

CITY OF SOLDOTNA



Photo Courtesy of Soldotna Chamber of Commerce



SOLDOTNA
City of Soldotna, Alaska

BIENNIAL OPERATING BUDGET FOR FISCAL YEARS 2022 THROUGH 2023

Work Session Draft (updated May 11, 2021)

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

**For the Fiscal Years
2022 and 2023**

**Prepared by
Administration**

**Stephanie Queen
City Manager**

**Melanie Imholte
Finance Director**

CITY OF SOLDOTNA, ALASKA

PRINCIPAL OFFICIALS

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

The City Council is the governing body consisting of six members who are elected at large on a non-partisan basis for three year terms. The terms are staggered to provide the City with continuity of knowledge in City business and legislative matters. The Mayor acts as the ceremonial head of the City, executing official documents on authorization of the City Council. The Mayor is elected at large on a non-partisan basis for a three year term.

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

<u>MAYOR AND CITY COUNCIL</u>		<u>Term Ends</u>
Mayor	Paul Whitney	2023
Council	Linda Hutchings, Seat A	2021
	Pamela Parker, Seat B	2023
	Jordan Chilson, Seat C	2021
	Dave Carey, Seat D	2022
	Lisa Parker, Seat E	2022
	Justin Ruffridge, Seat F	2023

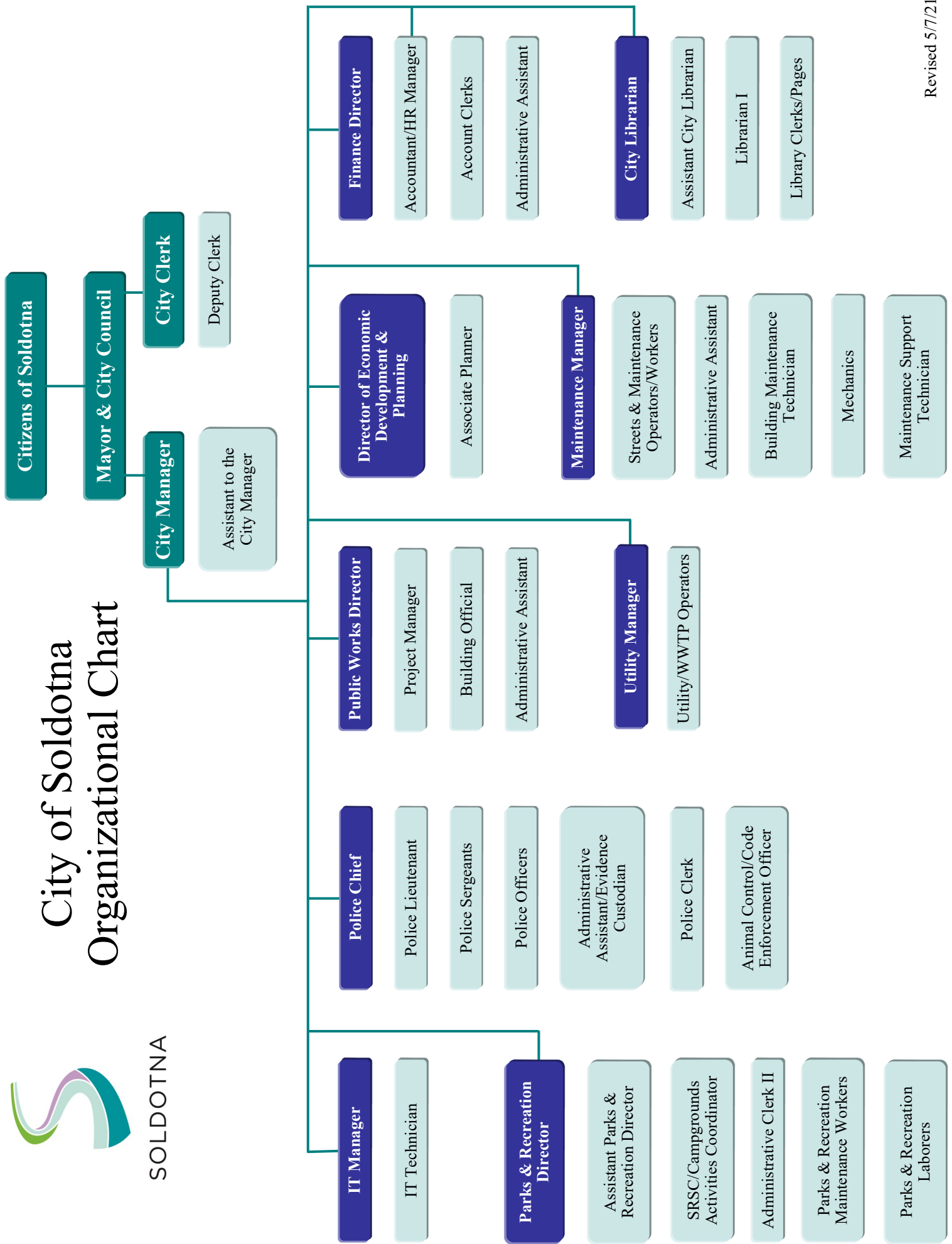
CITY ADMINISTRATION

City Manager	Stephanie Queen
Finance Director/Treasurer	Melanie Imholte
City Clerk	Shellie Saner
Police Chief	Peter Mlynarik
Director of Economic Development & Planning	John Czarnecki
City Librarian	Rachel Nash
Public Works Director	Kyle Kornelis
Parks and Recreation Director	Andrew Carmichael
Human Resources Manager	Jessica O'Reagan
IT Manager	Brice Cunningham
Maintenance Manager	Scott Sundberg
Utility Manager	Vacant
City Attorney	Boyd, Chandler & Falconer, LLP



City of Soldotna Organizational Chart

SOLDOTNA



**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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OVERVIEW

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

Also included in this section are the following schedules:

- Expenditures by Line Item – All Budgetary Funds
- Fiscal Year 2022 Operating Budget Summary – All Budgetary Funds
- Fiscal Year 2023 Operating Budget Summary – All Budgetary Funds
- Fiscal Year 2021 Operating Budget Summary – All Budgetary Funds

May 10, 2021

Honorable Mayor and Council Members:

In accordance with the provisions of Chapter 3.04 of the Soldotna Municipal Code, we are pleased to present the Biennial Operating Budget for Fiscal Years 2022 through 2023; the first biennial budget for the City of Soldotna.¹ This document contains the operating budgets for the General Fund, Utility Fund, Airport Fund, Street Assessments Fund, Equipment Replacement Fund, and Debt Service Fund for Fiscal Year 2022 and Fiscal Year 2023. A single ordinance will establish the budgets for both years, with an effective date of July 1, 2021 for the FY22 budget and July 1, 2022 for the FY23 budget. Prior to the second year of the biennium, the City Manager will present any amendments to the FY23 Approved Operating Budget for Council consideration.

Budget Process

The City of Soldotna Biennial Operating Budget is for the two fiscal years beginning July 1, 2021 and July 1, 2022. The budget process begins in January each year when the Finance Director distributes a budget packet to each Department Head, who prepares their preliminary requests for the upcoming biennium. These departmental requests are submitted to the Finance Director in February. After requests are reviewed and consolidated, Department Heads meet with the Finance Director and City Manager in April to discuss departmental needs in conjunction with the overall needs of the City. Any additional changes are made and the Administration's recommended budget is presented to the City Council in May. A budget work session to discuss the FY22 through FY23 Biennial Operating Budget is being held on May 18 – May 19, 2021. The FY22 – FY23 Budget Ordinance is scheduled for introduction on May 26, 2021.

Overview, All Funds Combined

Total operating revenues for the City of Soldotna are projected to be \$13,656,465 in FY22, an increase of \$2,738,523 or 25% over the FY21 budget and an increase of \$250,525 or 2% over FY20 actual revenues received. Revenues budgeted for in FY21 were substantially lower than prior years because the document was prepared at the beginning of the COVID-19 pandemic, and the impact of the public health emergency on several sources of City revenue was projected to be quite severe. Sources of revenue thought to be impacted, included: sales tax, reduced facility rental fees at the Soldotna Regional Sports Complex, lower campground returns due to the potential impact on summer tourism, and a reduction in interest earnings the City expected to earn on its investments. While the City did see reductions in certain revenues, mainly due to facility closures and large event cancellations, sales tax revenue (the City's most significant revenue source) has seen very little impact. FY21 campground revenues are now projected to be a slight increase over FY20, and investments have performed substantially better than in prior years.

¹ Ordinance 2020-005 was enacted by the City Council on February 26, 2020, which instituted a traditional biennial budget beginning with Fiscal Year 2022.

FY23 revenues are projected to be \$13,860,017, an increase of \$203,552 or 1% over FY22.

The total expenditure budget is \$14,292,359 for FY22, an increase of \$763,019 or 5.64% over the prior year. Contributing to this increase are cost of living increases, an increase in dispatch service fees by the Kenai Peninsula Borough, and increases in several account categories (such as travel and training, professional services, materials and supplies, etc.) to restore them to pre-COVID-19 levels. Total expenditures for FY23 are budgeted at \$14,272,390, a decrease of \$19,969 or 0.14% from FY22.

While not included in this budget, it is certainly worth noting that the City has been awarded \$10,178,841 to date, in federal funds passed through the State of Alaska, Federal Aviation Administration, and the Kenai Peninsula Borough to help mitigate the impacts of the COVID-19 public health emergency. Utilization of these funds has provided a significant savings to the City and allowed the City to provide grant funding to individuals, businesses, and non-profits in our community; which in turn has helped keep our economy moving. These federal funds and the corresponding COVID related expenditures are being accounted for in the COVID-19 Relief Special Revenue Fund (not included in this budget).

Included in this budget is a 1.4% cost of living increase to the non-represented salary schedule for FY22/23. The City typically increases the salary schedules annually for cost-of-living, based on the Consumer Price Index for Urban Alaska (CPI-U) for the prior year. Alaska CPI-U was 1.4% in 2019, but due to concerns about the impact of COVID-19 on the City's finances, no cost of living increase was provided to non-represented employees in the FY21 budget. Alaska CPI-U was negative for 2020 - for the first time in Alaska's history. Because no cost of living adjustment was given to employees in FY21, we have included a 1.4% increase for non-represented employees in the FY22 budget.

This budget also includes a 0.5% increase to the Public Service Employees Association (PSEA) salary schedule for FY22. Per the collective bargaining agreement, PSEA employees receive an annual cost of living adjustment to their salary schedule of Alaska CPI-U, with a floor of 0.5% and a ceiling of 3%. Represented employees did receive a 1.4% cost of living increase in FY21. Because Alaska CPI-U for 2020 fell below the 0.5% minimum amount specified in the contract, represented employees are receiving a 0.5% cost of living increase in FY22.

The City participates in the State of Alaska political subdivision (polysub) health insurance plan, with coverage provided by Aetna. The renewal rates for FY22 were recently provided by Aetna, and we are excited that there will be no increase in rates for the upcoming fiscal year. This budget includes no change to the portion of health care premiums paid by the employer and employee. The City pays 90% of premium and deductible amounts for employee only plans, and 80% of premium and deductible amounts for all other plan types (employee/spouse, employee/children, and employee/family plans). Increases or decreases to the overall budget for health insurance are impacted not only by rates, but also by changes in individual employee coverage. The increase in the FY22 health insurance budget is \$12,402 or 1% over the FY21 budget.

As a participant in the State of Alaska Public Employees Retirement System (PERS), a cost sharing plan, the City is required to make contributions for all eligible employees based on a statutorily capped employer effective rate of 22%. PERS On Behalf is the difference between the Alaska Retirement Management Board (ARMB) adopted rate and the 22% employer effective rate. The FY22 On Behalf rate is 8.11% compared to 8.85% in FY21. As required by the Governmental Accounting Standards

Board (GASB), this amount is included in both revenues and expenditures; with a net effect on fund balance of zero.

This budget proposes no change to the property tax mill levy of 0.5 mills or the general City sales tax rate of 3% for FY22 or FY23.

Personnel

With the adoption of Resolution 2021-006 on January 27, 2021, the City Council approved a regular full-time Maintenance Technician position in the Maintenance Department. Because that was a mid-year change (not approved through the FY21 budget process) it will show as an increase in this document.

The following personnel changes are proposed as part of the FY22-23 Biennial Budget:

Finance:

The Account Clerk III – Payroll/HR Assistant was reclassified from Range 13 to Range 14, to better align the salary for this position with its duties and responsibilities. The budgetary impact of this change is an increase of \$4,723 in FY22. Additionally, personnel time for the Account Clerk III – AP/AR position was re-allocated² between the Finance Department and the Water and Sewer Departments to better reflect where time is actually spent.

Public Works Admin:

Personnel time for the Public Works Director was re-allocated between the Public Works Admin, Water, Sewer, WWTP, and Airport Departments to better reflect where time is actually spent.

Library:

A vacant regular part-time Library Clerk II position was removed from the FY21 budget and 1,040 Short Term On-Call Clerk hours were added instead. The FY22 budget restores the regular part-time Library Clerk II position and decreases the Short Term On-Call Clerk hours by 968. The budgetary impact of these changes are \$16,747 in FY22.

Parks & Recreation:

The Assistant Parks & Recreation Director was re-classified from Range 15 to Range 17, to better align the salary for this position with its duties and responsibilities. The budgetary impact of this change is \$4,359. Due to additional green space being added at the Memorial Park and Riverview Park, and increased highway beautification throughout the City, 360 Short Term Parks Laborer hours were added to the FY22 budget. The budgetary impact of this change is an increase of \$7,328.

² For several positions at the City, a portion of the person's time is allocated among several different departments. This is done to more accurately reflect the cost of different municipal operations among the different departments and funds. The FY22-23 Biennial Budget includes a table on the narrative page for each department, listing out the personnel who are billed to that department. When the budget document says that a person's time was 're-allocated,' it means the percentage of their wages and benefits attributed to the different departments was adjusted based on a review of actual work performed.

Utilities:

To better reflect the ongoing needs of the Utility system, one of the Utility Operator positions (Range 15) was reclassified to a Lead Utility Operator position (Range 17). The budgetary impact of this change is an increase of \$8,321.

FY22/FY23 Salary Schedule:

Ranges 1 and 2 were increased on the non-represented salary schedule. The initial step of Range 1 was previously \$10.77, and was increased to \$13.63 per hour. The initial step of Range 2 was increased from \$11.52 to \$14.84 per hour. The budgetary impact of these changes is estimated at \$20,665 in FY22 based on the number of part time hours for the Regular Part-Time Library Page, On-Call Library Page, Campground Attendant, and Office Worker positions included in this budget.

General Fund

The General Fund has the following departments: Mayor & Council, City Manager, Finance/HR, Information Technology (IT), Clerk, Police, Public Works Administration, Shop, Streets, Building Repair and Maintenance, Economic Development & Planning, Library, Soldotna Regional Sports Complex (SRSC), Campgrounds, Parks & Recreation, and Non-Departmental.

The FY22 General Fund expenditure budget of \$11,494,808 is up \$737,185 or 6.85% over last year. This includes an increase in Salaries & Benefits of \$268,091 or 3.68% and an increase in Maintenance and Operations of \$469,094 or 13.51%. The FY23 General Fund expenditure budget of \$11,509,572 is up \$14,764 or 0.13% over FY22. This includes an increase in Salaries & Benefits of \$75,076 or 0.99% and a decrease in Maintenance and Operations of \$60,312 or 1.53%.

General Fund revenues for FY22 are projected to be \$10,474,475, an increase of \$2,627,096 or 33.48% over FY21. FY23 revenues are projected to be \$10,649,266, an increase of \$174,791 or 1.67% over FY22.

Due to the COVID-19 pandemic, the FY21 budget included estimates of the impact on sales tax revenues across many different industries, resulting in a sales tax revenue projection of \$6,205,000; a substantial decrease from the prior fiscal year. Based on sales tax data currently available, sales tax revenues for FY21 are now projected to be \$7,910,000; similar to FY20. The FY22 budget of \$8,240,000 includes a 1% increase over the FY21 projection for local sales tax collections and an estimated \$250,000 in sales tax revenue from remote sellers (ie: online sales). Remote seller sales tax is collected and remitted by the Alaska Remote Seller Sales Tax Commission (ARSSTC), of which the City of Soldotna is a member. Applicable ARSSTC collection fees are included in the Non-departmental expenditure budget, and is a new item to the budget document in FY22. FY23 sales tax revenue of \$8,320,000 also includes a projected 1% increase over the FY22 budget for local sales tax collection.

Campground revenues were also anticipated to be significantly affected by the pandemic due to the impact on the tourism industry, and were therefore decreased by 34% in the FY21 budget. Projections for FY21 are now a slight increase over FY20 revenues. This increase may be attributed to Alaska residents spending more time enjoying the great outdoors; amidst the pandemic. FY22 and FY23 are projected to be similar to FY21.

Included in FY22 is an increase in property tax revenues of \$34,000 or 12%. Due to collectability concerns as a result of COVID-19, property tax revenues were decreased in the FY21 budget. To date, collectability does not seem to have been impacted. Additionally, taxable assessed values provided by the Kenai Peninsula Borough show a 4% increase.

Interest revenues from earnings on the City's investment funds, are estimated based on anticipated rates of return provided by Alaska Permanent Capital Management (the firm that handles the City's investments). The reduction of interest revenues included in the prior year budget was due to the uncertainty of market conditions in response to the COVID-19 pandemic. Actual interest revenues for FY21 have substantially exceeded historical earnings but are expected to return to more of a historical average for FY22. Interest revenues in the General Fund are projected to be \$438,405 in FY22 and \$519,176 in FY23.

Utility Fund

The Utility Fund provides water and sewer services to approximately 1,500 residences and businesses. Revenues for FY22 are projected to be \$2,537,448, an increase of \$62,952 or 2.54% over the prior year. FY23 revenues are projected to be \$2,559,930, an increase of \$22,482 or 0.89% over FY22.

The FY22 Utility Fund expenditure budget of \$2,204,693 is down \$20,152 or 0.91% from FY21. This includes a \$1,133 or 0.12% decrease in Salaries & Benefits and a \$19,019 or 1.44% decrease in Maintenance and Operations. The FY23 Utility Fund expenditure budget of \$2,188,457 is down \$16,236 or 0.74% from FY22. This includes a \$17,160 or 1.89% increase in Salaries & Benefits and a \$33,396 or 2.57% decrease in Maintenance and Operations.

In June 2018, the City entered into a loan agreement with the Alaska Department of Environmental Conservation (ADEC), under the Alaska Clean Water Fund Loan Program to fund Wastewater Treatment Plant (WWTP) Improvements. The project was completed in FY20 with a final project cost of approximately \$2.5 million. The loan is for a 10 year period with an interest rate of 1.5%. Debt service in the amount of \$271,095 is included in this budget for FY22 and FY23.

This budget does not include any utility rate increases for FY22 or FY23. The final year of rate increases approved with Ordinance 2015-019 concluded in FY20.

Airport Fund

The Airport Fund accounts for the operations and maintenance of the Soldotna Municipal Airport. Revenues are projected to be \$225,893 in FY22, an increase of \$10,387 or 5% over FY21. Revenues in FY23 are projected to be \$231,464, an increase of \$5,571 or 2% over FY22. Land lease revenue is the most significant source of revenue in the Airport Fund, providing 67% of the Fund's overall FY22 and FY23 projected revenue. Land lease revenue projections include a 2.5% annual increase to currently leased lots as included in the airport lease agreements. Per FAA regulations, each year the General Fund pays the Airport Fund rent for the use of Airport land for non-aviation purposes. This amount is also increased 2.5% per year in recognition of changes in market value similar to the change required in the Airport lease agreements.

The FY22 Airport expenditure budget is \$221,858, up \$36,730 or 19.84% over last year. This includes a \$20,432 or 19.21% increase in Salaries & Benefits and a \$16,298 or 20.70% increase in Maintenance and Operations. The FY23 Airport expenditure budget is \$228,861, up \$7,003 or 3.16% over last

year. This includes a \$618 or 0.49% increase in Salaries & Benefits and a \$6,835 or 6.72% increase in Maintenance and Operations.

Street Assessments Fund

The Street Assessments Fund accounts for the collection of various street assessments. These funds are restricted for use on future City street improvement projects; which are transferred from this fund to the other capital project funds as needed for street improvement projects. There are no transfers included in this budget for FY22 or FY23.

Equipment Replacement Fund

The Equipment Replacement Fund is an internal service fund that was established many years ago as a means of financing the purchase of equipment used by other funds. Payments are made to this fund by applicable departments over the useful lives of the equipment purchased out of this fund. This budget authorizes the purchase of the following in FY22: a replacement truck for the Police Chief, a replacement truck for the Animal Control Officer, a replacement trailer for the Shop, a snow blower attachment for the compact tractor in the Campground/Parks & Rec Departments, a firewood processing attachment for the Bobcat used in the Campgrounds, a used golf cart for Soldotna Creek Park, and a replacement truck and crane for the Utility Fund. Included in the FY23 budget is a replacement patrol vehicle for the Police Department and a replacement plow truck for the Streets Department.

Debt Service Fund

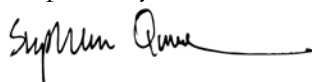
On December 9, 2010, the City issued \$2,500,000 of voter-authorized bonds for the Library Expansion project. The bonds were for a term of 20 years. On July 7, 2020, the City issued General Obligation Refunding Bonds, for the purpose of refinancing the 2010 Library Expansion Bonds. Proceeds were used to retire the original bonds and resulted in debt service savings to the City over the remaining life of the debt.

The debt service budget, is \$159,500 for FY22 and \$154,500 for FY23 compared to \$160,244 in FY21.

Conclusion

We appreciate the opportunity to continue providing a high level of municipal services to the citizens and visitors of the City of Soldotna. Our thanks to the Mayor, City Council, City Employees, and the residents of Soldotna who provided input on the budget itself, or the services we provide.

Respectfully Submitted,



Stephanie Queen
City Manager



Melanie Imholte
Finance Director

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**ALL BUDGETARY FUNDS
EXPENDITURES BY LINE ITEM**

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22 \$ Change</u>	<u>FY21 to FY22 % Change</u>	<u>FY23 Budget</u>	<u>FY22 to FY23 \$ Change</u>	<u>FY22 to FY23 % Change</u>
Salaries & Benefits										
40100	Salaries	\$ 4,190,842	\$ 3,391,795	\$ 4,970,566	\$ 5,170,973	\$ 200,407	4.03%	\$ 5,238,538	\$ 67,565	1.31%
40105	Allocated Salaries	22,107	18,567	41,730	21,329	(20,401)	-48.89%	21,329	-	0.00%
40120	P&Z Commissioners	5,175	3,225	7,500	7,500	-	0.00%	7,500	-	0.00%
40140	Allowances	48,305	50,384	50,830	50,830	-	0.00%	50,830	-	0.00%
40150	Certification Pay	27,276	32,108	33,744	41,952	8,208	24.32%	41,952	-	0.00%
40180	On-Call Pay	-	700	-	25,500	25,500	#DIV/0!	25,500	-	0.00%
40200	Overtime	137,133	164,351	103,316	104,338	1,022	0.99%	104,845	507	0.49%
40205	Allocated Overtime	370	280	200	-	(200)	-100.00%	-	-	#DIV/0!
40220	Shift Differential	13,015	41,085	34,200	44,000	9,800	28.65%	44,000	-	0.00%
40225	Temporary Labor	255,045	206,918	294,468	302,216	7,748	2.63%	302,216	-	0.00%
40250	Temporary Overtime	3,349	3,556	10,000	10,000	-	0.00%	10,000	-	0.00%
40255	LTS Labor	11,385	6,240	14,276	14,452	176	1.23%	14,452	-	0.00%
40275	State Sponsored Overtime	11,921	12,061	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	397,009	487,660	262,369	266,455	4,086	1.56%	275,236	8,781	3.30%
40350	Sick Leave	15,741	7,078	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	116,657	136,984	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	945,276	1,043,515	1,081,407	1,122,473	41,066	3.80%	1,136,130	13,657	1.22%
40600	FICA	94,798	97,173	108,132	114,205	6,073	5.62%	115,410	1,205	1.06%
40650	457 Contribution	7,260	7,594	7,768	7,874	106	1.36%	8,027	153	1.94%
40700	Health Insurance	1,075,428	811,202	1,177,599	1,190,001	12,402	1.05%	1,190,001	-	0.00%
40800	Worker's Compensation	92,761	112,034	99,635	91,032	(8,603)	-8.63%	92,018	986	1.08%
Total Salaries & Benefits		\$ 7,470,853	\$ 6,634,510	\$ 8,297,740	\$ 8,585,130	\$ 287,390	3.46%	\$ 8,677,984	\$ 92,854	1.08%
Maintenance & Operations										
42100	Travel & Training	\$ 96,957	\$ 57,488	\$ 80,450	\$ 124,950	\$ 44,500	55.31%	\$ 131,850	\$ 6,900	5.52%
42200	Materials & Supplies	511,874	503,401	555,050	592,500	37,450	6.75%	552,300	(40,200)	-6.78%
42201	Office Supplies	16,446	14,828	20,800	21,300	500	2.40%	21,300	-	0.00%
42202	Uniforms	13,919	10,338	14,600	15,400	800	5.48%	14,900	(500)	-3.25%
42208	Small Tools & Minor Equipment	116,631	94,369	68,250	89,175	20,925	30.66%	64,375	(24,800)	-27.81%
42210	Vending Supplies	5,776	4,662	6,500	7,000	500	7.69%	7,000	-	0.00%
42301	Telephone	76,406	74,006	78,400	81,175	2,775	3.54%	81,175	-	0.00%
42302	Natural Gas	157,599	170,800	206,100	207,200	1,100	0.53%	211,100	3,900	1.88%
42303	Sanitation	40,103	41,878	38,675	44,575	5,900	15.26%	46,125	1,550	3.48%
42304	Electricity	732,895	683,151	794,300	795,000	700	0.09%	795,500	500	0.06%
42305	Janitorial	51,092	48,542	56,500	56,500	-	0.00%	56,500	-	0.00%
42306	Water & Sewer	24,899	32,957	34,575	35,575	1,000	2.89%	35,575	-	0.00%
42400	Postage	13,769	9,795	11,900	11,400	(500)	-4.20%	11,400	-	0.00%
42599	Fuel	100,162	95,433	108,900	119,800	10,900	10.01%	119,800	-	0.00%
42600	Shop Repair & Maintenance	13,222	39,577	28,000	28,000	-	0.00%	28,000	-	0.00%
42800	Rental	10,756	10,600	12,500	13,750	1,250	10.00%	13,150	(600)	-4.36%
42900	Dues & Subscriptions	37,576	41,837	40,825	43,550	2,725	6.67%	43,625	75	0.17%
43000	Advertising & Promotion	57,047	43,018	49,950	57,450	7,500	15.02%	58,850	1,400	2.44%
43100	Professional Services	165,261	97,316	112,125	118,625	6,500	5.80%	118,625	-	0.00%
43300	Contracted Services	570,707	600,095	738,588	598,150	(140,438)	-19.01%	574,650	(23,500)	-3.93%
43301	Animal Shelter Contract	-	-	-	42,588	42,588	#DIV/0!	42,588	-	0.00%
43302	Dispatch Services Contract	-	-	-	350,000	350,000	#DIV/0!	350,000	-	0.00%
43303	Support & Maintenance Contracts	100,504	101,400	130,110	138,475	8,365	6.43%	152,050	13,575	9.80%
43305	Computer Software	3,843	5,632	19,300	16,200	(3,100)	-16.06%	1,200	(15,000)	-92.59%
43350	Elections	8,321	6,507	4,000	13,500	9,500	237.50%	8,750	(4,750)	-35.19%
43360	Miscellaneous	16,883	22,856	21,335	22,675	1,340	6.28%	23,275	600	2.65%
43361	Remote Seller Sales Tax Collection Fees	-	9,756	-	43,125	43,125	#DIV/0!	43,125	-	0.00%
43400	Equipment Replacement Payment	213,438	210,991	201,517	211,530	10,013	4.97%	209,737	(1,793)	-0.85%
43520	Capital	-	-	-	6,000	6,000	#DIV/0!	-	(6,000)	-100.00%
43603	Visitor Center Contract	132,779	136,762	138,677	138,677	-	0.00%	138,677	-	0.00%
43604	Visitor Center Utilities	12,210	11,827	13,000	13,500	500	3.85%	14,000	500	3.70%
43900	Depreciation	207,603	208,043	201,500	211,500	10,000	4.96%	191,000	(20,500)	-9.69%
45000	Insurance	186,120	198,667	220,500	220,850	350	0.16%	220,850	-	0.00%
45050	Citywide Wellness Program	1,395	910	2,500	2,500	-	0.00%	2,500	-	0.00%
45060	Miscellaneous Payroll Expenditures	1,739	8,273	10,000	10,000	-	0.00%	10,000	-	0.00%
45070	PERS On Behalf	279,734	329,879	429,653	413,785	(15,868)	-3.69%	418,819	5,034	1.22%
46203	Tsalteshi Trails Association	15,000	15,000	15,000	15,000	-	0.00%	15,000	-	0.00%
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	40,000	5,000	14.29%	40,000	-	0.00%
46206	Soldotna Area Senior Citizens	7,500	8,250	8,250	12,700	4,450	53.94%	12,700	-	0.00%
46208	Soldotna Historical Society & Museum	7,500	5,000	5,000	5,000	-	0.00%	5,000	-	0.00%
46250	Rental of Airport Property	29,209	29,939	30,687	31,454	767	2.50%	32,240	786	2.50%
46300	Donations	-	1,000	3,000	3,000	-	0.00%	3,000	-	0.00%
46400	Operating Transfers	171,091	172,963	160,244	159,500	(744)	-0.46%	154,500	(5,000)	-3.13%
47000	Contingency	-	-	94,000	94,000	-	0.00%	94,000	-	0.00%
48600	Interest	96,905	101,793	94,241	89,941	(4,300)	-4.56%	81,331	(8,610)	-9.57%
48700	Principal	115,000	353,594	337,098	340,654	3,556	1.05%	344,264	3,610	1.06%
Total Maintenance & Operations		\$ 4,454,871	\$ 4,648,133	\$ 5,231,600	\$ 5,707,229	\$ 475,629	9.09%	\$ 5,594,406	\$ (112,823)	-1.98%
Non-Operating Transfers Out										
46950	Capital Project Transfers	1,067,000	1,165,500	-	-	-	#DIV/0!	-	-	#DIV/0!
Total Non-Operating Transfers Out		\$ 1,067,000	\$ 1,165,500	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Total All Budgetary Fund Expenditures		\$12,992,724	\$12,448,143	\$13,529,340	\$14,292,359	\$ 763,019	5.64%	\$ 14,272,390	\$ (19,969)	-0.14%

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET
FISCAL YEAR 2022 OPERATING BUDGET SUMMARY - ALL BUDGETARY FUNDS

	General Fund	Utility Fund	Airport Fund	Street Assessments Fund	Equipment Replacement Fund	Debt Service Fund	Total All Funds	Difference FY21 Orig	% Diff
Operating Revenues									
Taxes	\$ 8,562,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,562,000	\$ 2,069,000	31.87%
State/Federal	507,370	46,727	8,167	-	-	-	562,264	(2,530)	-0.45%
Interest	438,405	59,721	4,072	8,144	32,575	-	542,917	417,917	334.33%
Other	966,700	2,431,000	213,654	6,900	211,530	-	3,829,784	254,880	7.13%
Transfers In	-	-	-	-	-	159,500	159,500	(744)	-0.46%
Total Operating Revenues/Transfers In	\$ 10,474,475	\$ 2,537,448	\$ 225,893	\$ 15,044	\$ 244,105	\$ 159,500	\$ 13,656,465	\$ 2,738,523	25.08%
Operating Expenditures									
Operating Expenditures	\$ 11,335,308	\$ 2,204,693	\$ 221,858	\$ -	\$ 211,500	\$ 159,500	\$ 14,132,859	\$ 763,763	5.71%
Operating Transfers Out	159,500	-	-	-	-	-	159,500	(744)	-0.46%
Total Operating Expenditures/Transfers Out	\$ 11,494,808	\$ 2,204,693	\$ 221,858	\$ -	\$ 211,500	\$ 159,500	\$ 14,292,359	\$ 763,019	5.64%
Total Surplus (Deficit)	\$ (1,020,333)	\$ 332,755	\$ 4,035	\$ 15,044	\$ 32,605	\$ -	\$ (635,894)	\$ 1,975,504	75.65%
Projected Lapse	\$ 574,740	\$ 110,235	\$ 11,093	\$ -	\$ -	\$ -	\$ 696,068		
Change in Fund Balance	\$ (445,593)	\$ 442,990	\$ 15,128	\$ 15,044	\$ 32,605	\$ -	\$ 60,174		

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET
FISCAL YEAR 2023 OPERATING BUDGET SUMMARY - ALL BUDGETARY FUNDS

	General Fund	Utility Fund	Airport Fund	Street Assessments Fund	Equipment Replacement Fund	Debt Service Fund	Total All Funds	Difference FY22 Orig	% Diff
Operating Revenues									
Taxes	\$ 8,642,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,642,000	\$ 80,000	0.93%
State/Federal	511,390	47,706	8,202	-	-	-	567,298	5,034	0.90%
Interest	519,176	70,724	4,822	9,644	38,576	-	642,942	100,025	18.42%
Other	976,700	2,441,500	218,440	6,900	209,737	-	3,853,277	23,493	0.61%
Transfers In	-	-	-	-	-	154,500	154,500	(5,000)	-3.13%
Total Operating Revenues/Transfers In	\$ 10,649,266	\$ 2,559,930	\$ 231,464	\$ 16,544	\$ 248,313	\$ 154,500	\$ 13,860,017	\$ 203,552	1.49%
Operating Expenditures									
Operating Expenditures	\$ 11,355,072	\$ 2,188,457	\$ 228,861	\$ -	\$ 191,000	\$ 154,500	\$ 14,117,890	\$ (14,969)	-0.11%
Operating Transfers Out	154,500	-	-	-	-	-	154,500	(5,000)	-3.13%
Total Operating Expenditures/Transfers Out	\$ 11,509,572	\$ 2,188,457	\$ 228,861	\$ -	\$ 191,000	\$ 154,500	\$ 14,272,390	\$ (19,969)	-0.14%
Total Surplus (Deficit)	\$ (860,306)	\$ 371,473	\$ 2,603	\$ 16,544	\$ 57,313	\$ -	\$ (412,373)	\$ 223,521	35.15%
Projected Lapse	\$ 575,479	\$ 109,423	\$ 11,443	\$ -	\$ -	\$ -	\$ 696,345		
Change in Fund Balance	\$ (284,827)	\$ 480,896	\$ 14,046	\$ 16,544	\$ 57,313	\$ -	\$ 283,972		

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

PRIOR YEAR (FY21) ORIGINAL OPERATING BUDGET SUMMARY - ALL BUDGETARY FUNDS

		General Fund	Utility Fund	Airport Fund	Street Assessments Fund	Equipment Replacement Fund	Debt Service Fund	Total All Funds
Operating Revenues								
Taxes	\$	6,493,000	\$ -	\$ -	\$ -	-	\$ -	\$ 6,493,000
State/Federal		506,779	50,496	7,519	-	-	-	564,794
Interest		100,300	13,000	600	2,100	9,000	-	125,000
Other		747,300	2,411,000	207,387	7,700	201,517	-	3,574,904
Transfers In		-	-	-	-	-	160,244	160,244
Total Operating Revenues/Transfers In	\$	7,847,379	2,474,496	215,506	9,800	210,517	160,244	\$ 10,917,942
Operating Expenditures								
Operating Expenditures	\$	10,597,379	2,224,845	185,128	-	201,500	160,244	\$ 13,369,096
Operating Transfers Out		160,244	-	-	-	-	-	160,244
Total Operating Expenditures/Transfers Out	\$	10,757,623	2,224,845	185,128	-	201,500	160,244	\$ 13,529,340
Total Surplus (Deficit)	\$	(2,910,244)	249,651	30,378	9,800	9,017	-	\$ (2,611,398)
Projected Lapse	\$	537,881	111,242	9,256	-	-	-	\$ 658,379
Change in Fund Balance	\$	(2,372,363)	360,893	39,634	9,800	9,017	-	\$ (1,953,019)

CHART OF ACCOUNTS

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

Chart of Accounts

Salaries & Benefits:

- 40100 Salaries** – Salaries paid to regular full time and regular part time employees.
- 40105 Allocated Salaries** – Salaries paid to regular employees working in other departments.
- 40120 P&Z Commissioners** – Stipends paid to P&Z Commissioners.
- 40140 Allowances** – Uniform allowances, cell phone allowances, vehicle allowances, other applicable allowances.
- 40150 Certification Pay** – Additional compensation paid to police officers possessing certain certifications.
- 40180 On-Call Pay** – Additional compensation paid to employees required to be on-call.
- 40200 Overtime** – Overtime for regular full time and regular part time employees.
- 40205 Allocated Overtime** – Overtime for regular employees working in other departments.
- 40220 Shift Differential** – Additional compensation paid to police officers working certain shifts.
- 40225 Temporary Labor** – Wages paid to temporary employees.
- 40250 Temporary Overtime** – Overtime paid to temporary employees.
- 40255 LTS Labor** – Wages paid to “Learn to Skate” instructors.
- 40275 State Sponsored Overtime** – Overtime for Police Officers funded by State sponsored overtime grants.
- 40300 Personal Leave** – Personal leave for regular employees.
- 40350 Sick Leave** – Sick leave for regular employees.
- 40400 Personal Leave Buy-Back** – Personal leave cashed in by regular employees.
- 40500 PERS** – Employer contributions to the Public Employees Retirement System.
- 40600 FICA** – Employer portion of Social Security and Medicare.
- 40650 457 Contribution** – Employer 457 contributions in lieu of Social Security.
- 40700 Health Insurance** – Employer portion of health insurance premiums and HRA fees.
- 40800 Worker’s Compensation** – Premiums paid for worker’s compensation insurance.

Maintenance & Operations:

- 42100 Travel & Training** – Training costs, transportation, per diem, lodging, registration fees, other travel related expenditures.

Chart of Accounts

- 42200 Materials & Supplies** – Operating, repair, and maintenance supplies. This includes building, painting, plumbing & electrical supplies; vehicle and equipment repair materials; propane; agricultural supplies; chemicals; food and kitchen supplies; janitorial and institutional supplies; car wash tokens; ammunition; film; safety supplies and equipment; evidence supplies; library books and supplies.
- 42201 Office Supplies** – General office supplies, copy paper, envelopes, forms, printer and copier supplies, business cards, items of office furniture and equipment costing less than \$50.
- 42202 Uniforms** – Rain gear, cold weather gear, steel toe safety boots, coveralls, uniforms; other work related clothing.
- 42208 Small Tools & Minor Equipment** – Tools and items of equipment or furniture that cost less than \$5,000 per item.
- 42210 Vending Supplies** – Supplies needed to maintain vending machines.
- 42301 Telephone** – Telephone, cellular phone, fax charge; internet and networking charges, elevator monitoring.
- 42302 Natural Gas** – Natural gas charges.
- 42303 Sanitation** – Waste disposal.
- 42304 Electricity** – Electricity charges.
- 42305 Janitorial** – Contracted janitorial charges, janitorial supplies.
- 42306 Water & Sewer** – Water and sewer charges.
- 42400 Postage** – Stamps, postage.
- 42599 Fuel** – Fuel for City vehicles and equipment.
- 42600 Shop Repair & Maintenance** – Shop Department charges to departments outside the General Fund.
- 42800 Rental** – Building, machinery, and equipment rentals.
- 42900 Dues & Subscriptions** – Dues for professional organizations, certification fees, subscriptions to magazines and newspapers, reference books and materials.
- 43000 Advertising & Promotion** – Advertising, expenditures related to promoting economic development within the City of Soldotna.
- 43100 Professional Services** – Legal services, accounting, and auditing services.
- 43300 Contracted Services** – Contracted services which include repairs of buildings, vehicle and equipment repairs, inspection charges, building security services, snow removal, grounds maintenance, contracted street and sidewalk repairs and maintenance, electrical services, plumbing services, consulting, document conservation services, mechanical inspections, drug testing, physical exams, water analysis charges, parks and recreation instructor fees, Campground host fees, other contracted services.
- 43301 Animal Shelter Contract** – Amount established by contract for animal shelter services.

Chart of Accounts

- 43302 Dispatch Services Contract** – Amount established by contract for dispatch services.
- 43303 Support & Maintenance Contracts** – Office equipment service contracts, software support agreements.
- 43305 Computer Software** – Computer software purchases and licensing.
- 43350 Elections** – Election related expenditures.
- 43360 Miscellaneous** – Mayoral expenditures, employee appreciation dinner, licenses, permits, fees, expenditures not otherwise classified.
- 43361 Remote Seller Sales Tax Collection Fees** – Fees paid to Alaska Remote Sellers Sales Tax Commission for the collection of remote seller sales tax.
- 43400 Equipment Replacement Payments** – Payments to the Equipment Replacement Internal Service Fund.
- 43520 Capital** – Purchases or improvements costing more than \$5,000 and having a useful life of greater than one year. This includes improvements to City owned buildings, machinery and equipment purchases.
- 43603 Visitor Center Contract** – Amount established by contract for operation of the Visitor Center.
- 43604 Visitor Center Utilities** – Utility expenditures for the Visitor Center.
- 43900 Depreciation** – the reduction in value of the assets in the Equipment Replacement Fund over their useful lives.
- 45000 Insurance** – Insurance policy expenditures (excluding personnel related).
- 45050 Citywide Wellness Program** – Expenditures related to the City-wide wellness program.
- 45060 Misc Payroll Expenditures** – Unemployment payments, HRA annual fee, FICA Administration annual fee, other similar payroll related expenditures.
- 45070 PERS On Behalf** – Offsetting expenditure related to the PERS relief funding provided by the State of Alaska; comprised of the difference between the actuarially determined contribution rate and the statutory employer contribution rate for employers participating in PERS.
- 46250 Rental of Airport Property** – Expenditures paid by the General Fund for the use of Airport land for non-airport activities.
- 46300 Donations** – Miscellaneous donations.
- 46400 Operating Transfers** – Operating transfers to other City funds.
- 46950 Capital Project Transfers** – Transfers to City capital project funds.
- 47000 Contingency** – Contingency amounts within each fund which is available for appropriation with approval by the City Manager for unanticipated items and line item budget shortfalls.
- 48600 Interest** – Interest paid on long-term debt.
- 48700 Principal** – Principal paid on long-term debt.

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STAFFING

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

City of Soldotna
Fiscal Year 2022-2023 Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	<u>FY21 Grade As Amended</u>	<u>FY22-23 Grade</u>	<u>FY21 Full Time Equivalent (FTE) Positions As Amended</u>	<u>FY22-23 Full Time Equivalent (FTE) Positions</u>
<u>General Fund</u>					
<u>Mayor & Council</u>	Mayor	Non-Graded	Non-Graded	-	-
	Council Members	Non-Graded	Non-Graded	-	-
<u>City Manager</u>	City Manager	CM Contract	CM Contract	1	1
	Assistant to the City Manager	19	19	1	1
				2.00	2.00
<u>City Clerk</u>	City Clerk	CC Contract	CC Contract	1	1
	Deputy Clerk	15	15	1	1
				2.00	2.00
<u>Finance/HR</u>	Finance Director	24	24	1	1
	Accountant/HR Manager	19	19	1	1
	Account Clerk IV- Payroll/HR Assistant	-	14	-	1
	Account Clerk III- PR/HR Assistant	13	-	1	-
	Account Clerk III- AP/AR	13	13	1	1
	Administrative Assistant	11	11	1	1
				5.00	5.00
<u>IT</u>	IT Manager	19	19	1	1
	IT Technician	12	12	1	1
				2.00	2.00
<u>Police</u>	Police Chief	24	24	1	1
	Lieutenant	21	21	1	1
	Police Sergeant	19	19	3	3
	Police Officer	16	16	9	9
	Administrative Assistant/Evidence Custodian	13	13	1	1
	Police Clerk II	11	11	1	1
	Animal Control/Code Enforcement Officer	11	11	1	1
				17.00	17.00
<u>Public Works Administration</u>	Public Works Director	23	23	1	1
	Building Official	17	17	1	1
	Project Manager	18	18	1	1
	Administrative Assistant	11	11	1	1
				4.00	4.00
<u>Shop</u>	Mechanic	15	15	2	2
	Maintenance Support Technician	11	11	1	1
				3.00	3.00
<u>Streets/Buildings/Airport</u>	Maintenance Department Manager	20	20	1	1
	Administrative Assistant	11	11	1	1
	Building Maintenance Technician	15	15	1	1
	Streets & Maintenance Operator/Worker (4 year round & 1 seasonal)	13	13	4.50	4.50
	Short Term Laborer (summer)	5	5	0.23	0.23
	Short Term Operator/Worker (winter)	13	13	0.12	0.12
				7.85	7.85
<u>Economic Development & Planning</u>	P&Z Commissioners	Non-Graded	Non-Graded	-	-
	Director of Economic Development & Planning	21	21	1	1
	Associate Planner	14	14	1	1
				2.00	2.00

City of Soldotna
Fiscal Year 2022-2023 Operating Budget

Authorized Personnel Staffing Table

<u>Department</u>	<u>Position Title</u>	FY21	FY22-23	FY21	FY22-23
		Grade <u>As Amended</u>	Grade <u>As Amended</u>	Full Time Equivalent (FTE) Positions <u>As Amended</u>	Full Time Equivalent (FTE) Positions <u>As Amended</u>
<u>Library</u>	City Librarian	19	19	1	1
	Assistant City Librarian	15	15	1	1
	Librarian I	13	13	1	1
	Library Clerk II	7	7	1	1
	Library Clerk I (3 regular part time positions)	4	4	1.46	2.19
	Library Page (regular part time position)	1	1	0.62	0.62
	Short-Term/On-Call Clerk	4	4	1.06	0.60
	Short Term/On-Call Page	1	1	0.40	0.40
				<u>7.54</u>	<u>7.81</u>
<u>SRSC/Campgrounds/ Parks & Recreation</u>	Parks & Recreation Director	22	22	1	1
	Assistant Parks & Recreation Director	15	17	1	1
	Lead Parks & Recreation Maintenance Worker	13	13	1	1
	Parks & Recreation Maintenance Worker	11	11	2	2
	Parks & Recreation Activities Coordinator	11	11	1	1
	Parks & Recreation Laborer	5	5	2	2
	Parks & Recreation Administrative Clerk II	7	7	0.73	0.73
	Short Term Sports Complex Laborer	5	5	1.68	1.68
	Short Term Campground/Park Laborer, Student Laborer	5,2	5,2	3.09	3.26
	Short Term Skate Guard, Skate Instructor	1,3	1,3	0.38	0.38
	Short Term Campground Attendant	1	1	1.92	1.92
	Short Term Office Worker, Intern	1,3	1,3	0.12	0.12
				<u>15.92</u>	<u>16.09</u>
Total General Fund				<u>68.31</u>	<u>68.75</u>
<u>Utility Fund</u>					
<u>Water/Sewer/WWTP</u>	Utility Department Manager	22	22	1	1
	Lead Utility Operator	-	17	-	1
	Utility Provisional Operator, Utility Operator I, II	13,14,15	13,14,15	5	4
				<u>6.00</u>	<u>6.00</u>
Total Utility Fund				<u>6.00</u>	<u>6.00</u>
Total All Funds				<u>74.31</u>	<u>74.75</u>

RANGE	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS			
										J	K	L	
1	\$13.63	\$13.97	\$14.32	\$14.67	\$15.04	\$15.41	\$15.80	\$16.19	\$16.60	2%	2%	2%	
2	\$14.84	\$15.22	\$15.61	\$15.99	\$16.39	\$16.79	\$17.21	\$17.63	\$18.07				
3	\$16.19	\$16.59	\$16.99	\$17.42	\$17.86	\$18.30	\$18.75	\$19.21	\$19.69				
4	\$17.35	\$17.78	\$18.22	\$18.68	\$19.13	\$19.60	\$20.12	\$20.61	\$21.13	\$21.55	\$21.97	\$22.43	
	\$36,088.00	\$36,982.40	\$37,897.60	\$38,854.40	\$39,790.40	\$40,768.00	\$41,849.60	\$42,868.80	\$43,950.40	\$44,824.00	\$45,697.60	\$46,654.40	
5	\$18.23	\$18.69	\$19.14	\$19.61	\$20.13	\$20.62	\$21.14	\$21.66	\$22.21	\$22.65	\$23.10	\$23.57	
	\$37,918.40	\$38,875.20	\$39,811.20	\$40,788.80	\$41,870.40	\$42,889.60	\$43,971.20	\$45,052.80	\$46,196.80	\$47,112.00	\$48,048.00	\$49,025.60	
6	\$19.41	\$19.89	\$20.40	\$20.90	\$21.43	\$21.95	\$22.52	\$23.07	\$23.65	\$24.11	\$24.61	\$25.11	
	\$40,372.80	\$41,371.20	\$42,432.00	\$43,472.00	\$44,574.40	\$45,656.00	\$46,841.60	\$47,985.60	\$49,192.00	\$50,148.80	\$51,188.80	\$52,228.80	
7	\$20.26	\$20.77	\$21.27	\$21.80	\$22.35	\$22.92	\$23.47	\$24.06	\$24.67	\$25.17	\$25.67	\$26.18	
	\$42,140.80	\$43,201.60	\$44,241.60	\$45,344.00	\$46,488.00	\$47,673.60	\$48,817.60	\$50,044.80	\$51,313.60	\$52,353.60	\$53,393.60	\$54,454.40	
8	\$21.25	\$21.78	\$22.33	\$22.90	\$23.45	\$24.04	\$24.65	\$25.27	\$25.89	\$26.41	\$26.93	\$27.47	
	\$44,200.00	\$45,302.40	\$46,446.40	\$47,632.00	\$48,776.00	\$50,003.20	\$51,272.00	\$52,561.60	\$53,851.20	\$54,932.80	\$56,014.40	\$57,137.60	
9	\$22.32	\$22.89	\$23.44	\$24.03	\$24.64	\$25.26	\$25.88	\$26.53	\$27.19	\$27.74	\$28.29	\$28.87	
	\$46,425.60	\$47,611.20	\$48,755.20	\$49,982.40	\$51,251.20	\$52,540.80	\$53,830.40	\$55,182.40	\$56,555.20	\$57,699.20	\$58,843.20	\$60,049.60	
10	\$23.44	\$24.03	\$24.64	\$25.26	\$25.88	\$26.53	\$27.19	\$27.87	\$28.57	\$29.14	\$29.71	\$30.31	
	\$48,755.20	\$49,982.40	\$51,251.20	\$52,540.80	\$53,830.40	\$55,182.40	\$56,555.20	\$57,969.60	\$59,425.60	\$60,611.20	\$61,796.80	\$63,044.80	
11	\$24.63	\$25.25	\$25.87	\$26.52	\$27.18	\$27.85	\$28.55	\$29.26	\$29.98	\$30.60	\$31.21	\$31.82	
	\$51,230.40	\$52,520.00	\$53,809.60	\$55,161.60	\$56,534.40	\$57,928.00	\$59,384.00	\$60,860.80	\$62,358.40	\$63,648.00	\$64,916.80	\$66,185.60	
12	\$26.12	\$26.78	\$27.45	\$28.14	\$28.85	\$29.56	\$30.30	\$31.06	\$31.83	\$32.46	\$33.13	\$33.79	
	\$54,329.60	\$55,702.40	\$57,096.00	\$58,531.20	\$60,008.00	\$61,484.80	\$63,024.00	\$64,604.80	\$66,206.40	\$67,516.80	\$68,910.40	\$70,283.20	
13	\$26.97	\$27.64	\$28.35	\$29.05	\$29.78	\$30.54	\$31.29	\$32.06	\$32.86	\$33.52	\$34.19	\$34.88	
	\$56,097.60	\$57,491.20	\$58,968.00	\$60,424.00	\$61,942.40	\$63,523.20	\$65,083.20	\$66,684.80	\$68,348.80	\$69,721.60	\$71,115.20	\$72,550.40	
14	\$28.57	\$29.28	\$30.00	\$30.76	\$31.54	\$32.32	\$33.14	\$33.97	\$34.82	\$35.51	\$36.22	\$36.95	
	\$59,425.60	\$60,902.40	\$62,400.00	\$63,980.80	\$65,603.20	\$67,225.60	\$68,931.20	\$70,657.60	\$72,425.60	\$73,860.80	\$75,337.60	\$76,856.00	
15	\$30.77	\$31.55	\$32.33	\$33.15	\$33.98	\$34.83	\$35.71	\$36.60	\$37.52	\$38.27	\$39.04	\$39.81	
16	\$32.31	\$33.13	\$33.96	\$34.81	\$35.69	\$36.57	\$37.50	\$38.43	\$39.39	\$40.17	\$41.00	\$41.81	
	\$67,204.80	\$68,910.40	\$70,636.80	\$72,404.80	\$74,235.20	\$76,065.60	\$78,000.00	\$79,934.40	\$81,931.20	\$83,553.60	\$85,280.00	\$86,964.80	
17	\$33.80	\$34.65	\$35.50	\$36.39	\$37.29	\$38.23	\$39.19	\$40.15	\$41.17	\$41.99	\$42.82	\$43.68	
	\$70,304.00	\$72,072.00	\$73,840.00	\$75,691.20	\$77,563.20	\$79,518.40	\$81,515.20	\$83,512.00	\$85,633.60	\$87,339.20	\$89,065.60	\$90,854.40	
18	\$35.06	\$35.94	\$36.84	\$37.74	\$38.69	\$39.67	\$40.65	\$41.68	\$42.71	\$43.57	\$44.44	\$45.33	
	\$72,924.80	\$74,755.20	\$76,627.20	\$78,499.20	\$80,475.20	\$82,513.60	\$84,552.00	\$86,694.40	\$88,836.80	\$90,625.60	\$92,435.20	\$94,286.40	

RANGE	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS		
										J	K	L
19	\$36.81	\$37.71	\$38.65	\$39.63	\$40.61	\$41.63	\$42.67	\$43.74	\$44.83	2%	2%	2%
	\$76,564.80	\$78,436.80	\$80,392.00	\$82,430.40	\$84,468.80	\$86,590.40	\$88,753.60	\$90,979.20	\$93,246.40	\$45.72	\$46.64	\$47.59
										\$95,097.60	\$97,011.20	\$98,987.20
20	\$38.64	\$39.62	\$40.60	\$41.62	\$42.66	\$43.73	\$44.82	\$45.93	\$47.08	\$48.02	\$48.99	\$49.97
	\$80,371.20	\$82,409.60	\$84,448.00	\$86,569.60	\$88,732.80	\$90,958.40	\$93,225.60	\$95,534.40	\$97,926.40	\$99,881.60	\$101,899.20	\$103,937.60
21	\$40.53	\$41.55	\$42.59	\$43.66	\$44.76	\$45.87	\$47.02	\$48.20	\$49.41	\$50.40	\$51.41	\$52.44
	\$84,302.40	\$86,424.00	\$88,587.20	\$90,812.80	\$93,100.80	\$95,409.60	\$97,801.60	\$100,256.00	\$102,772.80	\$104,832.00	\$106,932.80	\$109,075.20
22	\$42.58	\$43.65	\$44.75	\$45.86	\$47.01	\$48.19	\$49.40	\$50.62	\$51.90	\$52.92	\$53.98	\$55.05
	\$88,566.40	\$90,792.00	\$93,080.00	\$95,388.80	\$97,780.80	\$100,235.20	\$102,752.00	\$105,289.60	\$107,952.00	\$110,073.60	\$112,278.40	\$114,504.00
23	\$44.71	\$45.83	\$46.98	\$48.14	\$49.36	\$50.58	\$51.86	\$53.14	\$54.47	\$55.56	\$56.67	\$57.81
	\$92,996.80	\$95,326.40	\$97,718.40	\$100,131.20	\$102,668.80	\$105,206.40	\$107,868.80	\$110,531.20	\$113,297.60	\$115,564.80	\$117,873.60	\$120,244.80
24	\$46.96	\$48.12	\$49.34	\$50.56	\$51.84	\$53.12	\$54.45	\$55.81	\$57.20	\$58.36	\$59.52	\$60.71
	\$97,676.80	\$100,089.60	\$102,627.20	\$105,164.80	\$107,827.20	\$110,489.60	\$113,256.00	\$116,084.80	\$118,976.00	\$121,388.80	\$123,801.60	\$126,276.80
CC Contract	\$106,454.40											
CM Contract	\$145,000.00											

RANGE	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS						
										J	K	L	M	N	O	P
11	\$24.77	\$25.40	\$26.02	\$26.68	\$27.35	\$28.03	\$28.72	\$29.44	\$30.16	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
	\$51,521.60	\$52,832.00	\$54,121.60	\$55,494.40	\$56,888.00	\$58,302.40	\$59,737.60	\$61,235.20	\$62,732.80	\$30.91	\$31.70	\$32.49	\$33.30	\$34.13	\$34.98	\$35.86
										\$64,292.80	\$65,936.00	\$67,579.20	\$69,264.00	\$70,990.40	\$72,758.40	\$74,588.80
16	\$32.50	\$33.33	\$34.16	\$35.02	\$35.90	\$36.79	\$37.73	\$38.65	\$39.63	\$40.62	\$41.64	\$42.68	\$43.75	\$44.84	\$45.96	\$47.11
	\$67,600.00	\$69,326.40	\$71,052.80	\$72,841.60	\$74,672.00	\$76,523.20	\$78,478.40	\$80,392.00	\$82,430.40	\$84,489.60	\$86,611.20	\$88,774.40	\$91,000.00	\$93,267.20	\$95,596.80	\$97,988.80
19	\$37.02	\$37.94	\$38.87	\$39.87	\$40.85	\$41.89	\$42.92	\$44.00	\$45.09	\$46.23	\$47.38	\$48.56	\$49.77	\$51.01	\$52.30	\$53.61
	\$77,001.60	\$78,915.20	\$80,849.60	\$82,929.60	\$84,968.00	\$87,131.20	\$89,273.60	\$91,520.00	\$93,787.20	\$96,158.40	\$98,550.40	\$101,004.80	\$103,521.60	\$106,100.80	\$108,784.00	\$111,508.80

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GENERAL FUND

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**GENERAL FUND
RECAP**

	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22 \$ Change	FY21 to FY22 % Change	FY23 Budget	FY23 to FY23 \$ Change	FY23 to FY23 % Change
Operating Revenues									
Taxes									
Property Taxes	\$ 312,470	\$ 312,019	\$ 288,000	\$ 322,000	\$ 34,000	11.81%	\$ 322,000	\$ -	0.00%
Sales Taxes	7,851,446	7,912,460	6,205,000	8,240,000	2,035,000	32.80%	8,320,000	80,000	0.97%
Total Taxes	8,163,916	8,224,479	6,493,000	8,562,000	2,069,000	31.87%	8,642,000	80,000	0.93%
State, Federal & Borough Revenues									
PERS Funding	247,895	289,408	373,138	360,391	(12,747)	-3.42%	364,411	4,020	1.12%
Revenue Sharing	158,326	136,276	75,641	94,979	19,338	25.57%	94,979	-	0.00%
Library Grants	14,414	8,250	7,000	7,000	-	0.00%	7,000	-	0.00%
Liquor Licenses	12,200	17,900	20,000	15,000	(5,000)	-25.00%	15,000	-	0.00%
Telephone/Electric	25,395	25,297	26,000	26,000	-	0.00%	26,000	-	0.00%
Other	56,693	38,188	5,000	4,000	(1,000)	-20.00%	4,000	-	0.00%
Total State/Federal/Borough Revenues	514,923	515,319	506,779	507,370	591	0.12%	511,390	4,020	0.79%
Other Revenues									
Licenses and Permits	66,341	79,100	68,000	79,000	11,000	16.18%	79,000	-	0.00%
Traffic Fines	118,501	85,251	70,000	85,000	15,000	21.43%	85,000	-	0.00%
Interest	812,607	596,240	100,300	438,405	338,105	337.09%	519,176	80,771	18.42%
Soldotna Regional Sports Complex	358,406	280,541	295,600	331,400	35,800	12.11%	341,400	10,000	3.02%
Campgrounds	368,593	390,837	237,500	395,000	157,500	66.32%	395,000	-	0.00%
Parks	27,707	32,847	20,000	20,300	300	1.50%	20,300	-	0.00%
Community Schools	12,412	5,654	4,000	4,000	-	0.00%	4,000	-	0.00%
Library Donations & Revenues	28,928	24,454	13,000	13,000	-	0.00%	13,000	-	0.00%
Other	40,912	36,106	11,200	11,000	(200)	-1.79%	11,000	-	0.00%
Charges to Other Funds	13,222	39,577	28,000	28,000	-	0.00%	28,000	-	0.00%
Total Other Revenues	1,847,629	1,570,607	847,600	1,405,105	557,505	65.77%	1,495,876	90,771	6.46%
Total Operating Revenues	\$10,526,468	\$10,310,405	\$ 7,847,379	\$10,474,475	\$ 2,627,096	33.48%	\$10,649,266	\$ 174,791	1.67%
Non-Operating Transfers In									
From Capital Project Funds	\$ 3,053,883	\$ 124,345	\$ -	\$ -	-	#DIV/0!	-	-	#DIV/0!
Total Non-Operating Transfers In	\$ 3,053,883	\$ 124,345	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Total Revenues/Transfers In	\$13,580,351	\$10,434,750	\$ 7,847,379	\$10,474,475	\$ 2,627,096	33.48%	\$10,649,266	\$ 174,791	1.67%
Operating Expenditures									
General Government	\$ 2,526,904	\$ 2,382,106	\$ 2,948,737	\$ 3,067,130	\$ 118,393	4.02%	\$ 3,082,357	\$ 15,227	0.50%
Public Safety	2,669,085	1,956,089	2,856,056	3,118,047	261,991	9.17%	3,113,938	(4,109)	-0.13%
Public Works	2,414,730	2,355,535	2,547,056	2,730,980	183,924	7.22%	2,740,889	9,909	0.36%
Parks, Recreation & Culture	2,183,050	2,117,621	2,405,774	2,578,651	172,877	7.19%	2,572,388	(6,263)	-0.24%
Total Operating Expenditures	\$ 9,793,769	\$ 8,811,351	\$10,757,623	\$11,494,808	\$ 737,185	6.85%	\$11,509,572	\$ 14,764	0.13%
Non-Operating Transfers Out									
To Capital Project Funds	\$ 730,000	\$ 1,035,500	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Total Non-Operating Transfers Out	\$ 730,000	\$ 1,035,500	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Total Expenditures/Transfers Out	\$10,523,769	\$ 9,846,851	\$10,757,623	\$11,494,808	\$ 737,185	6.85%	\$11,509,572	\$ 14,764	0.13%
Total Surplus (Deficit)	\$ 3,056,582	\$ 587,899	\$ (2,910,244)	\$ (1,020,333)	\$ 1,889,911	-64.94%	\$ (860,306)	\$ 160,027	-15.68%
Projected Lapse - 5%	-	-	537,881	574,740	36,859	6.85%	575,479	738	0.13%
Change in Fund Balance	\$ 3,056,582	\$ 587,899	\$ (2,372,363)	\$ (445,593)	\$ 1,926,770	-81.22%	\$ (284,827)	\$ 160,765	-36.08%
Beginning Fund Balance	\$14,801,584	\$17,858,166	\$18,446,065						
Ending Fund Balance	\$17,858,166	\$18,446,065	\$16,073,702						

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**GENERAL FUND
REVENUES**

Acct#	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22 \$ Change	FY21 to FY22 % Change	FY23 Budget	FY22 to FY23 \$ Change	FY22 to FY23 % Change
0000	General Revenues:									
31000	State PERS Relief Funding	\$ 247,895	\$ 289,408	\$ 373,138	\$ 360,391	\$ (12,747)	-3.42%	\$ 364,411	\$ 4,020	1.12%
31110	Property Taxes	312,470	312,019	288,000	322,000	34,000	11.81%	322,000	-	0.00%
31120	Sales Taxes	7,851,446	7,912,460	6,205,000	8,240,000	2,035,000	32.80%	8,320,000	80,000	0.97%
32110	Building Permits	46,112	60,665	50,000	60,000	10,000	20.00%	60,000	-	0.00%
32120	Animal Control Fees	5,566	754	750	250	(500)	-66.67%	250	-	0.00%
32140	Plan Review Fees	10,393	14,441	15,000	15,000	-	0.00%	15,000	-	0.00%
32155	Project Plans	-	643	200	-	(200)	-100.00%	-	-	#DIV/0!
34110	State Library Grant	14,414	8,250	7,000	7,000	-	0.00%	7,000	-	0.00%
34120	State Revenue - Community Assistance	158,326	136,276	75,641	94,979	19,338	25.57%	94,979	-	0.00%
34140	State Revenue - Liquor Licenses	12,200	17,900	20,000	15,000	(5,000)	-25.00%	15,000	-	0.00%
34145	State Revenue - Raw Fish Tax	4,871	3,639	5,000	4,000	(1,000)	-20.00%	4,000	-	0.00%
34150	State Revenue - Marijuana Fees	500	800	-	-	-	#DIV/0!	-	-	#DIV/0!
34160	State Revenue - Electric Cooperative	25,395	25,297	26,000	26,000	-	0.00%	26,000	-	0.00%
34180	Miscellaneous Library Grants	-	500	-	-	-	#DIV/0!	-	-	#DIV/0!
34182	State Revenue - Public Safety Grants	49,017	19,251	-	-	-	0.00%	-	-	#DIV/0!
36950	Shop Charges	13,222	39,577	28,000	28,000	-	0.00%	28,000	-	0.00%
37100	Traffic Fines & Minor Offenses	118,501	85,251	70,000	85,000	15,000	21.43%	85,000	-	0.00%
37110	P&Z Charges	3,550	2,700	1,500	3,000	1,500	100.00%	3,000	-	0.00%
37120	Interest	812,607	596,240	100,300	438,405	338,105	337.09%	519,176	80,771	18.42%
37145	Sale of Municipal Property	-	7,285	-	-	-	#DIV/0!	-	-	#DIV/0!
37160	Library Donations	3,346	5,581	-	-	-	#DIV/0!	-	-	#DIV/0!
37165	Library Revenues	25,582	18,873	13,000	13,000	-	0.00%	13,000	-	0.00%
37177	Donations	7,900	-	-	-	-	#DIV/0!	-	-	#DIV/0!
37181	Asset Forfeitures	2,305	14,498	-	-	-	#DIV/0!	-	-	#DIV/0!
37182	HEA Accelerated Credits	16,714	18,210	-	-	-	#DIV/0!	-	-	#DIV/0!
37185	Utility Project Permits	720	540	750	750	-	0.00%	750	-	0.00%
37190	Miscellaneous	15,312	8,401	10,000	10,000	-	0.00%	10,000	-	0.00%
37200	Charges for Services - SPD	986	1,067	1,000	1,000	-	0.00%	1,000	-	0.00%
	Total General Revenues	\$ 9,759,350	\$ 9,600,526	\$ 7,290,279	\$ 9,723,775	\$ 2,433,496	33.38%	\$ 9,888,566	\$ 164,791	1.69%
1000	Parks & Recreation Revenues:									
35110	Concessions/Vending	\$ 9,713	\$ 8,433	\$ 4,500	\$ 8,000	\$ 3,500	77.78%	\$ 8,000	\$ -	0.00%
35150	Special Events Concessions	4,430	3,739	2,250	4,000	1,750	77.78%	4,000	-	0.00%
35200	Ice - KPHA	73,312	78,848	58,500	70,000	11,500	19.66%	70,000	-	0.00%
35201	Ice - KPB	15,047	13,950	15,000	15,000	-	0.00%	15,000	-	0.00%
35204	Public Skate	23,366	24,850	22,000	22,000	-	0.00%	22,000	-	0.00%
35207	Learn to Skate	22,414	15,738	20,000	20,000	-	0.00%	20,000	-	0.00%
35208	Leagues	47,250	46,342	37,500	55,000	17,500	46.67%	55,000	-	0.00%
35210	Private Ice Rental	3,046	2,415	3,000	3,000	-	0.00%	3,000	-	0.00%
35220	Freestyle	2,827	1,751	3,000	3,000	-	0.00%	3,000	-	0.00%
35300	Miscellaneous Events	18,125	10,280	15,000	12,000	(3,000)	-20.00%	15,000	3,000	25.00%
35301	Alaska Hockey Association	9,210	-	-	2,500	2,500	#DIV/0!	2,500	-	0.00%
35305	Kenai River Brown Bears	35,417	28,333	35,400	35,400	-	0.00%	35,400	-	0.00%
35308	Home Show	7,740	-	7,800	7,800	-	0.00%	7,800	-	0.00%
35309	Sport & Rec Show	9,540	-	8,000	8,000	-	0.00%	8,000	-	0.00%
35310	Holiday Bazaar	2,316	2,514	2,200	2,200	-	0.00%	2,200	-	0.00%
35318	Peninsula Riverskate	12,604	-	12,000	12,000	-	0.00%	12,000	-	0.00%
35320	Safari Club	4,210	-	4,200	4,200	-	0.00%	4,200	-	0.00%
35327	Ultimate Fight Challenge	5,175	2,970	3,000	3,000	-	0.00%	3,000	-	0.00%
35400	Rental Fees - Rooms	18,936	14,721	15,000	15,000	-	0.00%	18,000	3,000	20.00%
35402	Rental Fees - Space	12,042	9,625	10,000	12,000	2,000	20.00%	12,000	-	0.00%
35404	Rental Fees - Equipment	18,248	13,801	15,000	15,000	-	0.00%	18,000	3,000	20.00%
35500	Facility Use - Track	623	251	250	300	50	20.00%	300	-	0.00%
35501	Facility Use - Racquetball	1,890	933	1,000	1,000	-	0.00%	2,000	1,000	100.00%
36602	Centennial Campground	274,471	282,504	175,500	290,000	114,500	65.24%	290,000	-	0.00%
36603	Swiftwater Campground	84,575	90,921	52,000	90,000	38,000	73.08%	90,000	-	0.00%
36606	Rotary Park	9,547	17,412	10,000	15,000	5,000	50.00%	15,000	-	0.00%
36901	Reservation Fees	10,582	3,472	5,000	3,500	(1,500)	-30.00%	3,500	-	0.00%
36904	Cemetery Plots	12,300	24,200	10,000	12,000	2,000	20.00%	12,000	-	0.00%
36905	Columbarium Niches	4,800	4,800	5,000	4,800	(200)	-4.00%	4,800	-	0.00%
36906	Other Cemetery Revenue	25	375	-	-	-	#DIV/0!	-	-	#DIV/0!
37190	P&R Miscellaneous Revenue	925	1,047	1,000	1,000	-	0.00%	1,000	-	0.00%
38000	Recreational Programs	11,412	5,654	4,000	4,000	-	0.00%	4,000	-	0.00%
38400	Advertisement	1,000	-	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Parks & Recreation Revenues	\$ 767,118	\$ 709,879	\$ 557,100	\$ 750,700	\$ 193,600	34.75%	\$ 760,700	\$ 10,000	1.33%
	Total Operating Revenues	\$ 10,526,468	\$ 10,310,405	\$ 7,847,379	\$ 10,474,475	\$ 2,627,096	33.48%	\$ 10,649,266	\$ 174,791	1.67%
	Non-Operating Transfers In									
38400	Transfer From Capital Project Funds	3,053,883	124,345	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Non-Operating Transfers In	3,053,883	124,345	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Revenues/Transfers In	\$ 13,580,351	\$ 10,434,750	\$ 7,847,379	\$ 10,474,475	\$ 2,627,096	33.48%	\$ 10,649,266	\$ 174,791	1.67%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**GENERAL FUND
EXPENDITURES BY DEPARTMENT**

	FY19	FY20	FY21	FY22	FY21 to FY22		FY23	FY22 to FY23	
	Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
<u>General Government</u>									
Mayor & Council	\$ 371,800	\$ 63,864	\$ 67,560	\$ 73,200	\$ 5,640	8.35%	\$ 75,200	\$ 2,000	2.73%
City Manager	351,101	220,822	374,708	376,827	2,119	0.57%	379,199	2,372	0.63%
Finance/HR	537,540	549,803	672,547	723,842	51,295	7.63%	725,583	1,741	0.24%
Information Technology (IT)	263,384	250,747	351,544	344,697	(6,847)	-1.95%	354,528	9,831	2.85%
City Clerk	271,428	265,283	277,107	300,042	22,935	8.28%	298,044	(1,998)	-0.67%
Non-Departmental	731,651	1,031,587	1,205,271	1,248,522	43,251	3.59%	1,249,803	1,281	0.10%
Total General Government	2,526,904	2,382,106	2,948,737	3,067,130	118,393	4.02%	3,082,357	15,227	0.50%
<u>Public Safety</u>									
Police	2,669,085	1,956,089	2,856,056	3,118,047	261,991	9.17%	3,113,938	(4,109)	-0.13%
Total Public Safety	2,669,085	1,956,089	2,856,056	3,118,047	261,991	9.17%	3,113,938	(4,109)	-0.13%
<u>Public Works</u>									
Public Works Administration	465,852	466,643	512,540	497,637	(14,903)	-2.91%	499,449	1,812	0.36%
Shop	371,267	388,593	420,102	546,680	126,578	30.13%	554,496	7,816	1.43%
Streets	1,093,923	1,037,765	1,094,067	1,128,114	34,047	3.11%	1,135,340	7,226	0.64%
Building R & M	210,033	223,021	244,586	268,893	24,307	9.94%	257,075	(11,818)	-4.40%
Economic Development & Planning	273,655	239,513	275,761	289,656	13,895	5.04%	294,529	4,873	1.68%
Total Public Works	2,414,730	2,355,535	2,547,056	2,730,980	183,924	7.22%	2,740,889	9,909	0.36%
<u>Parks, Recreation & Culture</u>									
Library	729,081	685,172	774,869	836,024	61,155	7.89%	845,107	9,083	1.09%
Soldotna Regional Sports Complex	814,374	739,142	884,720	894,239	9,519	1.08%	893,862	(377)	-0.04%
Campgrounds	289,378	310,737	365,888	411,399	45,511	12.44%	401,143	(10,256)	-2.49%
Parks & Recreation	350,217	382,570	380,297	436,989	56,692	14.91%	432,276	(4,713)	-1.08%
Total Parks, Recreation & Culture	2,183,050	2,117,621	2,405,774	2,578,651	172,877	7.19%	2,572,388	(6,263)	-0.24%
<u>Non-Operating Transfers Out</u>									
To Capital Project Funds	730,000	1,035,500	-	-	-	#DIV/0!	-	-	#DIV/0!
Total Non-Operating Transfers Out	730,000	1,035,500	-	-	-	#DIV/0!	-	-	#DIV/0!
Total Expenditures/Transfers Out	\$ 10,523,769	\$ 9,846,851	\$ 10,757,623	\$ 11,494,808	\$ 737,185	6.85%	\$ 11,509,572	\$ 14,764	0.13%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**GENERAL FUND
EXPENDITURES BY LINE ITEM**

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22 \$ Change</u>	<u>% Change</u>	<u>FY2 Budget</u>	<u>FY22 to FY23 \$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 3,695,290	\$ 2,864,980	\$ 4,364,753	\$ 4,561,297	\$ 196,544	4.50%	\$ 4,616,870	\$ 55,573	1.22%
40105	Allocated Salaries	22,107	18,567	27,006	16,954	(10,052)	-37.22%	16,954	-	0.00%
40120	P&Z Commissioners	5,175	3,225	7,500	7,500	-	0.00%	7,500	-	0.00%
40140	Allowances	42,861	44,389	44,683	44,917	234	0.52%	44,917	-	0.00%
40150	Certification Pay	27,276	32,108	33,744	41,952	8,208	24.32%	41,952	-	0.00%
40200	Overtime	122,778	151,729	80,950	81,150	200	0.25%	81,150	-	0.00%
40205	Allocated Overtime	216	280	200	-	(200)	-100.00%	-	-	#DIV/0!
40220	Shift Differential	13,015	41,085	34,200	44,000	9,800	28.65%	44,000	-	0.00%
40225	Temporary Labor	254,528	206,918	291,026	298,726	7,700	2.65%	298,726	-	0.00%
40250	Temporary Overtime	3,310	3,556	10,000	10,000	-	0.00%	10,000	-	0.00%
40255	LTS Labor	11,385	6,240	14,276	14,452	176	1.23%	14,452	-	0.00%
40275	State Sponsored Overtime	11,921	12,061	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	362,638	438,933	233,232	238,353	5,121	2.20%	245,076	6,723	2.82%
40350	Sick Leave	15,576	6,624	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	101,632	102,592	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	837,686	915,490	940,919	977,633	36,714	3.90%	988,540	10,907	1.12%
40600	FICA	87,644	88,697	98,581	104,364	5,783	5.87%	105,388	1,024	0.98%
40650	457 Contribution	7,260	7,594	7,768	7,874	106	1.36%	8,027	153	1.94%
40700	Health Insurance	913,778	686,491	1,010,067	1,025,250	15,183	1.50%	1,025,250	-	0.00%
40800	Worker's Compensation	79,164	95,445	85,344	77,918	(7,426)	-8.70%	78,614	696	0.89%
Total Salaries & Benefits		\$ 6,615,240	\$ 5,727,004	\$ 7,284,249	\$ 7,552,340	\$ 268,091	3.68%	\$ 7,627,416	\$ 75,076	0.99%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 90,255	\$ 57,189	\$ 72,650	\$ 113,650	\$ 41,000	56.43%	\$ 123,350	\$ 9,700	8.53%
42200	Materials & Supplies	355,149	350,634	372,350	399,800	27,450	7.37%	388,000	(11,800)	-2.95%
42201	Office Supplies	15,863	14,352	19,800	20,300	500	2.53%	20,300	-	0.00%
42202	Uniforms	11,079	8,512	10,600	11,400	800	7.55%	10,900	(500)	-4.39%
42208	Small Tools & Minor Equipment	109,450	78,256	58,850	84,775	25,925	44.05%	59,975	(24,800)	-29.25%
42210	Vending Supplies	5,776	4,662	6,500	7,000	500	7.69%	7,000	-	0.00%
42301	Telephone	58,275	56,018	60,100	61,475	1,375	2.29%	61,475	-	0.00%
42302	Natural Gas	123,509	129,886	153,800	153,900	100	0.07%	157,000	3,100	2.01%
42303	Sanitation	39,517	40,700	37,475	43,275	5,800	15.48%	44,750	1,475	3.41%
42304	Electricity	405,932	361,521	428,500	428,500	-	0.00%	428,500	-	0.00%
42305	Janitorial	51,092	48,542	56,500	56,500	-	0.00%	56,500	-	0.00%
42306	Water & Sewer	24,899	32,957	34,575	34,575	-	0.00%	34,575	-	0.00%
42400	Postage	10,458	9,510	11,600	11,100	(500)	-4.31%	11,100	-	0.00%
42599	Fuel	84,545	75,717	85,900	99,600	13,700	15.95%	99,600	-	0.00%
42800	Rental	10,456	9,871	12,000	13,250	1,250	10.42%	12,650	(600)	-4.53%
42900	Dues & Subscriptions	31,564	34,788	30,450	36,075	5,625	18.47%	36,150	75	0.21%
43000	Advertising & Promotion	55,911	42,947	48,550	57,450	8,900	18.33%	57,450	-	0.00%
43100	Professional Services	165,261	97,316	112,125	118,625	6,500	5.80%	118,625	-	0.00%
43300	Contracted Services	414,390	446,281	499,088	370,750	(128,338)	-25.71%	355,750	(15,000)	-4.05%
43301	Animal Shelter Contract	-	-	-	42,588	42,588	#DIV/0!	42,588	-	0.00%
43302	Dispatch Services Contract	-	-	-	350,000	350,000	#DIV/0!	350,000	-	0.00%
43303	Support & Maintenance Contracts	89,921	88,648	116,060	123,225	7,165	6.17%	136,800	13,575	11.02%
43305	Computer Software	3,843	5,632	19,300	16,200	(3,100)	-16.06%	1,200	(15,000)	-92.59%
43350	Elections	8,321	6,507	4,000	13,500	9,500	237.50%	8,750	(4,750)	-35.19%
43360	Miscellaneous	7,853	13,205	11,300	13,300	2,000	17.70%	13,500	200	1.50%
43361	Remote Seller Sales Tax Collection Fees	-	9,756	-	43,125	43,125	#DIV/0!	43,125	-	0.00%
43400	Equipment Replacement Payment	197,262	188,608	181,705	191,808	10,103	5.56%	181,515	(10,293)	-5.37%
43520	Capital	-	-	-	6,000	6,000	#DIV/0!	-	(6,000)	-100.00%
43603	Visitor Center Contract	132,779	136,762	138,677	138,677	-	0.00%	138,677	-	0.00%
43604	Visitor Center Utilities	12,210	11,827	13,000	13,500	500	3.85%	14,000	500	3.70%
45000	Insurance	146,630	158,000	175,100	169,000	(6,100)	-3.48%	169,000	-	0.00%
45050	Citywide Wellness Program	1,395	910	2,500	2,500	-	0.00%	2,500	-	0.00%
45060	Miscellaneous Payroll Expenditures	1,739	8,273	10,000	10,000	-	0.00%	10,000	-	0.00%
45070	PERS On Behalf	247,895	289,408	373,138	360,391	(12,747)	-3.42%	364,411	4,020	1.12%
46203	Tsalteshi Trails Association	15,000	15,000	15,000	15,000	-	0.00%	15,000	-	0.00%
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	40,000	5,000	14.29%	40,000	-	0.00%
46206	Soldotna Area Senior Citizens	7,500	8,250	8,250	12,700	4,450	53.94%	12,700	-	0.00%
46208	Soldotna Historical Society & Museum	7,500	5,000	5,000	5,000	-	0.00%	5,000	-	0.00%
46250	Rental of Airport Property	29,209	29,939	30,687	31,454	767	2.50%	32,240	786	2.50%
46300	Donations	-	1,000	3,000	3,000	-	0.00%	3,000	-	0.00%
46400	Operating Transfers	171,091	172,963	160,244	159,500	(744)	-0.46%	154,500	(5,000)	-3.13%
47000	Contingency	-	-	60,000	60,000	-	0.00%	60,000	-	0.00%
Total Maintenance & Operations		\$ 3,178,529	\$ 3,084,347	\$ 3,473,374	\$ 3,942,468	\$ 469,094	13.51%	\$ 3,882,156	\$ (60,312)	-1.53%
<u>Non-Operating Transfers Out</u>										
46950	Capital Project Transfers	730,000	1,035,500	-	-	-	#DIV/0!	-	-	#DIV/0!
Total Non-Operating Transfers Out		\$ 730,000	\$ 1,035,500	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Total Expenditures/Transfers Out		\$ 10,523,769	\$ 9,846,851	\$ 10,757,623	\$ 11,494,808	\$ 737,185	6.85%	\$ 11,509,572	\$ 14,764	0.13%

DEPARTMENT NARRATIVE

GENERAL FUND - MAYOR & COUNCIL

The legislative power of the City is vested in the Mayor and Council, whose duties include, but are not limited to: enacting city laws; approving the annual budget; setting both the city's sales tax and mill rate; and appointing the City Manager, City Clerk and City Attorney.

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

This department budget is prepared and monitored by the City Clerk.

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 1100: MAYOR & COUNCIL

Acct #	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22		FY23 Budget	FY22 to FY23	
						\$ Change	% Change		\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 18,000	\$ 19,625	\$ 21,600	\$ 21,600	\$ -	0.00%	\$ 21,600	\$ -	0.00%
40600	FICA	1,137	1,184	1,652	1,652	-	0.00%	1,652	-	0.00%
40800	Worker's Compensation	69	66	58	48	(10)	-17.24%	48	-	0.00%
	Total Salaries & Benefits	\$ 19,206	\$ 20,875	\$ 23,310	\$ 23,300	\$ (10)	-0.04%	\$ 23,300	\$ -	0.00%
Maintenance & Operations										
42100	Travel & Training	\$ 7,404	\$ 5,802	\$ 11,550	\$ 12,100	\$ 550	4.76%	\$ 14,100	\$ 2,000	16.53%
42200	Materials & Supplies	1,156	1,415	2,000	2,000	-	0.00%	2,000	-	0.00%
42201	Office Supplies	53	212	250	250	-	0.00%	250	-	0.00%
42208	Small Tools & Minor Equipment	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42301	Telephone	316	311	500	500	-	0.00%	500	-	0.00%
42900	Dues & Subscriptions	5,048	5,001	5,600	7,100	1,500	26.79%	7,100	-	0.00%
43000	Advertising & Promotion	19,587	27,637	19,850	23,450	3,600	18.14%	23,450	-	0.00%
43100	Professional Services	165,261	-	-	-	-	#DIV/0!	-	-	#DIV/0!
43300	Contracted Services	3,788	829	500	500	-	0.00%	500	-	0.00%
43360	Miscellaneous	4,992	782	1,000	1,000	-	0.00%	1,000	-	0.00%
43603	Visitor Center Contract	132,779	-	-	-	-	#DIV/0!	-	-	#DIV/0!
43604	Visitor Center Utilities	12,210	-	-	-	-	#DIV/0!	-	-	#DIV/0!
46300	Donations	-	1,000	3,000	3,000	-	0.00%	3,000	-	0.00%
	Total Maintenance & Operations	\$ 352,594	\$ 42,989	\$ 44,250	\$ 49,900	\$ 5,650	12.77%	\$ 51,900	\$ 2,000	4.01%
	Department Total	\$ 371,800	\$ 63,864	\$ 67,560	\$ 73,200	\$ 5,640	8.35%	\$ 75,200	\$ 2,000	2.73%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>		
	AML Summer Conference (Sitka 2022) (Homer 2023)	\$ 3,200	\$ 5,200
	Alaska Municipal League (Anchorage)	5,000	5,000
	AML Winter Conference/Legislative Session (Juneau)	2,900	2,900
	Other Travel & Training	1,000	1,000
		12,100	14,100
42200	<u>Materials & Supplies</u>	2,000	2,000
42201	<u>Office Supplies</u>	250	250
42301	<u>Telephone</u>		
	Data Plans for iPads	500	500
42900	<u>Dues & Subscriptions</u>		
	Alaska Conference of Mayors	100	100
	Alaska Municipal League	5,000	5,000
	National League of Cities	1,500	1,500
	Other Dues & Subscriptions	500	500
		7,100	7,100
43000	<u>Advertising & Promotion</u>		
	Agenda, Etc.	11,000	11,000
	Kenai Peninsula Opportunities - Industry Appreciation Day	500	500
	Kenai Peninsula Economic Development District - Industry Outlook Forum	750	750
	Progress Days Event	4,000	4,000
	Audio/Video Streaming	7,200	7,200
		23,450	23,450
43300	<u>Contracted Services</u>	500	500
43360	<u>Miscellaneous</u>		
	Mayoral Expenditures	500	500
	Other Miscellaneous	500	500
		1,000	1,000
46300	<u>Donations</u>		
	Mini Grant Program	3,000	3,000
Total Maintenance & Operations		\$ 49,900	\$ 51,900

FY22 Budget Notes:

42900 - Added National League of Cities

43000 - Added closed captioning and additional data storage for video streaming

FY23 Budget Notes:

42100 - Increased travel costs to reflect greater attendance due to close proximity of conference

DEPARTMENT NARRATIVE
GENERAL FUND – CITY MANAGER

The City Manager is appointed by the Council and is the chief administrative officer and head of the administrative branch of the City government. In this capacity, the City Manager is charged with the execution of the laws and ordinances applicable to the City, and with the administration of the operations of the City. The City Manager is responsible for preparation and submittal of the biennial budget to the City Council, providing recommendations on matters of policy, and keeping the Council informed on fiscal matters and future needs of the City.

The department includes a second full-time employee, the Assistant to the City Manager, who provides administrative support in all functions and operations of the City Manager's office, including: researching and advising on policy decisions; administering contract documents; drafting official communications; and managing special projects.

		FY22-23 Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
City Manager	CM Contract	1.00	-
Assistant to the City Manager	19	1.00	-
		2.00	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1200: CITY MANAGER**

<u>Acct #</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 180,114	\$ 106,175	\$ 221,026	\$ 225,392	\$ 4,366	1.98%	\$ 227,430	\$ 2,038	1%
40140	Allowances	11,900	12,313	12,800	12,800	-	0.00%	12,800	-	0%
40200	Overtime	421	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40225	Temporary Labor	-	1,498	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	19,241	17,468	12,225	12,776	551	4.51%	13,627	851	7%
40400	Personal Leave Buy-Back	5,269	1,969	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	41,732	38,174	49,726	50,686	960	1.93%	51,135	449	1%
40600	FICA	2,942	2,918	3,277	3,341	64	1.95%	3,370	29	1%
40700	Health Insurance	44,580	21,167	48,600	29,900	(18,700)	-38.48%	29,900	-	0%
40800	Worker's Compensation	635	649	604	507	(97)	-16.06%	512	5	1%
	Total Salaries & Benefits	\$ 306,834	\$ 202,331	\$ 348,258	\$ 335,402	\$ (12,856)	-3.69%	\$ 338,774	\$ 3,372	1%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 7,395	\$ 7,426	\$ 5,500	\$ 12,150	\$ 6,650	120.91%	\$ 11,150	\$ (1,000)	-8.23%
42200	Materials & Supplies	27	493	-	-	-	#DIV/0!	-	-	#DIV/0!
42201	Office Supplies	36	108	500	500	-	0.00%	500	-	0.00%
42208	Small Tools & Minor Equipment	-	537	250	250	-	0.00%	250	-	0.00%
42301	Telephone	33	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42900	Dues & Subscriptions	2,493	1,892	1,950	2,200	250	12.82%	2,200	-	0.00%
43000	Advertising & Promotion	22,638	4,505	10,000	15,000	5,000	50.00%	15,000	-	0.00%
43300	Contracted Services	11,095	2,377	7,500	10,000	2,500	33.33%	10,000	-	0.00%
43303	Support & Maintenance Contracts	550	1,153	750	1,325	575	76.67%	1,325	-	0.00%
	Total Maintenance & Operations	\$ 44,267	\$ 18,491	\$ 26,450	\$ 41,425	\$ 14,975	56.62%	\$ 40,425	\$ (1,000)	-2.41%
	Department Total	\$ 351,101	\$ 220,822	\$ 374,708	\$ 376,827	\$ 2,119	0.57%	\$ 379,199	\$ 2,372	0.63%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1200: CITY MANAGER**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>		
	AML Annual Conference - Manager (Anchorage)	\$ 1,500	\$ 1,500
	AML Summer Conference - Manager (Sitka 2022) (Homer 2023)	2,000	1,000
	ICMA Conference - Manager (Portland, OR 2022) (Columbus, OH 2023)	3,300	3,300
	Legislative Session Travel (Juneau)	2,850	2,850
	Other Travel & Training	2,500	2,500
		12,150	11,150
42201	<u>Office Supplies</u>	500	500
42208	<u>Small Tools & Minor Equipment</u>	250	250
42900	<u>Dues & Subscriptions</u>		
	APA/AICP	750	750
	AMMA	200	200
	ICMA	1,250	1,250
		2,200	2,200
43000	<u>Advertising & Promotion</u>		
	Marketing & Promotion	15,000	15,000
43300	<u>Contracted Services</u>	10,000	10,000
43303	<u>Support & Maintenance Contracts</u>		
	Adobe Creative Cloud	925	925
	InDesign	400	400
		1,325	1,325
Total Maintenance & Operations		\$ 41,425	\$ 40,425

FY22 Budget Notes:

42100 - Restored to pre-COVID levels
43000 - Restored to pre-COVID levels
43300 - Restored to pre-COVID levels
43303 - Added InDesign license for City Manager and increased Adobe Creative Cloud to reflect actual cost of license

DEPARTMENT NARRATIVE

GENERAL FUND – FINANCE/HR

The Finance/HR Department consists of five full-time employees. Except for the Finance Director who works under the direction of the City Manager, all employees in this department work under the direction of the Finance Director. The Accountant/HR Manager works under the direction of the City Manager for all human resource functions.

This department is responsible for virtually all financial and budgetary operations of the City. The Finance/HR Department processes purchase orders, issues vendor checks, processes the City-wide payroll, compiles the budget, processes all cash receipts and accounts receivable transactions including the water/sewer and assessment bills, processes grant reports, maintains the general ledger, and invests the City's money. This department is also responsible for the City's human resources and risk management functions and the front desk operation at City Hall.

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

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

		FY22-23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Finance Director	24	1.00	-
Accountant/HR Manager	19	1.00	-
Account Clerk IV- Payroll/HR Assistant	14	1.00	-
Account Clerk III- AP/AR	13	0.50	Water .25, Sewer .25
Administrative Assistant	11	1.00	-
		4.50	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1300: FINANCE/HR**

<u>Acct #</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 302,112	\$ 275,770	\$ 360,239	\$ 385,112	\$ 24,873	6.90%	\$ 391,621	\$ 6,509	1.69%
40140	Allowances	1,800	1,800	1,800	1,800	-	0.00%	1,800	-	0.00%
40200	Overtime	9	73	1,500	1,500	-	0.00%	1,500	-	0.00%
40225	Temporary Labor	-	1,280	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	40,339	46,335	21,070	22,393	1,323	6.28%	23,209	816	3.64%
40350	Sick Leave	-	463	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	-	425	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	70,441	78,380	79,583	85,055	5,472	6.88%	86,487	1,432	1.68%
40600	FICA	4,766	5,055	5,245	5,606	361	6.88%	5,700	94	1.68%
40700	Health Insurance	67,887	55,602	92,967	94,800	1,833	1.97%	94,800	-	0.00%
40800	Worker's Compensation	1,092	1,103	968	851	(117)	-12.09%	866	15	1.76%
Total Salaries & Benefits		\$ 488,446	\$ 466,286	\$ 563,372	\$ 597,117	\$ 33,745	5.99%	\$ 605,983	\$ 8,866	1.48%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 9,899	\$ 2,549	\$ 6,600	\$ 13,100	\$ 6,500	98.48%	\$ 15,600	\$ 2,500	19.08%
42200	Materials & Supplies	307	393	500	500	-	0.00%	500	-	0.00%
42201	Office Supplies	3,178	1,809	3,500	3,500	-	0.00%	3,500	-	0.00%
42208	Small Tools & Minor Equipment	263	628	-	-	-	#DIV/0!	-	-	#DIV/0!
42900	Dues & Subscriptions	3,085	1,363	1,700	3,500	1,800	105.88%	3,500	-	0.00%
43000	Advertising & Promotion	1,800	2,400	2,500	2,500	-	0.00%	2,500	-	0.00%
43100	Professional Services	-	47,000	47,125	47,125	-	0.00%	47,125	-	0.00%
43300	Contracted Services	9,415	6,228	15,250	26,500	11,250	73.77%	16,500	(10,000)	-37.74%
43303	Support & Maintenance Contracts	21,147	21,147	32,000	30,000	(2,000)	-6.25%	30,375	375	1.25%
Total Maintenance & Operations		\$ 49,094	\$ 83,517	\$ 109,175	\$ 126,725	\$ 17,550	16.08%	\$ 119,600	\$ (7,125)	-5.62%
Department Total		\$ 537,540	\$ 549,803	\$ 672,547	\$ 723,842	\$ 51,295	7.63%	\$ 725,583	\$ 1,741	0.24%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1300: FINANCE/HR**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>		
	Professional Development - Finance Director	\$ 2,500	\$ 2,500
	Professional Development - HR Manager	3,500	3,500
	Professional Development - HR Assistant	2,500	2,500
	Caselle Annual Conference - Account Clerk	-	2,500
	Payroll Compliance Training - HR Manager	2,500	2,500
	Other HR Travel & Training	1,500	1,500
	Other Finance Travel & Training	600	600
		13,100	15,600
42200	<u>Materials & Supplies</u>	500	500
42201	<u>Office Supplies</u>		
	Finance	2,000	2,000
	HR	1,500	1,500
		3,500	3,500
42900	<u>Dues & Subscriptions</u>		
	AGFOA	100	100
	GFOA	175	175
	American Payroll Association	275	275
	SHRM	200	200
	GFOA CAFR Review	475	475
	GFOA PAFR Review	250	250
	IPMA-HR	175	175
	JJ Keller HR Newsletter	175	175
	BLR	525	525
	Business Management Daily	150	150
	Survey Monkey	900	900
	Other Dues & Subscriptions	100	100
		3,500	3,500
43000	<u>Advertising & Promotion</u>		
	Position Vacancies	2,500	2,500
43100	<u>Professional Services</u>		
	Auditing	47,125	47,125
43300	<u>Contracted Services</u>		
	Background Checks	1,500	1,500
	HR Consultant	10,000	10,000
	Salary Survey	10,000	-
	PAFR Production & Distribution	5,000	5,000
		26,500	16,500
43303	<u>Support & Maintenance Contracts</u>		
	NeoGov	7,700	8,075
	Caselle	22,300	22,300
		30,000	30,375
Total Maintenance & Operations		\$ 126,725	\$ 119,600

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1300: FINANCE/HR**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
FY22 Budget Notes: 42100 - Restored professional development for Finance Director (similar to previous levels) and added annual training for HR Assistant and annual payroll compliance training for HR Director 42900 - Restored to pre-COVID levels and added a Survey Monkey subscription for employee surveys and for use by other City departments 43300 - Increased PAFR production & distribution for design services as needed. Also added funding for completion of a salary survey. 43303 - Decreased due to NeoGov set up fee included in FY21			
FY23 Budget Notes: 42100 - Caselle conference not held in person in FY21 or FY22 due to COVID			

DEPARTMENT NARRATIVE

GENERAL FUND – INFORMATION TECHNOLOGY (IT)

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

		FY22-23 Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
IT Manager	19	1.00	-
IT Technician	12	1.00	-
		2.00	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1400: INFORMATION TECHNOLOGY (IT)**

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 99,282	\$ 114,589	\$ 154,419	\$ 160,035	\$ 5,616	3.64%	\$ 161,616	\$ 1,581	0.99%
40140	Allowances	1,680	1,680	1,680	1,680	-	0.00%	1,680	-	0.00%
40200	Overtime	20	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	8,598	10,390	9,096	10,026	930	10.22%	10,102	76	0.76%
40400	Personal Leave Buy-Back	11,012	4,867	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	18,420	20,448	33,972	35,208	1,236	3.64%	35,556	348	0.99%
40600	FICA	3,074	4,002	2,239	2,321	82	3.66%	2,343	22	0.95%
40700	Health Insurance	31,813	25,867	59,400	40,700	(18,700)	-31.48%	40,700	-	0.00%
40800	Worker's Compensation	413	420	413	352	(61)	-14.77%	356	4	1.14%
Total Salaries & Benefits		\$ 174,312	\$ 182,263	\$ 261,219	\$ 250,322	\$ (10,897)	-4.17%	\$ 252,353	\$ 2,031	0.81%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 5,452	\$ 4,977	\$ 1,700	\$ 6,600	\$ 4,900	288.24%	\$ 11,900	\$ 5,300	80.30%
42200	Materials & Supplies	59	61	100	100	-	0.00%	100	-	0.00%
42201	Office Supplies	99	98	100	100	-	0.00%	100	-	0.00%
42208	Small Tools & Minor Equipment	41,952	38,065	41,500	46,525	5,025	12.11%	42,425	(4,100)	-8.81%
42301	Telephone	23,251	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42599	Fuel	336	248	400	500	100	25.00%	500	-	0.00%
43300	Contracted Services	-	7,975	6,000	21,000	15,000	250.00%	21,000	-	0.00%
43303	Support & Maintenance Contracts	15,029	11,428	21,225	18,350	(2,875)	-13.55%	24,950	6,600	35.97%
43305	Computer Software	2,894	5,632	19,300	1,200	(18,100)	-93.78%	1,200	-	0.00%
Total Maintenance & Operations		\$ 89,072	\$ 68,484	\$ 90,325	\$ 94,375	\$ 4,050	4.48%	\$ 102,175	\$ 7,800	8.26%
Department Total		\$ 263,384	\$ 250,747	\$ 351,544	\$ 344,697	\$ (6,847)	-1.95%	\$ 354,528	\$ 9,831	2.85%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1400: INFORMATION TECHNOLOGY (IT)**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>		
	IT Conference (Anchorage)	\$ 700	\$ 700
	Professional Development - IT Manager	5,600	5,600
	Professional Development - IT Technician	300	5,600
		6,600	11,900
42200	<u>Materials & Supplies</u>	100	100
42201	<u>Office Supplies</u>	100	100
42208	<u>Small Tools & Minor Equipment</u>		
	Computer Replacement & Computer Hardware	17,000	16,000
	Network Device Replacement	3,300	2,200
	Tools, Peripherals & Accessories	2,000	2,000
	Security Camera Replacement	1,500	1,500
	Police Mobile Computer Replacements	12,000	12,000
	IPad Replacements (Council)	1,200	1,200
	IPad Replacements (P&Z)	800	800
	Server Replacement	5,000	3,000
	Tape Cartridges for Backup System	725	725
	Other Small Tools & Minor Equipment	3,000	3,000
		46,525	42,425
42599	<u>Fuel</u>	500	500
43300	<u>Contracted Services</u>		
	Cyber Security Analysis	6,000	6,000
	Other Contracted Services	15,000	15,000
		21,000	21,000
43303	<u>Support & Maintenance Contracts</u>		
	Endpoint Antivirus & Email Security	2,400	2,400
	IT Security Awareness Training	1,175	1,175
	Voice Over IP Controller Software Assurance	-	600
	Server Support & Maintenance	-	3,600
	Firewall Support & Maintenance	-	2,400
	Hypervisor Software	5,200	5,200
	Digital Signature & Online Form Services	3,375	3,375
	Backup & Disaster Recovery Software	1,850	1,850
	Email Archival Appliance	1,500	1,500
	Adobe Document Cloud	2,850	2,850
		18,350	24,950
43305	<u>Computer Software</u>	1,200	1,200
Total Maintenance & Operations		\$ 94,375	\$ 102,175

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1400: INFORMATION TECHNOLOGY (IT)**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
FY22 Budget Notes: 42100 - Restored similar to pre-COVID levels 42208 - Includes purchase of 3 replacement iPads for Council and 2 for P&Z. Computer, network device, and server replacements are based on replacement schedules. Eliminated purchase of secondary firewall included in prior year. Other changes are small and reflect anticipated costs. 43300 - Increased for ongoing professional services (ie: annual IT assessment & professional support) 43303 - Eliminated data storage appliance and log aggregation tool included in prior year. Added Adobe Document Cloud licenses. Other changes are based on annual cost of individual support & maintenance contracts. 43305 - Eliminated software upgrades and log aggregation tool software included in prior year.			
FY23 Budget Notes: 42100 - Increased for CCNA training and exam for IT Technician 42208 - Computer, network device, and server replacements are based on replacement schedules 43303 - Voice over IP software assurance and service and firewall support and maintenance contracts renewed in FY23			

DEPARTMENT NARRATIVE

GENERAL FUND – CITY CLERK

The City Clerk's Office consists of two full time staff members: the City Clerk and the Deputy City Clerk. The Clerk serves under the general supervision of the City Council and performs the duties as established in Alaska Statutes, Soldotna Municipal Charter and Code.

The Deputy Clerk serves under the general supervision of the City Clerk. In the absence of the City Clerk, the Deputy Clerk serves as Acting City Clerk, assuming all responsibilities and duties of the Clerk.

The Clerk's Office staff attends the meetings of the governing body, keeps the journal; provides for codification of ordinances; preserves the legislative history of the City; has custody of the official municipal seal and assures that public records are available for inspection as required by the Freedom of Information Act.

Additionally the City Clerk is responsible for administering all City Elections, maintaining the Records Management System for the City, administers the City cemetery records and acts as the parliamentary advisor to the governing body.

		FY22-23 Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
City Clerk	CC Contract	1.00	-
Deputy Clerk	15	1.00	-
		2.00	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1500: CITY CLERK**

<u>Acct #</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 162,256	\$ 155,845	\$ 170,595	\$ 177,133	\$ 6,538	3.83%	\$ 178,901	\$ 1,768	1.00%
40140	Allowances	900	900	900	900	-	0.00%	900	-	0.00%
40200	Overtime	1,027	347	1,000	1,000	-	0.00%	1,000	-	0.00%
40225	Temporary Labor	1,098	1,419	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	13,891	13,172	10,014	10,395	381	3.80%	11,160	765	7.36%
40400	Personal Leave Buy-Back	-	7,991	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	33,723	37,249	37,751	39,189	1,438	3.81%	39,578	389	0.99%
40600	FICA	2,389	2,670	2,488	2,583	95	3.82%	2,609	26	1.01%
40700	Health Insurance	19,923	15,893	22,000	22,000	-	0.00%	22,000	-	0.00%
40800	Worker's Compensation	500	523	459	392	(67)	-14.60%	396	4	1.02%
	Total Salaries & Benefits	\$ 235,707	\$ 236,009	\$ 245,207	\$ 253,592	\$ 8,385	3.42%	\$ 256,544	\$ 2,952	1.16%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 9,767	\$ 3,597	\$ 7,500	\$ 9,700	\$ 2,200	29.33%	\$ 9,500	\$ (200)	-2.06%
42201	Office Supplies	741	1,230	1,000	1,000	-	0.00%	1,000	-	0.00%
42,208	Small Tools & Minor Equipment	261	3,043	-	-	-	#DIV/0!	-	-	#DIV/0!
42900	Dues & Subscriptions	850	850	1,000	1,000	-	0.00%	1,000	-	0.00%
43300	Contracted Services	7,571	5,854	10,000	11,500	1,500	15.00%	11,500	-	0.00%
43303	Support & Maintenance Contracts	8,210	8,193	8,400	9,750	1,350	16.07%	9,750	-	0.00%
43350	Elections	8,321	6,507	4,000	13,500	9,500	237.50%	8,750	(4,750)	-35.19%
	Total Maintenance & Operations	\$ 35,721	\$ 29,274	\$ 31,900	\$ 46,450	\$ 14,550	45.61%	\$ 41,500	\$ (4,950)	-10.66%
	Department Total	\$ 271,428	\$ 265,283	\$ 277,107	\$ 300,042	\$ 22,935	8.28%	\$ 298,044	\$ (1,998)	-0.67%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1500: CITY CLERK**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>		
	AAMC Annual Conference - Clerk & Deputy (Anchorage)	\$ 2,800	\$ 2,800
	IIMC Annual Conference - Clerk (Little Rock 2022) (Minneapolis 2023)	3,200	3,200
	Professional Development - Deputy (Tacoma)	2,200	2,000
	Other Travel & Training	1,500	1,500
		9,700	9,500
42201	<u>Office Supplies</u>	1,000	1,000
42900	<u>Dues & Subscriptions</u>		
	AAMC	150	150
	ARMA	425	425
	IIMC	275	275
	Other Dues & Subscriptions	150	150
		1,000	1,000
43300	<u>Contracted Services</u>		
	City-wide Records Management Program	3,000	3,000
	Document Disposal Services	1,500	1,500
	Municipal Code Services - Supplement/Internet	7,000	7,000
		11,500	11,500
43303	<u>Support & Maintenance Contracts</u>		
	eDocs Alaska (Laserfiche)	5,750	5,750
	ArchiveSocial	3,000	3,000
	Simple RMS	600	600
	InDesign	400	400
		9,750	9,750
43350	<u>Elections</u>		
	Employee Election	-	750
	Regular Election	7,000	7,000
	KPB Election Fees	1,000	1,000
	Election Supplies	5,500	-
		13,500	8,750
Total Maintenance & Operations		\$ 46,450	\$ 41,500

FY22 Budget Notes:

42100 - Restored similar to pre-COVID levels
43300 - Increased for multi year project digitizing P&Z files and archiving on acid free paper
43303 - Increase in Laserfiche & ArchiveSocial support & maintenance and addition of InDesign software
43350 - Regular election costs increased due the KPB charging the City for services not charged for previously, State increase in pay for election workers, increase in advertising charges, & new postcard mailers to voters. Additionally, election supplies are being replenished.

FY23 Budget Notes:

43350 - Reduced for employee election being held every three years and to eliminate election supplies purchased in FY22

DEPARTMENT NARRATIVE

GENERAL FUND - POLICE

The Police Department has fourteen (14) full-time sworn personnel, one (1) full-time department administrative assistant/evidence custodian, one (1) full time police clerk and one (1) Animal Control/Code Enforcement officer. The Department is staffed 24 hours a day.

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

Routine daily duties of police officers include traffic enforcement, investigation of crimes, response to hazards and automobile crashes, citizen assistance, providing public information, collecting dog license fees, transporting animals to the Kenai Animal Shelter, code enforcement and response to animal complaints.

The Department maintains an active presence in the schools located within the City by means of the DARE program and routine contact. The Department also has an Explorers program. These duties are conducted by sworn personnel.

The Department is also actively involved in community policing.

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

		FY22-23 Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Police Chief	24	1.00	-
Lieutenant	21	1.00	-
Police Sergeant	19	3.00	-
Police Officer	16	9.00	-
Administrative Assistant/Evidence Custodian	13	1.00	-
Police Clerk II	11	1.00	-
Animal Control/Code Enforcement Officer	11	1.00	-
		17.00	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22 \$ Change</u>	<u>% Change</u>	<u>FY23 Budget</u>	<u>FY22 to FY23 \$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 1,206,514	\$ 525,242	\$ 1,464,871	\$ 1,494,708	\$ 29,837	2.04%	\$ 1,500,158	\$ 5,450	0.36%
40140	Allowances	17,620	17,213	16,940	16,940	-	0.00%	16,940	-	0.00%
40150	Certification Pay	27,276	32,108	33,744	41,952	8,208	24.32%	41,952	-	0.00%
40200	Overtime	99,824	129,709	50,000	50,000	-	0.00%	50,000	-	0.00%
40220	Shift Differential	13,015	41,085	34,200	44,000	9,800	28.65%	44,000	-	0.00%
40225	Temporary Labor	8,377	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40275	State Sponsored Overtime	11,921	12,061	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	142,851	148,271	78,198	81,685	3,487	4.46%	82,811	1,126	1.38%
40350	Sick Leave	10,763	3,167	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	38,584	2,334	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	291,321	322,336	320,656	330,807	10,151	3.17%	331,461	654	0.20%
40600	FICA	22,561	22,379	22,951	23,645	694	3.02%	23,724	79	0.33%
40650	457 Contribution	7,260	7,594	7,768	7,874	106	1.36%	8,027	153	1.94%
40700	Health Insurance	328,539	251,753	353,200	353,200	-	0.00%	353,200	-	0.00%
40800	Worker's Compensation	33,759	44,111	42,548	37,894	(4,654)	-10.94%	37,926	32	0.08%
	Total Salaries & Benefits	\$ 2,260,185	\$ 1,559,363	\$ 2,425,076	\$ 2,482,705	\$ 57,629	2.38%	\$ 2,490,199	\$ 7,494	0.30%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 21,816	\$ 17,755	\$ 22,500	\$ 22,500	\$ -	0.00%	\$ 22,500	\$ -	0.00%
42200	Materials & Supplies	15,052	10,749	15,000	15,000	-	0.00%	15,000	-	0.00%
42201	Office Supplies	2,084	1,073	2,000	2,000	-	0.00%	2,000	-	0.00%
42202	Uniforms	5,092	3,242	4,200	4,200	-	0.00%	4,200	-	0.00%
42208	Small Tools & Minor Equipment	37,473	20,939	6,500	16,500	10,000	153.85%	6,500	(10,000)	-60.61%
42301	Telephone	5,763	4,496	4,500	4,500	-	0.00%	4,500	-	0.00%
42302	Natural Gas	12,620	8,424	9,300	9,300	-	0.00%	9,800	500	5.38%
42303	Sanitation	2,715	1,661	2,150	1,350	(800)	-37.21%	1,425	75	5.56%
42304	Electricity	32,474	25,846	27,500	27,500	-	0.00%	27,500	-	0.00%
42305	Janitorial	11,505	11,352	13,500	13,500	-	0.00%	13,500	-	0.00%
42306	Water & Sewer	1,306	1,768	1,900	1,900	-	0.00%	1,900	-	0.00%
42400	Postage	2,253	1,871	1,600	1,600	-	0.00%	1,600	-	0.00%
42599	Fuel	25,728	25,608	26,500	31,500	5,000	18.87%	31,500	-	0.00%
42800	Rental	271	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42900	Dues & Subscriptions	2,792	3,088	3,450	3,400	(50)	-1.45%	3,400	-	0.00%
43300	Contracted Services	175,030	204,061	217,538	24,950	(192,588)	-88.53%	24,950	-	0.00%
43301	Animal Shelter Contract	-	-	-	42,588	42,588	#DIV/0!	42,588	-	0.00%
43302	Dispatch Services Contract	-	-	-	350,000	350,000	#DIV/0!	350,000	-	0.00%
43303	Support & Maintenance Contracts	7,139	7,006	7,425	7,425	-	0.00%	7,425	-	0.00%
43400	Equipment Replacement Payment	47,787	47,787	65,417	55,629	(9,788)	-14.96%	53,451	(2,178)	-3.92%
	Total Maintenance & Operations	\$ 408,900	\$ 396,726	\$ 430,980	\$ 635,342	\$ 204,362	47.42%	\$ 623,739	\$ (11,603)	-1.83%
	Department Total	\$ 2,669,085	\$ 1,956,089	\$ 2,856,056	\$ 3,118,047	\$ 261,991	9.17%	\$ 3,113,938	\$ (4,109)	-0.13%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>	\$ 22,500	\$ 22,500
42200	<u>Materials & Supplies</u>		
	Ammunition & Armory Supplies	5,000	5,000
	Safety Program Supplies & DARE	5,000	5,000
	Evidence & Patrol Car Supplies	1,500	1,500
	Taser Supplies	1,500	1,500
	Other Materials & Supplies	2,000	2,000
		15,000	15,000
42201	<u>Office Supplies</u>	2,000	2,000
42202	<u>Uniforms</u>	4,200	4,200
42208	<u>Small Tools & Minor Equipment</u>		
	Ballistic Vests	2,000	2,000
	Miscellaneous Furniture	1,000	1,000
	Cameras & Recorders	500	500
	Personal Protective Equipment	500	500
	Handgun, sighting system, and holster replacements	10,000	-
	Other Small Tools & Minor Equipment	2,500	2,500
		16,500	6,500
42301	<u>Telephone</u>	4,500	4,500
42302	<u>Natural Gas</u>	9,300	9,800
42303	<u>Sanitation</u>	1,350	1,425
42304	<u>Electricity</u>	27,500	27,500
42305	<u>Janitorial</u>		
	Janitorial Services	12,000	12,000
	Carpet Cleaning & Other Janitorial Services	1,500	1,500
		13,500	13,500
42306	<u>Water & Sewer</u>	1,900	1,900
42400	<u>Postage</u>	1,600	1,600
42599	<u>Fuel</u>	31,500	31,500
42900	<u>Dues & Subscriptions</u>		
	Kenai Peninsula Shooting Association	500	500
	FBI NAA	350	350
	IACP/IAPE	250	250
	AACOP	100	100
	Law Manuals	1,250	1,250
	Peninsula Clarion	250	250
	Boy Scouts Explorers Program	300	300
	Other Dues and Subscriptions	400	400
		3,400	3,400

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
43300	<u>Contracted Services</u>		
	Physical Exams, Protective Custody Exams & DUI Testing, etc	15,000	15,000
	Radio Repair & Radar Calibration	2,500	2,500
	Towing Charges	4,000	4,000
	Accreditation	1,200	1,200
	Other Contracted Services	2,250	2,250
		24,950	24,950
43301	<u>Animal Shelter Contract</u>	42,588	42,588
43302	<u>Dispatch Services Contract</u>	350,000	350,000
43303	<u>Support & Maintenance Contracts</u>		
	Guardian Tracking	875	875
	Axon Enterprise	4,300	4,300
	Power DMS	900	900
	Records Management Program	350	350
	Bizhub - Copier	1,000	1,000
		7,425	7,425
43400	<u>Equipment Replacement Payment</u>	55,629	53,451
Total Maintenance & Operations		\$ 635,342	\$ 623,739

FY22 Budget Notes:

42208 - Increased for replacement of handguns, sighting systems, and holsters
 43300 - Moved animal shelter contract and dispatch services contract to their own accounts
 43301 - Animal shelter contract moved from 43300
 43302 - Dispatch services contract moved from 43300. Increase in negotiated dispatch fees.
 43400 - Payments are according to equipment replacement schedule

FY23 Budget Notes:

43400 - Payments are according to equipment replacement schedule

DEPARTMENT NARRATIVE

GENERAL FUND - PUBLIC WORKS ADMINISTRATION

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

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

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

		FY22-23 Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Public Works Director	23	0.65	Water .05, Sewer .05, WWTP .05, Airport .20
Building Official	17	1.00	-
Project Manager	18	1.00	-
Administrative Assistant	11	1.00	-
		3.65	

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3100: PUBLIC WORKS ADMINISTRATION

Acct#	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22		FY23 Budget	FY22 to FY23	
						\$ Change	% Change		\$ Change	% Change
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 270,769	\$ 263,879	\$ 320,869	\$ 304,635	\$ (16,234)	-5.06%	\$ 310,126	\$ 5,491	1.80%
40140	Allowances	2,340	2,340	2,340	2,385	45	1.92%	2,385	-	0.00%
40200	Overtime	215	129	1,500	1,500	-	0.00%	1,500	-	0.00%
40300	Personal Leave	27,444	34,175	17,996	15,031	(2,965)	-16.48%	14,464	(567)	-3.77%
40350	Sick Leave	-	1,766	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	9,532	19,004	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	67,005	73,894	70,921	67,350	(3,571)	-5.04%	68,558	1,208	1.79%
40600	FICA	4,282	4,668	4,674	4,439	(235)	-5.03%	4,519	80	1.80%
40700	Health Insurance	63,543	50,945	70,940	71,885	945	1.33%	71,885	-	0.00%
40800	Worker's Compensation	971	987	862	674	(188)	-21.81%	687	13	1.93%
	Total Salaries & Benefits	\$ 446,101	\$ 451,787	\$ 490,102	\$ 467,899	\$ (22,203)	-4.53%	\$ 474,124	\$ 6,225	1.33%
<u>Operations & Maintenance</u>										
42100	Travel & Training	\$ 4,338	\$ 1,889	\$ 4,300	\$ 7,300	\$ 3,000	69.77%	\$ 7,300	-	0.00%
42200	Materials & Supplies	189	295	400	400	-	0.00%	400	-	0.00%
42201	Office Supplies	764	308	800	800	-	0.00%	800	-	0.00%
42202	Uniforms	496	542	300	600	300	100.00%	600	-	0.00%
42208	Small Tools & Minor Equipment	778	527	600	800	200	33.33%	800	-	0.00%
42301	Telephone	593	616	725	725	-	0.00%	725	-	0.00%
42599	Fuel	1,505	1,010	1,300	1,600	300	23.08%	1,600	-	0.00%
42900	Dues & Subscriptions	1,753	1,126	1,750	1,750	-	0.00%	1,750	-	0.00%
43300	Contracted Services	4,922	3,780	7,500	11,000	3,500	46.67%	11,000	-	0.00%
43303	Support & Maintenance Contracts	-	350	350	350	-	0.00%	350	-	0.00%
43400	Equipment Replacement Payment	4,413	4,413	4,413	4,413	-	0.00%	-	(4,413)	-100.00%
	Total Operations & Maintenance	\$ 19,751	\$ 14,856	\$ 22,438	\$ 29,738	\$ 7,300	32.53%	\$ 25,325	\$ (4,413)	-14.84%
	Department Total	\$ 465,852	\$ 466,643	\$ 512,540	\$ 497,637	\$ (14,903)	-2.91%	\$ 499,449	\$ 1,812	0.36%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 3100: PUBLIC WORKS ADMINISTRATION**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>		
	Building & Safety Training	\$ 1,400	\$ 1,400
	Public Contracts, Procurement, Software, SWPPP, Traffic, CESCL	1,000	1,000
	Professional Development	3,000	3,000
	Other Travel & Training	1,900	1,900
		<u>7,300</u>	<u>7,300</u>
42200	<u>Materials & Supplies</u>	400	400
42201	<u>Office Supplies</u>	800	800
42202	<u>Uniforms</u>		
	Safety Gear, Cold Weather/Construction Clothing	600	600
42208	<u>Small Tools & Minor Equipment</u>	800	800
42301	<u>Telephone</u>		
	Data Plans for iPads	725	725
42599	<u>Fuel</u>	1,600	1,600
42900	<u>Dues & Subscriptions</u>		
	ASCE, APWA, ICC, NFPA, AWWA	1,000	1,000
	Building Inspection Forms, Code Books & Publications	600	600
	Other Dues & Subscriptions	150	150
		<u>1,750</u>	<u>1,750</u>
43300	<u>Contracted Services</u>		
	Building Division Services, Surveying, Engineering, Geotech	11,000	11,000
43303	<u>Support & Maintenance Contracts</u>		
	ESRI	350	350
43400	<u>Equipment Replacement Payment</u>	4,413	-
Total Maintenance & Operations		\$ 29,738	\$ 25,325

FY22 Budget Notes:

42100 - Increased for greater emphasis on professional development
42202 - Restored to pre-COVID levels
42208 - Increased due to new Building Official
43300 - Restored to pre-COVID levels

FY23 Budget Notes:

43400 - Equipment paid off in FY22

DEPARTMENT NARRATIVE

GENERAL FUND – SHOP

The Shop Department has three full-time employees, including: two Mechanics and a Maintenance Support Technician; each who work under the direct supervision of the Maintenance Department Manager.

The Shop is responsible for the repair and preventative maintenance of all City-owned heavy equipment, Police fleet, other City vehicles, small equipment, stand-by generators, Zamboni's and other miscellaneous equipment. The Shop personnel also help other departments with reconstruction and manufacturing of specialty equipment or needs. They assist with snow removal efforts and other duties as assigned.

		FY22-23 Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Maintenance Department Manager	20	0.15	Streets .50, Bldgs .20, Airport .15
Administrative Assistant	11	0.15	Streets .50, Bldgs .20, Airport .15
Mechanic	15	2.00	-
Maintenance Support Technician	11	1.00	-
		3.30	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 138,555	\$ 162,937	\$ 174,066	\$ 244,896	\$ 70,830	40.69%	\$ 250,108	\$ 5,212	2.13%
40140	Allowances	1,215	1,215	1,215	1,467	252	20.74%	1,467	-	0.00%
40200	Overtime	213	14	2,400	2,400	-	0.00%	2,400	-	0.00%
40300	Personal Leave	20,062	13,321	9,703	13,621	3,918	40.38%	13,892	271	1.99%
40350	Sick Leave	166	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	33,400	37,220	38,823	54,405	15,582	40.14%	55,552	1,147	2.11%
40600	FICA	2,159	2,294	2,559	3,586	1,027	40.13%	3,661	75	2.09%
40700	Health Insurance	42,652	33,971	46,805	76,505	29,700	63.45%	76,505	-	0.00%
40800	Worker's Compensation	4,478	5,600	4,722	5,546	824	17.45%	5,682	136	2.45%
	Total Salaries & Benefits	\$ 242,900	\$ 256,572	\$ 280,293	\$ 402,426	\$ 122,133	43.57%	\$ 409,267	\$ 6,841	1.70%
<u>Operations & Maintenance</u>										
42100	Travel & Training	\$ -	\$ -	\$ 500	\$ 1,500	\$ 1,000	200.00%	\$ 1,500	\$ -	0.00%
42200	Materials & Supplies	71,827	81,974	75,000	75,000	-	0.00%	75,000	-	0.00%
42202	Uniforms	531	923	1,000	1,000	-	0.00%	1,000	-	0.00%
42208	Small Tools & Minor Equipment	6,389	767	1,000	3,800	2,800	280.00%	1,000	(2,800)	-73.68%
42301	Telephone	2,482	2,421	2,575	4,100	1,525	59.22%	4,100	-	0.00%
42302	Natural Gas	12,218	14,867	17,000	17,000	-	0.00%	17,500	500	2.94%
42303	Sanitation	1,590	1,593	1,650	1,650	-	0.00%	1,775	125	7.58%
42304	Electricity	14,232	10,908	16,000	16,000	-	0.00%	16,000	-	0.00%
42599	Fuel	1,777	1,414	1,600	1,600	-	0.00%	1,600	-	0.00%
42900	Dues & Subscriptions	1,728	1,728	1,750	1,750	-	0.00%	1,750	-	0.00%
43300	Contracted Services	4,102	5,486	9,600	9,600	-	0.00%	9,600	-	0.00%
43303	Support & Maintenance Contracts	3,897	2,456	4,505	3,625	(880)	-19.53%	5,675	2,050	56.55%
43360	Miscellaneous	465	355	500	500	-	0.00%	500	-	0.00%
43400	Equipment Replacement Payment	7,129	7,129	7,129	7,129	-	0.00%	8,229	1,100	15.43%
	Total Operations & Maintenance	\$ 128,367	\$ 132,021	\$ 139,809	\$ 144,254	\$ 4,445	3.18%	\$ 145,229	\$ 975	0.68%
	Department Total	\$ 371,267	\$ 388,593	\$ 420,102	\$ 546,680	\$ 126,578	30.13%	\$ 554,496	\$ 7,816	1.43%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>	\$ 1,500	\$ 1,500
42200	<u>Materials & Supplies</u> Shop Supplies & Safety Equipment	75,000	75,000
42202	<u>Uniforms</u>	1,000	1,000
42208	<u>Small Tools & Minor Equipment</u> Dryer for Air Compressor System Other Small Tools & Minor Equipment	2,800 1,000 <u>3,800</u>	- 1,000 <u>1,000</u>
42301	<u>Telephone</u>	4,100	4,100
42302	<u>Natural Gas</u>	17,000	17,500
42303	<u>Sanitation</u>	1,650	1,775
42304	<u>Electricity</u>	16,000	16,000
42599	<u>Fuel</u>	1,600	1,600
42900	<u>Dues & Subscriptions</u> Snap-on Turn Key Diagnostics	1,750	1,750
43300	<u>Contracted Services</u> Mechanical Services Vehicle Inspections Other Contracted Services	5,000 2,100 2,500 <u>9,600</u>	5,000 2,100 2,500 <u>9,600</u>
43303	<u>Support & Maintenance Contracts</u> PubWorks Software CAT Electronic Technician (ET) Software Snap-on Tire Pressure Monitor Sensor (TPMS) Snap-on Modis Ultra Scanner Software Update	2,625 1,000 - - <u>3,625</u>	2,700 1,000 425 1,550 <u>5,675</u>
43360	<u>Miscellaneous</u> Vehicle Registrations	500	500
43400	<u>Equipment Replacement Payment</u>	<u>7,129</u>	<u>8,229</u>
Total Maintenance & Operations		\$ 144,254	\$ 145,229

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
FY22 Budget Notes: 42100 - Increased due to new Maintenance Support Technician position 42208 - Increased for purchase of dryer for air compressor system 42301 - Increased internet connection speed 43303 - Added CAT ET software required for diagnostics on many of the newer pieces of heavy equipment. Eliminated Snap-on TPMS and Modis Ultra Scanner software updates done every other year.			
FY23 Budget Notes: 43303 - Increased for Snap-on TPMS and Modis Ultra Scanner software updates done every other year 43400 - Payments are according to equipment replacement schedule			

DEPARTMENT NARRATIVE

GENERAL FUND - STREETS

The Streets Department consists of four Operators, one seasonal operator, an Administrative Assistant, and the Maintenance Department Manager. Maintenance Department personnel work under the direct supervision of the Maintenance Department Manager. The Maintenance crew's time is allocated to streets and the airport.

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

		FY22-23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Maintenance Department Manager	20	0.50	Shop .15, Bldgs .20, Airport .15
Administrative Assistant	11	0.50	Shop .15, Bldgs .20, Airport .15
Streets & Maintenance Operator/Worker (4 year round & 1 seasonal)	13	4.08	Airport .42
Short Term Laborer (summer)	5	0.18	-
Short Term Operator/Worker (winter)	13	0.11	-
		5.37	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 3130: STREETS**

Acct#	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22		FY23 Budget	FY22 to FY23	
						\$ Change	% Change		\$ Change	% Change
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 324,049	\$ 309,834	\$ 326,780	\$ 330,736	\$ 3,956	1.21%	\$ 335,942	\$ 5,206	1.57%
40105	Allocated Salaries	-	-	1,824	-	(1,824)	-100.00%	-	-	#DIV/0!
40140	Allowances	450	1,798	1,878	1,731	(147)	-7.83%	1,731	-	0.00%
40200	Overtime	12,679	11,564	10,750	10,750	-	0.00%	10,750	-	0.00%
40225	Temporary Labor	10,487	-	39,503	40,052	549	1.39%	40,052	-	0.00%
40250	Temporary Overtime	697	-	2,000	2,000	-	0.00%	2,000	-	0.00%
40300	Personal Leave	36,060	49,847	18,820	15,060	(3,760)	-19.98%	16,424	1,364	9.06%
40350	Sick Leave	555	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	11,920	352	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	79,779	82,923	74,658	75,127	469	0.63%	76,272	1,145	1.52%
40600	FICA	5,251	4,369	7,161	7,221	60	0.84%	7,297	76	1.05%
40700	Health Insurance	96,457	67,944	77,715	85,220	7,505	9.66%	85,220	-	0.00%
40800	Worker's Compensation	10,978	14,409	11,985	10,887	(1,098)	-9.16%	11,066	179	1.64%
Total Salaries & Benefits		\$ 589,362	\$ 543,040	\$ 573,074	\$ 578,784	\$ 5,710	1.00%	\$ 586,754	\$ 7,970	1.38%
<u>Operations & Maintenance</u>										
42100	Travel & Training	\$ 197	\$ -	\$ 500	\$ 1,700	\$ 1,200	240.00%	\$ 1,700	\$ -	0.00%
42200	Materials & Supplies	92,546	72,003	92,250	82,000	(10,250)	-11.11%	82,000	-	0.00%
42201	Office Supplies	282	260	400	600	200	50.00%	600	-	0.00%
42202	Uniforms	1,770	1,211	1,800	1,800	-	0.00%	1,800	-	0.00%
42208	Small Tools & Minor Equipment	295	917	1,000	4,400	3,400	340.00%	1,000	(3,400)	-77.27%
42301	Telephone	4,900	4,819	4,900	4,900	-	0.00%	4,900	-	0.00%
42302	Natural Gas	7,608	9,518	11,000	11,000	-	0.00%	11,500	500	4.55%
42303	Sanitation	1,758	1,759	1,825	1,825	-	0.00%	1,950	125	6.85%
42304	Electricity	79,635	77,273	84,500	84,500	-	0.00%	84,500	-	0.00%
42305	Janitorial	4,638	4,887	6,000	6,000	-	0.00%	6,000	-	0.00%
42306	Water & Sewer	3,193	4,146	5,100	4,200	(900)	-17.65%	4,200	-	0.00%
42599	Fuel	43,628	36,374	44,000	46,000	2,000	4.55%	46,000	-	0.00%
42800	Rental	6,640	7,485	8,000	8,450	450	5.63%	8,450	-	0.00%
42900	Dues & Subscriptions	174	198	200	250	50	25.00%	250	-	0.00%
43300	Contracted Services	129,787	155,711	164,000	183,000	19,000	11.59%	193,000	10,000	5.46%
43303	Support & Maintenance Contracts	696	383	500	700	200	40.00%	700	-	0.00%
43360	Miscellaneous	2,080	2,080	3,850	3,850	-	0.00%	4,050	200	5.19%
43400	Equipment Replacement Payment	124,734	115,701	91,168	104,155	12,987	14.25%	95,986	(8,169)	-7.84%
Total Operations & Maintenance		\$ 504,561	\$ 494,725	\$ 520,993	\$ 549,330	\$ 28,337	5.44%	\$ 548,586	\$ (744)	-0.14%
Department Total		\$ 1,093,923	\$ 1,037,765	\$ 1,094,067	\$ 1,128,114	\$ 34,047	3.11%	\$ 1,135,340	\$ 7,226	0.64%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 3130: STREETS**

Acct#	Description	FY22 Budget	FY23 Budget
42100	<u>Travel & Training</u>	\$ 1,700	\$ 1,700
42200	<u>Materials & Supplies</u>		
	Calcium Chloride	22,000	22,000
	Screened Sand	19,000	19,000
	Salt	18,000	18,000
	D-1 for Gravel Road Repairs	8,000	8,000
	Other Materials & Supplies	15,000	15,000
		82,000	82,000
42201	<u>Office Supplies</u>	600	600
42202	<u>Uniforms</u>	1,800	1,800
42208	<u>Small Tools & Minor Equipment</u>		
	Bizhub Copier Replacement	3,400	-
	Other Small Tools & Minor Equipment	1,000	1,000
		4,400	1,000
42301	<u>Telephone</u>	4,900	4,900
42302	<u>Natural Gas</u>	11,000	11,500
42303	<u>Sanitation</u>	1,825	1,950
42304	<u>Electricity</u>	84,500	84,500
42305	<u>Janitorial</u>		
	Janitorial Services	5,000	5,000
	Floor Waxing & Other Janitorial Services	1,000	1,000
		6,000	6,000
42306	<u>Water & Sewer</u>	4,200	4,200
42599	<u>Fuel</u>	46,000	46,000
42800	<u>Rental</u>		
	Excavator for Digging Ditches	5,500	5,500
	Dozer for Sand Pile & Pit	1,950	1,950
	Other Rental	1,000	1,000
		8,450	8,450
42900	<u>Dues & Subscriptions</u>	250	250
43300	<u>Contracted Services</u>		
	Asphalt Repairs	30,000	30,000
	Street Painting	28,000	28,000
	Sidewalk Repairs	20,000	20,000
	Roundabout Snow Removal	10,000	10,000
	Snow Hauling	90,000	90,000
	Storm Drain Gutter Bin Installation	-	10,000
	Other Contracted Services	5,000	5,000
		183,000	193,000

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 3130: STREETS**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
43303	<u>Support & Maintenance Contracts</u> Bizhub - Copier	700	700
43360	<u>Miscellaneous</u> Equipment Seasonal Oversize/Overweight Permit CDL Renewals	3,650 200 <u>3,850</u>	3,650 400 <u>4,050</u>
43400	<u>Equipment Replacement Payment</u>	<u>104,155</u>	<u>95,986</u>
	Total Operations & Maintenance	\$ 549,330	\$ 548,586

FY22 Budget Notes:

- 42100 - Restored to pre-COVID levels
- 42200 - Eliminated replacement of grader tires included in prior year
- 42208 - Increased for purchase of replacement copier
- 43300 - Increased snow hauling budget due to multiple years of higher expenditures
- 43400 - Payments are according to equipment replacement schedule

FY23 Budget Notes:

- 43300 - Increased for installation of gutter bins to help catch debris in various storm drains around to the City
- 43400 - Payments are according to equipment replacement schedule

DEPARTMENT NARRATIVE

GENERAL FUND – BUILDING REPAIR & MAINTENANCE

The Buildings Department has one full time employee, the Building Technician, who works under the direct supervision of the Maintenance Department Manager.

The Buildings Technician performs skilled repairs and maintenance to City buildings; including repairs to electrical, plumbing and HVAC systems and controls. He routinely schedules and/or conducts inspections on the fire system, elevator, boiler, pressure vessels, and other equipment as the need arises. Maintenance Workers may assist the Buildings Technician when needed.

		FY22-23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Maintenance Department Manager	20	0.20	Shop .15, Streets .50, Airport .15
Administrative Assistant	11	0.20	Shop .15, Streets .50, Airport .15
Building Maintenance Technician	15	1.00	-
Parks & Recreation Laborer	5	0.20	SRSC .45, Campgrounds .05, Parks .30
Short Term Parks Laborer	5	0.45	-
		2.05	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 90,433	\$ 91,955	\$ 105,051	\$ 118,115	\$ 13,064	12.44%	\$ 120,489	\$ 2,374	2.01%
40105	Allocated Salaries	18,128	18,064	25,182	16,954	(8,228)	-32.67%	16,954	-	0.00%
40140	Allowances	684	684	684	768	84	12.28%	768	-	0.00%
40200	Overtime	255	72	-	200	200	#DIV/0!	200	-	0.00%
40205	Allocated Overtime	118	54	200	-	(200)	-100.00%	-	-	#DIV/0!
40300	Personal Leave	4,337	9,220	6,131	6,152	21	0.34%	6,250	98	1.59%
40350	Sick Leave	221	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	-	4,048	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	20,297	23,961	25,017	26,029	1,012	4.05%	26,552	523	2.01%
40600	FICA	2,098	2,379	2,928	3,012	84	2.87%	3,047	35	1.16%
40700	Health Insurance	23,861	19,156	21,340	25,080	3,740	17.53%	25,080	-	0.00%
40800	Worker's Compensation	3,758	4,691	4,075	3,410	(665)	-16.32%	3,487	77	2.26%
Total Salaries & Benefits		\$ 164,190	\$ 174,284	\$ 190,608	\$ 199,720	\$ 9,112	4.78%	\$ 202,827	\$ 3,107	1.56%
<u>Operations & Maintenance</u>										
42200	Materials & Supplies	\$ 9,937	\$ 14,594	\$ 20,000	\$ 20,000	\$ -	0.00%	\$ 20,000	\$ -	0.00%
42208	Small Tools & Minor Equipment	441	464	500	500	-	0.00%	500	-	0.00%
42599	Fuel	1,274	1,072	1,200	1,300	100	8.33%	1,300	-	0.00%
43300	Contracted Services	27,059	25,403	25,000	25,000	-	0.00%	25,000	-	0.00%
43303	Support & Maintenance Contract	2,384	2,456	2,530	2,625	95	3.75%	2,700	75	2.86%
43305	Computer Software	-	-	-	15,000	15,000	#DIV/0!	-	(15,000)	-100.00%
43400	Equipment Replacement Payment	4,748	4,748	4,748	4,748	-	0.00%	4,748	-	0.00%
Total Operations & Maintenance		\$ 45,843	\$ 48,737	\$ 53,978	\$ 69,173	\$ 15,195	28.15%	\$ 54,248	\$ (14,925)	-21.58%
Department Total		\$ 210,033	\$ 223,021	\$ 244,586	\$ 268,893	\$ 24,307	9.94%	\$ 257,075	\$ (11,818)	-4.40%

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42200	<u>Materials & Supplies</u> City Hall Police Facility Visitor Center Library Funny River Shop Maintenance Facility	\$ 20,000	\$ 20,000
42208	<u>Small Tools & Minor Equipment</u>	500	500
42599	<u>Fuel</u>	1,300	1,300
43300	<u>Contracted Services</u> Electricians, Plumbers, Etc Snow Removal Window Cleaning (GF Locations) Mechanical Inspections (GF Locations)	9,000 4,500 1,500 10,000	9,000 4,500 1,500 10,000
		<u>25,000</u>	<u>25,000</u>
43303	<u>Support & Maintenance Contracts</u> PubWorks Software	2,625	2,700
43305	<u>Computer Software</u> Siemens Insight Software Upgrade	15,000	-
43400	<u>Equipment Replacement Payment</u>	<u>4,748</u>	<u>4,748</u>
Total Maintenance & Operations		\$ 69,173	\$ 54,248

FY22 Budget Notes:

43305 - Includes upgrade of Siemens Insight software used to control heating and ventilation systems in several City buildings.
Prior version is out of date.

DEPARTMENT NARRATIVE

GENERAL FUND – ECONOMIC DEVELOPMENT & PLANNING

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

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

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

		FY22-23 Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Director of Economic Development & Planning	21	1.00	-
Associate Planner	14	1.00	-
		2.00	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 155,677	\$ 154,399	\$ 167,003	\$ 170,914	\$ 3,911	2.34%	\$ 174,678	\$ 3,764	2.20%
40120	P&Z Commissioners	5,175	3,225	7,500	7,500	-	0.00%	7,500	-	0.00%
40140	Allowances	900	900	900	900	-	0.00%	900	-	0.00%
40200	Overtime	1,289	323	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	10,491	7,796	9,380	10,172	792	8.44%	10,389	217	2.13%
40400	Personal Leave Buy-Back	-	3,345	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	33,530	34,847	36,741	37,601	860	2.34%	38,429	828	2.20%
40600	FICA	2,641	2,545	2,995	3,052	57	1.90%	3,107	55	1.80%
40700	Health Insurance	26,981	20,049	29,900	29,900	-	0.00%	29,900	-	0.00%
40800	Worker's Compensation	538	539	467	392	(75)	-16.06%	401	9	2.30%
Total Salaries & Benefits		\$ 237,222	\$ 227,968	\$ 254,886	\$ 260,431	\$ 5,545	2.18%	\$ 265,304	\$ 4,873	1.87%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 10,511	\$ 3,668	\$ 6,000	\$ 11,800	\$ 5,800	96.67%	\$ 11,800	\$ -	0.00%
42200	Materials & Supplies	95	374	500	500	-	0.00%	500	-	0.00%
42201	Office Supplies	292	241	750	750	-	0.00%	750	-	0.00%
42301	Telephone	609	571	725	500	(225)	-31.03%	500	-	0.00%
42900	Dues & Subscriptions	464	942	950	1,225	275	28.95%	1,225	-	0.00%
43000	Advertising & Promotion	3,599	2,132	3,750	3,750	-	0.00%	3,750	-	0.00%
43300	Contracted Services	19,263	2,917	7,500	10,000	2,500	33.33%	10,000	-	0.00%
43303	Support & Maintenance Contracts	1,600	700	700	700	-	0.00%	700	-	0.00%
Total Maintenance & Operations		\$ 36,433	\$ 11,545	\$ 20,875	\$ 29,225	\$ 8,350	40.00%	\$ 29,225	\$ -	0.00%
Department Total		\$ 273,655	\$ 239,513	\$ 275,761	\$ 289,656	\$ 13,895	5.04%	\$ 294,529	\$ 4,873	1.68%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>		
	Professional Development (Director & Planner)	\$ 6,300	\$ 6,300
	State Planning Conference at AML (2 staff & 3 commissioners)	4,000	4,000
	Other Travel & Training	1,500	1,500
		<u>11,800</u>	<u>11,800</u>
42200	<u>Materials & Supplies</u>	500	500
42201	<u>Office Supplies</u>	750	750
42301	<u>Telephone</u>		
	Data Plan for iPads	500	500
42900	<u>Dues & Subscriptions</u>		
	APA	750	750
	IEDC	475	475
		<u>1,225</u>	<u>1,225</u>
43000	<u>Advertising & Promotion</u>	3,750	3,750
43300	<u>Contracted Services</u>	10,000	10,000
43303	<u>Support & Maintenance Contracts</u>		
	ESRI	700	700
		<u>700</u>	<u>700</u>
Total Maintenance & Operations		\$ 29,225	\$ 29,225

FY22 Budget Notes:

42100 - Restored to pre-COVID levels
42900 - Increase in Planner APA dues from introductory rates
43300 - Restored to pre-COVID levels

DEPARTMENT NARRATIVE

GENERAL FUND – LIBRARY

The Joyce K. Memorial Soldotna Public Library building was renovated in 2013, and has become a hub of our community. This 21,000 square ft building includes a teen space, children's area, community room, conference rooms, and fireplace. Free wifi is available throughout the building and library grounds, along with public access computers and laptops. The Library is open 52 hours per week year long. Four full-time, four part-time, and three on-call employees serve over 117,000 visitors each year.

Library staff provide a variety of programs of interest to patrons of all ages. Highlights include weekly story times, Lego club®, a teen program, coding club, and other programs covering a variety of topics. During the summer months library staff provide a vibrant summer reading program that encourages students to enjoy and practice reading. The Soldotna Library Friends group organizes monthly used book sales which helps support summer reading and other library programs.

The Library houses approximately 50,000 items of various formats such as books, graphic novels, Large Type, audiobooks, magazines, newspapers, DVD's, and CD's. Patrons may also reserve items from the Alaska Library Catalog, which includes over 6 million items. Starting in 2021, reserved items are available 24/7 from the Library's outside holds lockers. Library users can visit our website <http://soldotna.org/departments/library> to access the Library's online catalog, reserve items, or access SLED, a collection of research databases on topics ranging from auto repair to homework help. The Library also offers free eBook and digital audio book downloads through the Alaska Digital Library.

		FY22-23 Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
City Librarian	19	1.00	-
Assistant City Librarian	15	1.00	-
Librarian I	13	1.00	-
Library Clerk II	7	1.00	-
Library Clerk I (3 regular part time positions)	4	2.19	-
Library Page (regular part time position)	1	0.62	-
Short-Term/On-Call Clerk	4	0.60	-
Short Term/On-Call Page	1	0.40	-
		7.81	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 4000: LIBRARY**

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 325,736	\$ 269,985	\$ 343,196	\$ 387,533	\$ 44,337	12.92%	\$ 393,531	\$ 5,998	1.55%
40200	Overtime	311	21	-	-	-	#DIV/0!	-	-	#DIV/0!
40225	Temporary Labor	33,097	21,366	49,063	34,671	(14,392)	-29.33%	34,671	-	0.00%
40300	Personal Leave	17,172	35,455	12,969	14,649	1,680	12.95%	15,513	864	5.90%
40400	Personal Leave Buy-Back	3,095	27,166	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	52,413	56,256	59,287	61,465	2,178	3.67%	62,192	727	1.18%
40600	FICA	11,765	11,631	13,300	14,977	1,677	12.61%	15,231	254	1.70%
40700	Health Insurance	61,697	45,697	73,900	72,900	(1,000)	-1.35%	72,900	-	0.00%
40800	Worker's Compensation	1,196	1,220	1,054	929	(125)	-11.86%	944	15	1.61%
Total Salaries & Benefits		\$ 506,482	\$ 468,797	\$ 552,769	\$ 587,124	\$ 34,355	6.22%	\$ 594,982	\$ 7,858	1.34%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 8,033	\$ 5,603	\$ 4,500	\$ 8,200	\$ 3,700	82.22%	\$ 8,200	\$ -	0.00%
42200	Materials & Supplies	74,461	73,987	70,000	85,000	15,000	21.43%	85,000	-	0.00%
42201	Office Supplies	1,566	898	1,000	1,300	300	30.00%	1,300	-	0.00%
42208	Small Tools & Minor Equipment	7,369	1,521	-	-	-	#DIV/0!	-	-	#DIV/0!
42301	Telephone	8,048	7,806	9,200	9,200	-	0.00%	9,200	-	0.00%
42302	Natural Gas	23,109	27,505	31,000	31,000	-	0.00%	32,000	1,000	3.23%
42303	Sanitation	1,171	1,169	1,250	1,250	-	0.00%	1,325	75	6.00%
42304	Electricity	43,151	38,748	47,000	47,000	-	0.00%	47,000	-	0.00%
42305	Janitorial	21,888	20,837	23,500	23,500	-	0.00%	23,500	-	0.00%
42306	Water & Sewer	1,802	2,295	2,200	2,200	-	0.00%	2,200	-	0.00%
42400	Postage	7,093	5,904	6,800	6,800	-	0.00%	6,800	-	0.00%
42900	Dues & Subscriptions	11,727	16,578	9,425	10,550	1,125	11.94%	10,625	75	0.71%
43000	Advertising & Promotion	-	32	450	450	-	0.00%	450	-	0.00%
43300	Contracted Services	1,545	1,075	1,400	1,400	-	0.00%	1,400	-	0.00%
43303	Support & Maintenance Contracts	10,471	12,417	14,125	20,800	6,675	47.26%	20,875	75	0.36%
43305	Computer Software	949	-	-	-	-	#DIV/0!	-	-	#DIV/0!
43360	Miscellaneous	216	-	250	250	-	0.00%	250	-	0.00%
Total Maintenance & Operations		\$ 222,599	\$ 216,375	\$ 222,100	\$ 248,900	\$ 26,800	12.07%	\$ 250,125	\$ 1,225	0.49%
Department Total		\$ 729,081	\$ 685,172	\$ 774,869	\$ 836,024	\$ 61,155	7.89%	\$ 845,107	\$ 9,083	1.09%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 4000: LIBRARY**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>		
	Professional Development	\$ 7,200	\$ 7,200
	Other Travel & Training	1,000	1,000
		8,200	8,200
42200	<u>Materials & Supplies</u>		
	Books	63,000	63,000
	Audiovisual Materials	8,000	8,000
	Electronic Materials	5,000	5,000
	Processing Supplies	7,900	7,900
	Program Supplies	1,100	1,100
		85,000	85,000
42201	<u>Office Supplies</u>	1,300	1,300
42301	<u>Telephone</u>	9,200	9,200
42302	<u>Natural Gas</u>	31,000	32,000
42303	<u>Sanitation</u>	1,250	1,325
42304	<u>Electricity</u>	47,000	47,000
42305	<u>Janitorial</u>		
	Janitorial Services	22,000	22,000
	Carpet Cleaning	1,500	1,500
		23,500	23,500
42306	<u>Water & Sewer</u>	2,200	2,200
42400	<u>Postage</u>	6,800	6,800
42900	<u>Dues & Subscriptions</u>		
	OCLC	3,050	3,125
	American Library Association	1,100	1,100
	Alaska Library Network	250	250
	Alaska Library Association	325	325
	Overdrive (Alaska Digital Library)	1,650	1,650
	Periodicals	3,425	3,425
	Other Dues & Subscriptions	750	750
		10,550	10,625
43000	<u>Advertising & Promotion</u>	450	450
43300	<u>Contracted Services</u>		
	Courier Services	1,400	1,400
43303	<u>Support & Maintenance Contracts</u>		
	Bizhub - Copiers	1,800	1,800
	Symphony Integrated Library System	6,700	6,700
	Useful	3,600	3,600
	Tech Logic	1,675	1,750

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 4000: LIBRARY**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
	Quadient - Postage Machine	350	350
	MeeScan Self-Checkout & Curbside Application	2,375	2,375
	KIC Scanner	1,075	1,075
	Holds Lockers	2,500	2,500
	Other Support & Maintenance Contracts	725	725
		<u>20,800</u>	<u>20,875</u>
43360	<u>Miscellaneous</u>	<u>250</u>	<u>250</u>
Total Maintenance & Operations		\$ 248,900	\$ 250,125

FY22 Budget Notes:

42100 - Restored to pre-COVID levels
42200 - Restored to pre-COVID levels and added funding for electronic materials due to significant increase in eBook circulation
42201 - Restored to pre-COVID levels
42900 - Restored periodicals to pre-COVID levels
43303 - Addition of self-checkout & curbside application, low touch scanner, and holds lockers support & maintenance

DEPARTMENT NARRATIVE

GENERAL FUND – SOLDOTNA REGIONAL SPORTS COMPLEX

Soldotna Regional Sports Complex (SRSC) is a 43,000 square foot recreational and conference facility that is likely the most visited facility on the Kenai Peninsula. Sporting the second largest Olympic Ice rink in North America, SRSC is amazing. SRSC events include high school hockey games, Brown Bear NAHL JR Hockey games, conference room events, adult hockey tournaments, Alaska Hockey Association tournaments, hockey schools/camps, and the largest figure skating competition in Alaska. Additionally, SRSC hosts many major community events such as the Kenai Peninsula Sports Recreation and Trade Show, Home Show, Spenard Builders Contractor's show, the Safari Club Banquet, Kenai River Classic, Taste of The Kenai, Mixed Martial Arts competitions, Soldotna High School Graduation, and the annual Holiday Bazaar to name a few.

SRSC is the area mainstay for daily ice bookings for the Learn to Skate program, Kenai Peninsula Hockey Association (KPHA), Soldotna High School Hockey, the Kenai River Brown Bears, adult hockey leagues, as well as court bookings for racquetball, wallyball, and pickleball. Conference rooms are utilized for Chamber luncheons, various governmental meetings, weddings, receptions, corporate trainings, and holiday parties.

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

		FY22-23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Parks & Recreation Director	22	0.40	Campgrounds .30, Parks .30
Assistant Parks & Recreation Director	17	0.40	Campgrounds .30, Parks .30
Lead Parks & Recreation Maintenance Worker	13	0.50	Campgrounds .25, Parks .25
Parks & Recreation Maintenance Worker	11	0.85	Campgrounds .50, Parks .65
Parks & Recreation Activities Coordinator	11	0.40	Campgrounds .30, Parks .30
Parks & Recreation Laborer	5	1.05	Bldgs .20, Campgrounds .10, Parks .65
Parks & Recreation Administrative Clerk II	7	0.33	Campgrounds .15, Parks .25
Short Term Sports Complex Laborer	5	1.68	-
Short Term Skate Guard, Skate Instructor	1,3	0.38	-
Short Term Office Worker, Intern	1,3	0.12	-
		6.11	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22		FY23 Budget	FY22 to FY23	
						\$ Change	% Change		\$ Change	% Change
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 196,118	\$ 186,574	\$ 253,762	\$ 240,981	\$ (12,781)	-5.04%	\$ 245,632	\$ 4,651	1.93%
40105	Allocated Salaries	3,252	503	-	-	-	#DIV/0!	-	-	#DIV/0!
40140	Allowances	1,569	1,633	1,599	1,620	21	1.31%	1,620	-	0.00%
40200	Overtime	3,322	4,717	6,450	6,275	(175)	-2.71%	6,275	-	0.00%
40205	Allocated Overtime	98	226	-	-	-	#DIV/0!	-	-	#DIV/0!
40225	Temporary Labor	91,621	47,174	65,585	67,213	1,628	2.48%	67,213	-	0.00%
40250	Temporary Overtime	1,433	1,071	3,000	3,000	-	0.00%	3,000	-	0.00%
40255	LTS Labor	11,385	6,240	14,276	14,452	176	1.23%	14,452	-	0.00%
40300	Personal Leave	10,295	26,319	12,282	11,476	(806)	-6.56%	11,916	440	3.83%
40350	Sick Leave	1,742	100	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	9,305	13,854	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	44,787	49,855	50,286	51,142	856	1.70%	52,083	941	1.84%
40600	FICA	10,605	7,997	12,073	10,979	(1,094)	-9.06%	11,070	91	0.83%
40700	Health Insurance	50,759	37,296	53,110	56,975	3,865	7.28%	56,975	-	0.00%
40800	Worker's Compensation	9,182	8,831	7,344	6,665	(679)	-9.25%	6,765	100	1.50%
Total Salaries & Benefits		\$ 445,473	\$ 392,390	\$ 479,767	\$ 470,778	\$ (8,989)	-1.87%	\$ 477,001	\$ 6,223	1.32%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 2,864	\$ 1,056	\$ 500	\$ 3,500	\$ 3,000	600.00%	\$ 4,000	\$ 500	14.29%
42200	Materials & Supplies	56,092	47,160	57,800	61,400	3,600	6.23%	59,800	(1,600)	-2.61%
42201	Office Supplies	1,055	1,635	1,500	1,500	-	0.00%	1,500	-	0.00%
42202	Uniforms	2,046	1,170	2,000	1,300	(700)	-35.00%	1,300	-	0.00%
42208	Small Tools & Minor Equipment	3,492	7,871	3,000	3,000	-	0.00%	3,000	-	0.00%
42210	Vending Supplies	5,149	4,497	6,000	6,000	-	0.00%	6,000	-	0.00%
42301	Telephone	10,145	9,581	9,600	9,600	-	0.00%	9,600	-	0.00%
42302	Natural Gas	57,620	60,309	73,000	73,000	-	0.00%	73,000	-	0.00%
42303	Sanitation	7,187	6,550	7,000	7,700	700	10.00%	8,200	500	6.49%
42304	Electricity	190,778	164,478	202,000	202,000	-	0.00%	202,000	-	0.00%
42306	Water & Sewer	9,216	9,307	10,175	10,175	-	0.00%	10,175	-	0.00%
42400	Postage	27	64	200	200	-	0.00%	200	-	0.00%
42599	Fuel	4,698	4,801	5,000	6,200	1,200	24.00%	6,200	-	0.00%
42800	Rental	1,180	821	1,600	1,600	-	0.00%	1,600	-	0.00%
42900	Dues & Subscriptions	1,450	1,466	2,025	2,525	500	24.69%	2,525	-	0.00%
43000	Advertising & Promotion	3,007	2,646	4,000	4,000	-	0.00%	4,000	-	0.00%
43300	Contracted Services	7,121	11,776	11,000	11,000	-	0.00%	11,000	-	0.00%
43303	Support & Maintenance Contracts	2,821	4,734	5,600	8,200	2,600	46.43%	8,200	-	0.00%
43400	Equipment Replacement Payment	2,953	2,953	2,953	4,561	1,608	54.45%	4,561	-	0.00%
43360	Miscellaneous	-	3,877	-	-	-	#DIV/0!	-	-	#DIV/0!
43520	Capital	-	-	-	6,000	6,000	#DIV/0!	-	(6,000)	-100.00%
Total Operations & Maintenance		\$ 368,901	\$ 346,752	\$ 404,953	\$ 423,461	18,508	4.57%	\$ 416,861	(6,600)	-1.56%
Department Total		\$ 814,374	\$ 739,142	\$ 884,720	\$ 894,239	\$ 9,519	1.08%	\$ 893,862	\$ (377)	-0.04%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>	\$ 3,500	\$ 4,000
42200	<u>Materials & Supplies</u>		
	Paper Products, Janitorial Supplies, Safety Supplies, Refrigeration Supplies, etc.	21,000	21,000
	Repair & Maintenance Supplies	15,000	15,000
	Lights & Audio Visual Supplies	1,800	1,800
	Rink Lines, Paint for Nets	3,200	3,200
	Building Paint	500	500
	Riverskate Supplies	1,800	1,800
	Compressor Re-Build & Compressor Parts	6,000	6,000
	Propane for Zam	5,600	5,600
	Learn to Skate/Public Skate Supplies	1,300	1,300
	Rental Skates	1,600	1,600
	Logo Table Cloths for Events	800	-
	Freon Detector Replacement	2,800	-
	Amp Replacement in Sound System	-	2,000
		61,400	59,800
42201	<u>Office Supplies</u>	1,500	1,500
42202	<u>Uniforms</u>	1,300	1,300
42208	<u>Small Tools & Minor Equipment</u>	3,000	3,000
42210	<u>Vending Supplies</u>	6,000	6,000
42301	<u>Telephone</u>	9,600	9,600
42302	<u>Natural Gas</u>	73,000	73,000
42303	<u>Sanitation</u>	7,700	8,200
42304	<u>Electricity</u>	202,000	202,000
42306	<u>Water & Sewer</u>	10,175	10,175
42400	<u>Postage</u>	200	200
42599	<u>Fuel</u>	6,200	6,200
42800	<u>Rental</u>	1,600	1,600
42900	<u>Dues & Subscriptions</u>		
	National Recreation & Park Association	350	350
	ASCAP/BMI/SESAC	1,675	1,675
	Alaska Parks & Rec Association	100	100
	Ice Skating Institute	400	400
		2,525	2,525
43000	<u>Advertising & Promotion</u>	4,000	4,000
43300	<u>Contracted Services</u>		
	Riverskate Judge Fees	2,000	2,000
	Plumbers, Electricians, etc.	9,000	9,000
		11,000	11,000

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
43303	<u>Support & Maintenance Contacts</u>		
	MyRec	6,000	6,000
	ShopKeep	900	900
	Bizhub - Copier	1,300	1,300
		<u>8,200</u>	<u>8,200</u>
43400	<u>Equipment Replacement Payment</u>	<u>4,561</u>	<u>4,561</u>
43520	<u>Capital</u>		
	Bizhub Copier Replacement	<u>6,000</u>	<u>-</u>
Total Maintenance & Operations		\$ 423,461	\$ 416,861

FY22 Budget Notes:

42100 - Restored to pre-COVID levels and added additional staff training
42200 - Increased for purchase of logo table cloths for events and replacement of Freon detectors at SRSC
42202 - Changed allocation of uniform costs between SRSC, campgrounds, and parks
42900 - Increased for an additional SESAC music license
43303 - Changed scheduling software to better accommodate City's needs
43400 - Payments are according to equipment replacement schedule
43520 - Includes purchase of replacement copier

FY23 Budget Notes:

42200 - Increased for purchase of replacement amps for SRSC sound system. Eliminated logo table cloths and replacement Freon detectors included in prior year.

DEPARTMENT NARRATIVE

GENERAL FUND - CAMPGROUNDS

The Campground Department includes the operations related to Centennial Campground, Swiftwater Campground, Rotary Park and overflow camping at the Soldotna Regional Sports Complex (SRSC). These campgrounds offer over 320 designated sites as well as overflow camping areas which serve the community well in providing visitors with places to stay while in pursuit of their recreational and travel adventures. Centennial Campground also has one of the most popular trails in the area; the Centennial/Visitor Center/Sports Complex Loop.

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

		FY22-23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Parks & Recreation Director	22	0.30	SRSC .40, Parks .30
Assistant Parks & Recreation Director	17	0.30	SRSC .40, Parks .30
Lead Parks & Recreation Maintenance Worker	13	0.25	SRSC .50, Parks .25
Parks & Recreation Maintenance Worker	11	0.50	SRSC .85, Parks .65
Parks & Recreation Activities Coordinator	11	0.30	SRSC .40, Parks .30
Parks & Recreation Laborer	5	0.10	Bldgs .20, SRSC 1.05, Parks .65
Parks & Recreation Administrative Clerk II	7	0.15	SRSC .33, Parks .25
Short Term Campground Laborer	5	1.20	-
Short Term Campground Attendant	1	1.92	-
		5.02	

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5700: CAMPGROUNDS

Acct#	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22 \$ Change	FY21 to FY22 % Change	FY23 Budget	FY22 to FY23 \$ Change	FY22 to FY23 % Change
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 83,368	\$ 90,501	\$ 124,330	\$ 131,894	\$ 7,564	6.08%	\$ 134,219	\$ 2,325	1.76%
40105	Allocated Salaries	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40140	Allowances	611	695	816	816	-	0.00%	816	-	0.00%
40200	Overtime	1,061	1,793	2,925	3,300	375	12.82%	3,300	-	0.00%
40225	Temporary Labor	71,148	79,520	87,430	100,095	12,665	14.49%	100,095	-	0.00%
40250	Temporary Overtime	768	611	5,000	5,000	-	0.00%	5,000	-	0.00%
40300	Personal Leave	4,749	10,765	6,996	6,934	(62)	-0.89%	7,060	126	1.82%
40350	Sick Leave	774	44	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	4,731	6,938	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	18,741	23,377	27,996	28,296	300	1.07%	28,771	475	1.68%
40600	FICA	6,713	7,827	8,916	10,408	1,492	16.73%	10,452	44	0.42%
40700	Health Insurance	23,502	18,494	25,970	26,905	935	3.60%	26,905	-	0.00%
40800	Worker's Compensation	5,294	6,242	5,041	4,935	(106)	-2.10%	4,976	41	0.83%
Total Salaries & Benefits		\$ 221,460	\$ 246,807	\$ 295,420	\$ 318,583	\$ 23,163	7.84%	\$ 321,594	\$ 3,011	0.95%
<u>Maintenance & Operations</u>										
42200	Materials & Supplies	\$ 13,975	\$ 11,232	\$ 8,000	\$ 10,000	\$ 2,000	25.00%	\$ 10,000	\$ -	0.00%
42201	Office Supplies	3,048	3,132	3,500	3,500	-	0.00%	3,500	-	0.00%
42202	Uniforms	566	500	550	1,000	450	81.82%	1,000	-	0.00%
42208	Small Tools & Minor Equipment	1,329	1,319	1,500	6,000	4,500	300.00%	1,500	(4,500)	-75.00%
42210	Vending Supplies	627	165	500	1,000	500	100.00%	1,000	-	0.00%
42301	Telephone	1,064	856	1,100	1,350	250	22.73%	1,350	-	0.00%
42303	Sanitation	22,119	23,000	20,000	20,500	500	2.50%	21,000	500	2.44%
42304	Electricity	11,965	11,275	14,000	14,000	-	0.00%	14,000	-	0.00%
42599	Fuel	1,996	1,545	2,000	2,800	800	40.00%	2,800	-	0.00%
42800	Rental	1,842	1,565	2,400	3,200	800	33.33%	2,600	(600)	-18.75%
43300	Contracted Services	4,230	3,794	10,800	19,800	9,000	83.33%	4,800	(15,000)	-75.76%
43303	Support & Maintenance Contracts	4,243	4,254	4,825	5,725	900	18.65%	9,725	4,000	69.87%
43400	Equipment Replacement Payment	914	1,293	1,293	3,941	2,648	204.80%	6,274	2,333	59.20%
Total Maintenance & Operations		\$ 67,918	\$ 63,930	\$ 70,468	\$ 92,816	\$ 22,348	31.71%	\$ 79,549	\$ (13,267)	-14.29%
Department Total		\$ 289,378	\$ 310,737	\$ 365,888	\$ 411,399	\$ 45,511	12.44%	\$ 401,143	\$ (10,256)	-2.49%

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5700: CAMPGROUNDS

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42200	<u>Materials & Supplies</u>		
	Gravel, Treated Lumber, & Misc Repair Supplies	\$ 5,500	\$ 5,500
	Other Materials & Supplies	4,500	4,500
		<u>10,000</u>	<u>10,000</u>
42201	<u>Office Supplies</u>		
	Campground Pay Tickets	1,500	1,500
	Season Day Use/Boat Launch Stickers	1,000	1,000
	Other Office Supplies	1,000	1,000
		<u>3,500</u>	<u>3,500</u>
42202	<u>Uniforms</u>	1,000	1,000
42208	<u>Small Tools & Minor Equipment</u>		
	Electric Wood Bundler	4,500	-
	Other Small Tools & Minor Equipment	1,500	1,500
		<u>6,000</u>	<u>1,500</u>
42210	<u>Vending Supplies</u>		
	Ice for Resale	1,000	1,000
42301	<u>Telephone</u>	1,350	1,350
42303	<u>Sanitation</u>	20,500	21,000
42304	<u>Electricity</u>	14,000	14,000
42599	<u>Fuel</u>	2,800	2,800
42800	<u>Rental</u>		
	Bear Proof Trash Cans	800	800
	Other Rental	2,400	1,800
		<u>3,200</u>	<u>2,600</u>
43300	<u>Contracted Services</u>		
	Campground Hosts	4,800	4,800
	Centennial Lagoon Dredging	15,000	-
		<u>19,800</u>	<u>4,800</u>
43303	<u>Support & Maintenance Contracts</u>		
	T2 Systems	3,550	3,550
	ShopKeep	2,175	2,175
	Reservation Software	-	4,000
		<u>5,725</u>	<u>9,725</u>
43400	<u>Equipment Replacement Payment</u>	3,941	6,274
Total Maintenance & Operations		\$ 92,816	\$ 79,549

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 5700: CAMPGROUNDS**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
FY22 Budget Notes: 42200 - Restored similar to pre-COVID levels 42202 - Changed allocation of uniform costs between SRSC, campgrounds, and parks 42208 - Increased for purchase of electric firewood bundler 42210 - To cover additional ice sales in campgrounds 42800 - Increased for rental of industrial stump grinder due to additional tree removal 43300 - Increased for dredging of Centennial Lagoon to remove sediment accumulation (done every 6-8 years). Eliminated well house door replacement included in prior year. 43303 - Support & maintenance on newly added pay station at SRSC for campground overflow 43400 - Payments are according to equipment replacement schedule			
FY23 Budget Notes: 43303 - Added support and maintenance for Campground reservation software anticipated to be implemented in FY22 43400 - Payments are according to equipment replacement schedule			

DEPARTMENT NARRATIVE

GENERAL FUND – PARKS & RECREATION

The Parks & Recreation Department manages and maintains nine park areas extending as far out as A.R.C Lake, which transforms into an outdoor skating area during the winter, as well as an almost 1 mile long skating path. Included in this department is the Soldotna Community Memorial Park and the new Basketball/Multipurpose Court at Soldotna Creek Park.

Additionally the Parks & Recreation Department mows and maintains grassed right-of-ways along the Sterling and Kenai Spur Highways and the landscaping and flowers at Soldotna Library, City Hall, Police Station, and the Sewer Treatment Plant, while also maintaining park turf, playground equipment, the Skate Park, and the Three Friends Dog Park. The Department also maintains over one mile of elevated walkway, fifty sets of river access stairs, and miles of gravel trails each spring, summer, and fall. The various park areas are very well used by local soccer and baseball teams.

Soldotna Creek Park hosts events such as the Frozen Riverfest, Movies in the Park (during winter); the Wednesday Market, and weekly Music in the Park (during summer). During the winter, a skating path is maintained within Soldotna Creek Park (as weather permits); complete with life-sized holiday decorations.

The former “Community Schools” programming was folded into the overall Parks & Recreation Department budget beginning in FY21. Recreational programs, informal recreational/educational classes are still offered but under the “Soldotna Parks & Recreation” brand.

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

		FY22-23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Parks & Recreation Director	22	0.30	SRSC .40, Campgrounds .30
Assistant Parks & Recreation Director	17	0.30	SRSC .40, Campgrounds .30
Lead Parks & Recreation Maintenance Worker	13	0.25	SRSC .50, Campgrounds .25
Parks & Recreation Maintenance Worker	11	0.65	SRSC .85, Campgrounds .50
Parks & Recreation Activities Coordinator	11	0.30	SRSC .40, Campgrounds .30
Parks & Recreation Laborer	5	0.65	Bldgs .20, SRSC 1.05, Campgrounds .10
Parks & Recreation Administrative Clerk II	7	0.25	SRSC .33, Campgrounds .15
Short Term Parks Laborer	5	1.50	-
		4.20	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 5800: PARKS & RECREATION**

Acct #	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22		FY23 Budget	FY22 to FY23	
						\$ Change	% Change		\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 142,307	\$ 137,670	\$ 156,946	\$ 167,613	\$ 10,667	6.80%	\$ 170,819	\$ 3,206	1.91%
40105	Allocated Salaries	727	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40140	Allowances	1,192	1,218	1,131	1,110	(21)	-1.86%	1,110	-	0.00%
40200	Overtime	2,132	2,967	4,425	4,225	(200)	-4.52%	4,225	-	0.00%
40225	Temporary Labor	38,700	54,661	49,445	56,695	7,250	14.66%	56,695	-	0.00%
40250	Temporary Overtime	412	1,874	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	7,108	16,399	8,352	7,983	(369)	-4.42%	8,259	276	3.46%
40350	Sick Leave	1,355	1,084	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	8,184	10,299	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	32,097	36,570	35,502	35,273	(229)	-0.65%	35,914	641	1.82%
40600	FICA	5,261	6,779	6,123	7,542	1,419	23.17%	7,606	64	0.85%
40700	Health Insurance	31,584	22,657	34,220	39,280	5,060	14.79%	39,280	-	0.00%
40800	Worker's Compensation	6,301	6,054	4,744	4,436	(308)	-6.49%	4,502	66	1.49%
Total Salaries & Benefits		\$ 277,360	\$ 298,232	\$ 300,888	\$ 324,157	\$ 23,269	7.73%	\$ 328,410	\$ 4,253	1.31%
Maintenance & Operations										
42100	Travel & Training	\$ 2,579	\$ 2,867	\$ 1,000	\$ 3,500	\$ 2,500	250.00%	\$ 4,100	\$ 600	17.14%
42200	Materials & Supplies	18,434	34,381	29,300	46,400	17,100	58.36%	36,200	(10,200)	-21.98%
42201	Office Supplies	50	261	500	500	-	0.00%	500	-	0.00%
42202	Uniforms	578	924	750	1,500	750	100.00%	1,000	(500)	-33.33%
42208	Small Tools & Minor Equipment	9,208	1,658	3,000	3,000	-	0.00%	3,000	-	0.00%
42301	Telephone	650	1,640	775	600	(175)	-22.58%	600	-	0.00%
42302	Natural Gas	671	823	1,000	1,100	100	10.00%	1,200	100	9.09%
42303	Sanitation	1,753	3,750	2,300	7,700	5,400	234.78%	7,700	-	0.00%
42304	Electricity	8,430	8,548	10,000	10,000	-	0.00%	10,000	-	0.00%
42306	Water & Sewer	6,952	11,747	11,600	12,500	900	7.76%	12,500	-	0.00%
42599	Fuel	3,603	3,645	3,900	8,100	4,200	107.69%	8,100	-	0.00%
42800	Rental	523	-	-	-	-	#DIV/0!	-	-	#DIV/0!
43000	Advertising & Promotion	5,280	295	5,000	5,000	-	0.00%	5,000	-	0.00%
43300	Contracted Services	9,462	9,015	5,500	5,500	-	0.00%	5,500	-	0.00%
43360	Miscellaneous	100	200	200	200	-	0.00%	200	-	0.00%
43400	Equipment Replacement Payment	4,584	4,584	4,584	7,232	2,648	57.77%	8,266	1,034	14.30%
Total Maintenance & Operations		\$ 72,857	\$ 84,338	\$ 79,409	\$ 112,832	\$ 33,423	42.09%	\$ 103,866	\$ (8,966)	-7.95%
Department Total		\$ 350,217	\$ 382,570	\$ 380,297	\$ 436,989	\$ 56,692	14.91%	\$ 432,276	\$ (4,713)	-1.08%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 5800: PARKS & RECREATION**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>	\$ 3,500	\$ 4,100
42200	<u>Materials & Supplies</u>		
	Fertilizer, Gravel, Topsoil, Garden Supplies, Flower Starts, etc	26,500	26,500
	Right of Way Baskets	4,500	4,500
	Recreational Programming Supplies	3,200	3,200
	Adopt-a-Park - Corner Gardens	2,000	2,000
	Pop Up Tent for Park Events	1,200	-
	Sunrise Park Base Paths	4,000	-
	Topsoil & Seed to Expand Green Space at Riverview Park	5,000	-
		<u>46,400</u>	<u>36,200</u>
42201	<u>Office Supplies</u>	500	500
42202	<u>Uniforms</u>	1,500	1,000
42208	<u>Small Tools & Minor Equipment</u>	3,000	3,000
42301	<u>Telephone</u>	600	600
42302	<u>Natural Gas</u>	1,100	1,200
42303	<u>Sanitation</u>	7,700	7,700
42304	<u>Electricity</u>	10,000	10,000
42306	<u>Water & Sewer</u>	12,500	12,500
42599	<u>Fuel</u>	8,100	8,100
43000	<u>Advertising & Promotion</u>	5,000	5,000
43300	<u>Contracted Services</u>		
	Instructor Fees	3,000	3,000
	Other Contracted Services	2,500	2,500
		<u>5,500</u>	<u>5,500</u>
43360	<u>Miscellaneous</u>		
	DOT Bridge Stair Permit	200	200
43400	<u>Equipment Replacement Payment</u>	<u>7,232</u>	<u>8,266</u>
Total Maintenance & Operations		\$ 112,832	\$ 103,866

FY22 Budget Notes:

42100 - Restored to pre-COVID levels and added additional staff training
 42200 - Increased fertilizer and other supplies for upkeep on additional green spaces (Memorial Park expansion, highway beautification, and Riverview). Added the purchase of a pop up tent for park events and the purchase of topsoil and seed to expand the green space at Riverview Park. Restored Adopt-a-Park corner gardens to pre-COVID levels.
 42202 - Changed allocation of uniform costs between SRSC, campgrounds, and parks. Increased for purchase of additional cold weather gear.
 42303 - Added handwashing stations at Soldotna Creek Park during the summer/fall, portable toilets at ARC Lake during the winter, and portable toilets at the Dog Park during the summer/fall
 43400 - Payments are according to equipment replacement schedule

FY23 Budget Notes:

42202 - Cold weather gear not needed in FY23
 43400 - Payments are according to equipment replacement schedule

DEPARTMENT NARRATIVE

GENERAL FUND – NON-DEPARTMENTAL

The Non-Departmental budget provides for General Fund expenditures that are not accounted for in another specific department. The Non-Departmental budget includes expenditures related to the operation of City Hall (utilities, janitorial, postage, etc.), legal fees, employee appreciation, grants to outside agencies, transfers to other funds, rent for the use of Airport property, PERS on behalf payments, the Visitor Center contract, City-wide wellness program expenditures, other minimal payroll related expenditures and an amount set aside for contingencies. This fund also includes General Fund vehicle, property, general liability, and police professional liability insurances.

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22		FY23 Budget	FY22 to FY23	
						\$ Change	% Change		\$ Change	% Change
42200	Materials & Supplies	\$ 992	\$ 1,523	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
42201	Office Supplies	2,615	3,087	4,000	4,000	-	0.00%	4,000	-	0.00%
42208	Small Tools & Minor Equipment	200	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42301	Telephone	421	22,901	25,500	25,500	-	0.00%	25,500	-	0.00%
42302	Natural Gas	9,663	8,440	11,500	11,500	-	0.00%	12,000	500	4.35%
42303	Sanitation	1,224	1,218	1,300	1,300	-	0.00%	1,375	75	5.77%
42304	Electricity	25,267	24,445	27,500	27,500	-	0.00%	27,500	-	0.00%
42305	Janitorial	13,061	11,466	13,500	13,500	-	0.00%	13,500	-	0.00%
42306	Water & Sewer	2,430	3,694	3,600	3,600	-	0.00%	3,600	-	0.00%
42400	Postage	1,085	1,671	3,000	2,500	(500)	-16.67%	2,500	-	0.00%
42900	Dues & Subscriptions	-	556	650	825	175	26.92%	825	-	0.00%
43000	Advertising & Promotion	-	3,300	3,000	3,300	300	10.00%	3,300	-	0.00%
43100	Professional Services	-	50,316	65,000	71,500	6,500	10.00%	71,500	-	0.00%
43303	Support & Maintenance Contracts	11,734	11,971	13,125	13,650	525	4.00%	14,050	400	2.93%
43360	Miscellaneous	-	5,911	5,500	7,500	2,000	36.36%	7,500	-	0.00%
43361	Remote Seller Sales Tax Collection Fees	-	9,756	-	43,125	43,125	#DIV/0!	43,125	-	0.00%
43603	Visitor Center Contract	-	136,762	138,677	138,677	-	0.00%	138,677	-	0.00%
43604	Visitor Center Utilities	-	11,827	13,000	13,500	500	3.85%	14,000	500	3.70%
45000	Insurance	146,630	158,000	175,100	169,000	(6,100)	-3.48%	169,000	-	0.00%
45050	Citywide Wellness Program	1,395	910	2,500	2,500	-	0.00%	2,500	-	0.00%
45060	Miscellaneous Payroll Expenditures	1,739	8,273	10,000	10,000	-	0.00%	10,000	-	0.00%
45070	PERS On Behalf	247,895	289,408	373,138	360,391	(12,747)	-3.42%	364,411	4,020	1.12%
46203	Tsalteshi Trails Association	15,000	15,000	15,000	15,000	-	0.00%	15,000	-	0.00%
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	40,000	5,000	14.29%	40,000	-	0.00%
46206	Soldotna Area Senior Citizens	7,500	8,250	8,250	12,700	4,450	53.94%	12,700	-	0.00%
46208	Soldotna Historical Society & Museum	7,500	5,000	5,000	5,000	-	0.00%	5,000	-	0.00%
46250	Rental of Airport Property	29,209	29,939	30,687	31,454	767	2.50%	32,240	786	2.50%
46400	Operating Transfers	171,091	172,963	160,244	159,500	(744)	-0.46%	154,500	(5,000)	-3.13%
46950	Capital Project Transfers	730,000	1,035,500	-	-	-	#DIV/0!	-	-	#DIV/0!
47000	Contingency	-	-	60,000	60,000	-	0.00%	60,000	-	0.00%
Department Total		\$ 1,461,651	\$ 2,067,087	\$ 1,205,271	\$ 1,248,522	\$ 43,251	3.59%	\$ 1,249,803	\$ 1,281	0.10%

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 7100: NON-DEPARTMENTAL

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42200	<u>Materials & Supplies</u>	\$ 1,500	\$ 1,500
42201	<u>Office Supplies</u>	4,000	4,000
42301	<u>Telephone</u>	25,500	25,500
42302	<u>Natural Gas</u>	11,500	12,000
42303	<u>Sanitation</u>	1,300	1,375
42304	<u>Electricity</u>	27,500	27,500
42305	<u>Janitorial</u>		
	Janitorial Services	12,000	12,000
	Carpet Cleaning	1,500	1,500
		<u>13,500</u>	<u>13,500</u>
42306	<u>Water & Sewer</u>	3,600	3,600
42400	<u>Postage</u>	2,500	2,500
42900	<u>Dues & Subscriptions</u>		
	Newspaper Subscriptions	575	575
	Other Dues & Subscriptions	250	250
		<u>825</u>	<u>825</u>
43000	<u>Advertising & Promotion</u>	3,300	3,300
43100	<u>Professional Services</u>		
	Legal	71,500	71,500
43303	<u>Support & Maintenance Contracts</u>		
	Bizhub - Copiers	3,900	3,900
	Vision Live - Website	7,875	8,275
	Quadient Postage Machine	1,875	1,875
		<u>13,650</u>	<u>14,050</u>
43360	<u>Miscellaneous</u>		
	Employee Appreciation	7,500	7,500
43361	<u>Remote Seller Sales Tax Collection Fees</u>	43,125	43,125
43603	<u>Visitor Center Contract</u>	138,677	138,677
43604	<u>Visitor Center Utilities</u>	13,500	14,000
45000	<u>Insurance</u>		
	Vehicle	32,100	32,100
	Property	57,850	57,850
	General Liability	67,550	67,550
	Police Professional	11,000	11,000
	Notary Bonds	500	500
		<u>169,000</u>	<u>169,000</u>

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
45050	<u>Citywide Wellness Program</u>	2,500	2,500
45060	<u>Miscellaneous Payroll Expenditures</u>	10,000	10,000
45070	<u>PERS On Behalf</u>	360,391	364,411
46203	<u>Tsalteshi Trails Association</u>	15,000	15,000
46205	<u>Boys & Girls Club of the Kenai Peninsula</u>	40,000	40,000
46206	<u>Soldotna Area Senior Citizens</u>	12,700	12,700
46208	<u>Soldotna Historical Society & Museum</u>	5,000	5,000
46250	<u>Rental of Airport Property</u>	31,454	32,240
46400	<u>Operating Transfers</u> Debt Service Fund	159,500	154,500
47000	<u>Contingency</u>	<u>60,000</u>	<u>60,000</u>
Total Maintenance & Operations		\$ 1,248,522	\$ 1,249,803

FY22 Budget Notes:

43100 - Attorney rates increased in FY21
43360 - Increased to allow for additional employee appreciation
43361 - Added expenditures related to remote seller sales tax collection by Alaska Remote Sellers Sales Tax Commission (ARSSTC) (currently 17.25% of remote seller sales tax collection)
43520 - Added purchase of replacement copier at City Hall
45000 - Broker fee included in prior year was eliminated. Insurance costs are based on renewal rates provided by AML/JIA.
46205 - Increased costs to provide COVID safe clubhouse in Soldotna
46206 - Increase in the number of nutritional meals provided to seniors
46400 - Transfers to the Debt Service Fund for payment on Library Expansion bonds are according to the debt service schedule

FY23 Budget Notes:

46400 - Transfers to the Debt Service Fund for payment on Library Expansion bonds are according to the debt service schedule

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UTILITY FUND

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 003: UTILITY FUND
RECAP**

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Operating Revenues</u>										
31000	State PERS Relief Funding	\$ 28,383	\$ 35,629	\$ 50,496	\$ 46,727	\$ (3,769)	-7.46%	\$ 47,706	\$ 979	2.10%
36000	Water	678,138	679,481	730,000	740,000	10,000	1.37%	740,000	-	0.00%
36100	Water Permit Inspection Fees	1,400	1,700	1,500	1,500	-	0.00%	1,500	-	0.00%
36400	Turn On/Off Fees	7,936	6,560	6,500	6,500	-	0.00%	7,500	1,000	15.38%
36410	Penalties	19,835	12,571	10,500	10,500	-	0.00%	18,000	7,500	71.43%
36500	Sewer	1,477,225	1,501,156	1,640,000	1,650,000	10,000	0.61%	1,650,000	-	0.00%
36600	Sewer Permit Inspection Fees	1,100	1,900	1,500	1,500	-	0.00%	1,500	-	0.00%
37120	Interest	80,537	73,124	13,000	59,721	46,721	359.39%	70,724	11,003	18.42%
37190	Miscellaneous	13,592	12,039	11,000	11,000	-	0.00%	13,000	2,000	18.18%
39150	W/S Extension Revenue	9,944	11,340	10,000	10,000	-	0.00%	10,000	-	0.00%
	Total Operating Revenues	\$ 2,318,090	\$ 2,335,500	\$ 2,474,496	\$ 2,537,448	\$ 62,952	2.54%	\$ 2,559,930	\$ 22,482	0.89%
<u>Non-Operating Transfers In</u>										
	From Capital Project Funds	\$ -	\$ 76,927	\$ -	\$ -	-	#DIV/0!	-	-	#DIV/0!
	Total Non-Operating Transfers In	\$ -	\$ 76,927	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
	Total Revenues/Transfers In	\$ 2,318,090	\$ 2,412,427	\$ 2,474,496	\$ 2,537,448	\$ 62,952	2.54%	\$ 2,559,930	\$ 22,482	0.89%
<u>Operating Expenditures</u>										
5100	Water Expenditures	\$ 550,338	\$ 554,926	\$ 642,495	\$ 622,748	\$ (19,747)	-3.07%	\$ 614,889	\$ (7,859)	-1.26%
5200	Sewer Expenditures	365,531	432,357	478,064	472,277	(5,787)	-1.21%	476,026	3,749	0.79%
5250	WWTP Expenditures	663,193	914,366	1,104,286	1,109,668	5,382	0.49%	1,097,542	(12,126)	-1.09%
	Total Operating Expenditures	\$ 1,579,062	\$ 1,901,649	\$ 2,224,845	\$ 2,204,693	\$ (20,152)	-0.91%	\$ 2,188,457	\$ (16,236)	-0.74%
<u>Non-Operating Transfers Out</u>										
46950	To Capital Project Funds	\$ 337,000	\$ 130,000	\$ -	\$ -	-	#DIV/0!	-	-	#DIV/0!
	Total Non-Operating Transfers In	\$ 337,000	\$ 130,000	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
	Total Expenditures/Transfers Out	\$ 1,916,062	\$ 2,031,649	\$ 2,224,845	\$ 2,204,693	\$ (20,152)	-0.91%	\$ 2,188,457	\$ (16,236)	-0.74%
	Total Surplus (Deficit)	\$ 402,028	\$ 380,778	\$ 249,651	\$ 332,755	\$ 83,104	33.29%	\$ 371,473	\$ 38,718	11.64%
	Projected Lapse - 5%	-	-	111,242	110,235	\$ (1,008)	-0.91%	109,423	\$ (812)	-0.74%
	Change in Fund Balance	\$ 402,028	\$ 380,778	\$ 360,893	\$ 442,990	\$ 82,096	22.75%	\$ 480,896	\$ 37,906	8.56%
	Beginning Fund Balance	\$ 1,749,225	\$ 2,151,253	\$ 2,532,031						
	Ending Fund Balance	\$ 2,151,253	\$ 2,532,031	\$ 2,892,924						

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**UTILITY FUND
EXPENDITURES BY LINE ITEM**

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 438,573	\$ 456,785	\$ 539,033	\$ 527,973	\$ (11,060)	-2.05%	\$ 539,527	\$ 11,554	2.19%
40105	Allocated Salaries	-	-	13,994	4,375	(9,619)	-68.74%	4,375	-	0.00%
40140	Allowances	5,219	5,770	5,670	5,535	(135)	-2.38%	5,535	-	0.00%
40180	On-Call Pay	-	700	-	25,500	25,500	#DIV/0!	25,500	-	0.00%
40200	Overtime	13,653	10,987	21,866	22,688	822	3.76%	23,195	507	2.23%
40205	Allocated Overtime	154	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	29,322	43,234	24,906	23,103	(1,803)	-7.24%	25,089	1,986	8.60%
40350	Sick Leave	-	454	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	13,436	32,756	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	95,910	112,707	125,526	126,755	1,229	0.98%	129,409	2,654	2.09%
40600	FICA	6,503	7,712	8,604	8,689	85	0.99%	8,864	175	2.01%
40700	Health Insurance	149,872	115,652	154,202	149,136	(5,066)	-3.29%	149,136	-	0.00%
40800	Worker's Compensation	12,227	15,037	13,306	12,220	(1,086)	-8.16%	12,504	284	2.32%
Total Salaries & Benefits		\$ 764,869	\$ 801,794	\$ 907,107	\$ 905,974	\$ (1,133)	-0.12%	\$ 923,134	\$ 17,160	1.89%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 6,485	\$ 299	\$ 7,000	\$ 7,000	\$ -	0.00%	\$ 7,000	\$ -	0.00%
42200	Materials & Supplies	151,433	151,074	177,100	187,100	10,000	5.65%	158,700	(28,400)	-15.18%
42201	Office Supplies	583	476	1,000	1,000	-	0.00%	1,000	-	0.00%
42202	Uniforms	2,840	1,826	4,000	4,000	-	0.00%	4,000	-	0.00%
42208	Small Tools & Minor Equipment	7,181	15,967	9,000	4,000	(5,000)	-55.56%	4,000	-	0.00%
42301	Telephone	18,131	17,988	18,300	18,300	-	0.00%	18,300	-	0.00%
42302	Natural Gas	34,090	40,914	48,300	48,300	-	0.00%	48,850	550	1.14%
42303	Sanitation	586	1,178	1,200	1,300	100	8.33%	1,375	75	5.77%
42304	Electricity	318,019	312,330	352,000	352,000	-	0.00%	352,000	-	0.00%
42400	Postage	3,156	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42599	Fuel	7,881	9,859	12,000	9,200	(2,800)	-23.33%	9,200	-	0.00%
42600	Shop Repair & Maintenance	10,753	30,578	22,000	22,000	-	0.00%	22,000	-	0.00%
42800	Rental	-	729	-	-	-	#DIV/0!	-	-	#DIV/0!
42900	Dues & Subscriptions	5,737	6,774	10,100	7,200	(2,900)	-28.71%	7,200	-	0.00%
43000	Advertising & Promotion	61	71	-	-	-	#DIV/0!	-	-	#DIV/0!
43300	Contracted Services	154,062	153,814	228,000	205,400	(22,600)	-9.91%	189,900	(15,500)	-7.55%
43303	Support & Maintenance Contracts	10,583	12,752	14,050	15,250	1,200	8.54%	15,250	-	0.00%
43360	Miscellaneous	8,370	8,766	9,035	8,375	(660)	-7.30%	8,775	400	4.78%
43400	Equipment Replacement Payment	16,176	22,383	19,812	19,722	(90)	-0.45%	28,222	8,500	43.10%
45000	Insurance	29,683	32,813	33,250	40,750	7,500	22.56%	40,750	-	0.00%
45070	PERS On Behalf	28,383	35,629	50,496	46,727	(3,769)	-7.46%	47,706	979	2.10%
48600	Interest	-	10,041	33,997	30,441	(3,556)	-10.46%	26,831	(3,610)	-11.86%
48700	Principal	-	233,594	237,098	240,654	3,556	1.50%	244,264	3,610	1.50%
47000	Contingency	-	-	30,000	30,000	-	0.00%	30,000	-	0.00%
Total Maintenance & Operations		\$ 814,193	\$ 1,099,855	\$ 1,317,738	\$ 1,298,719	\$ (19,019)	-1.44%	\$ 1,265,323	\$ (33,396)	-2.57%
<u>Non-Operating Transfers Out</u>										
46950	Capital Project Transfers	337,000	130,000	-	-	-	#DIV/0!	-	-	#DIV/0!
Total Non-Operating Transfers Out		\$ 337,000	\$ 130,000	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Total Utility Fund Expenditures		\$ 1,916,062	\$ 2,031,649	\$ 2,224,845	\$ 2,204,693	\$ (20,152)	-0.91%	\$ 2,188,457	\$ (16,236)	-0.74%

DEPARTMENT NARRATIVE

UTILITY FUND - WATER

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

The City water distribution system consists of four wells with three well houses and two 1,000,000 gallon above-ground storage tanks. The system serves approximately 1500 water service connections. The system must be monitored and maintained for proper operation and in order to meet State and Federal mandates for health and safety, including the Safe Drinking Water Act.

Operators of this system and the Utility Department Manager must be certified by the Department of Environmental Conservation through the State of Alaska as appropriate for a Class II Distribution System and a Class I Water Treatment System. Funds for the Utility Operator positions and the Utility Department Manager position are allocated between the Water, Sewer, and Wastewater Treatment Plant Departments.

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

		FY22-23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Utility Department Manager	22	0.33	Sewer .33, WWTP .34
Lead Utility Operator	17	0.37	Sewer .37, WWTP .26
Utility Provisional Operator, Utility Operator I, II	13,14,15	1.21	Sewer 1.21, WWTP 1.58
Public Works Director	23	0.05	Sewer .05, WWTP .05, Airport .20, PW Admin .65
Account Clerk III- AP/AR	13	0.25	Sewer .25, Finance .50
		2.21	

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

FUND 003: UTILITY FUND
DEPARTMENT 5100: WATER

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 144,774	\$ 153,885	\$ 179,849	\$ 174,765	\$ (5,084)	-2.83%	\$ 178,600	\$ 3,835	2.19%
40105	Allocated Salaries	-	-	5,434	-	(5,434)	-100.00%	-	-	#DIV/0!
40140	Allowances	1,612	1,832	1,809	1,764	(45)	-2.49%	1,764	-	0.00%
40180	On-Call Pay	-	272	-	8,500	8,500	#DIV/0!	8,500	-	0.00%
40200	Overtime	3,850	3,529	7,878	8,168	290	3.68%	8,347	179	2.19%
40205	Allocated Overtime	154	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	9,659	14,272	8,168	7,519	(649)	-7.95%	8,144	625	8.31%
40350	Sick Leave	-	227	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	3,583	11,291	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	30,887	37,717	42,495	42,115	(380)	-0.89%	42,998	883	2.10%
40600	FICA	2,083	2,595	2,801	2,776	(25)	-0.89%	2,834	58	2.09%
40700	Health Insurance	49,934	37,383	49,253	45,930	(3,323)	-6.75%	45,930	-	0.00%
40800	Worker's Compensation	3,406	4,733	4,190	3,627	(563)	-13.44%	3,712	85	2.34%
Total Salaries & Benefits		\$ 249,942	\$ 267,736	\$ 301,877	\$ 295,164	\$ (6,713)	-2.22%	\$ 300,829	\$ 5,665	1.92%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 4,714	\$ -	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -	0.00%
42200	Materials & Supplies	78,760	56,917	78,400	81,000	2,600	3.32%	63,000	(18,000)	-22.22%
42201	Office Supplies	65	51	-	-	-	#DIV/0!	-	-	#DIV/0!
42208	Small Tools & Minor Equipment	2,683	3,794	1,500	1,500	-	0.00%	1,500	-	0.00%
42301	Telephone	13,009	13,081	13,200	13,200	-	0.00%	13,200	-	0.00%
42302	Natural Gas	7,074	7,548	8,800	8,800	-	0.00%	9,300	500	5.68%
42304	Electricity	111,135	117,592	126,000	126,000	-	0.00%	126,000	-	0.00%
42400	Postage	1,641	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42599	Fuel	2,212	1,494	1,900	1,900	-	0.00%	1,900	-	0.00%
42600	Shop Repair & Maintenance	5,464	7,904	5,000	5,000	-	0.00%	5,000	-	0.00%
42900	Dues & Subscriptions	2,396	3,172	3,875	2,900	(975)	-25.16%	2,900	-	0.00%
43000	Advertising & Promotion	61	71	-	-	-	#DIV/0!	-	-	#DIV/0!
43300	Contracted Services	44,088	38,652	51,100	38,000	(13,100)	-25.64%	38,000	-	0.00%
43303	Support & Maintenance Contracts	96	1,505	2,117	2,117	-	0.00%	2,117	-	0.00%
43360	Miscellaneous	450	846	450	450	-	0.00%	850	400	88.89%
43400	Equipment Replacement Payment	10,138	13,241	9,906	9,142	(764)	-7.71%	12,392	3,250	35.55%
45000	Insurance	7,269	9,399	8,275	9,050	775	9.37%	9,050	-	0.00%
45070	PERS On Behalf	9,141	11,923	17,095	15,525	(1,570)	-9.18%	15,851	326	2.10%
47000	Contingency	-	-	10,000	10,000	-	0.00%	10,000	-	0.00%
Total Maintenance & Operations		\$ 300,396	\$ 287,190	\$ 340,618	\$ 327,584	\$ (13,034)	-3.83%	\$ 314,060	\$ (13,524)	-4.13%
Department Total		\$ 550,338	\$ 554,926	\$ 642,495	\$ 622,748	\$ (19,747)	-3.07%	\$ 614,889	\$ (7,859)	-1.26%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>	\$ 3,000	\$ 3,000
42200	<u>Materials & Supplies</u>		
	Aqua Mag	25,000	25,000
	Salt for Wells	6,500	6,500
	Antifreeze for Hydrant Winterization	500	500
	Chlorine Generator Parts	7,500	7,500
	Lab Supplies	8,000	8,000
	CL2 Analyzer Chemicals	1,500	1,500
	Hydrants	6,000	6,000
	HACH CL17 Chlorine Analyzer Replacement	18,000	-
	Other Materials & Supplies	8,000	8,000
		81,000	63,000
42208	<u>Small Tools & Minor Equipment</u>	1,500	1,500
42301	<u>Telephone</u>	13,200	13,200
42302	<u>Natural Gas</u>	8,800	9,300
42304	<u>Electricity</u>	126,000	126,000
42599	<u>Fuel</u>	1,900	1,900
42600	<u>Shop Repair & Maintenance</u>	5,000	5,000
42900	<u>Dues & Subscriptions</u>		
	ADEC Certification Renewals/Upgrades	1,000	1,000
	AWWA	350	350
	Alaska Digline (1/2)	1,550	1,550
		2,900	2,900
43300	<u>Contracted Services</u>		
	Electricians, Plumbers, Etc.	7,000	7,000
	Well House Repair & Maintenance	4,000	4,000
	Thawing Services	1,500	1,500
	SCADA System Support	3,000	3,000
	Water Analysis	12,000	12,000
	Mechanical Inspections, Drug Testing, Crane Inspections	3,000	3,000
	GIS Consulting (1/2)	2,500	2,500
	Utility Billing Mailing Services (1/2)	5,000	5,000
		38,000	38,000
43303	<u>Support & Maintenance Contracts</u>		
	ESRI (1/3)	117	117
	SCADA Software Renewals (1/2)	1,900	1,900
	Bizhub - Copier (1/3)	100	100
		2,117	2,117
43360	<u>Miscellaneous</u>		
	DNR Water Right Administrative Fees	450	450
	ADEC Waiver Fees	-	400
		450	850

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
43400	<u>Equipment Replacement Payment</u>	9,142	12,392
45000	<u>Insurance</u>	9,050	9,050
45070	<u>PERS On Behalf</u>	15,525	15,851
47000	<u>Contingency</u>	<u>10,000</u>	<u>10,000</u>
Total Maintenance & Operations		\$ 327,584	\$ 314,060

FY22 Budget Notes:

42200 - Includes replacement of chlorine analyzer. Eliminated chlorine generator cells included in prior year. Decrease in CL2 analyzer chemicals due to chlorine analyzer replacement. Includes anticipated cost increases in lab supplies and salt for wells.

42900 - Decreased ADEC certification renewals/upgrades to reflect anticipated needs

43300 - Eliminated meter reading software upgrade included in prior year

43400 - Payments are according to equipment replacement schedule

FY23 Budget Notes:

43360 - Includes ADEC waiver fees (renewed every three years)

43400 - Payments are according to equipment replacement schedule

DEPARTMENT NARRATIVE

UTILITY FUND - SEWER

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

The sewer collection system collects sewage from approximately 1500 customer connections and includes 16 Lift Stations.

Operators of this system and the Utility Department Manager must be certified by the Department of Environmental Conservation through the State of Alaska as appropriate for a Class III Collection System. Funds for the Utility Operator positions and the Utility Department Manager position are allocated between the Water, Sewer, and Wastewater Treatment Plant Departments.

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

		FY22-23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Utility Department Manager	22	0.33	Water .33, WWTP .34
Lead Utility Operator	17	0.37	Water .37, WWTP .26
Utility Provisional Operator, Utility Operator I, II	13,14,15	1.21	Water 1.21, WWTP 1.58
Public Works Director	23	0.05	Water .05, WWTP .05, Airport .20, PW Admin .65
Account Clerk III- AP/AR	13	0.25	Water .25, Finance .50
		2.21	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22		FY23 Budget	FY22 to FY23	
						\$ Change	% Change		\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 140,851	\$ 153,885	\$ 179,849	\$ 174,765	\$ (5,084)	-2.83%	\$ 178,600	\$ 3,835	2.19%
40105	Allocated Salaries	-	-	4,245	-	(4,245)	-100.00%	-	-	#DIV/0!
40140	Allowances	2,287	1,832	1,809	1,764	(45)	-2.49%	1,764	-	0.00%
40180	On-Call Pay	-	272	-	8,500	8,500	#DIV/0!	8,500	-	0.00%
40200	Overtime	3,850	3,529	6,349	6,619	270	4.25%	6,766	147	2.22%
40205	Allocated Overtime	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	9,659	14,272	8,168	7,519	(649)	-7.95%	8,144	625	8.31%
40350	Sick Leave	-	227	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	3,583	11,291	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	30,855	37,717	41,897	41,774	(123)	-0.29%	42,651	877	2.10%
40600	FICA	2,081	2,595	2,761	2,753	(8)	-0.29%	2,811	58	2.11%
40700	Health Insurance	49,992	37,383	49,253	45,930	(3,323)	-6.75%	45,930	-	0.00%
40800	Worker's Compensation	3,358	4,653	4,121	3,594	(527)	-12.79%	3,678	84	2.34%
Total Salaries & Benefits		\$ 246,516	\$ 267,656	\$ 298,452	\$ 293,218	\$ (5,234)	-1.75%	\$ 298,844	\$ 5,626	1.92%
Maintenance & Operations										
42200	Materials & Supplies	\$ 23,270	\$ 32,966	\$ 27,000	\$ 28,000	\$ 1,000	3.70%	\$ 28,000	\$ -	0.00%
42201	Office Supplies	40	51	-	-	-	#DIV/0!	-	-	#DIV/0!
42208	Small Tools & Minor Equipment	3,352	1,250	6,000	1,000	(5,000)	-83.33%	1,000	-	0.00%
42301	Telephone	381	380	500	500	-	0.00%	500	-	0.00%
42302	Natural Gas	196	413	500	500	-	0.00%	550	50	10.00%
42304	Electricity	24,848	24,964	26,000	26,000	-	0.00%	26,000	-	0.00%
42400	Postage	1,515	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42599	Fuel	2,918	5,138	5,800	4,000	(1,800)	-31.03%	4,000	-	0.00%
42600	Shop Repair & Maintenance	3,432	17,680	8,000	8,000	-	0.00%	8,000	-	0.00%
42900	Dues & Subscriptions	2,027	2,027	3,525	2,550	(975)	-27.66%	2,550	-	0.00%
43300	Contracted Services	28,301	41,181	47,000	54,500	7,500	15.96%	47,000	(7,500)	-13.76%
43303	Support & Maintenance Contracts	8,796	9,743	9,817	10,217	400	4.07%	10,217	-	0.00%
43360	Miscellaneous	-	-	660	-	(660)	-100.00%	-	-	#DIV/0!
43400	Equipment Replacement Payment	6,038	9,142	9,906	9,142	(764)	-7.71%	14,392	5,250	57.43%
45000	Insurance	4,770	7,843	8,050	9,250	1,200	14.91%	9,250	-	0.00%
45070	PERS On Behalf	9,131	11,923	16,854	15,400	(1,454)	-8.63%	15,723	323	2.10%
47000	Contingency	-	-	10,000	10,000	-	0.00%	10,000	-	g
Total Maintenance & Operations		\$ 119,015	\$ 164,701	\$ 179,612	\$ 179,059	\$ (553)	-0.31%	\$ 177,182	\$ (1,877)	-1.05%
Department Total		\$ 365,531	\$ 432,357	\$ 478,064	\$ 472,277	\$ (5,787)	-1.21%	\$ 476,026	\$ 3,749	0.79%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42200	<u>Materials & Supplies</u>		
	Lift Station Parts	\$ 6,000	\$ 6,000
	Spare Pumps for Lift Stations (SOHI FY22) (Riverview FY23)	15,000	15,000
	Other Materials & Supplies	7,000	7,000
		<u>28,000</u>	<u>28,000</u>
42208	<u>Small Tools & Minor Equipment</u>	1,000	1,000
42301	<u>Telephone</u>	500	500
42302	<u>Natural Gas</u>	500	550
42304	<u>Electricity</u>	26,000	26,000
42599	<u>Fuel</u>	4,000	4,000
42600	<u>Shop Repair & Maintenance</u>	8,000	8,000
42900	<u>Dues & Subscriptions</u>		
	ADEC Certification Renewals/Upgrades	1,000	1,000
	Alaska Digline (1/2)	1,550	1,550
		<u>2,550</u>	<u>2,550</u>
43300	<u>Contracted Services</u>		
	Electricians, Plumbers, Thawing Etc.	6,000	6,000
	Drug Testing, Vector Disposal, Crane Inspections	3,500	3,500
	SCADA System Support	1,000	1,000
	Lift Station Repairs	5,500	5,500
	Lift Station Pump Rebuild	8,000	8,000
	Installation of Power Filter Units on 3 Lift Stations (phased project)	3,500	3,500
	Re-wiring Older Lift Stations (phased project)	12,000	12,000
	Installation of Auto Transfer Switch at Binkley Lift Station	7,500	-
	GIS Consulting (1/2)	2,500	2,500
	Utility Billing Mailing Services (1/2)	5,000	5,000
		<u>54,500</u>	<u>47,000</u>
43303	<u>Support & Maintenance Contracts</u>		
	Web Based SCADA	10,000	10,000
	ESRI (1/3)	117	117
	Bizhub - Copier (1/3)	100	100
		<u>10,217</u>	<u>10,217</u>
43400	<u>Equipment Replacement Payment</u>	9,142	14,392
45000	<u>Insurance</u>	9,250	9,250
45070	<u>PERS On Behalf</u>	15,400	15,723
47000	<u>Contingency</u>	10,000	10,000
Total Maintenance & Operations		\$ 179,059	\$ 177,182

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
FY22 Budget Notes: 42200 - Includes purchase of spare pumps for SOHI lift station. Eliminated replacement pumps at Marydale lift station included in prior year. 42208 - Eliminated hearing protection with communication capability (for vactor work) included in prior year 42900 - Decreased ADEC certification renewals/upgrades to reflect anticipated needs 43300 - Includes installation of an auto transfer switch at the Binkley lift station 43360 - Eliminated seasonal equipment oversize permit. Newer vactor truck is not oversize. 43400 - Payments are according to equipment replacement schedule			
FY23 Budget Notes: 42200 - Includes purchase of replacement pumps for the Riverview lift station. 43400 - Payments are according to equipment replacement schedule			

DEPARTMENT NARRATIVE

UTILITY FUND - WASTEWATER TREATMENT PLANT

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

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

Operators of this system and the Utility Department Manager must be certified by the Department of Environmental Conservation through the State of Alaska as appropriate for a Class III Wastewater Treatment Facility. Funds for the Utility Operator positions and the Utility Department Manager position are allocated between the Water, Sewer, and Wastewater Treatment Plant Departments.

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

ADEC Loan

The City entered into a loan agreement with the Alaska Department of Environmental Conservation (ADEC) during FY18 to fund Wastewater Treatment Plant (WWTP) Improvements. The project was completed during FY20 with a final loan amount of \$2,500,091. Repayment terms are for 10 years with interest accruing at 1.5% annually. Debt service payments began in FY20 and will conclude in FY29. Interest and principal totaling \$271,095 are included in the WWTP budget for each year.

		FY22-23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Utility Department Manager	22	0.34	Water .33, Sewer .33
Lead Utility Operator	17	0.26	Water .37, Sewer .37
Utility Provisional Operator, Utility Operator I, II	13,14,15	1.58	Water 1.21, Sewer 1.21
Public Works Director	23	0.05	Water .05, Sewer .05, Airport .20, PW Admin .65
Short Term Parks Laborer	5	0.11	-
		2.34	

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 152,948	\$ 149,015	\$ 179,335	\$ 178,443	\$ (892)	-0.50%	\$ 182,327	\$ 3,884	2.18%
40105	Allocated Salaries	-	-	4,315	4,375	60	1.39%	4,375	-	0.00%
40140	Allowances	1,320	2,106	2,052	2,007	(45)	-2.19%	2,007	-	0.00%
40180	On-Call Pay	-	156	-	8,500	8,500	#DIV/0!	8,500	-	0.00%
40200	Overtime	5,953	3,929	7,639	7,901	262	3.43%	8,082	181	2.29%
40300	Personal Leave	10,004	14,690	8,570	8,065	(505)	-5.89%	8,801	736	9.13%
40400	Personal Leave Buy-Back	6,270	10,174	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	34,168	37,273	41,134	42,866	1,732	4.21%	43,760	894	2.09%
40600	FICA	2,339	2,522	3,042	3,160	118	3.88%	3,219	59	1.87%
40700	Health Insurance	49,946	40,886	55,696	57,276	1,580	2.84%	57,276	-	0.00%
40800	Worker's Compensation	5,463	5,651	4,995	4,999	4	0.08%	5,114	115	2.30%
Total Salaries & Benefits		\$ 268,411	\$ 266,402	\$ 306,778	\$ 317,592	\$ 10,814	3.53%	\$ 323,461	\$ 5,869	1.85%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 1,771	\$ 299	\$ 4,000	\$ 4,000	\$ -	0.00%	\$ 4,000	\$ -	0.00%
42200	Materials & Supplies	49,403	61,191	71,700	78,100	6,400	8.93%	67,700	(10,400)	-13.32%
42201	Office Supplies	478	374	1,000	1,000	-	0.00%	1,000	-	0.00%
42202	Uniforms	2,840	1,826	4,000	4,000	-	0.00%	4,000	-	0.00%
42208	Small Tools & Minor Equipment	1,146	10,923	1,500	1,500	-	0.00%	1,500	-	0.00%
42301	Telephone	4,741	4,527	4,600	4,600	-	0.00%	4,600	-	0.00%
42302	Natural Gas	26,820	32,953	39,000	39,000	-	0.00%	39,000	-	0.00%
42303	Sanitation	586	1,178	1,200	1,300	100	8.33%	1,375	75	5.77%
42304	Electricity	182,036	169,774	200,000	200,000	-	0.00%	200,000	-	0.00%
42599	Fuel	2,751	3,227	4,300	3,300	(1,000)	-23.26%	3,300	-	0.00%
42600	Shop Repair & Maintenance	1,857	4,994	9,000	9,000	-	0.00%	9,000	-	0.00%
42800	Rental	-	729	-	-	-	#DIV/0!	-	-	#DIV/0!
42900	Dues & Subscriptions	1,314	1,575	2,700	1,750	(950)	-35.19%	1,750	-	0.00%
43300	Contracted Services	81,673	73,981	129,900	112,900	(17,000)	-13.09%	104,900	(8,000)	-7.09%
43303	Support & Maintenance Contracts	1,691	1,504	2,116	2,916	800	37.81%	2,916	-	0.00%
43360	Miscellaneous	7,920	7,920	7,925	7,925	-	0.00%	7,925	-	0.00%
43400	Equipment Replacement Payment	-	-	-	1,438	1,438	#DIV/0!	1,438	-	0.00%
45000	Insurance	17,644	15,571	16,925	22,450	5,525	32.64%	22,450	-	0.00%
45070	PERS On Behalf	10,111	11,783	16,547	15,802	(745)	-4.50%	16,132	330	2.09%
47000	Contingency	-	-	10,000	10,000	-	0.00%	10,000	-	0.00%
48600	Interest	-	10,041	33,997	30,441	(3,556)	-10.46%	26,831	(3,610)	-11.86%
48700	Principal	-	233,594	237,098	240,654	3,556	1.50%	244,264	3,610	1.50%
Total Maintenance & Operations		\$ 394,782	\$ 647,964	\$ 797,508	\$ 792,076	\$ (5,432)	-0.68%	\$ 774,081	\$ (17,995)	-2.27%
Department Total		\$ 663,193	\$ 914,366	\$ 1,104,286	\$ 1,109,668	\$ 5,382	0.49%	\$ 1,097,542	\$ (12,126)	-1.09%

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>	\$ 4,000	\$ 4,000
42200	<u>Materials & Supplies</u>		
	Flocculent	9,500	9,500
	Lime	11,000	11,000
	Sodium Hypochlorite	1,700	1,700
	Petroleum Products	3,000	3,000
	Lab Supplies	12,000	12,000
	UV Parts	7,000	7,000
	Belt Press Parts	4,000	-
	Filters for Blowers	7,000	7,000
	Sensors for Air Monitoring System	6,500	6,500
	Spare PLC's for RAS/WAS & Control Buildings	6,400	-
	Other Materials & Supplies	10,000	10,000
		78,100	67,700
42201	<u>Office Supplies</u>	1,000	1,000
42202	<u>Uniforms</u>	4,000	4,000
42208	<u>Small Tools & Minor Equipment</u>	1,500	1,500
42301	<u>Telephone</u>	4,600	4,600
42302	<u>Natural Gas</u>	39,000	39,000
42303	<u>Sanitation</u>	1,300	1,375
42304	<u>Electricity</u>	200,000	200,000
42599	<u>Fuel</u>	3,300	3,300
42600	<u>Shop Repair & Maintenance</u>	9,000	9,000
42900	<u>Dues & Subscriptions</u>		
	ADEC Certification Renewals/Upgrades	1,000	1,000
	ARWA	750	750
		1,750	1,750
43300	<u>Contracted Services</u>		
	Electricians, Plumbers, Etc	10,000	10,000
	Heater & Boiler Repairs	4,500	4,500
	Water Analysis, Sludge Analysis	6,000	6,000
	Wet Testing	2,200	2,200
	Sludge Hauling	18,000	18,000
	Mechanical Inspections, Hearing Exams, Shipping, Crane Inspections	15,000	15,000
	Sludge Disposal at Kenai Peninsula Borough Landfill	40,000	40,000
	SCADA System Support	5,000	5,000
	Pump Rebuild	4,200	4,200
	Design & Install Confined Space Anchoring Equipment at WWTP	8,000	-
		112,900	104,900

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
43303	<u>Support & Maintenance Contracts</u>		
	Bizhub - Copier (1/3)	100	100
	SCADA Software Renewals (1/2)	1,900	1,900
	Hach Service Agreement	800	800
	ESRI (1/3)	116	116
		<u>2,916</u>	<u>2,916</u>
43360	<u>Miscellaneous</u>		
	EPA Discharge Permit Fees	7,925	7,925
43400	<u>Equipment Replacement Payment</u>	1,438	1,438
45000	<u>Insurance</u>	22,450	22,450
45070	<u>PERS On Behalf</u>	15,802	16,132
47000	<u>Contingency</u>	10,000	10,000
48600	<u>Interest</u>		
	Interest on DEC Loan for WWTP Improvements	30,441	26,831
48700	<u>Principal</u>		
	Principal on DEC Loan for WWTP Improvements	<u>240,654</u>	<u>244,264</u>
Total Maintenance & Operations		\$ 792,076	\$ 774,081

FY22 Budget Notes:

42200 - Includes spare PLC's for RAS/WAS and Control Buildings to have on hand in the event of a hardware failure. Eliminated polymer pump for belt press included in prior year. Includes anticipated increases in lab supplies and other materials and supplies.

42900 - Decreased ADEC certification renewals/upgrades to reflect anticipated needs

43300 - Includes design and installation of confined space anchoring equipment at WWTP. Eliminated conversion of cold storage to warm storage building included in prior year.

43303 - Addition of Hach service agreement

43400 - Payments are according to equipment replacement schedule

45000 - Insurance costs are based on renewal rates provided by AML/JIA.

48600 - Interest payments on DEC loan for WWTP improvements are according to debt service schedule

48700 - Principal payments on DEC loan for WWTP improvements are according to debt service schedule

FY23 Budget Notes:

42200 - Eliminated belt press parts no longer needed due to equipment replacement

48600 - Interest payments on DEC loan for WWTP improvements are according to debt service schedule

48700 - Principal payments on DEC loan for WWTP improvements are according to debt service schedule

AIRPORT FUND

DEPARTMENT NARRATIVE

AIRPORT FUND

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

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

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

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

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

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

		FY22-23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Maintenance Department Manager	20	0.15	Shop .15, Streets .50, Bldgs .20
Administrative Assistant	11	0.15	Shop .15, Streets .50, Bldgs .20
Public Works Director	23	0.20	PW Admin .65, Water .05, Sewer .05, WWTP .05
Streets & Maintenance Operator/Worker (4 year round & 1 seasonal)	13	0.42	Streets 4.08
Short Term Laborer (summer)	5	0.05	-
Short Term Operator/Worker (winter)	13	0.01	-
		0.98	

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

FUND 004: AIRPORT FUND
RECAP

Acct#	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22		FY23 Budget	FY22 to FY23	
						\$ Change	% Change		\$ Change	% Change
Operating Revenues										
31000	State PERS Relief Funding	\$ 3,456	\$ 4,842	\$ 6,019	\$ 6,667	\$ 648	10.77%	\$ 6,702	\$ 35	0.52%
32150	Long Term Land Leases	130,104	142,769	148,500	152,000	3,500	2.36%	156,000	4,000	2.63%
32170	Fuel Fees	2,866	2,958	3,000	3,000	-	0.00%	3,000	-	0.00%
32190	Transient Charges	28,811	29,446	25,000	27,000	2,000	8.00%	27,000	-	0.00%
34170	Aviation Fuel Tax	1,730	2,009	1,500	1,500	-	0.00%	1,500	-	0.00%
34175	Airport Grants	-	30,000	-	-	-	#DIV/0!	-	-	#DIV/0!
37120	Interest	3,436	3,614	600	4,072	3,472	578.67%	4,822	750	18.42%
37150	Rent	29,209	29,939	30,687	31,454	767	2.50%	32,240	786	2.50%
37190	Miscellaneous	6,178	975	200	200	-	0.00%	200	-	0.00%
Total Operating Revenues		\$ 205,790	\$ 246,552	\$ 215,506	\$ 225,893	\$ 10,387	4.82%	\$ 231,464	\$ 5,571	2.47%
Non-Operating Transfers In										
	From Capital Project Funds	\$ 5,280	\$ 4,385	\$ -	\$ -	-	#DIV/0!	-	-	#DIV/0!
Total Non-Operating Transfers In		\$ 5,280	\$ 4,385	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Total Revenues/Transfers In		\$ 211,070	\$ 250,937	\$ 215,506	\$ 225,893	\$ 10,387	4.82%	\$ 231,464	\$ 5,571	2.47%
Total Operating Expenditures		\$ 133,385	\$ 149,848	\$ 185,128	\$ 221,858	\$ 36,730	19.84%	\$ 228,861	\$ 7,003	3.16%
Total Surplus (Deficit)		\$ 77,685	\$ 101,089	\$ 30,378	\$ 4,035	\$ (26,343)	-86.72%	\$ 2,603	\$ (1,432)	-35.49%
Projected Lapse - 5%		-	-	9,256	11,093	\$ 1,837	19.84%	11,443	\$ 350	3.16%
Change in Fund Balance		\$ 77,685	\$ 101,089	\$ 39,634	\$ 15,128	\$ (24,507)	-61.83%	\$ 14,046	\$ (1,082)	-7.15%
Beginning Fund Balance		\$ (116,042)	\$ (38,357)	\$ 62,732						
Ending Fund Balance		\$ (38,357)	\$ 62,732	\$ 102,366						

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 004: AIRPORT FUND
DEPARTMENT 3140: AIRPORT DEPARTMENT**

Acct#	Description	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget	FY21 to FY22		FY23 Budget	FY22 to FY23	
						\$ Change	% Change		\$ Change	% Change
<u>Salaries & Benefits</u>										
40100	Salaries	\$ 56,979	\$ 70,030	\$ 66,780	\$ 81,703	\$ 14,923	22.35%	\$ 82,141	\$ 438	0.54%
40105	Allocated Salaries	-	-	730	-	(730)	-100.00%	-	-	#DIV/0!
40140	Allowances	225	225	477	378	(99)	-20.75%	378	-	0.00%
40200	Overtime	702	1,635	500	500	-	0.00%	500	-	0.00%
40225	Temporary Labor	517	-	3,442	3,490	48	1.38%	3,490	-	0.00%
40250	Temporary Overtime	39	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	5,049	5,493	4,231	4,999	768	18.15%	5,071	72	1.44%
40350	Sick Leave	165	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	1,589	1,636	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	11,680	15,318	14,962	18,085	3,123	20.87%	18,181	96	0.53%
40600	FICA	651	764	947	1,152	205	21.65%	1,158	6	0.52%
40700	Health Insurance	11,778	9,059	13,330	15,615	2,285	17.14%	15,615	-	0.00%
40800	Worker's Compensation	1,370	1,552	985	894	(91)	-9.24%	900	6	0.67%
Total Salaries & Benefits		\$ 90,744	\$ 105,712	\$ 106,384	\$ 126,816	\$ 20,432	19.21%	\$ 127,434	\$ 618	0.49%
<u>Maintenance & Operations</u>										
42100	Travel & Training	\$ 217	\$ -	\$ 800	\$ 4,300	\$ 3,500	437.50%	\$ 1,500	\$ (2,800)	-65.12%
42200	Materials & Supplies	5,292	1,693	5,600	5,600	-	0.00%	5,600	-	0.00%
42208	Small Tools & Minor Equipment	-	146	400	400	-	0.00%	400	-	0.00%
42301	Telephone	-	-	-	1,400	1,400	#DIV/0!	1,400	-	0.00%
42302	Natural Gas	-	-	4,000	5,000	1,000	25.00%	5,250	250	5.00%
42304	Electricity	8,944	9,300	13,800	14,500	700	5.07%	15,000	500	3.45%
42308	Water & Sewer	-	-	-	1,000	1,000	#DIV/0!	1,000	-	0.00%
42400	Postage	155	285	300	300	-	0.00%	300	-	0.00%
42599	Fuel	7,736	9,857	11,000	11,000	-	0.00%	11,000	-	0.00%
42600	Shop Repair & Maintenance	2,469	8,999	6,000	6,000	-	0.00%	6,000	-	0.00%
42800	Rental	300	-	500	500	-	0.00%	500	-	0.00%
42900	Dues & Subscriptions	275	275	275	275	-	0.00%	275	-	0.00%
43000	Advertising & Promotion	1,075	-	1,400	-	(1,400)	-100.00%	1,400	1,400	#DIV/0!
43300	Contracted Services	2,255	-	11,500	22,000	10,500	91.30%	29,000	7,000	31.82%
43360	Miscellaneous	660	885	1,000	1,000	-	0.00%	1,000	-	0.00%
45000	Insurance	9,807	7,854	12,150	11,100	(1,050)	-8.64%	11,100	-	0.00%
45070	PERS On Behalf	3,456	4,842	6,019	6,667	648	10.77%	6,702	35	0.52%
47000	Contingency	-	-	4,000	4,000	-	0.00%	4,000	-	0.00%
Total Maintenance & Operations		\$ 42,641	\$ 44,136	\$ 78,744	\$ 95,042	\$ 16,298	20.70%	\$ 101,427	\$ 6,385	6.72%
Department Total		\$ 133,385	\$ 149,848	\$ 185,128	\$ 221,858	\$ 36,730	19.84%	\$ 228,861	\$ 7,003	3.16%

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

FUND 004: AIRPORT FUND
DEPARTMENT 3140: AIRPORT DEPARTMENT

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
42100	<u>Travel & Training</u>	\$ 4,300	\$ 1,500
42200	<u>Materials & Supplies</u>		
	Runway Sand	600	600
	Lighting Supplies	2,000	2,000
	Other Materials & Supplies	3,000	3,000
		<u>5,600</u>	<u>5,600</u>
42208	<u>Small Tools & Minor Equipment</u>	400	400
42301	<u>Telephone</u>	1,400	1,400
42302	<u>Natural Gas</u>	5,000	5,250
42304	<u>Electricity</u>	14,500	15,000
42306	<u>Water & Sewer</u>	1,000	1,000
42400	<u>Postage</u>	300	300
42599	<u>Fuel</u>	11,000	11,000
42600	<u>Shop Repair & Maintenance</u>	6,000	6,000
42800	<u>Rental</u>	500	500
42900	<u>Dues & Subscriptions</u>		
	AAAE Membership	275	275
43000	<u>Advertising & Promotion</u>		
	Air Fair Expenses	-	1,400
43300	<u>Contracted Services</u>		
	Fence Repairs	1,500	1,500
	Grass Mowing	12,000	12,000
	Other Contracted Services	8,500	15,500
		<u>22,000</u>	<u>29,000</u>
43360	<u>Miscellaneous</u>		
	Equipment Seasonal Oversize Permit	1,000	1,000
45000	<u>Insurance</u>	11,100	11,100
45070	<u>PERS On Behalf</u>	6,667	6,702
47000	<u>Contingency</u>	<u>4,000</u>	<u>4,000</u>
Total Maintenance & Operations		\$ 95,042	\$ 101,427

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

**FUND 004: AIRPORT FUND
DEPARTMENT 3140: AIRPORT DEPARTMENT**

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
FY22 Budget Notes: 42100 - Restored to pre-COVID levels and increased for out of state training typically done every 2-3 years 42301 - Phone line added to new SREB building located at the Airport 42306 - Water & Sewer added for new SREB building located at the Airport 43000 - No Air Fair in FY22 43300 - Increased frequency of grass mowing. Also Increased to include miscellaneous consulting services.			
FY23 Budget Notes: 43300 - Increased to include marketing/promotional consulting services			

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STREET ASSESSMENTS FUND

DEPARTMENT NARRATIVE

STREET ASSESSMENTS FUND

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

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

FUND 008: STREET ASSESSMENTS FUND

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Operating Revenues</u>										
37120	Interest	\$ 12,304	\$ 10,338	\$ 2,100	\$ 8,144	\$ 6,044	287.81%	\$ 9,644	\$ 1,500	18.42%
39900	Assessment Principal	7,374	5,726	5,900	6,150	250	4.24%	6,500	350	5.69%
39910	Assessment Interest	2,181	1,863	1,600	550	(1,050)	-65.63%	200	(350)	-63.64%
39920	Assessment Penalties	980	218	200	200	-	0.00%	200	-	0.00%
Total Operating Revenues		\$ 22,839	\$ 18,145	\$ 9,800	\$ 15,044	\$ 5,244	53.51%	\$ 16,544	\$ 1,500	9.97%
Total Surplus (Deficit)		\$ 22,839	\$ 18,145	\$ 9,800	\$ 15,044	\$ 5,244	53.51%	\$ 16,544	\$ 1,500	9.97%
Beginning Fund Balance		\$ 267,603	\$ 290,442	\$ 308,587						
Ending Fund Balance		\$ 290,442	\$ 308,587	\$ 318,387						

EQUIPMENT REPLACEMENT FUND

DEPARTMENT NARRATIVE

EQUIPMENT REPLACEMENT FUND

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

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

**CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET**

FUND 010: EQUIPMENT REPLACEMENT FUND

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Operating Revenues</u>										
37120	Interest	\$ 69,374	\$ 58,596	\$ 9,000	32,575	\$ 23,575	261.94%	38,576	\$ 6,001	18.42%
37140	Sale of Municipal Equipment	-	13,999	-	-	-	#DIV/0!	-	-	#DIV/0!
37210	Police Loan Repayment	47,787	47,787	65,417	55,629	(9,788)	-14.96%	53,451	(2,178)	-3.92%
37215	Public Works Admin Loan Repayment	4,413	4,413	4,413	4,413	-	0.00%	-	(4,413)	-100.00%
37225	Streets Loan Repayment	124,734	115,701	91,168	104,155	12,987	14.25%	95,986	(8,169)	-7.84%
37227	Bldg R&M Loan Repayment	4,748	4,748	4,748	4,748	-	0.00%	4,748	-	0.00%
37230	Shop Loan Repayment	7,129	7,129	7,129	7,129	-	0.00%	8,229	1,100	15.43%
37235	Water Loan Repayment	10,138	13,241	9,906	9,142	(764)	-7.71%	12,392	3,250	35.55%
37240	Sewer Repayment	6,038	9,142	9,906	9,142	(764)	-7.71%	14,392	5,250	57.43%
37245	WWTP Repayment	-	-	-	1,438	1,438	#DIV/0!	1,438	-	0.00%
37255	SRSC Repayment	2,953	2,953	2,953	4,561	1,608	54.45%	4,561	-	0.00%
37260	Parks Repayment	4,584	4,584	4,584	7,232	2,648	57.77%	8,266	1,034	14.30%
37265	Campgrounds Repayment	914	1,293	1,293	3,941	2,648	204.80%	6,274	2,333	59.20%
	Total Operating Revenues	\$ 282,812	\$ 283,586	\$ 210,517	\$ 244,105	\$ 33,588	15.96%	\$ 248,313	\$ 4,208	1.72%
<u>Operating Expenses</u>										
43900	Depreciation	\$ 207,603	\$ 208,043	\$ 201,500	\$ 211,500	\$ 10,000	4.96%	\$ 191,000	\$ (20,500)	-9.69%
	Total Operating Expenses	\$ 207,603	\$ 208,043	\$ 201,500	\$ 211,500	\$ 10,000	4.96%	\$ 191,000	\$ (20,500)	-9.69%
	Total Surplus (Deficit)	\$ 75,209	\$ 75,543	\$ 9,017	\$ 32,605	\$ 23,588	261.59%	\$ 57,313	\$ 24,708	75.78%
	Beginning Net Position	\$2,781,435	\$2,856,644	\$2,932,187						
	Ending Net Position	\$2,856,644	\$2,932,187	\$2,941,204						
	Cash Balance	\$1,510,743	\$1,729,099	\$1,489,616						
<u>Purchase of Equipment</u>										
41200	Capital, Admin	\$ -	\$ -	\$ -	\$ -			\$ -		
42100	Capital, Police	-	131,406	-	73,500			60,000		
43100	Capital, Public Works Admin	-	-	-	-			-		
43120	Capital, Shop	-	-	-	11,000			-		
43130	Capital, Streets	212,480	-	388,000	210,000			39,000		
43160	Capital, Bldg R&M	-	-	-	-			-		
43200	Capital, SRSC	-	-	8,500	-			-		
45600	Capital, Campgrounds	2,650	-	26,750	23,000			-		
45700	Capital, Parks	-	-	26,750	6,500			-		
45712	Capital, Airport	-	-	-	-			-		
45800	Capital, Utility	62,071	10,066	-	85,000			-		
		\$ 277,201	\$ 141,472	\$ 450,000	\$ 409,000			\$ 99,000		

FY22 Budget Notes:

42100 - This budget authorizes the purchase of a replacement truck for the Police Chief (\$41,500) and the Animal Control Officer (\$32,000)
43120 - This budget authorizes the purchase of a replacement trailer for the Shop (\$11,000)
43130 - This budget authorizes the purchase of a replacement loader mounted snow blower attachment (\$210,000)
45600 - This budget authorizes the purchase of a snow blower attachment for the recently purchased multi-purpose compact tractor (1/2 campgrounds \$3,000) and a firewood processing attachment for the Bobcat (\$20,000)
45700 - This budget authorizes the purchase of a snow blower attachment for the recently purchased multi-purpose compact tractor (1/2 parks \$3,000) and a used golf cart for Soldotna Creek Park (\$3,500)
45800 - This budget authorizes the purchase of a replacement truck for the Utility Fund (including a utility bed and plow) (\$65,000) and a replacement crane for one of the trucks in the Utility Fund (\$20,000)

FY23 Budget Notes:

42100 - This budget authorizes the purchase of a replacement patrol vehicle (\$60,000)
43130 - This budget authorizes the purchase of a replacement plow truck for the Streets Department (\$39,000)

DEBT SERVICE FUND

DEPARTMENT NARRATIVE

DEBT SERVICE FUND

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

Library Expansion Bonds

The voters of the City of Soldotna authorized the issuance of \$2,500,000 of general obligation bonds at the October 5, 2010 regular election for the expansion of the Soldotna Library. These bonds were issued on December 9, 2010 in the amount of \$2,500,000 with a term of twenty years.

On July 7, 2020, the City issued General Obligation Refunding Bonds, for the purpose of refinancing the 2010 Library Expansion bonds. Proceeds were used to retire the original bonds and resulted in debt service savings to the City over the remaining life of the debt.

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

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

<u>Acct#</u>	<u>Description</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Budget</u>	<u>FY22 Budget</u>	<u>FY21 to FY22</u>		<u>FY23 Budget</u>	<u>FY22 to FY23</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Operating Revenues</u>										
34190	Intergovernmental Revenue - Subsidy	\$ 40,814	\$ 38,789	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
36900	Operating Transfer from General Fund	171,091	172,963	160,244	159,500	(744)	-0.46%	154,500	(5,000)	-3.13%
	Total Operating Revenues	\$ 211,905	\$ 211,752	\$ 160,244	\$ 159,500	\$ (744)	-0.46%	\$ 154,500	\$ (5,000)	-3.13%
<u>Operating Expenditures</u>										
48600	Interest	\$ 96,905	\$ 91,752	\$ 60,244	\$ 59,500	\$ (744)	-1.23%	\$ 54,500	\$ (5,000)	-8.40%
48700	Principal	115,000	120,000	100,000	100,000	-	0.00%	100,000	-	0.00%
	Total Operating Expenditures	\$ 211,905	\$ 211,752	\$ 160,244	\$ 159,500	\$ (744)	-0.46%	\$ 154,500	\$ (5,000)	-3.13%
	Total Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
	Beginning Fund Balance	\$ -	\$ -	\$ -						
	Ending Fund Balance	\$ -	\$ -	\$ -						

CITY OF SOLDOTNA
FISCAL YEAR 2022-2023 BIENNIAL OPERATING BUDGET

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
48600	<u>Interest</u>	\$ 59,500	\$ 54,500
48700	<u>Principal</u>	<u>100,000</u>	<u>100,000</u>
Total Maintenance & Operations		\$ 159,500	\$ 154,500

FY22 - FY23 Budget Notes:

48600 - Payments on the Library Expansion bonds are according to the debt service schedule