



## **KENAI PENINSULA BOROUGH**

144 North Binkley St. Soldotna, Alaska 99669-7520

Toll-Free within the Borough 1-800-478-4441

Phone 907-714-2150 • Fax 907-714-2377

www.borough.kenai.ak.us

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MAYOR'S REPORT TO THE ASSEMBLY**

**TO:** Linda Murphy, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**FROM:** Mike Navarre, Kenai Peninsula Borough Mayor *MAN*

**DATE:** November 20, 2012

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#### Assembly Requests/ Response

None

#### Agreements and Contracts

- a. Authorization to Award Contract for Nikiski Fire Station #1 Bunkroom Remodel to Holden Company.
- b. Authorization to Award Contract for Borough Administration Building Planning/Assessing Departments Office Carpet to Eastside Carpet Company, LLC, Anchorage, Alaska.
- c. Authorization to Award Contract for Central Peninsula Landfill Recycle Hauling to JCM Inc., Anchorage, Alaska.
- d. Authorization to Award Contract for Central Emergency Services Station #1 Roof Replacement to Christiansen Construction, LLC, Wasilla, Alaska.
- e. Authorization to Award Contract for North Peninsula Recreation Service Area Trails Improvement to A&A Enterprises, Inc.
- f. Request for Waiver of Formal Bidding – Central Peninsula Landfill C&D Cell Expansion and Fill Plan to HDR Alaska, Inc.
- g. Request for Waiver of Formal Bidding Procedures for the Purchase of Office Furnishings for the Planning and Assessing Remodel Project to U.S. Communities Purchasing Group.

- h. Amending Citizen Corps Program Grant 10CCP-GR34065. The Amendment Allocates \$2,165.75 to the Planning Category, Increasing the Total Award to \$32,076.33

Other

- a. FY13 ~ First Quarter Senior Grant Narrative Reports
- b. FY13 ~ First Quarter Non Department Grant Reports
- c. Recap of 2012 Tax Foreclosure Auction as Authorized by Ordinance 2012-23
- d. Project Reports ~ September 30, 2012
- e. Budget Revisions ~ September 2012
- f. Revenue-Expenditure Report ~ September 2012



**KENAI PENINSULA BOROUGH**

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**MIKE NAVARRE  
BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Director

**FROM:** Kevin Lyon, Capital Projects Director

**DATE:** November 6, 2012

**SUBJECT:** Authorization to Award Contract for Nikiski Fire Station #1 Bunkroom Remodel

RECEIVED  
NOV 06 2012  
KPB  
FINANCE DEPT ACCOUNTING

The Purchasing and Contracting Office formally solicited and received bids for the Nikiski Fire Station #1 Bunkroom Remodel. Bid packets were released on September 28, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion on September 28, and October 1, 2012 and the Anchorage Daily News on September 28, 2012.

The project consists of remodeling existing 3-bed bunk room into three separate bunk rooms, to include 6 new lockers per room; individual entries; new code compliant windows, painting and flooring.

On the due date of October 30, 2012, four (4) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$66,166.00 was submitted by Holden Company, Soldotna, AK.

Your approval for this bid award is hereby requested. Funding for this project is in account number 441.51110.13416.49125.

Mike Navarre, Mayor

11/7/12  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>441.51110.13416.49125</u>	
Amount <u>\$66,166.00</u>	
By:	Date: <u>11/6/12</u>

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB13-014 Nikiski Fire Station #1 Bunkroom Remodel**

CONTRACTOR	BASE BID
Holden Company	\$66,166.00
S R Bales Construction	\$73,000.00
Wolverine Supply	Non-Responsive
B&T Enterprises	Withdrawn

**DUE DATE: October 30, 2012 @ 2:00 PM**

**KPB OFFICIAL:**   
Mark Fowler, Purchasing & Contracting Director



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**MIKE NAVARRE  
BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Director

**FROM:** Kevin Lyon, Capital Projects Director *KL*

**DATE:** October 31, 2012

**SUBJECT:** Authorization to Award Contract for the Borough Administration Building Planning / Assessing Departments Office Carpet

A Request for Waiver of Formal Bidding Procedures was approved by the Mayor on October 23, 2012. The Purchasing and Contracting Office informally solicited and received bids for the Borough Administration Building Planning / Assessing Departments Office Carpet. Bid packets were released on October 24, 2012 and the Request for Quotes were sent to seven (7) carpet suppliers.

The project consists of the purchase of carpet only.

On the due date of October 26, 2012, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$27,777.00 was submitted by Eastside Carpet Company, LLC, Anchorage, AK.

Your approval for this bid award is hereby requested. Funding for this project is in account number 407.19010.13RML.49125.

*Mike Navarre*  
\_\_\_\_\_  
Mike Navarre, Mayor

*11/3/12*  
\_\_\_\_\_  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>407.19010.13RML.49125</u>	
Amount <u>\$27,777.00</u>	
By: <u>pc</u>	Date: <u>10/31/12</u>

*Crang*

**KENAI PENINSULA BOROUGH**

**QUOTE TAB FOR: BAB Planning/Assessing Departments Office Carpe**

<b>CONTRACTOR</b>	<b>BASE QUOTE</b>
Eastside Carpet Company	\$27,777.00
Floor-Ever Inc.	\$31,400.00
Four D Carpet One	\$35,032.00




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**MIKE NAVARRE  
BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Director 

**FROM:** Jack Maryott, Solid Waste Director 

**DATE:** October 26, 2012

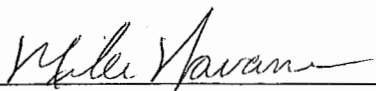
**SUBJECT:** Authorization to Award Contract for Central Peninsula Landfill Recycle Hauling

The Purchasing and Contracting Office formally solicited and received bids for the Central Peninsula Landfill Recycle Hauling Contract. Bid packets were released on October 11, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion on October 11, 2012.

The project consists of hauling recyclable materials from the Central Peninsula Landfill to Rock-Tenn Company in Anchorage.

On the due date of October 25, 2012, one (1) bid was and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$27,960.00 was submitted by JCM Inc, P O Box 110818, Anchorage, AK 99511.

Your approval for this bid award is hereby requested. Funding for this project is in account number 290.32122.00000.43011.

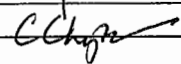
  
Mike Navarre, Mayor

10/31/12  
Date

**RECEIVED**

OCT 26 2012

**KPB  
FINANCE ADMINISTRATION**

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. 290.32122.00000.43011	
Amount: \$13,980.00 FY13 - pc \$13,980.00 FY14 - Contingent upon assembly approval of FY14 budget	
By: <u>pc</u> 	Date: <u>10/30/12</u>

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB13-016 CPL Recycle Hauling**

CONTRACTOR	Unit Price (per dry van trailer)	Total Extended Price (based on 40 containers/year)
JCM	\$ 699.00	\$ 27,960.00

DUE DATE: October 25, 2012 @ 2:00 PM

KPB OFFICIAL:   
Mark Fowler, Purchasing & Contracting Officer





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**MIKE NAVARRE  
BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor  
**THRU:** Mark Fowler, Purchasing & Contracting Director  
**FROM:** Kevin Lyon, Capital Projects Director  
**DATE:** October 10, 2012  
**SUBJECT:** Authorization to Award Contract for Central Emergency Services Station #1 Roof Replacement

The Purchasing and Contracting Office formally solicited and received bids for the Central Emergency Services Station #1 Roof Replacement. Bid packets were released on September 14, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion and the Anchorage Daily News on September 14, and September 16, 2012.

The project consists of removing the existing ribbed metal roofing and vapor barrier and replace with new metal roofing on self adhering membrane per plans. Install four roof curbs for future installation of power ventilation fans. Area of replacement limited to the roof over the apparatus bay.

On the due date of October 3, 2012, four (4) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$96,680.00 was submitted by Christiansen Construction, LLC, Wasilla, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 443.51610.12RUF.49101.

*for* Mike Navarre, Mayor

10/15/12  
Date

**RECEIVED**

OCT 10 2012

KPB  
FINANCE ADMINISTRATION

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>443.51610.12RUF.49101</u>	
Amount <u>\$96,680.00</u>	
By: <u>pc</u>	Date: <u>10/10/12</u>

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB13-011 CES Station #1 Roof Replacement**

CONTRACTOR	BASE BID
Little Susitna Construction	\$187,240.00
Christiansen Construction	\$96,680.00
Rain Proof Roofing	\$146,800.00
Wolverine Supply	\$147,000.00

DUE DATE: October 3, 2012 @ 2:00 PM

KPB OFFICIAL:



Mark Fowler, Purchasing & Contracting Director




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**MIKE NAVARRE  
BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Director 

**FROM:** Kevin Lyon, Capital Projects Director 

**DATE:** October 24, 2012

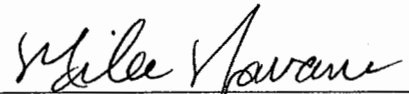
**SUBJECT:** Authorization to Award Contract for North Peninsula Recreation Service Area Trails Improvement

The Purchasing and Contracting Office formally solicited and received bids for the North Peninsula Recreation Service Area Trails Improvement. Bid packets were released on September 21, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion on September 21, and September 23, 2012 and the Anchorage Daily News on September 21, 2012.

The project consists of extending trails along previously cleared skid roads and other trail locations, developing an 18-hole disc golf course and adding signs and other trail amenities.

On the due date of October 10, 2012 two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$187,106.00 was submitted by A&A Enterprises, Inc.

Your approval for this bid award is hereby requested. Funding for this project is in account number 459.61110.13TRL.49101.

  
Mike Navarre, Mayor

10/29/12  
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>459.61110.13TRL.49101</u>	
Amount <u>\$187,106.00</u>	
By: <u>pc</u>	Date: <u>10/24/12</u>



# KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

Toll-free within the Borough: 1-800-478-4441


PHONE: (907) 262-4441 • FAX: (907) 262-1892

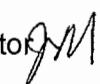
www.borough.kenai.ak.us

**MIKE NAVARRE**  
**BOROUGH MAYOR**

## MEMORANDUM

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Director 

**FROM:** Jack Maryott, Solid Waste Director 

**DATE:** October 10, 2012

**SUBJECT:** Request for Waiver of Formal Bidding – Central Peninsula Landfill C&D Cell Expansion and Fill Plan.

This memo is to request that waiver of formal bidding procedures, per KPBC Code 5.28.300, be considered for the following reasons:


The cost of this work was estimated to be approximately \$15,000.00. The Solid Waste Department was able to clearly identify the market place and therefor requested quotes.

A request for quotes was issued September 26, 2012 to Four (4) Engineering Firms. Two (2) quotes were received on October 9, 2012.

HDR Alaska Inc.	\$17,139.00
URS Alaska LLC.	\$47,480.00

We request that a contract be awarded to HDR Alaska Inc. for a not to exceed amount of \$17,139.00. A short form contract will be issued.

All expenditures for this project will be charged to account 290.32122.00000.43011.

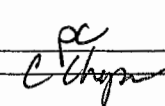
*for*   
 \_\_\_\_\_  
 Mike Navarre, Borough Mayor

\_\_\_\_\_ 10/15/12  
 Date

**RECEIVED**

OCT 11 2012

**KPB**  
**FINANCE ADMINISTRATION**

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>290.32122.43011</u>	
Amount <u>\$17,139.00</u>	
By: <u></u>	Date: <u>10/11/12</u>



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**MIKE NAVARRE  
BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor

**THRU:** Mark Fowler, Purchasing & Contracting Director

**THRU:** Kevin Lyon, Capital Projects Director

**FROM:** David May, Project Manager *DM*

**DATE:** October 17, 2012

**SUBJECT: Request for Waiver of Formal Bidding Procedures for the purchase of Office Furnishings for the Planning and Assessing Remodel Project**

This memo is to request that waiver of formal bidding procedures, per KPB Code 5.28.300, be considered for the following reasons and under the listed limitations:

Capital Projects would like to request waiving formal bidding procedures for the purchase of the office furnishings for the Planning and Assessing Remodel project. This project was funded by passage of Ordinance 2012-19. All expenditures for this project will be charged to account number 407.19010.13RML.48720.

If approved, office furnishings will be purchased by the Borough through the co-op U. S. Communities Purchasing Group at a discounted price based on a GSA group purchasing agreement. The office furnishings contract will be negotiated through the co-op with a not-to-exceed amount of \$123,553.54.

We appreciate your consideration on the subject.

*for*  
*Paul Ostro*  
\_\_\_\_\_  
Mike Navarre, Mayor

*10/19/12*  
\_\_\_\_\_  
Date

**RECEIVED**  
OCT 17 2012  
KPB  
FINANCE ADMINISTRATION

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>407.19010.13RML.48720</u>	
Amount <u>\$123,553.54</u>	
By: <u><i>pc chop</i></u>	Date: <u>10/18/12</u>



# KENAI PENINSULA BOROUGH GRANTS MANAGEMENT

## M E M O R A N D U M

**TO:** Mike Navarre, Mayor  
**THRU:** Craig Chapman, Finance Director *C. Chapman*  
Scott Walden, OEM Director *SW*  
**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager *B. Ahlberg*  
**DATE:** 14 September 2012  
**SUBJECT:** Citizen Corps Program Grant 10CCP-GR34065

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To be included in the Mayor's Report per KPB R2000-014:

RESOLUTION AUTHORIZING THE MAYOR TO ACCEPT GRANTS FOR \$5000 OR LESS THAT DO NOT REQUIRE A SUPPLEMENTAL APPROPRIATION

The State of Alaska, Department of Military and Veteran Affairs, Division of Homeland Security and Emergency Management has given the borough notification amending grant 10CCP-GR34065. The amendment allocates \$2,165.75 to the planning category, increasing the total award to \$32,076.33. The increase does not require supplemental appropriation and may be accepted without assembly approval as directed in R2000-014.

➤ \$2,165.75 will be added to 271.91240.10CCP.49999

# STATE OF ALASKA

**DEPARTMENT OF MILITARY  
AND VETERANS AFFAIRS  
DIVISION OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

SEAN PARNELL, GOVERNOR

P.O. Box 5750  
JBER, AK 99505-5750  
Phone: (907) 428-7000  
Fax: (907) 428-7009  
Toll Free: (800) 478-2337  
www.ready.alaska.gov

September 5, 2012

The Honorable Mike Navarre, Mayor  
Kenai Peninsula Borough  
144 N Binkley Street  
Soldotna AK 99669



RE: 2010 Citizen Corps Program, 2010-SS-T0-0023  
State Grant No.: 10CCP-GR34065  
Amendment # 10, Effective August 29, 2012

Dear Mayor Navarre:

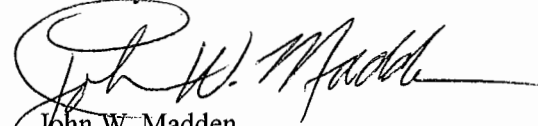
Please find the attached award amendment for the Kenai Peninsula Borough's 2010 Citizen Corps Program. This amendment allocates \$2,165.75 to the Planning category, increasing the total grant award to \$32,076.33. All previous Grant Terms and Conditions, and Grant Requirements, Assurances and Agreements still apply.

Attached are two pre-signed grant award obligating documents. Please review the information for accuracy, sign both obligating documents, keep one copy for your records and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency Point of Contact  
PO Box 5750  
JBER, AK 99505

The Division of Homeland Security and Emergency Management Project Manager for this grant, Christine Stroda, may be contacted directly at 907-428-7061, toll-free at 800-478-2337, or by email at [christine.stroda@alaska.gov](mailto:christine.stroda@alaska.gov) if you have questions or need further assistance.

Sincerely,

  
John W. Madden  
Director

jwm:cas:cas

Enclosures: Obligating Document (2 Copies)  
Project Budget Details Report

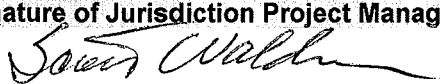


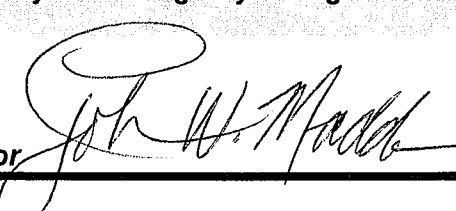
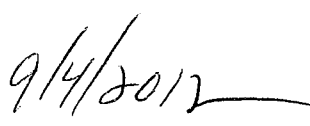
CC: Scott Walden, Jurisdiction Project Manager  
Craig C. Chapman, Jurisdiction Chief Financial Officer



**ALASKA DEPT OF MILITARY AND VETERANS AFFAIRS  
DIVISION OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

Obligating Award Document for  
**2010 Citizen Corps Program**  
**U.S. DEPT OF HOMELAND SECURITY**  
Federal Emergency Management Agency  
Grant Programs Directorate

2010 Federal Grant No. 2010-SS-T0-0023 CFDA No. 97.067

1. State Grant No. <b>10CCP-GR34065</b>	2. Recipient DUNS # <b>071845168</b>	3. Award <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> <b>Amendment # 10</b>	4. Employer Tax ID # <b>92-0030894</b>
5. Recipient Name and Address  Kenai Peninsula Borough 144 N Binkley Street Soldotna AK 99669		6. Issuing Office and Address Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management PO Box 5750 JBER, Alaska 99505-5750 <a href="http://www.ready.alaska.gov/">http://www.ready.alaska.gov/</a>	
7. Effective Date of This Action  <b>August 29, 2012</b>		8. Method of Payment:  <b>Electronic</b>	
9. Grant Award and Terms and Conditions: (all previous Grant Terms and Conditions still apply)			
Total Awarded Amount:		<b>\$32,076.33</b>	
Planning:		<b>\$30,620.83</b>	
Training:		<b>\$1,455.50</b>	
<i>This amendment allocates \$2,165.75 to the Planning category, increasing the total grant award to \$32,076.33.</i>			
<b>Grant Performance Period: October 01, 2010 through December 31, 2012</b>			
For State Use Only:		CC # 9290031	File No. # 10 CCP 1.6.10.3.4
10. Grant Requirements, Assurances and Agreements: (all previous Grant Requirements, Assurances and Agreements still apply) <i>The acceptance of a grant from the United States government creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]</i>			
11. Special Conditions: (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)			
None			
12. Recipient is required to sign and return one (1) copy of this document with the terms and conditions to the issuing address in Block 6, within 30 days of jurisdiction receipt.			
13. Division of Homeland Security and Emergency Management Project Manager  Christine Stroda		Phone: 907-428-7061 Fax: 907-428-7009 Email: christine.stroda@alaska.gov	
14. Signature of Jurisdiction Project Manager  Printed Name: Scott Walden		Phone: 907-262-2097 Fax: 907-714-2395 Email: swalden@borough.kenai.ak.us	
15. Signature of Jurisdiction Chief Financial Officer  Printed Name: Craig C. Chapman		Phone: 907-714-2170 Fax: 907-714-2376 Email: cchapman@borough.kenai.ak.us	
16. Signature of Jurisdiction Signatory Official  Printed Name and Title: Mike Navarre, Mayor		Date _____ Phone: 907-714-2150 Fax: 907-714-2377 Email: mnavarre@borough.kenai.ak.us	
17. Division of Homeland Security and Emergency Management Signatory Official   John W. Madden, Director		Date  	


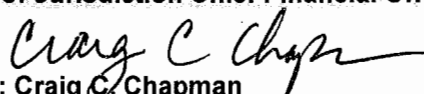
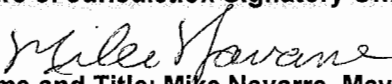
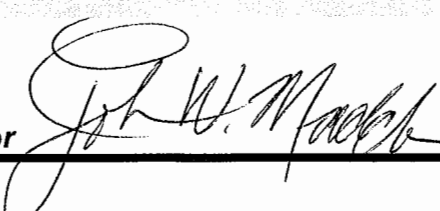




**ALASKA DEPT OF MILITARY AND VETERANS AFFAIRS**  
**DIVISION OF HOMELAND SECURITY**  
**AND EMERGENCY MANAGEMENT**  
 Obligating Award Document for  
**2010 Citizen Corps Program**

**U.S. DEPT OF HOMELAND SECURITY**  
 Federal Emergency Management Agency  
 Grant Programs Directorate

2010 Federal Grant No. 2010-SS-T0-0023 CFDA No. 97.067

1. State Grant No. <b>10CCP-GR34065</b>	2. Recipient DUNS # <b>071845168</b>	3. Award <input type="checkbox"/> Amendment <input checked="" type="checkbox"/> <b>Amendment # 10</b>	4. Employer Tax ID # <b>92-0030894</b>
5. Recipient Name and Address  Kenai Peninsula Borough 144 N Binkley Street Soldotna AK 99669		6. Issuing Office and Address Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management PO Box 5750 JBER, Alaska 99505-5750 <a href="http://www.ready.alaska.gov/">http://www.ready.alaska.gov/</a>	
7. Effective Date of This Action  <b>August 29, 2012</b>		8. Method of Payment:  <b>Electronic</b>	
9. Grant Award and Terms and Conditions: (all previous Grant Terms and Conditions still apply)			
Total Awarded Amount:		<b>\$32,076.33</b>	
Planning:		<b>\$30,620.83</b>	
Training:		<b>\$1,455.50</b>	
<i>This amendment allocates \$2,165.75 to the Planning category, increasing the total grant award to \$32,076.33.</i>			
<b>Grant Performance Period: October 01, 2010 through December 31, 2012</b>			
For State Use Only:		CC # 9290031	File No. # 10 CCP 1.6.10.3.4
10. Grant Requirements, Assurances and Agreements: (all previous Grant Requirements, Assurances and Agreements still apply) <i>The acceptance of a grant from the United States government creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]</i>			
11. Special Conditions: (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details) None			
12. Recipient is required to sign and return one (1) copy of this document with the terms and conditions to the issuing address in Block 6, within 30 days of jurisdiction receipt.			
13. Division of Homeland Security and Emergency Management Project Manager  <b>Christine Stroda</b>		Phone: 907-428-7061 Fax: 907-428-7009 Email: christine.stroda@alaska.gov	
14. Signature of Jurisdiction Project Manager   Printed Name: Scott Walden		Phone: 907-262-2097 Fax: 907-714-2395 Email: swalden@borough.kenai.ak.us	
15. Signature of Jurisdiction Chief Financial Officer   Printed Name: Craig C. Chapman		Phone: 907-714-2170 Fax: 907-714-2376 Email: cchapman@borough.kenai.ak.us	
16. Signature of Jurisdiction Signatory Official   Printed Name and Title: Mike Navarre, Mayor		Date <u>9-13-12</u> Phone: 907-714-2150 Fax: 907-714-2377 Email: mnavarre@borough.kenai.ak.us	
17. Division of Homeland Security and Emergency Management Signatory Official   <b>John W. Madden, Director</b>		Date <u>9/4/2012</u>	

# Project Budget Details Report

2010 Homeland Security Grant Program / CCP

## Kenai Peninsula Borough

Reported Category = ALL. Reported Revision = 2 of 2.

PBD#	Expense Category	Solution Area	Discipline	Qty	State	Budgeted Cost	Amt Spent	PBD#	PBD#
1	Plan.Org	Prog: Dev,Coord,Imp,Eval	EMA	1	State				
<b>EHP</b>						<b>\$30,620.83</b>	\$24,920.66		\$5,700.17
<input type="checkbox"/> EHP									
<b>Item:</b>									
<b>Description</b>						Application Project Priority 1: Kenai Peninsula Citizen Corps Program (KPCCP)			
<b>Description</b>						Build and Strengthen the KPCCP by Training and Organizing CERT and Engaging Citizens in Individual and Neighborhood Preparedness - Program Coordinator's Salary			

2	Training	Course: Dev,Del,Eval	EMA	1	State				
<b>EHP</b>						<b>\$1,455.50</b>	\$1,455.50		
<input type="checkbox"/> EHP									
<b>Item:</b>						Application Project Priority 1: KPCCP Training			
<b>Description</b>						Additional CERT training instructor and travel costs for course delivery in Seldovia, Port Graham, Nanwalek, and/or Tyonek			

Adjusted Grant Award	
State	
Federal	<b>\$32,076.33</b>
Total Budgeted Allocated (Fed & State)	
	<b>\$32,076.33</b>

PBD Total Allocations:	
State	
Federal	\$32,076.33
Total Expenses:	
State	
Federal	\$26,376.16
Summary Balance:	
State	
Federal	\$5,700.17
PBD Non-Budgeted Funds:	
	<b>\$0.00</b>



**KENAI PENINSULA BOROUGH  
GRANTS MANAGEMENT**

**M E M O R A N D U M**

**TO:** Mike Navarre, Mayor  
**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager  
**DATE:** 07 November 2012  
**SUBJECT:** **FY13 – 1Q Senior Grant Narrative Reports**

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The following senior grant reports have been submitted for FY13 first quarter:

Anchor Point Senior Citizens  
Cooper Landing Senior Citizens  
Forget-Me-Not Center  
Homer Friendship Center  
Kenai Senior Citizens  
Nikiski Senior Citizens  
Seward Seniors  
Soldotna Senior Citizens  
Sterling Area Senior Citizens



# KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7599  
PHONE: (907) 714-2153 • FAX: (907) 714-2377  
EMAIL: bahlberg@borough.kenai.ak.us

**FROM:** Anchor Point Senior Citizens  
**KPB ACCOUNT:** 100.62110.ANCSR.43011

**Award Amount:** \$44,869  
**Ending:** 30 June 2013

## Financial / Progress Report

**Submit Report To:** Brenda Ahlberg  
Community & Fiscal Projects Manager  
Kenai Peninsula Borough  
144 N. Binkley St., Soldotna, AK 99669

**Project Name:** FY13 Senior Grant Program  
**Date:** September 28, 2012  
**Report No.:** 1  
**Quarter From:** July 1, 2011  
**To:** September 30, 2012

**FINANCIAL REPORT:** FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	22,669	-	5,766.31	5,766.31	\$ 16,902.69
Utilities	16000	-	4,071.46	4,071.46	\$ 11,928.54
Contractual	5500	-	359.57	359.57	\$ 5,140.43
Supplies	700	-	-	-	\$ 700.00
Equipment		-	-	-	\$ -
		-	-	-	\$ -
<b>TOTALS</b>	<b>\$ 44,869.00</b>	<b>-</b>	<b>\$ 10,197.34</b>	<b>\$ 10,197.34</b>	<b>\$ 34,671.66</b>

Payment Request \$ 10,197.34

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

The Anchor Point Senior Center has Bingo with concessions every Friday night. We have a dinner every Thursday night and a once a month breakfast. We have an exercise class 2 days a week; Wii bowling one afternoon a week and a once a month Quilter group get together. We had a special 3 day Bingo party and a Fish Fry in August. SVT held a Medicare information meeting, open to the public in September.

10/01/12

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Roberta Ness Date: September 28, 2012

Printed Name and Title: Roberta Ness, Vice President

Reviewed and forwarded to Mayor/finance 10/17/12 *BN*

FROM: Cooper Landing Senior Citizens  
KPB ACCOUNT: 100.62115.CLSEN.43011

Award Amount: \$18,665  
Ending: 30 June 2013

## Financial / Progress Report

Submit Report To:

Project Name: FY13 Senior Grant Program

Brenda Ahlberg

Date: October 1, 2012

Community & Fiscal Projects Manager

Report No.: 1

Kenai Peninsula Borough

Quarter From: July 1, 2012 September 30, 2012

144 N. Binkley St., Soldotna, AK 99669

To: September 30, 2012

**FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013**

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
	\$ 18,655.00				
Utility Expense		-	279.21	279.21	\$ (279.21)
Transportation			555.80	555.80	\$ (555.80)
Contractual		-	2,063.00	2,063.00	\$ (2,063.00)
Supplies		-	-	-	\$ -
Equipment		-	-	-	\$ -
		-	-	-	\$ -
<b>TOTALS</b>	<b>\$ 18,655.00</b>	<b>-</b>	<b>\$ 2,898.01</b>	<b>\$ 2,898.01</b>	<b>\$ 15,756.99</b>

Payment Request

\$ 2,898.01

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

The first quarterly report reflects expenditures for electricity usage in the senior bus garage, fuel and maintenance costs related to the operation of the two senior buses used in transporting seniors to doctor appointments, food shopping and other elder activities and contributing to the payment of services in support of seniors by the bookkeeper and administrative assistant.

Rec'd 10/10/12 02

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Ronald Sloan

Date: Oct 8, 2012

Printed Name and Title: RONALD SLOAN, President

Reviewed and forwarded to mayor/finance 10/17/12 02



**KENAI PENINSULA BOROUGH**  
 144 North Binkley Street • Soldotna, Alaska 99669-7599  
 PHONE: (907) 714-2153 • FAX: (907) 714-2377  
 EMAIL: bahlberg@borough.kenai.ak.us

**FROM:** Forget-Me-Not Center  
**KPB ACCOUNT:** 100.62195.FNTCO.43011

**Award Amount:** \$33,045  
**Ending:** 30 June 2013

## Financial / Progress Report

<b>Submit Report To:</b>	<b>Project Name:</b> FY13 Senior Grant - Adult Daycare Prgm
Brenda Ahlberg	<b>Date:</b> 10/11/2012
Community & Fiscal Projects Manager	<b>Report No.:</b> 1 <sup>st</sup> Quarter
Kenai Peninsula Borough	<b>Quarter From:</b> 7/1/2012
144 N. Binkley St., Soldotna, AK 99669	<b>To:</b> 9/30/2012

**FINANCIAL REPORT:** FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	33,045.00	-	5,190.30	5,190.30	\$ 27,854.70
Transportation		-	-	-	\$ -
Contractual		-	-	-	\$ -
Supplies		-	-	-	\$ -
Equipment		-	-	-	\$ -
		-	-	-	\$ -
<b>TOTALS</b>	<b>\$ 33,045.00</b>	<b>-</b>	<b>\$ 5,190.30</b>	<b>\$ 5,190.30</b>	<b>\$ 27,854.70</b>

Payment Request	\$ 5,190.30
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**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

The Forget Me Not Center served twenty seniors during the first quarter (7/1/12-9/30/12.) Eleven staff members provided services (activities, medication assistance, vitals monitoring, transportation to and from center and community outings, and assistance with activities of daily living, ADL's.) A 1:4 staffing ratio is required due to the physical and cognitive needs of the people who attend the program, most days, we served our seniors at a 1:2 ratio. Staff provided 126 round trips and eight outing trips encompassing 2,400 miles for those seniors who did not have another means of transportation. Supplies were purchased to ensure the comfort of the seniors while at the center. These supplies helped provide food items to meet nutritional needs, supported musical, baking, and craft programming, and also ensured the physical comfort of the attendees. We provided two trial days for potential new members, one of whom is now a participant of the program.

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: LaRae Paxton Date: 10.15.12

Printed Name and Title: LaRae Paxton, Finance Director



**KENAI PENINSULA BOROUGH**  
 144 North Binkley Street • Soldotna, Alaska 99669-7599  
 PHONE: (907) 714-2153 • FAX: (907) 714-2377  
 EMAIL: bahlberg@borough.kenai.ak.us

**FROM:** Homer Friendship Center  
**KPB ACCOUNT:** 100.62125.HOMSR.43011

**Award Amount:** \$17,754  
**Ending:** 30 June 2013

## Financial / Progress Report

<b>Submit Report To:</b>	<b>Project Name:</b> FY13 Senior Grant Prgm - Adult Daycare
Brenda Ahlberg	<b>Date:</b> October 15, 2012
Community & Fiscal Projects Manager	<b>Report No.:</b> 1
Kenai Peninsula Borough	<b>Quarter From:</b> July 1, 2012
144 N. Binkley St., Soldotna, AK 99669	<b>To:</b> September 30, 2012

**FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013**

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	17,754.00	-	17,754.00	17,754.00	
Transportation		-	-	-	
Contractual		-	-	-	
Supplies		-	-	-	
Equipment		-	-	-	
		-	-	-	
<b>TOTALS</b>	<b>\$ 17,754.00</b>		<b>\$ 17,754.00</b>	<b>\$ 17,754.00</b>	<b>\$</b>

**Payment Request** **\$ 17,754.00**

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Provided for wages for the Adult Day Services employees. The Adult Day services works with individuals during the day to provide activities, meals, care, arts and crafts.

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: *Keren Kelley* Date: October 15, 2012

Printed Name and Title: Keren Kelley, Executive Director



**KENAI PENINSULA BOROUGH**  
 144 North Binkley Street • Soldotna, Alaska 99669-7599  
 PHONE: (907) 714-2153 • FAX: (907) 714-2377  
 EMAIL: bahlberg@borough.kenai.ak.us

**FROM:** Kenai Senior Citizens  
**KPB ACCOUNT:** 100.62130.KENSR.43011

**Award Amount:** \$126,207  
**Ending:** 30 June 2013

## Financial / Progress Report

**Submit Report To:** Brenda Ahlberg  
 Community & Fiscal Projects Manager  
 Kenai Peninsula Borough  
 144 N. Binkley St., Soldotna, AK 99669

**Project Name:** FY13 Senior Grant Program  
**Date:** 09/30/2012  
**Report No.:** #1  
**Quarter From:** 07/01/2012  
**To:** 09/30/2012

**FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013**

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	126,207.00	-	62,210.80		\$ 126,207.00
Transportation		-	-	-	\$ -
Contractual		-	-	-	\$ -
Supplies		-	-	-	\$ -
Equipment		-	-	-	\$ -
		-	-	-	\$ -
<b>TOTALS</b>	<b>\$ 126,207.00</b>	<b>-</b>	<b>\$ 62,210.80</b>	<b>\$ -</b>	<b>\$ 126,207.00</b>

**Payment Request** \$ 62,210.80

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

See Attached

Rec'd 10/11/12 02

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Terry Eubank Date: 9/30/12

Printed Name and Title: Terry Eubank, Finance Director

*Reviewed and forwarded to mayor/finance 10/17/12 02*



**PROGRESS REPORT: Describe activities that have occurred during this reporting period. Include challenges experienced, any foreseen problems, and/or any special requests. Attach additional pages if necessary.**

This past quarter the program director facilitated 2 staff meetings, attended 6 department head meetings, 3 city council meetings, attended an area-wide Director's meeting in Soldotna, 3 Council on Aging Meetings, 3 Senior Connection, Inc. meetings. During this quarter she coordinated the July 4<sup>th</sup> Pie/Hot Dog Booth Fundraiser, in September assisted with a garage sale, and with Ken Duff, Director of Frontier Community Services, produced a Mystery Dinner Fundraiser for both agencies on a Friday and Saturday at the senior center. This quarter, through the three fundraisers, Kenai Senior Connection Inc. we raised over \$10,046. Having three fundraisers in one quarter is an awesome task for the seniors. The Director applauds them! It is a lot of hard work!

This past quarter, the Director enjoyed getting out and assisting the seniors with special trips. She drove for the Halibut Cove trip in August. There were 11 seniors that participated in that trip. There were 8 seniors, ages 60 to 85 that participated in the Juneau Falls hike. She and her husband organized and planned the hike. Both trips were fun and it is nice for the seniors to see the director out of the facility and participate in various events.

This quarter we provided 5,773 home meals and 2,877 congregate meals. Our home meals are delivered by three home meal drivers. Two drivers deliver food in part of our service area Monday through Friday. The other driver delivers one hot meal and 6 frozen home meals once a week to each of the three Kasilof clients.

In August the senior center hosted the annual "Old Timers" luncheon. We had 240 seniors in attendance. The seniors look forward to this annual event and the seniors come from all over the peninsula to visit old friends, share stories and honor those who have passed away. Staff assisted in this event.

In August, we held our annual picnic. We were fortunate to have HilCorp provide their "camp" area to hold the picnic. We grilled hot dogs and BBQ chicken. There were 45 seniors that participated in the event. It was a gorgeous day and all enjoyed the outing. All our staff participated in this event.

The Activity Coordinator provided various activities, outings, workshops this quarter. We continue to have a very active wellness and exercise program. During this quarter 150 seniors participated in various workshops facilitated by the retired volunteer nurse. Topics included; Weight Management and Health," and "Natural Health Solutions Class," "Emergencies Happen...Are You Prepared?" We began a Thursday, late afternoon, Gold Zumba class. There have been 14 women attending. We continue to have 18 seniors participate in the weight resistance class, 11 in the Richard Simmons Aerobics Class, and 12 in the Tai Chi class. The 7 line dancers practice three times a week and entertain once a month. The Bell Ringing Class is 8 strong and they too, practiced and entertained. The bell ringers provided 52 hours of service in the community this quarter. We have a regular group of seniors that challenge their cognition through duplicate bridge and pinochle. This quarter, 171 hours were spent playing the two card games. The blue grass jam activity continues to provide evening practice for the musicians as well as providing great music for the audience. This quarter, we had 309 players and participants. 19 seniors and 7 dogs participated in the annual Pet Parade. We provided space to 22 seniors that participated in the Caregiver Support Group. This quarter, topics presented and discussed were, "Secrets of the Mind," "Caring for Your Parents, Stress is a silent Killer," and "Silver Age Yoga." This is a wonderful group that supports one another as well as being educated on a variety of vital topics. Care giving is a stressful job.

Besides planning and coordinating activities for our seniors, our Activity Coordinator also facilitates the volunteer program. Coordinating volunteers is a job all by itself. This past quarter our

volunteers provided 2,888 community service hours to our program. As the reader can see, we could not provide the services we do without our volunteers. If you think about our wonderful "non-paid" staff, they saved us (based upon minimum wage) approximately \$21,226.80 this quarter. They deserve more than minimum wage and they are truly a gift to the staff and the seniors who come to the senior center.

This quarter the outreach worker provided 24 hours of ceramics class as well as 24 hours of knitting and crochet class. She had 14 home visits this quarter. The outreach worker was instrumental in providing documented information as proof for the need of a new caregiver for the senior client.

Our security person provided 12 facility rentals with security services. The rentals provide the senior center with revenue. The rentals could be weddings, memorial services, various meetings, and or reunions.



# KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7599

PHONE: (907) 714-2153 • FAX: (907) 714-2377

EMAIL: bahlberg@borough.kenai.ak.us

FROM: Seward Senior Citizens  
KPB ACCOUNT: 100.62150.SEWSR.43011

Award Amount: \$47,238  
Ending: 30 June 2013

## Financial / Progress Report

Submit Report To:

Brenda Ahlberg

Community & Fiscal Projects Manager

Kenai Peninsula Borough

144 N. Binkley St., Soldotna, AK 99669

Project Name: FY13 Senior Grant Program

Date: October 30, 2012

Report No.: FY13, Qtr 1

Quarter From: July 1, 2012

To: September 30, 2012

**FINANCIAL REPORT:** FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	25000	-	6,250.00	6,250.00	\$ 18,750.00
Transportation		-	-	-	\$ -
Contractual		-	-	-	\$ -
Supplies	17000	-	4,250.00	4,250.00	\$ 12,750.00
Equipment		-	-	-	\$ -
Facility/Utilities	5452	-	1,363.00	1,363.00	\$ 4,089.00
<b>TOTALS</b>	<b>\$ 47,452.00</b>	<b>-</b>	<b>\$ 11,863.00</b>	<b>\$ 11,863.00</b>	<b>\$ 35,589.00</b>

Payment Request \$ 11,863.00

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Served 1420 congregate meals, 360 units of fitness classes, 711 one way rides and 523 meals on wheels and 16 classroom hours in computer education during the first quarter of 2012. Provided Medicare counseling to 13 senior citizens, assisted in form completion for 15 different senior citizens and fielded more than 160 phone inquiries of age related issues and referrals.

The problems we face today is the rising cost of utilities and fuel, escalating food costs and a steady increase in gasoline prices. This is happening at the same time of when program income is on the decline. The center will be required to raise \$20k more in fundraising efforts this next fiscal year just to keep the doors open five days a week.

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Submitted electronically 10/30/2012 Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_



# KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7599  
PHONE: (907) 714-2153 • FAX: (907) 714-2377  
EMAIL: bahlberg@borough.kenai.ak.us

**FROM:** Soldotna Senior Citizens  
**KPB ACCOUNT:** 100.62170.SOLSR.43011

**Award Amount:** \$90,886  
**Ending:** 30 June 2013

## Financial / Progress Report

**Submit Report To:**  
Brenda Ahlberg  
Kenai Peninsula Borough  
144 N. Binkley St., Soldotna, AK 99669

**Project Name:** FY13 Senior Grant Program  
**Date:** 10/2/2012  
**Quarter From:** 7/1/2012  
**To:** 9/30/2012

### FINANCIAL REPORT:

### FINAL REPORT DUE ON OR BEFORE 15 JULY 2013

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	71,258.00		24,746.46	24,746.46	46,511.54
Transportation			-	-	-
Contractual	3,524.00			-	3,524.00
Supplies	16,104.00		5,368.22	5,368.22	10,735.78
Equipment				-	-
				-	-
<b>TOTALS</b>	<b>90,886.00</b>	<b>-</b>	<b>30,114.68</b>	<b>30,114.68</b>	<b>60,771.32</b>

Payment Request \$ 30,114.68

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Provided congregate meals and home delivered meals daily, provided senior transportation without interruption during the quarter. Numerous information and referral services and senior outreach to isolated, poverty level, disabled home bound seniors. Completed the re-roofing of the Center due to wind damage incurred during last November's wind storm. Regrettably, the contractor failed to cover half of the roof and had a heavy downpour that night. Water came into the building with water dripping out of light fixtures, fire detectors and ducting. Repairs competed after a couple weeks and facility inspected. Did not disrupt services. Sewage drains from the Center to the road sewer system plugged requiring cleaning. The compressor low pressure solenoid to the walk-in cooler failed, turning the cooler into a heater. Lost \$1000 in perishable foods. Freezer was unaffected. Completed replacing sidewalk to Center as well as concrete approach to garage. Determined one large birch tree by housing unit was rotting internally and had to have it removed. Started on the physical work to install an emergency generator (lengthy project). Monthly no-host dinners, four different dance sessions weekly for exercise. Held our Summer Bazaar and quilt show in July and the Fall Roundup fundraisers to raise money to support senior programs. Held annual Membership Meeting to elect members of Board of Directors.

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature:

*Carolyn Prince*

Date: 10/2/12

Printed name and title:

Carolyn Prince

Treasurer

*Reviewed and forwarded to Mayor/finance 10/17/12*

*Rec'd 10/10/12*



**KENAI PENINSULA BOROUGH**  
 144 North Binkley Street • Soldotna, Alaska 99669-7599  
 PHONE: (907) 714-2153 • FAX: (907) 714-2377  
 EMAIL: bahlberg@borough.kenai.ak.us

**FROM:** Sterling Senior Citizens  
**KPB ACCOUNT:** 100.62180.STESR.43011

**Award Amount:** \$60,376  
**Ending:** 30 June 2013

## Financial / Progress Report

**Submit Report To:** Brenda Ahlberg  
 Community & Fiscal Projects Manager  
 Kenai Peninsula Borough  
 144 N. Binkley St., Soldotna, AK 99669

**Project Name:** FY13 Senior Grant Program  
**Date:** 10/11/12  
**Report No.:** 1  
**Quarter From:** 07/01/12  
**To:** 09/30/12

**FINANCIAL REPORT: FINAL REPORT DUE ON OR BEFORE 15 JULY 2013**

Personnel	43,000	-	13,347.28	13,347.28	\$ 29,652.72
Transportation		-	-	-	\$ -
Contractual	15000	-	3,068.76	3,068.76	\$ 11,931.24
Supplies	2376	-	-	-	\$ 2,376.00
Equipment		-	-	-	\$ -
		-	-	-	\$ -
<b>TOTALS</b>	<b>\$ 60,376.00</b>	<b>-</b>	<b>\$ 16,416.04</b>	<b>\$ 16,416.04</b>	<b>\$ 43,959.96</b>
<b>Payment Request</b>					<b>\$ 16,416.04</b>

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Our two major fundraisers this summer were more successful than ever before. Both the silent auction and the gun show made approximately \$1,000 more than they did last year. So, we consider our fundraising efforts a huge success this year and have really gotten the support of the community of Sterling. We are also already gearing up for the Thanksgiving and Christmas Food Boxes and Angel Tree. Last year we sent out about 135 food boxes for needy families in Sterling. We also gave out over 100 presents to the children of those families.

Rec'd 10/13/12 OZ

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Glenda M. Graham Date: 10/11/12

Printed Name and Title: Glenda Graham - President

*Reviewed and forwarded to mayor/grantee 10/17/12 OZ*



**KENAI PENINSULA BOROUGH  
GRANTS MANAGEMENT**

**M E M O R A N D U M**

**TO:** Mike Navarre, Mayor  
**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager  
**DATE:** 07 November 2012  
**SUBJECT:** **FY13 – 1Q Non Department Grant Reports**

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The following non-departmental grant reports have been submitted for FY13 first quarter:

Central Area Rural Transit  
Kenai Peninsula Economic Development  
Kenai Peninsula Tourism Marketing Council  
Small Business Development Center



# KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7599

PHONE: (907) 714-2153 • FAX: (907) 714-2377

EMAIL: bahlberg@borough.kenai.ak.us

FROM: CARTS  
KPB ACCOUNT: 100.94910.CARTS.43010

Contract Amount: \$25,000  
Ending: June 30, 2013

## Financial / Progress Report

Submit Report To:

Project Name: Public Transportation

Brenda Ahlberg

Date: 10/25/12

Community & Fiscal Projects Manager

Report No.: 1

Kenai Peninsula Borough

Quarter From: 07/01/12

144 N. Binkley St., Soldotna, AK 99669

To: 09/30/12

### FINANCIAL REPORT:

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	12891	-	-		\$ 12,891.00
Travel		-	-	-	\$ -
Contractual	7109	-	-	-	\$ 7,109.00
Supplies	5000	-			\$ 5,000.00
Equipment		-	-	-	\$ -
		-		-	\$ -
<b>TOTALS</b>	<b>\$ 25,000.00</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>

Payment Request	\$ -
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**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

There were no expenditures against the grant this reporting period.

The Mobile Data Terminals have been installed in all of our vehicles. All staff has been trained on the use of the units. We have worked out any bugs in the programming and are now seeing the benefits of the devices including secure information transfer, improved information collection and more effective time management for our drivers. I am sure we will continue to see efficiencies using these.

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: Jennifer Beckmann Date: 10/25/12

Printed Name and Title: Jennifer Beckmann, Executive Director



**KENAI PENINSULA BOROUGH**  
 144 North Binkley Street • Soldotna, Alaska 99669-7599  
 PHONE: (907) 714-2153 • FAX: (907) 714-2377  
 EMAIL: bahlberg@borough.kenai.ak.us

10/15/12

**FROM:** Kenai Peninsula Economic Development District      **Contract Amount:** \$90,000.00  
**KPB ACCOUNT:** 100.94910.KPRDD.43009                              **Ending:**                      6/30/13

**Financial / Progress Report**

**Submit Report To:** Project Name: Kenai Peninsula Economic Development District  
 Brenda Ahlberg Date: October 15, 2012  
 Community & Fiscal Projects Manager Report No.: 1 of 4  
 Kenai Peninsula Borough Quarter From: July 1, 2012  
 144 N. Binkley St., Soldotna, AK 99669 To: September 30, 2012

**FINANCIAL REPORT:**

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	\$ 40,000.00	-	11,250.00	11,250.00	\$ 28,750.00
Travel		-	-	-	\$ -
Contractual	\$ 50,000.00	-	11,250.00	11,250.00	\$ 38,750.00
Supplies		-	-	-	\$ -
Equipment		-	-	-	\$ -
<b>TOTALS</b>	<b>\$ 90,000.00</b>	<b>-</b>	<b>\$ 22,500.00</b>	<b>\$ 22,500.00</b>	<b>\$ 67,500.00</b>

Advance funding	\$ -
Expenditures applied to advance	-
Remaining Advance Balance	\$ -

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Please see attached.

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: *John Tomerson* Date: 10/9/12  
 Printed Name and Title: John Tomerson Executive Director

*Reviewed and forwarded to Mayor/Finance 10/17/12*



# **Kenai Peninsula Economic Development District**

## **Kenai Peninsula Borough Quarterly Progress Report**

**KPB Account: 100.94910.KPRDD.43009**

**Report Period July 1, 2012 – September 30, 2012**

### **SCOPE OF WORK**

#### **Economic Development Partnerships**

**9/30/12**

KPEDD is a recognized by the State of Alaska as an Alaska Regional Development Organization (ARDOR). Southwest Alaska Municipal Conference (SWAMC) the ARDOR representing the Aleutians, Bristol Bay and Kodiak. Residents from the area interested in future opportunities for LNG shipments to western Alaska. KPEDD was instrumental in arranging a tour of the ConocoPhillips LNG plant for SWAMC staff and board members.

---

#### **Small Business Assistance**

**9/30/12**

Eight clients contacted KPEDD for assistance. Two were looking for a grant to start a business. Four were looking for assistance with starting a business. Three wanted information on our MircoLoan Program.

Approximately \$80,000 is available for lending through our MicroLoan Program. One application was submitted for funding in the amount of \$5,000. Due to credit issues the loan application was declined for funding.

The Business Innovation Center (BIC) is 100% occupied. 75% of our turned raw land is leased. Tenants include a start up oil/gas exploration company, two oilfield support services companies, two oil/gas construction companies, two pipeline inspection companies, a safety training business, a self employed video production/editor, a start up petroleum based products and lubricants sales and services company and a nonprofit radio station.

**KPEDD was successful in securing a legislative grant for the Kenai Peninsula construction Academy to construct a much needed store building. Initial site development is underway.**

---

### **Workshops and Forums**

**9/30/12**

**KPEDD, Land's End Resort and KPTMC are sponsoring the 4th annual Business, Marketing and Technology Conference held at Land's End Resort in Homer on October 15th and 16th. The conference brings together business leaders and entrepreneurs to hear from speakers and collaborate about how to accelerate business practice, technology and innovation.**

**Planning for the 2013 Industry Outlook Forum is underway. The event will be held in Homer at the Land's End Resort Thursday, January 31<sup>st</sup> and Friday February 1<sup>st</sup>. The City of Homer is the co-host this year.**

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### **Cook Inlet Infrastructure & Workforce Assessment**

**9/30/12**

**KPEDD submitted an application to EDA for \$75,000 for this project. The application was not approved for funding. The overall project budget has been adjusted to accommodate the reduction. The scope of the project has not been affected.**

**The RFP for Consultant #1 has been drafted and will be made available to the public the first week of October. KPEDD has been in negotiations with Alaska Process Industry Careers Consortium (APICC) for the Consultant #2/Workforce Assessment portion of the project.**



**KENAI PENINSULA BOROUGH**  
 144 North Binkley Street • Soldotna, Alaska 99669-7599  
 PHONE: (907) 714-2153 • FAX: (907) 714-2377  
 EMAIL: bahlberg@borough.kenai.ak.us

**FROM:** KPTMC  
**KPB ACCOUNT:** 100.94910.KPTMC.43021

**Contract Amount:** \$300,000  
**Ending:** June 30, 2013

## Financial / Progress Report

**Submit Report To:** Brenda Ahlberg  
 Community & Fiscal Projects Manager  
 Kenai Peninsula Borough  
 144 N. Binkley St., Soldotna, AK 99669

**Project Name:** Tourism Marketing/Peninsula Promotion  
**Date:** October 4, 2012  
**Report No.:** 1  
**Quarter From:** July 1, 2012  
**To:** September 30, 2012

### FINANCIAL REPORT:

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	42924.00		7,238.47	7,238.47	<b>\$35,685.53</b>
Travel	20365.80		3,972.24	3,972.24	<b>\$16,393.56</b>
Contractual	70000.00		57,967.00	57,967.00	<b>\$12,033.00</b>
Supplies	166710.20		31,546.29	31,546.29	<b>\$135,163.91</b>
Equipment					
<b>TOTALS</b>	<b>\$300,000.00</b>		<b>\$100,724.00</b>	<b>\$100,724.00</b>	<b>\$199,276.00</b>

**Payment Request** **\$100,724.00**

**PROGRESS REPORT:** Describe activities that have occurred during this reporting period. Describe any challenges you may have experienced, any foreseen problems, and/or any special requests. Attach additional pages.

Rec'd 10/04/12 BZ

**Summary:** The 1<sup>st</sup> quarter of our reporting year is a time that our membership is in full swing with visitors and our organization is busy analyzing how the season is progressing, working with visiting media and travel trade, placing our media buys for 2013, distributing our collateral material and selling and producing our Discovery Guide Planner for the following season.

We do not have current sales tax data for the 2012 visitor season at this time. At the beginning of summer KPTMC predicted that in 2012 we would see numbers that rivaled our record tourism year in 2008. The unforeseen failure of the King salmon run may have derailed a full recovery, although some of the impact was absorbed by a very strong sockeye run. Anecdotally, most KPTMC members reported a strong season.

**Discovery Guide Distribution:** While KPTMC is continuing to increase our web and social media presence, the cornerstone of our marketing remains the Discovery Guide. Studies have shown that the Alaskan visitor demographic relies on a myriad of planning sources, but they still prefer a printed guide. 2012 Guide Distribution breaks down as follows:

## COME PLAY WITH US.

Nothing about the Kenai Peninsula is formal or stuffy. In fact, no other Alaskan destination offers such an up close and personal Alaska experience. That's why we are known as

**Alaska's Playground.**

Visit [www.kenaipeninsula.org](http://www.kenaipeninsula.org)  
 to order or download your FREE Guide to the Kenai

800.935.3624

1 *AH* initials

- 50,000 guides mailed in February 2012 to leads purchased from ATIA qualified to people who have decided to visit Alaska within the two years.
- 4000 Guides were shipped to be included in an Infox Travel Agent mailing that provides travel agents with an Alaska information packet upon request.
- Over 5000 Guides were handed out at in-state consumer shows.
- 2500 are distributed at our kiosk in the Tok Visitor Center.
- Over 15,000 guides were sent to leads generated from our web site, advertising in the Anchorage Convention and Visitor Bureau Recreation Guide, and the State of Alaska Vacation Planner.
- Over 13,000 were distributed to the tour industry, visitor centers, Alaska airports, ferry terminals and national trade shows.
- Approximately 30,000 guides went to the Anchorage market, including distribution at the downtown Saturday Market, using Anchorage Brochure Distribution.
- 1000 will be distributed through ATIA at the upcoming New York Times Travel Show, Adventures in Travel Expo in Chicago, and the Boston Globe Travel Show
- We will finalize the 2012 Guide distribution in mid November to leads purchased from ATIA, clearing way for the 2013 Guide.

**2013 Discovery Guide Sales:** Sales for the 2013 Discovery Guide have just closed, coming in at \$143,069, up \$14,000 over last year. The new guide is being laid out and will be sent to the printer October 25, 2012. We are expecting to receive the bulk of our order mid to late November.

**Passport to The Kenai:** 20,000 Passports to Adventure on The Kenai were distributed to visitors this year through ABC Motorhome Rental, mailings and at visitor centers throughout Alaska. This program continues to be one of our most popular, encouraging visitors and locals alike to visit all of our diverse communities. We will begin advertising sales for our 2013 Passport in November.

**Media Assistance:** KPTMC helped coordinate trips throughout The Kenai for the following journalists:

- **Eric Plante:** Independent Travel Writer and Photographer  
[www.picturesbyplante.com](http://www.picturesbyplante.com)
- **Mark Taylor:** Outdoors Editor for The Roanoke Times
- **Bill Thompson III:** Editor of Bird Watcher's Digest
- **Larry Larson:** Independent Travel Writer with 21 books, 2,000+ magazine articles, 8,000+ photos and 2 websites.

*Hi Shanon*

*Now that we've had a few days to get organized after our trip to Alaska we wanted to send our sincere thanks for your hard work. It was obvious that everything was very well organized and our schedule happened as planned. We certainly enjoyed everything about the Kenai Peninsula except our short time there! The Hutch B&B was so convenient to everything, and George at Alaska River Adventures and his guides did a great job making our photos and article information very easy to gather.*

*We will keep you informed when our articles appear and will send the links to them. We plan on doing an Alaska special.*

*Thanks again for everything!  
Take care,  
Larry and Lillian Larsen*

**Kenai Peninsula Business Development:**

**Nationally Acclaimed Customer Service Speaker Tim Richardson:**

KPTMC coordinated and hosted nationally acclaimed customer service speaker, Tim Richardson, to help Kenai Peninsula businesses kick off the summer visitor season with their best foot forward. To reach the maximum number of businesses, Tim gave presentations in Seward, Homer and the Central Peninsula.

**Annual Business, Marketing, & Technology Conference:**

KPTMC is also a proud organizer and sponsor of the Annual Business, Marketing & Technology Conference in Homer-

Land's End, the KPTMC and the Kenai Peninsula Economic Development District (KPBEDD) are pleased to announce that the 4th Annual Business, Marketing, & Technology Conference (BMTc) will be held on October 15th and 16th, at Land's End Resort in Homer.

This is an intimate conference; participants will be able to talk to speakers before and after sessions, as well as during networking breaks and meals. You will have the opportunity to meet and engage with virtually any attendee, exchanging ideas and forming lasting business relationships.

Topics cover a broad range of critical business and technology functions, including:

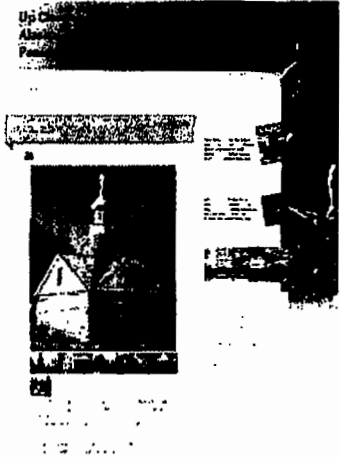
- Digital Signage & Mobile Payments
- Leadership and Teambuilding Development
- Enhancing, Managing & Promoting Your Facebook Page with Facebook's New Features
- Marketing Your Business with Pinterest, Google+ and Other New Networks and Tools
- Mobile Marketing with Images: Instagram, Pinterest, Trover and More Info about seminars on "Profit Mastery" and "Pitch then Plan" creating a financial projection
- Presentations of the status of healthcare reform: the laws, impact on businesses, and our options.

**Social Media:** KPTMC just concluded a very successful facebook campaign that encouraged entrants to "like" not only our page, but the pages of participating communities as well. The winner, selected September 30<sup>th</sup>, won a thirteen day vacation on the Kenai Peninsula. All the activities and lodging were donated by members.

The results speak for themselves, here is a graph detailing fan growth due to the sweepstakes:

City	KPTMC	Homer	Soldotna	Cooper Landing	Seward	Seldovia	Kenai
<b>New Likes (Growth)</b>	1900	1327	1304	1289	1815	1281	1284
<b>Beginning Fan Base</b>	1256	350	5891	0	3415	125	483
<b>Current Fan Base</b>	3010	1609	7054	1256	5119	1349	1651

We have also just concluded our "Keen Eye" photo contest for the summer of 2012. Entries in the photo contest automatically become property of KPTMC to use in marketing. With the addition of online submissions through our facebook page, our photo gallery has grown significantly over the summer.



We recently updated our blog site to better reflect our brand and stay current. Weekly blog updates increase our website SEO.

The future of our facebook page: When we reach 5,000 fans we will begin charging our members for opportunity to post information about their business on our page, increasing their exposure and our earned revenue.

**Google Adwords, Preliminary Campaign:**

Between July 26 and August 26, under the direction of CPC consultants with previous travel-industry experience, we launched a preliminary Google Adwords Campaign to collect strategic data while soliciting for guide requests..

**Campaign Goals:**

1. Generate Guide Requests
2. Collect data to inform a larger, planning-season AdWords campaign.
  - a. Identify Effective Keywords
  - b. Identify Effective Landing Pages
  - c. Identify Baseline Conversion Rates

**Performance Summary:**

**COST:** \$1,008.57 (+ \$2K Consulting)  
**CLICKS:** 475  
**IMPRESSIONS:** 38,609  
**CTR:** 1.23%  
**AVG CPC:** \$2.12  
**CONVERSIONS:** 14 (\$72/Conversion)  
*(8 Mailed Guides + 6 Downloaded Guides)*

Source / Medium	Visits	Goal Conversion Rate
google / organic	1,922	3.38%
(direct) / (none)	606	4.79%
google / cpc	400	3.50%
bing / organic	209	2.39%
yahoo / organic	194	4.12%
2chambers.com / referral	65	0.06%
travelalaska.com / referral	47	12.77%
aol / organic	29	8.90%
facebook.com / referral	29	0.00%
boroughkenai.ak.us / referral	28	0.00%

**Next Steps**

1. Analyze ROI Conversion between Print and CPC
2. Determine Guide Request goals & Online Packages goals.
3. Refine sub-campaigns to meet goals.
  - a. Use highest-performing AdWords sub-campaigns only.
  - b. Exclude Alaska entirely from all CPC campaigns.
  - c. Finalize a Display Network campaign to work w/Search campaign.
  - d. Implement Google's Remarketing code snippet.
4. Launch larger campaign no later than January.

**TRAFFIC SOURCE BREAKDOWN**

July, 26 2012 to August 26, 2012

**PERFORMANCE COMPARED TO 2011**

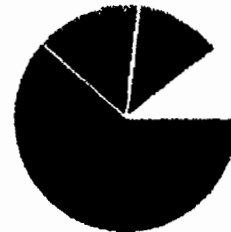
Unique Visits: +8.24%  
 Unique Visitors: +12.09%  
 Avg. Visit Duration: +5.18%

**Goal Conversion Rates**

Website Avg: 3.55%  
 Guide Pg. Avg: 24.00%

Direct Avg: 4.79%  
 G CPC Avg: 3.50%  
 G Org Avg: 3.38%

- 61.36% organic
- 15.44% direct
- 12.92% referral
- 10.21% paid



**Items to note when reconciling KPTMC's financials:**

We are including a breakdown of all staff hours charged to the grant in an invoice format. In addition, personnel costs are reported on a separate column on the same spreadsheet as our marketing expenditures, coded to the activity that the hours are billed to in our budget worksheet.

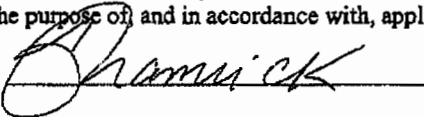
We had a slight change in the allocation of our expenses from the beginning of our grant period; I added \$6441.00 to our travel expenses and subtracted the same amount from our marketing expenses.

I re-created the cost category graph at the top of the Financial/Progress Report as the version it was originally created in is not compatible with our software.

Thank you and please let me know if you have any questions.

**Grantee Certification:** I certify that the above information is true and correct, and that expenditures have been made for the purpose of, and in accordance with, applicable grant agreement terms and conditions.

Signature: \_\_\_\_\_



Date: October 4, 2012

Printed Name and Title: **Shanon Hamrick, Executive Director**



South West Region  
43335 Kalifornsky Beach Road, Suite 12  
Soldotna, AK 99669  
TEL 907.260.5629  
FAX 907.260.1695  
www.aksbdc.org

(Brenda)

October 1, 2012

The Honorable Mike Navarre  
Mayor of The Kenai Peninsula Borough  
144 N. Binkley Street  
Soldotna, AK. 99669

Dear Mayor Navarre:

I'm pleased to offer the following Alaska Small Business Development Center (AK SBDC), South West Region report for your review:

**Key Performance Indicators**

- Clients counseled: 70
- New clients counseled: 36
- New businesses: 5
- Jobs created: 7
- Training events: 6
- Training attendees: 18
- Capital infusion: \$306,000
- Business plan development: 23

**Trends**

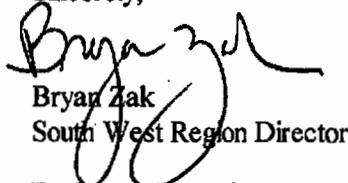
The numbers above provide the results for our Key Performance Indicators for the Kenai Peninsula Borough's 1st Quarter (July 1, 2012 through September 30, 2012). Yearly performance to date is reported in the attached report. These results indicate a positive trend compared to prior years which we attribute to our commitment, long lasting partnerships, and continued support from our community stakeholders.

**Results for all**

The Kenai Peninsula Borough Regional office continues to be staffed full-time with a Regional Director and an Administrative Assistant. Our team continues to develop strong working relationships with clients, Chambers of Commerce, lenders and government agencies.

Thank you on behalf of the AK SBDC for your continued support which is so greatly appreciated. Your support provides the opportunity for us to continue to provide business and professional services to the members of our community.

Sincerely,



Bryan Zak  
South West Region Director

Enclosure: Narrative and corresponding documentation

STATEWIDE CENTERS: Anchorage, Fairbanks, Juneau, Kenai Peninsula, Mat-Su Valley

FAMILY PROGRAMS: PTAC - Procurement Technical Assistance Centers of Alaska, APEX - Alaska Performance Excellence, TREND - Technology Research and Development Center of Alaska, ROPE - Rural Outreach Program for Entrepreneurs, and our Buy Alaska Program





**Alaska Small Business Development Center- South West Region  
43335 Kalifornsky Beach Rd., Suite 12  
Soldotna, AK 99669  
907-260-5629**

**First Quarter Report  
FY2013  
July 1, 2012 through September 30, 2012**

**Presented to:**

**Kenai Peninsula Borough  
Mayor Mike Navarre  
144 North Binkley Street  
Soldotna, AK 99669**

**October 1, 2012**

**The Alaska Small Business Development Center South West Region (AKSBDC-SW) offers services to businesses just getting started and existing on the Kenai Peninsula.**

**Our goal is to provide education, information and services designed to help, develop, sustain and grow small businesses within our service area.**

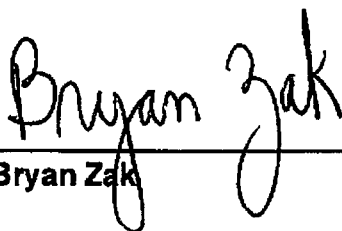
**The hallmark to our services is the free, one-on-one, confidential counseling individualized to meet each client's needs. A counseling session may cover a myriad of topics related to business, including business plan development and review, business projections, cash flow analysis, marketing, bookkeeping, loan packaging, licensing and permitting, to name a few.**

**The AKSBDC-SW also provides entrepreneurs access to a business library, Internet computer usage for research and business training through no - and low-cost seminars and workshops.**

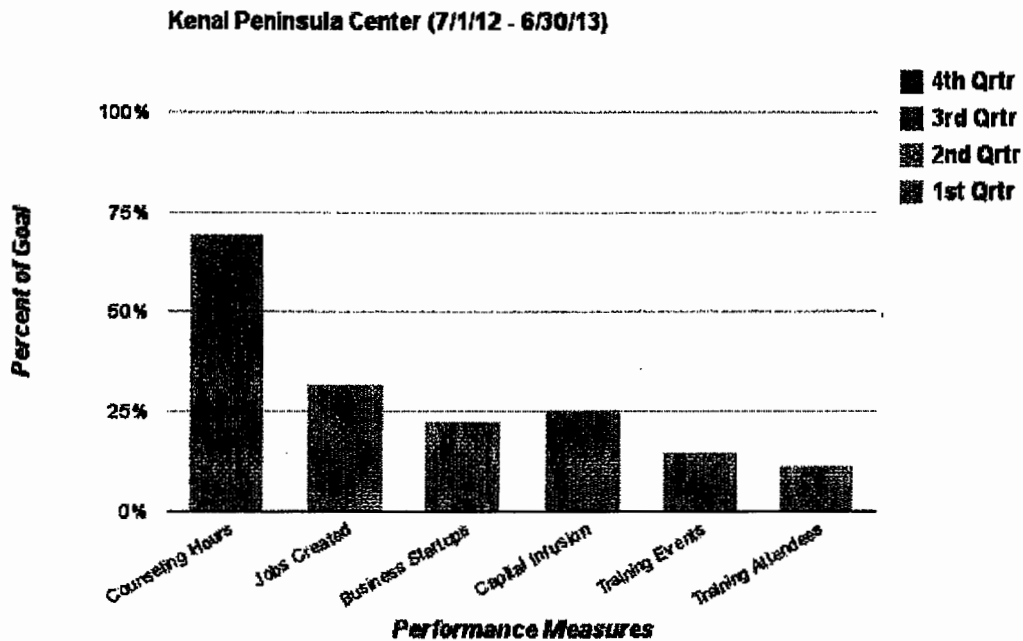
**The Offices in Soldotna, Homer, and Seward offer further assistance through AKSBDC-SW's partner program PTAC, which provides assistance with state, federal and local government procurement opportunities. Other available resources include a set of business tools at [www.AKSBDC-SW.org](http://www.AKSBDC-SW.org), ongoing live webinars, access to market research, and a statewide network of knowledgeable staff.**

**On the Kenai Peninsula the AKSBDC-SW has established collaborative relationships with the Kenai Peninsula Borough, all of the Chambers of Commerce, the cities of Homer and Seward, the Kenai Peninsula Tourism Marketing Council and the Kenai Peninsula Economic Development District. These relationships provide a small amount of funding or in-kind services, and promote our workshops and counseling in their newsletters.**

**I certify that to the best of my knowledge, the information contained herein is accurate and reflects the activities executed by the AKSBDC-SW during the First Quarter FY13.**

  
Bryan Zak

**October 1, 2012**



**Performance Indicators and Progress To-Date**

The AKSBDC-SW performance measures for FY2013 (FY 07/01/2012 through 6/30/12) depicted in the figure above are explained below with progress to date.

**Number of Clients Counseled Current Quarter: 70**  
**YTD: 70 unique clients**

During the First Quarter, 70 clients received counseling assistance. This represents 173.50 hours spent with clients in the quarter. Of start-up and existing business clients, 22 are male, 28 are women-owned and 13 have two or more owners.

Our free, confidential counseling is offered to all individuals seeking assistance. Due to the volume of requests for ounseling the AKSBDC-SW has segmented its clients into the following life cycle: Think, Launch, Grow, Reinvent and Exit. By understanding the stage of a client's business, both the client and the counselor work more efficiently and produce results more effectively.

In order to be considered a reportable counseling session the client's initial counseling session must be no less than 1 hour with the business advisor. Follow-up counseling sessions can be any length of time. Although the Business Advisor offers information and advice to clients on an ongoing regular basis via telephone, email or in person, only the reportable sessions are listed.

Clients represented a wide range of businesses including service-related businesses (19), retail (10), construction (4), manufacturing (2) and other business ventures (35). Most appear to be starting or continuing with year-round ventures, with several seasonal businesses exploring options for year-round operations.

**The regional results reported below represent the AKSBDC-SW's Key Performance Indicators (KPI's) which are each tied to our strategic plan. The trend for all KPI's indicate a steady upward trend and we attribute this to our organization's Baldrige journey to achieve performance excellence.**

#### **Jobs Created**

**YTD: 7**

The South West Region of the AK SBDC continues to see an increasing trend for number of jobs created as compared to prior year's results. During the First Quarter, 7 new jobs were added.

#### **Business Starts**

**YTD: 5**

Additionally, results for business starts shows a positive trend as business owners take advantage of low interest rates and new business opportunities. An enterprise is considered "in-business" when all required licensing/permitting is acquired and has either payroll, acquired debt or equity capital, incurred business expenses, and/or has a sale. During the First Quarter, we had 5 new businesses created.

#### **Capital Infusion**

**YTD: \$306,000**

Capital Infusion is also showing an increasing trend compared to previous years. We attribute this to the continued marketing, improvement and development of our services, lower interest rates, owners' willingness to finance businesses, and private investment.

#### **TOTAL TO DATE:**

**SBA Loans: \$0**

**Non-SBA: \$250,000**

Non-Debt Financing: \$56,000

**Training Events & Attendees**

**YTD Events: 6**

**YTD Attendees: 18**

Training events, in the form of workshops and classes, are available through the AKSBDC-SW office. These trainings may be provided by the Business Advisor or other professionals. During the First quarter, we offered 6 training events with a total of 18 attendees. The training topics covered pre-business training, business planning, accounting, and QuickBooks.

Recently the AKSBDC-SW has improved how it offers workshops. Many of our workshops are now available via an online software, ReadyTalk. An individual needs only a computer, Internet connection, and phone line to join the workshop. These workshops are also archived so our customers can view at times that are convenient for them. We're pleased to say that with this new offering there were 3 clients from the KPB who took advantage of this new technology.

We anticipate many new improvements over the next fiscal year for workshops. It will be our pleasure to keep you posted on new developments and technology that will better assist business start-ups and growth.



## KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99669-7520

Toll-free within the Borough: 1-800-478-4441

PHONE: (907) 714-2200 • FAX: (907) 714-2378

[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

**MIKE NAVARRE  
BOROUGH MAYOR**

**To:** Mike Navarre, Mayor

**Thru:** Craig C. Chapman, Finance Director *C Chapman*  
Max Best, Planning Director *MB*  
Marcus Mueller, Land Management Officer *MM*

**From:** *D.C.* Dan Conetta, Land Management Agent

**Date:** November 1, 2012

**Subject:** Recap of 2012 Tax Foreclosure Auction as  
Authorized by Ordinance 2012-23

Routed From  
Mayor's Office to:

Clerk \_\_\_\_\_  
Assembly \_\_\_\_\_  
Legal \_\_\_\_\_  
Finance \_\_\_\_\_  
Assessing \_\_\_\_\_  
Planning \_\_\_\_\_  
Roads \_\_\_\_\_  
SBB \_\_\_\_\_  
Purchasing \_\_\_\_\_  
Other *Paul*  
Date: *11/5/12*

Land Management is pleased to report that all 37 parcels that were offered in the Borough's 2012 Tax Foreclosure Sale were sold at auction on October 13, 2012. The results of this sale are also posted to the KPB Land Management website. Seven of the 37 parcels had structures on them. There we a total of 27 successful bidders as 9 bidders had purchased more than one parcel. A total of \$2,064.51 was spent on newspaper ads (public notices). Grubstake Auction Company, Inc. conducted the auction at a cost of \$3,495 and registered a total of 98 bidders. The auction effort was also supported by five Borough employees—three from Finance and two from Land Management. The Borough is due to recover \$74,110 in unpaid real property taxes, penalties, interest, and other related costs. In addition, excess proceeds resulted in a total of \$227,993.49. Pursuant to state statutes the prior record owner will be notified of their right to claim excess proceeds.

In addition to the 37 parcels sold, another 19 were retained by the Borough for a public purpose pursuant to Ordinance 2012-23, eight were repurchased prior to sale, and three were conveyed to the City of Seward as requested, pursuant to state statutes.

This year, to attract more interest, Land Management mailed a courtesy notice to adjacent property owners about the auction. Our statistical analysis shows that out of the 98 registered bidders 15 were adjacent property owners, and that of the 37 parcels sold 12 were to adjacent property owners.

RECEIVED

NOV 02 2012

KPB  
FINANCE DEPT ACCOUNTING



**KENAI PENINSULA BOROUGH - FINANCE DEPARTMENT**

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**To:** Linda Murphy, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**Thru:** Mike Navarre, Borough Mayor *MN*

**Thru:** Craig Chapman, Finance Director *C Chapman*

**From:** Brandi Harbaugh, Controller

**Date:** November 6, 2012

**Subject:** Project Reports – September 30, 2012

Attached are the quarterly project reports for the Borough's capital project funds.

Fund 400-Borough and Grant Funded School Capital Projects Fund  
Fund 401-Bond Funded Capital Projects Fund  
Fund 407-General Government Capital Projects Fund  
Fund 411-Solid Waste Capital Projects Fund  
Fund 434-Road Service Area Capital Projects Fund  
Fund 441-Nikiski Fire Service Area Capital Projects Fund  
Fund 442-Bear Creek Service Area Capital Projects Fund  
Fund 443-CES Service Area Capital Projects Fund  
Fund 444-Anchor Point Service Area Capital Projects Fund  
Fund 446-Kachemak Emergency Service Area Capital Projects Fund  
Fund 455-911 Communication Capital Projects Fund  
Fund 459-North Peninsula Recreation Service Area Capital Projects Fund  
Fund 490-Central Peninsula Hospital Capital Projects Fund  
Fund 491-South Peninsula Hospital Capital Projects Fund

# School Revenue Projects - Fund 400

Balances through September 30, 2012

Project	Year Authorized	Site	Site Number	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
07714	2007	Chapman Elementary	71010	Siding/window	50,000	49,590	-	410	49,590	-	49,590
12WLD	2012	Nanwalek Welding	71030	Storage to Welding Shop	38,505	35,351	20,228	23,382	15,123	2,687	12,436
13704	2013	Nanwalek School	71030	Propane Tank Separation	100,000	100,000	10,026	10,026	89,974	800	89,174
06195	2006	Ninlichik Elem.	71100	Re-roof Section D & E	492,671	16,330	-	476,341	16,330	16,330	(0)
12CAN	2012	Skyview HS	71180	Canopy	399,372	388,657	127,844	138,559	260,813	118,472	142,341
08232	2008	Homer High	72010	FY08 HoHi - ADA Comp.	12,000	11,783	-	217	11,783	-	11,783
12723	2012	Homer High	72010	Pool filter Upgrade	80,000	77,477	290	2,813	77,187	-	77,187
12823	2012	Homer High	72010	Front Entry Upgrade	100,000	100,000	-	-	100,000	-	100,000
12TRC	2012	Homer High	72010	Front Entry Upgrade	1,175,000	1,105,504	16,628	86,123	1,088,877	1,025,266	63,611
08320	2008	West Homer Elem.	72051	H. S. Track Replacement	50,000	43,649	-	6,351	43,649	-	43,649
13AUR	2013	Aurora Borealis	73010	Mortar Jts. -Seal Brick	87,600	87,600	85,141	85,141	2,459	2,459	-
12KUT	2012	Kenai High	73020	Land Purchase	73,132	70,009	59,694	62,817	10,315	8,085	2,230
13556	2013	Kenai High	73020	Kitchen/Home Ec	1,900,000	1,900,000	1,520	1,520	1,898,480	126,710	1,771,770
11755	2011	Kenai Middle School	73030	Track and Field Improve.	6,933	6,933	6,933	6,933	-	-	-
07314	2007	Sears Elem	73040	Flooring Rep/Upgrade	30,000	16,051	-	13,949	16,051	10,400	5,651
07716	2007	Seward High	75020	Roof Repair	30,000	9,735	9,691	29,956	45	45	-
12EXP	2012	Seward High	75020	Parking lot light upgrade	179,898	160,618	2,102	21,381	158,517	-	158,517
08743	2008	Seward Middle	75030	Shop Expansion	413,000	10,028	9,809	412,781	219	-	219
12748	2012	Soldotna High	76020	Playfield Complex	75,000	75,000	-	-	75,000	-	75,000
13556	2013	Soldotna High	76020	Home Ec. Room Upgrade	1,200,000	1,200,000	950	950	1,199,050	126,710	1,072,340
12851	2012	Portables & Outbuildings	78010	Track and Field Improve.	100,000	23,487	-	76,513	23,487	23,487	-
12PTB	2012	Portables & Outbuildings	78010	Areawide Outbuildings	150,000	150,000	8,300	8,300	141,700	53,748	87,952
07009	2007	Areawide Facilities	78050	Move & Setup 2 Portables	386,064	99,070	84,015	371,009	15,055	4,949	10,106
09727	2009	Areawide Facilities	78050	HVAC/DDC upgrades	200,000	159,928	-	40,072	159,928	538	159,390
09782	2009	Areawide Facilities	78050	Bleacher Replacement	80,000	56,018	5,763	29,745	50,255	8,996	41,259
09802	2009	Areawide Facilities	78050	ADA Compliance	200,000	21,764	9,314	187,550	12,450	480	11,970
10759	2010	Areawide Facilities	78050	Paving Upgrades	100,000	16,426	-	83,574	16,426	16,426	-
10802	2010	Areawide Facilities	78050	Elevator Upgrades	300,000	2,546	-	297,454	2,546	2,546	-
10856	2010	Areawide Facilities	78050	Arsenic Compliance	125,000	98,223	12,012	38,789	86,211	1,268	84,943
11728	2011	Areawide Facilities	78050	Paving Rep/Upgrade	100,000	74,388	1,889	27,501	72,499	-	72,499
11756	2011	Areawide Facilities	78050	Fire/Life/Safety Projects	75,000	284	284	75,000	-	604	(0)
11758	2011	Areawide Facilities	78050	Doors/Entries Replace.	98,500	15,202	14,598	97,896	604	-	224
11759	2011	Areawide Facilities	78050	Asbestos abatement	100,000	4,052	3,827	99,776	224	-	224
11780	2011	Areawide Facilities	78050	Elec. & Lighting Upgrades	100,000	11,442	3,690	92,248	7,752	3,764	3,988
11801	2011	Areawide Facilities	78050	Water quality/Arsenic	200,000	71,529	842	129,313	70,687	4,018	66,669
11802	2011	Areawide Facilities	78050	Playground Upgrades	100,000	53,203	50,745	97,541	2,459	230	2,228
11802	2011	Areawide Facilities	78050	HVAC Upgrades	200,000	8,145	4,319	196,174	3,826	1,978	1,848
11802	2011	Areawide Facilities	78050	Asphalt/Paving Replace.	175,000	175,000	-	-	175,000	-	175,000
SMART	2011	Areawide Facilities	78050	Security Camera	160,000	39,745	-	120,255	39,745	-	39,745
12860	2012	FY11 KPBSD Smart Bd.	78050	Smart Board Project	154,000	3,504	936	151,432	2,568	-	2,568
12856	2012	Areawide Facilities	78050	Generator & Hardware	100,000	53,454	11,134	57,680	42,320	10,515	31,804
12728	2012	Areawide Facilities	78050	Fire Marshall/Safety	125,000	124,954	9,593	9,639	115,361	-	115,361
12780	2012	Areawide Facilities	78050	Doors and Entries	125,000	119,665	243	5,578	119,422	-	119,422
12755	2012	Areawide Facilities	78050	Playground Upgrades	116,868	108,552	22,340	30,657	86,211	9,922	76,290
12758	2012	Areawide Facilities	78050	Flooring	125,000	122,984	34,952	36,968	88,032	8,264	79,768
12802	2012	Areawide Facilities	78050	Electrical & Lighting	101,000	33,326	29,631	97,305	120,000	2,416	120,000
12803	2012	Areawide Facilities	78050	Asphalt & Sidewalk	120,000	120,000	-	-	120,000	-	120,000
12DCS	2012	Areawide Facilities	78050	Elevator Upgrades	75,000	74,682	6,023	6,341	68,659	12,286	56,374
12PAV	2012	Areawide Facilities	78050	ADA Compliance Study	100,000	100,000	2,541	2,541	97,459	-	97,459
				Asphalt Repairs	250,000	250,000	-	-	250,000	-	250,000



# School Revenue Projects - Fund 400

Balances through September 30, 2012

Project	Year	Authorized	Site	Site Number	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
12DSG	2012	Areawide Facilities	78050	Design Dev.-	50,000	44,550	-	5,450	44,550	14,697	29,853	
AUDOR	2012	Aurora	78050	Doors & Hardware	34,085	1,157	385	33,312	773	444	329	
13000	2013	Areawide Facilities	78050	Auditorium Lighting	100,000	100,000	-	-	100,000	-	100,000	
13489	2013	Areawide Facilities	78050	Security Camera Systems	1,625,000	1,625,000	-	-	1,625,000	-	1,625,000	
13755	2013	Areawide Facilities	78050	Flooring Repl/Upgrade	75,000	75,000	-	-	75,000	-	75,000	
13756	2013	Areawide Facilities	78050	Asbestos Removal	150,000	150,000	145,200	145,200	4,800	-	4,800	
13758	2013	Areawide Facilities	78050	Elec. & Lighting Upgrades	125,000	125,000	25	25	124,975	4,706	120,269	
13780	2013	Areawide Facilities	78050	Playground Upgrades	75,000	75,000	-	-	75,000	-	75,000	
13801	2013	Areawide Facilities	78050	HVAC Upgrades	100,000	100,000	1,285	1,285	98,715	-	98,715	
13855	2013	Areawide Facilities	78050	Locker Replacement	75,000	75,000	-	-	75,000	5,623	69,377	
13856	2013	Areawide Facilities	78050	Fire Marshal/Safety	150,000	150,000	-	-	150,000	-	150,000	
13860	2013	Areawide Facilities	78050	Generator Upgrades	100,000	150,000	-	-	100,000	-	100,000	
<b>Total</b>					<b>\$ 13,493,628</b>	<b>\$ 10,326,596</b>	<b>\$ 814,741</b>	<b>\$ 4,031,773</b>	<b>\$ 9,461,855</b>	<b>\$ 1,629,870</b>	<b>\$ 7,831,986</b>	

Beginning Fund Balance 6/30/12

\$ 2,098,334

Funds Provided:

FY13 Transfer from General Fund	\$ 1,050,000
FY13 Local Contribution - KPBSD Kenai Central High, FY12 appropriation 2011-19-74	70,009.00
FY13 Local Contribution - KPBSD Nanwalek Welding Shop, FY12 appropriation 2011-19-74	35,351.00
FY13 Local Contribution - KPBSD ADA Compliance, FY12 appropriation 2011-19-78	100,000.00
FY13 Local Contribution - KPBSD Design Development, FY12 appropriation 2011-19-78	44,550.00
FY13 Local Contribution - KPBSD Asphalt Repairs, FY12 appropriation 2011-19-78	250,000.00
FY13 Local Contribution - KPBSD Move and Set up 2 Portables, FY12 appropriation 211-19-78	150,000.00
FY13 Local Contribution - KPBSD Homer Track design, FY12 appropriation 211-19-78	5,504.00
FY13 Local Contribution - KPBSD Seward H.S. Shop, FY12 appropriation 2011-19-74	160,619.00
FY13 Local Contribution - KPBSD Skyview H.S. Shop Canopy, FY12 appropriation 2011-19-74	388,657.00
FY13 Local Contribution - KPBSD Aurora, FY11 appropriation 2010-19-45	87,600
Grants Awarded	3,504
Total Funds Provided	<u>5,841,050</u>

8,186,844

**Funds Applied - Current Year Expenditures**

(814,741)

Funds obligated to existing projects

(9,461,855)

Projects completed, cancelled or other funding source identified.

**Funds available for appropriation and to satisfy future capital expansion plans.**

\$ 8,582

# General Government Projects - Fund 407

Balances through September 30, 2012

Project	Year	Appropriated	Project Description	Authorized Amount	FY12 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
84073	2008	Vehicle Parking		125,000	51,225	34,067.76	107,843	17,157	950	16,207
09407	2009	Conference Rooms Upgrade		100,000	52,911	-	47,089	52,911	-	52,911
10407	2010	Administration Building Remodel		139,324	10,657	5,465.51	134,132	5,192	-	5,192
1040A	2010	Administration Building Remodel	FIN/Lega	189,497	171,258	93,839.15	112,078	77,419	71,841	5,578
12ADA	2012	Basement restrooms ADA Compliance		40,000	40,000	8,051.25	8,051	31,949	30,700	1,249
13RML	2013	Admin Bldg. Remodel Assess/Plan/Mayor		376,059	376,059	3,490.41	3,490	372,569	\$0	372,569
<b>Total</b>				<b>\$ 969,880</b>	<b>\$ 702,110</b>	<b>\$ 144,914</b>	<b>\$ 412,684</b>	<b>\$ 557,196</b>	<b>\$ 103,491</b>	<b>\$ 453,706</b>

Beginning Fund Balance 6/30/12

1,098,922

Funds Provided:

FY2013 Transfer from General Fund

\$ -

Total Funds Provided

-

Funds Applied - Current Year Expenditures

(144,914)

Funds obligated to existing projects

(557,196)

Projects completed or cancelled

-

**Funds available for appropriation and to satisfy future capital expansion plans.**

**396,811**

# Bond Projects - Fund 401

Balances through September 30, 2012

Project	Year Appropriated	Site	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
10SWB	2010	Central Peninsula Landfill	Landfill Expansion Project	\$ 4,960,000	\$ 88,864	\$ 59,278	\$ 4,130,674	\$ 829,326	\$ 1,979	\$ 827,346
11SCH	2011	Areawide Roof Replacements	KPBSD Roof Replacements	16,865,000	8,898,256	3,487,876	11,454,619	5,410,381	1,159,707	4,250,674
<b>Total</b>				<b>\$ 21,825,000</b>	<b>\$ 8,987,120</b>	<b>\$ 3,547,154</b>	<b>\$ 15,585,294</b>	<b>\$ 6,239,706</b>	<b>\$ 1,161,686</b>	<b>\$ 5,078,020</b>

Beginning Fund Balance 6/30/12

\$ 10,032,133

Funds Provided:

FY2013 SW Bond (FY10) Interest  
 FY2013 School Roofing Bonds Interest

\$ 36  
 206

Total Funds Provided

242

Funds Applied - Current Year Expenditures

(3,547,154)

Funds obligated to existing projects

(6,239,706)

Projects completed or cancelled

-

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 245,514

# Resource Management Projects - Fund 409

Balances through September 30, 2012

Year	Project Description	Authorized Amount	FY12 Budget	Expend FY12	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Beginning Fund Balance 6/30/12					\$ 38,132		
	Funds Provided:							
	FY2012 Transfer from General Fund			\$ -				
	Grants Awarded			-				
	Total Funds Provided							
	Funds Applied - Current Year Expenditures							
	Funds obligated to existing projects							
	Projects completed or cancelled							
	<b>Funds available for appropriation and to satisfy future capital expansion plans.</b>					<b>\$ 38,132</b>		

# Solid Waste Projects - Fund 411

Balances through September 30, 2012

Project	Year	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
10HOM	2010	\$ 614,736	\$ 22,327	\$ 476	\$ 592,885	\$ 21,851	\$ -	\$ 21,851
11PPP	2011	100,000	91,521	-	8,479	91,521	-	91,521
11PTG	2011	125,000	57,232	-	67,768	57,232	8,212	49,020
12HLC	2012	250,000	250,000	-	-	250,000	205,166	44,834
12LMS	2012	150,000	70,676	12,244	91,568	58,432	22,739	35,693
12SCL	2012	310,000	304,825	124,140	129,315	180,685	169,042.50	11,643
Grt 12380	2012	8,998,000	6,577,940	1,757,917	4,177,977	4,820,023	3,988,336	831,688
13DMP	2013	70,000	70,000	64	64	69,936	25,088	44,848
		<b>\$ 10,617,736</b>	<b>\$ 7,444,521</b>	<b>\$ 1,894,841</b>	<b>\$ 5,068,055</b>	<b>\$ 5,549,681</b>	<b>\$ 4,418,583</b>	<b>\$ 1,131,098</b>

Beginning Fund Balance 6/30/12  
Closure/Postclosure Costs

\$ 730,954  
5,455,415  
\$ 6,186,369

Funds Provided:  
FY2013 Transfer from Solid Waste Operating  
FY2013 Provision for Future Closure/postclosure costs  
Interest

70,000  
848,172  
75,000  
6,577,940  
7,571,112

Funds Applied:  
Current Year Expenditures  
Current Year Closure/Postclosure Expenditures

(1,894,841)  
(279,580)  
(2,174,421)

Funds obligated to existing projects

(5,549,681)

Projects completed or cancelled

\*

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 6,033,380

Closure/Postclosure Liability

(6,024,007)

Net Funds available for appropriation and to satisfy future capital expansion plans.

\$ 9,373

# RSA Capital Projects - Fund 434

Balances through September 30, 2012

Year	Project	Appropriation	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
<b>2011 State Grant for Borough-Wide Road Improvements (\$5,000,000)</b>									
2011	11252	Borough-wide Road Improvements	\$ 1,612,503	\$ 1,612,503	\$ -	\$ -	\$ 1,612,503	\$ -	\$ 1,612,503
2011	W7EVE	Even Lane	688,021	606,373	179,848	261,496	426,525	385,845	40,680
2011	C4MAY	Mayoni S/Inukshuk Ct	210,406	210,406	-	-	210,406	183,943	26,463
2011	C5NOR	N. Kobuk View/May/Cntrl/Spinaker	564,601	564,601	-	-	564,601	528,617	35,984
2011	E5STA	Starr Lane	97,170	97,170	-	-	97,170	-	97,170
2012	C3GOO	Gooseberry Road	114,467	114,467	-	-	114,467	100,362	14,105
2012	C5STR	Strawberry Rd, Strawberry Ct, & Doni Lynn	214,524	214,524	162,826	162,826	31,330	20,368	20,368
2012	N3SUJ	Suvaq St, Ambryn Ave, Gallen Ave., Tikopia St	121,792	121,792	81,364	81,364	40,428	28,446	11,982
2012	S5KAT	Kalamar Ave. E., Brown Drive	348,990	348,990	251,006	251,006	97,984	89,774	8,210
2012	W1TER	Territorial Rd. & Chena Drive	182,959	182,959	156,528	156,528	26,431	19,272	7,160
2012	W3STO	Stol Rd.	10,741	10,741	-	-	10,741	5,172	5,569
2012	W7WOP	Woods Drive Paving	351,654	351,654	432	432	351,222	316,039	35,183
<b>2012 State Grant for Borough-Wide Road Improvements (\$4,500,000)</b>									
2012	12383	Borough-wide Road Improvements	\$ 4,500,000	\$ 4,500,000	\$ -	\$ -	\$ 4,500,000	\$ -	\$ 4,500,000
<b>2012 HMPG Federal/State Grant (75%/25%)</b>									
2012	18436	Beach Drive Basin/Culvert	432,837	420,826	1,956	13,957	418,870	333,086	85,784
<b>2013 State Grant for Borough-Wide Improvements (\$8,000,000)</b>									
2013	13614	Borough-Wide Road Improvements	\$ 8,000,000	\$ 8,000,000	\$ -	\$ -	\$ 8,000,000	\$ 0.00	\$ 8,000,000
<b>2013 DCCED Grant</b>									
2013	13224	Fox River Basargin Road	50,000	50,000	-	-	50,000	0.00	50,000
<b>Projects Associated with DCCED Legislative Grant (\$8,400,000)</b>									
2009	E2BEA	Beach Drive	21,546	19,995	59	1,610	19,936	-	19,936
2009	W1JUE	Juel, Kenaitze, Neilson	183,699	163,431	91,865	112,133	71,966	48,308	23,258
2010	C6KED	K-B Drive & Bye Way	354,375	29,878	-	324,397	181,140	10,338	19,639
2011	C1VIO	Vio Rd, Annal Ln, Elisa Ln, Eldorado Way, Bonanza	461,539	245,656	58,088	273,970	187,569	181,140	6,429
2011	C2GRE	Greenwood Court	123,070	50,544	31,726	104,252	18,818	9,342	9,476
2011	C4MAY	Mayoni St & Inukshuk Ct	35,609	25,734	-	9,875	25,734	25,734	0
2011	C5EED	Eddy Lane Drainage	21,657	21,657	-	21,657	13,100	8,557	8,557
2011	C5GOL	Golden Eagle Ave. & Chisik St	126,845	115,055	94,439	106,029	20,616	9,726	10,890
2011	C5NOR	N. Kobuk St, View Ln, Mary Ave, Central Ave.	40,260	18,359	798	22,699	17,561	-	-
2011	C5STR	Strawberry Rd., Strawberry Ct., & Doni Lynn St.	20,545	4,615	4,615	20,545	-	-	-
2011	E3MOA	Moat Way, Excalibur, Camelot	281,625	38,297	-	243,328	38,297	17,550	20,747
2011	E5STA	Starr Lane	24,601	15,951	2,195	10,844	13,757	8,225	5,532
2011	N3SUJ	Suva St, Ambryn Ave, Gallen Ave, Tikopia St.	115,805	85,648	85,648	115,805	-	-	-
2011	N5GEO	Georgine Lake Road	221,667	208,800	608	13,475	208,192	189,397	18,795
2011	N5WAN	Wanda Dr. & Range View Ct.	189,886	177,960	-	11,926	177,960	160,653	17,307
2011	S5KAT	Kalamar Ave. E., Brown Drive	22,621	2,566	2,566	22,621	-	-	-
2011	W1TER	Territorial Rd. & Chena Dr.	19,677	4,332	4,332	19,677	-	-	-
2011	W3STO	Stol Rd. (Phwz)	31,510	21,882	157	9,765	21,725	21,725	-
2011	W5YAL	Yale St., Princeton Ave.	96,272	88,990	297	7,579	86,683	77,776	10,917
2011	W7RAV	Ravenwood Street	129,256	18,190	6,698	11,763	11,483	1,973	9,520
2012	C3GOO	Gooseberry Road	21,593	10,880	3,917	14,629	6,964	6,964	-
2012	C4INU	Inukshuk Court	102,555	23,091	6,285	85,750	16,805	5,655	11,150
2012	N2GEM	Gemstone Road	53,969	47,724	-	6,245	47,724	39,326	8,398
2012	N5RAM	Ramona Street	161,933	149,123	117,453	130,263	31,670	27,282	4,388
2012	W1RUF	Ruffed Grouse	96,879	89,601	62,305	69,583	27,296	17,478	9,818
<b>Totals</b>									
			\$ 39,382,837	\$ 20,129,676	\$ 1,408,010	\$ 16,519,912	\$ 17,828,218	\$ 2,911,138	\$ 14,765,917
Beginning Fund Balance 6/30/12					\$	\$	1,144,448		
Funds Provided:					\$	\$	19,085,065		
Grants Awarded					\$	\$	19,085,065		
FY2012 Interest Earnings					-	-	-		
Total Funds Provided					-	-	19,085,065		
Funds Applied - Current Year Expenditures					-	-	(1,408,010)		
Funds obligated to existing projects					-	-	(17,828,218)		
Projects completed or cancelled by Service Area Board Action					-	-	-		
<b>Funds available for appropriation and to satisfy future capital expansion plans.</b>							\$ 993,285		
Non-Project specific FY 2011 State Grant, FY 2012 State Grant & FY2013 State Grant							14,112,503		
<b>Funds available for appropriation and to satisfy future capital expansion plans.</b>							\$ 15,105,788		

# Nikiski Fire Projects - Fund 441

Balances through September 30, 2012

Project	Year Appropriated	Year	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended		Outstanding		Unencumbered Balance
								Balance	Encumbrances	Encumbrances	Balance	
Grt/Local 11ARL	2011		Fire Alarm System at Station #1	\$ 103,040	\$ 17,569	\$ 13,347	\$ 98,818	\$ 4,222	\$ -	\$ -	\$ 4,222	4,222
11414	2011		Engineering Survey - Stn. #1	10,000	7,759	-	2,241	7,759	5,998	1,761	1,761	1,761
12COR	2012		Sta. #2 - Corrosive Water Mitigati	30,000	12,760	701	17,941	12,059	33	12,027	12,027	12,027
Grt/Local 12411	2012		Two 4,000 GPM Tankers/Pumpel	1,050,000	168,356	-	881,644	168,356	-	168,356	168,356	168,356
13415	2013		SCBA Air Bottle Replacement	15,250	15,250	-	-	15,250	14,690	560	560	560
13416	2012		Sta. #1 - Bunkroom Remodel	80,230	80,230	2,103	2,103	78,127	183	77,945	77,945	77,945
Grt 13459	2013		Aerial Fire Apparatus	975,000	975,000	-	-	975,000	-	975,000	975,000	975,000
<b>Total</b>				<b>\$ 2,263,520</b>	<b>\$ 1,276,924</b>	<b>\$ 16,150</b>	<b>\$ 1,002,747</b>	<b>\$ 1,260,773</b>	<b>\$ 20,903</b>	<b>\$ 1,239,870</b>	<b>\$ 1,239,870</b>	<b>\$ 1,239,870</b>

Beginning Fund Balance 6/30/12 \$ 935,442

Funds Provided:

FY2013 Transfer from Operating Fund \$ 200,000

Grants Awarded 991,197

FY2013 Interest Earnings -

Total Funds Provided 1,191,197

Funds Applied

Current Year Expenditures (16,150)

Funds obligated to existing projects (1,260,773)

Projects completed or cancelled by Service Area Board Action \*

**Funds available for appropriation and to satisfy future capital expansion plans. \$ 849,715**

# Bear Creek Fire Service Area Projects - Fund 442

Balances through September 30, 2012

Project	Year Appropriated	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
Grt 09422	2009	New Station Design	\$ 150,000	\$ 9,626	\$ 122	\$ 140,496	\$ 9,504	\$ 2,850	\$ 6,654
Grt 09482	2009	DCCED Grt-Toward Multi-Use Facility	55,000	40,224	-	14,776	40,224	1,500	38,724
10421	2012	Hose bed for Tanker/Pumper	7,114	7,114	-	-	7,114	7,114	-
11421	2011	New Fire Station-Site Work	65,000	64,323	73	751	64,249	5,000	59,249
12421	2012	Land for Proposed Station	100,000	98,501	-	1,499	98,501	-	98,501
12422	2012	Mobile Radio Repeater	15,000	15,000	-	-	15,000	-	15,000
Grt 13566	2013	Multi-Use Facility Construction	3,976,000	3,976,000	-	-	3,976,000	-	3,976,000
<b>Total</b>			<b>\$ 4,368,114</b>	<b>\$ 4,210,788</b>	<b>\$ 196</b>	<b>\$ 157,522</b>	<b>\$ 4,210,592</b>	<b>\$ 16,464</b>	<b>\$ 4,194,128</b>

Beginning Fund Balance 6/30/12

Funds Provided:

FY2013 Transfer from Operating Fund

Grants Awarded

FY2013 Interest Earnings

Total Funds Provided

Funds Applied - Current Year Expenditures

Funds obligated to existing projects

Projects completed or cancelled by Service Area Board Action

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 258,023

\$ 50,000

4,016,224

-

4,066,224

(196)

(4,210,592)

-

\$ 113,460



# Central Emergency Services Projects - Fund 443

Balances through September 30, 2012

Project	Year Appropriated	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
11466	2011	Radio Equipment Upgrade	169,000	26,746	-	142,254	26,746	-	26,746 *
12GNR	2012	Funny River Fire Sta. - Generator	35,000	17,160	3,639	21,479	13,521	345	13,175
12RUF	2012	Soldotna Sta. 1 Roof Replacement	420,000	420,000	3,675	3,675	416,325	1,025	415,300
12462	2012	Training Officer Vehicle Replace.	50,000	10,541	-	39,459	10,541	-	10,541 *
12463	2012	Ambulance	201,000	201,000	-	-	201,000	-	201,000
12469	2012	Training Facility Relocation	350,000	274,481	15,353	90,872	259,128	97,255	161,873
13165	2013	Rescue Boat	100,750	100,750	-	-	100,750	-	100,750
13461	2013	Deputy Fire Marshal Vehicle	50,000	50,000	-	-	50,000	-	50,000
13462	2013	High Efficiency Boiler-Sterling	55,000	55,000	587	587	54,413	-	54,413
13463	2013	Replace Engine #6-Kasilof	460,000	460,000	-	-	460,000	-	460,000
13464	2013	ECG Monitor Replacement	110,000	110,000	97,311	97,311	12,689	470	12,218 *
13465	2013	Mobile Data Terminals	105,000	105,000	-	-	105,000	-	105,000
13466	2013	Thermal Imaging Cameras	52,800	52,800	-	-	52,800	0.00	52,800
			<b>\$ 2,158,550</b>	<b>\$ 1,883,477</b>	<b>\$ 120,566</b>	<b>\$ 395,638</b>	<b>\$ 1,762,912</b>	<b>\$ 99,096</b>	<b>\$ 1,663,816</b>

Beginning Fund Balance 6/30/12

\$ 1,156,178

Funds Provided:

FY2013 Transfer from Operating Fund

Grants Awarded

FY2013 Interest Earnings

Total Funds Provided

\$ 600,000  
100,750

700,750

Funds Applied - Current Year Expenditures

(120,566)

Funds obligated to existing projects

(1,762,912)

Projects completed or cancelled

\* 49,505

**Funds available for appropriation and to satisfy future capital expansion plans.**

**\$ 22,956**

# Anchor Point Fire Service Area Projects - Fund 444

Balances through September 30, 2012

Project	Appropriated Year	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
11TNK	2011	Water Storage Tank Installation	\$ 50,000	\$ 49,526	\$ -	\$ 474	\$ 49,526	\$ -	\$ 49,526
12PMP	2012	Class A Pumper	241,000	16,667	-	224,333	16,667	10,937	5,730
13SCB	2013	SCBA Replacement Equipment	60,000	60,000	-	-	60,000	-	60,000
<b>Total</b>			<b>\$ 351,000</b>	<b>\$ 126,193</b>	<b>\$ -</b>	<b>\$ 224,807</b>	<b>\$ 126,193</b>	<b>\$ 10,937</b>	<b>\$ 115,256</b>

Beginning Fund Balance 6/30/12

\$ 88,843

Funds Provided:

FY2013 Transfer from Operating Fund

\$ 65,000

FY2013 Interest Earnings

-

Total Funds Provided

65,000

Funds Applied - Current Year Expenditures

-

Funds obligated to existing projects

(126,193)

Projects completed or cancelled by Service Area Board Action

-

**Funds available for appropriation and to satisfy future capital expansion plans.**

**\$ 27,650**

# Kachemak Service Area Capital Projects - Fund 446

Balances through September 30, 2012

Project	Year Appropriated	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
08481	2008	FY08 Diamond Ridge Sta. Dvl/pr	\$ 75,000	\$ 10,924	\$ -	\$ 64,076	\$ 10,924	\$ -	\$ 10,924
ORPTR	2010	Repeater	13,750	4,113	-	9,637	4,113	4,113	-
11TKR	2011	Tanker/Pumper	341,250	330,181	324,856	335,925	5,325	(1,815)	7,140
12379	2012	Diamond Ridge Station - Grant	450,000	402,706	-	47,294	402,706	17,610	385,097
13481	2013	Three Brush Trucks	30,000	30,000	-	-	-	-	30,000
<b>Totals</b>			<b>\$ 910,000</b>	<b>\$ 777,925</b>	<b>\$ 324,856</b>	<b>\$ 456,931</b>	<b>\$ 423,069</b>	<b>\$ 19,908</b>	<b>\$ 433,161</b>

Beginning Fund Balance 6/30/12

\$ 471,538

Funds Provided:

FY2012 Transfer from Operating Fund

Grants Awarded

FY2012 Interest Earnings

Total Funds Provided

\$ 150,000

402,706

-

552,706

Funds Applied - Current Year Expenditures

(324,856)

Funds obligated to existing projects

(423,069)

Projects completed

-

**Funds available for appropriation and to satisfy future capital expansion plans.**

**\$ 276,320**

# Communication Center 911 Projects - Fund 455

Balances through September 30, 2012

Year	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Beginning Fund Balance 6/30/12					\$ 3,255		
	Funds Provided:							
	Grants Awarded							
	Total Funds Provided			\$ -				
	Funds Applied - Current Year Expenditures							
	Funds obligated to existing projects							
	Projects completed or cancelled							
	<b>Funds available for appropriation and to satisfy future capital expansion plans.</b>					<b>\$ 3,255</b>		

# North Pen Rec Capital Projects-Fund 459

Balances through September 30, 2012

Year	Project Appropriated	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balances
Grt/local	12028	2012 Playground Equipment DCCED Grant	314,459	306,869	43,284	50,874	263,585	217,141	46,444
	12453	2012 Security Cameras for NPRSA Facilities	75,000	73,348	2,007	3,658	71,342	67,662	3,680
	12454	2012 Siding & Exterior Paint for NCRC	100,000	95,981	-	4,019	95,981	-	95,981
Grt	13011	2013 Rec Center Roof & Exterior Replace.	750,000	750,000	-	-	750,000	-	750,000
	13452	2013 Snow Machine & Trail Grooming Eq.	20,000	20,000	-	-	20,000	-	20,000
Grt	13TRL	2013 Upgrade & Expand Trails	225,000	225,000	4,043	4,043	220,958	13,264	207,693
<b>Total</b>			<b>\$ 1,484,459</b>	<b>\$ 1,471,199</b>	<b>\$ 49,333</b>	<b>\$ 62,593</b>	<b>\$ 1,421,866</b>	<b>\$ 298,067</b>	<b>\$ 1,123,799</b>

Beginning Fund Balance 6/30/12

\$ 697,999

Funds Provided:

FY2013 Transfer from Operating Fund

\$ 50,000

Grants Awarded

1,117,410

FY2013 Interest Earnings

-

Total Funds Provided

1,167,410

Funds Applied - Current Year Expenditures

(49,333)

Funds obligated to existing projects

(1,421,866)

Projects completed or cancelled by Service Area Board Action

-

**Funds available for appropriation and to satisfy future capital expansion plans.**

**\$ 394,211**

# Central Peninsula Hospital Capital Projects - Fund 490

Balances through September 30, 2012

Project	Year Authorized	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
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## ACTIVE PROJECTS

<b>State of Alaska</b>									
12ONC	2013	Radiation Oncology Facility	\$ 1,000,000	\$ 1,000,000	\$ 80,274	\$ 80,274	\$ 919,726	\$ 919,726	\$ -
12ONC	2013	Radiation Oncology Facility	1,000,000	1,000,000	-	-	1,000,000	1,000,000	-
<b>Total State Grants</b>			<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 80,274</b>	<b>\$ 80,274</b>	<b>\$ 1,919,726</b>	<b>\$ 1,919,726</b>	<b>\$ -</b>

## FUNDS PROVIDED BY HOSPITAL PLANT REPLACEMENT FUND

11CCD	2011	Document Exchange System	\$ 455,148	\$ 28,004	\$ -	\$ 427,144	\$ 28,004	\$ -	\$ 28,004
11MD1	2011	Mundel bldg improvements	750,000	172,371	-	577,629	172,371	-	172,371
12ANS	2012	Hospital Equipment	671,867	671	-	671,196	671	-	671
12IMG	2012	Renovations-Imaging Dept.	980,431	980,338	5,308	5,401	975,030	67,900	907,130
12ONC	2012	Radiation Oncology Facility	4,700,000	4,421,876	-	278,124	4,421,876	4,045,193	376,683
12OPR	2012	Operating Room (4th)	1,067,281	168,873	979	899,387	167,894	5,870	162,023
13EHR	2013	Electronic Health Records System	666,646	666,646	-	-	666,646	-	666,646
13OBR	2013	OB Renovation	769,228	769,228	-	-	769,228	-	769,228
<b>TOTAL FUNDS PROVIDED BY HOSPITAL PLANT REPLACEMENT FUND</b>			<b>\$ 10,060,601</b>	<b>\$ 7,208,007</b>	<b>\$ 6,287</b>	<b>\$ 2,858,881</b>	<b>\$ 7,201,720</b>	<b>\$ 4,118,963</b>	<b>\$ 3,082,756</b>

## TOTAL ACTIVE PROJECTS

\$ 12,060,601 \$ 9,208,007 \$ 86,561 \$ 2,939,155 \$ 9,121,446 \$ 6,038,689 \$ 3,082,756

## TOTAL CPGH CAPITAL PROJECTS

\$ 12,060,601 \$ 9,208,007 \$ 86,561 \$ 2,939,155 \$ 9,121,446 \$ 6,038,689 \$ 3,082,756

### Unrestricted Beginning Fund Balance 07/01/12

\$ 634,099

### Funds Provided:

FY2013 Transfer from Operating Fund/PRF (budgeted)

State Grants

FY2013 Interest Earnings

Total Funds Provided

\$ 7,201,720  
2,000,000

9,201,720

Funds Applied: Current Year project related expenditures

(86,561)

Funds obligated to existing projects

(9,121,446)

Projects completed or cancelled

-

Funds available for appropriation and to satisfy future capital expansion plans.

\$ 541,252

# South Peninsula Hospital Capital Projects - Fund 491

Balances through September 30, 2012

Project	Year Authorized	Project Description	Authorized Amount	FY13 Budget	Expend FY13	Total LTD Expenditures	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
8SH01	2008	FY08 Emergency Equipment	\$ 140,000	\$ 62,670	\$ -	\$ 77,330	\$ 62,670	\$ -	\$ 62,670
11SHK	2011	Security System Upgrade	50,000	24,193	-	25,807	24,193	-	24,193
11SHN	2011	OR Instrument Replacement	40,000	40,000	-	-	40,000	-	40,000
11SHS	2011	Nurse Communication System	30,000	22,524	-	7,476	22,524	-	22,524
11SHT	2011	Health Information Mgmt. Furniture	30,000	21,763	-	8,237	21,763	-	21,763
12SHA	2012	Various Equipment	331,999	183,082	-	148,917	183,082	-	183,082
12SHD	2012	Nurse Call System	152,000	53,752	-	98,248	53,752	-	53,752
12SHF	2012	House Med Air/O2/Vacuum expansion in LTC	72,000	72,000	-	-	72,000	-	72,000
12SHK	2012	Draeger Vital Sign Monitor	39,000	39,000	-	-	39,000	-	39,000
12SHL	2012	Inpatient Medication Management	37,500	24,550	-	12,950	24,550	-	24,550
12SHM	2012	Parking Lot Stairs	35,000	1,402	-	33,598	1,402	-	1,402
12SHR	2012	Page Writer TC 70 Cardiograph/Carts	26,785	7,177	-	19,608	7,177	-	7,177
12SHS	2012	Ceiling Lifts	26,000	26,000	-	-	26,000	-	26,000
13SHB	2013	Communication Equipment-VOIP Phone Syst	300,000	300,000	-	-	300,000	-	300,000
13SHC	2013	Bariatric Room Construction	10,000	10,000	-	-	10,000	-	10,000
13SHD	2013	Autoclave/Washer/Sterilizer	150,000	150,000	-	-	150,000	-	150,000
13SHE	2013	Anesthesia Machine	122,185	122,185	-	-	122,185	-	122,185
13SHF	2013	IU22 Ultrasound Unit	116,000	116,000	-	-	116,000	-	116,000
13SHG	2013	Wireless Location System	90,000	90,000	-	-	90,000	-	90,000
13SHH	2013	Helistop Fire Suppression	100,000	100,000	-	-	100,000	-	100,000
13SHJ	2013	Glycol Chiller/Dry Cooler	90,000	90,000	-	-	90,000	-	90,000
13SHK	2013	Fetal Heart Monitors	77,870	77,870	-	-	77,870	-	77,870
13SHL	2013	UPS for MRI Gradients	72,000	72,000	-	-	72,000	-	72,000
13SHM	2013	Infant Bed Warmers	62,492	62,492	-	-	62,492	-	62,492
13SHN	2013	Building Controls	50,000	50,000	-	-	50,000	-	50,000
13SHO	2013	MS Windows Server Backup Software	47,000	47,000	-	-	47,000	-	47,000
13SHP	2013	Orthopedic Instrument	40,000	40,000	-	-	40,000	-	40,000
13SHQ	2013	Server Replacement	37,500	37,500	-	-	37,500	-	37,500
<b>Total</b>			<b>\$ 2,375,331</b>	<b>\$ 1,943,159</b>	<b>\$ -</b>	<b>\$ 432,172</b>	<b>\$ 1,943,159</b>	<b>\$ -</b>	<b>\$ 1,943,159</b>

Beginning Fund Balance 6/30/12

Funds Provided:

FY2013 Transfer from Operating Fund

FY2013 Interest Earnings

Total Funds Provided

Funds Applied - Current Year Expenditures

Current Year Expenditures

Funds obligated to existing projects

Projects completed or cancelled

Funds available for appropriation and to satisfy future capital expansion plans.

Beginning Fund Balance 6/30/12	\$ 647,990
Funds Provided:	
FY2013 Transfer from Operating Fund	\$ 1,350,000
FY2013 Interest Earnings	-
Total Funds Provided	1,350,000
Funds Applied - Current Year Expenditures	-
Current Year Expenditures	(1,943,159)
Funds obligated to existing projects	-
Projects completed or cancelled	-
Funds available for appropriation and to satisfy future capital expansion plans.	\$ 54,831



## **KENAI PENINSULA BOROUGH**

Finance Department

144 North Binkley Street • Soldotna, Alaska 99669-8250

**PHONE:** (907) 714-2170 • **FAX:** (907) 714-2376

MIKE NAVARRE  
BOROUGH MAYOR

**To:** Linda Murphy, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**Thru:** Mike Navarre, Borough Mayor *MN*

**Thru:** Craig C. Chapman, Finance Director *C Chapman*

**From:** Brandi Harbaugh, Controller *BH*

**Date:** October 9, 2012

**Subject:** Budget Revisions – September 2012

Attached is a budget revision listing for September 2012. The attached list contains budget revisions between major expenditure categories (i.e., maintenance & operations and capital outlay). Other minor transfers were processed between object codes within major expenditure categories.



**INCREASE**

**DECREASE**

**ASSESSING-APPRAISAL:** Moving funds budgeted for course text to training supplies from training.

100.11520.00000.43260 (Training)		360.00
100.11520.00000.42263 (Training Supplies)	360.00	

**CENTRAL EMERGENCY SERVICES:** This budget revision transfers funds from the remodel line to the appropriate line to cover the cost of a TV, DVD player, TV wall mounts, and alarm clocks. Station 4 remodel includes kitchen, bath, and living room.

211.51610.00000.49125 (Remodel)		1,150.00
211.51610.00000.42410 (Small Tools)	850.00	
211.51610.00000.42210 (Operating Supplies)	300.00	

**NORTH PENINSULA RECREATION SERVICE AREA:** Funding necessary to replace office chair.

225.61110.00000.43780 (Building/Grounds Maintenance)		700.00
225.61110.00000.48710 (Minor Office Furniture)	700.00	

**MAINTENANCE:** Transfer funds to cover the cost of an F921, UL142 compliant diesel fuel tank to bring the Maintenance Shop into compliance, and allow the KPB Environmental Compliance Manager to ensure the site SPCC plan is up-to-date.

241.41010.00000.42310 (Materials)		6,000.00
241.41010.00000.48740 (Minor Machines and Equipment)	6,000.00	



## **KENAI PENINSULA BOROUGH**

Finance Department

144 North Binkley Street • Soldotna, Alaska 99669-8250

PHONE: (907) 714-2170 • FAX: (907) 714-2376

MIKE NAVARRE  
BOROUGH MAYOR

**To:** Linda Murphy, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**Thru:** Mike Navarre, Borough Mayor *MN*

**Thru:** Craig C. Chapman, Finance Director *CChap*

**From:** Brandi Harbaugh, Controller *BHS*

**Date:** October 18, 2012

**Subject:** Revenue-Expenditure Report – September 2012

Attached is the Revenue-Expenditure Report of the General Fund for the month of September, 2012. Please note that 25.0% of the year has elapsed, 22.44% of budgeted expenditures have been made, and 40.76% of budgeted revenues have been collected.

KENAI PENINSULA BOROUGH  
REVENUE REPORT  
FOR THE PERIOD  
SEPTEMBER 1  
THROUGH SEPTEMBER 30, 2012

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YTD RECEIPTS	PTD RECEIPTS	VARIANCE	% COLLECTED
31100	TOTAL REAL TAX	\$ 25,388,631	\$ 12,068,722	\$ 6,361,580	\$ (13,319,909)	47.54%
31200	TOTAL PERS TAX	1,564,154	1,006,138	621,392	(558,016)	64.32%
31300	TOTAL OIL TAX	3,645,293	3,635,429	1,076	(9,864)	99.73%
31400	MOTOR VEHICLE TAX	700,000	-	-	(700,000)	0.00%
31510	PROPERTY TAX PENALTY & INTEREST	507,192	28,329	6,253	(478,863)	5.59%
31610	SALES TAX	30,064,593	8,527,086	1,338,304	(21,537,507)	28.36%
33110	IN LIEU PROPERTY TAX	2,222,144	-	-	(2,222,144)	0.00%
33117	OTHER FEDERAL REVENUE	70,000	-	-	(70,000)	0.00%
34110	SCHOOL DEBT REIMBURSEMENT	1,792,872	775,647	130,579	(1,017,225)	43.26%
34221	ELECTRICITY AND TELEPHONE REVENUE	170,000	-	-	(170,000)	0.00%
34222	FISH TAX REVENUE SHARING	750,000	-	-	(750,000)	0.00%
34210	REVENUE SHARING	3,046,996	3,066,445	-	19,449	100.64%
37350	INTEREST ON INVESTMENTS	1,250,000	91,205	30,774	(1,158,795)	7.30%
39000	OTHER LOCAL REVENUE	250,000	57,955	28,116	(192,045)	23.18%
	SOLID WASTE REVENUE	777,000	173,852	7,676	(603,148)	22.37%
<b>TOTAL REVENUES</b>		<b>\$ 72,198,875</b>	<b>\$ 29,430,808</b>	<b>\$ 8,525,750</b>	<b>\$ (42,768,067)</b>	<b>40.76%</b>

KENAI PENINSULA BOROUGH  
EXPENDITURE REPORT  
FOR THE PERIOD  
SEPTEMBER 1  
THROUGH SEPTEMBER 30, 2012

DESCRIPTION	REVISED BUDGET	YTD EXPENDED	PTD EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	% EXPENDED
ASSEMBLY ADMINISTRATION	\$ 836,528	\$ 102,294	\$ 29,054	\$ 64,897	\$ 669,337	12.23%
ASSEMBLY CLERK	519,324	99,652	36,036	31,244	388,428	19.19%
ASSEMBLY ELECTIONS	116,500	38,309	23,313	35,984	42,207	32.88%
ASSEMBLY RECORDS MANAGEMENT	259,248	55,308	17,582	14,815	189,125	21.33%
MAYOR ADMINISTRATION	771,970	142,895	51,442	2,089	626,986	18.51%
PURCHASING AND CONTRACTING	299,375	49,669	18,590	4,385	245,321	16.59%
GENERAL SERVICES	633,813	113,893	39,613	19,244	500,676	17.97%
GENERAL SERVICES - MIS	1,842,578	347,419	120,793	52,492	1,442,667	18.86%
GENERAL SERVICES - GIS	554,657	136,648	30,413	4,750	413,259	24.64%
GENERAL SERVICES - PRINT/MAIL	226,259	33,231	12,296	41,314	151,714	14.69%
GENERAL SERVICES - CUSTODIAL MAINT	129,154	26,076	8,863	4,936	98,142	20.19%
EMERGENCY MANAGEMENT	675,311	111,038	28,123	218,576	345,697	16.44%
LEGAL ADMINISTRATION	933,794	194,821	58,672	63,945	675,028	20.86%
FINANCE - ADMINISTRATION	513,243	126,037	42,289	7,462	379,744	24.56%
FINANCIAL SERVICES	922,201	175,291	57,160	3,015	743,895	19.01%
FINANCE - PROPERTY TAX AND COLLECTION	964,006	247,586	57,483	32,063	684,357	25.68%
FINANCE - SALES TAX	608,986	144,164	33,335	46,919	417,903	23.67%
ASSESSING ADMINISTRATION	1,296,981	317,218	81,046	5,742	974,021	24.46%
ASSESSING APPRAISAL	1,709,112	325,845	121,000	2,315	1,380,952	19.07%
RESOURCE PLANNING ADMINISTRATION	1,182,490	279,880	92,266	39,794	862,816	23.67%
THE RIVER CENTER	769,827	160,196	44,983	23,251	586,380	20.81%
MAJOR PROJECTS - ADMINISTRATION	277,877	36,181	21,918	4,942	236,754	13.02%
SENIOR CITIZENS GRANT PROGRAM	608,969	-	-	575,924	33,045	0.00%
SCHOOL DISTRICT OPERATIONS	46,621,245	12,308,349	3,670,834	-	34,312,896	26.40%
SOLID WASTE TRANSFER	9,063,960	985,895	306,283	1,912,760	6,165,305	10.88%
NON-DEPARTMENTAL	2,006,692	124,285	(60,203)	515,000	1,367,407	6.19%
<b>TOTAL EXPENDITURES</b>	<b>\$74,344,100</b>	<b>\$ 16,682,180</b>	<b>\$ 4,943,184</b>	<b>\$ 3,727,858</b>	<b>\$53,934,062</b>	<b>22.44%</b>