,300	1996
	Replace Ranges (5)	2013	\$ 4,300	1996
	Replace Washer/Dryers(5)	2013	\$ 4,250	1996
	Repair/Replace Fire Alarm Panel	2013	\$ 16,600	1996
	Replace Cabinets/Countertops (5 Units)	2014	\$ 25,000	1996
	Replace Refrigerators (5)	2014	\$ 4,500	1996
	Replace Ranges (5)	2014	\$ 4,500	1996
	Replace Washer/Dryers(5)	2014	\$ 4,500	1996
	Replace Cabinets/Countertops (5 Units)	2015	\$ 25,000	1996
	Replace Refrigerators (5)	2015	\$ 4,750	1996
	Replace Ranges (5)	2015	\$ 4,750	1996
	Replace Washer/Dryers(5)	2015	\$ 4,750	1996
	Boiler(s) Replacement	2015	\$ 125,000	1996
	Replace Cabinets/Countertops (5 Units)	2016	\$ 25,000	1996
	Replace Refrigerators (5)	2016	\$ 5,000	1996
	Replace Ranges (5)	2016	\$ 5,000	1996
	Replace Washer/Dryers(5)	2016	\$ 5,000	1996
	Wallpaper Common Areas-Level 1	2016	\$ 30,000	1996
	Replace Cabinets/Countertops (5 Units)	2017	\$ 27,500	1996
	Replace Refrigerators (5)	2017	\$ 5,250	1996
	Replace Ranges (5)	2017	\$ 5,250	1996
	Replace Washer/Dryers(5)	2017	\$ 5,250	1996
	Wallpaper Common Areas-Level 2	2017	\$ 30,000	1996
	<b>Total</b>		<b>\$ 375,450</b>	

**Congregate  
Housing Fund**

<b>Fiscal Year</b>	<b>Total</b>
2013	\$ 29,450
2014	\$ 38,500
2015	\$ 164,250
2016	\$ 70,000
2017	\$ 73,250
<b>Total</b>	<b>\$ 375,450</b>

**City of Kenai  
Fiscal Year 2013 Operating Budget**

**Five-Year Building Maintenance Schedule**

**AIRPORT BUILDINGS**

<b>FACILITY</b>	<b>DESCRIPTION OF WORK</b>	<b>FUNDING FISCAL YEAR</b>	<b>ESTIMATED COST</b>	<b>YEAR LAST ACCOMPLISHED</b>
Airport Terminal	Stairs and Second Level Carpet Replacement	2013	\$ 10,000	
	Exterior Door Replacement	2013	\$ 38,000	
	Replace Carpet/Flooring	2015	\$ 70,000	2001
	Floodcoat/Repair Roof	2016	\$ 130,000	2002
Flight Service Station	New Carpet	TBD/New Lease	\$ 50,000	2001
	Paint Interior	TBD/New Lease	\$ 20,000	2004
	Re-Model Restrooms	TBD/New Lease	\$ 25,000	1986
	Floodcoat/Repair Roof	2015	\$ 35,000	1995
Airport Training Facility	Replace Flooring-Level 1	2014	\$ 30,000	1997
	Paint Interior	2014	\$ 20,000	1997
Airport Operations Building	Paint Interior	2016	\$ 25,000	2006
		<b>Total</b>	<b>\$ 453,000</b>	
		<b>Airport Fund</b>		
		<b>Fiscal Year</b>	<b>Total</b>	
		2013	\$ 48,000	
		2014	\$ 50,000	
		2015	\$ 105,000	
		2016	\$ 155,000	
		TBD/New Lease	\$ 95,000	
		<b>Total</b>	<b>\$ 453,000</b>	

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