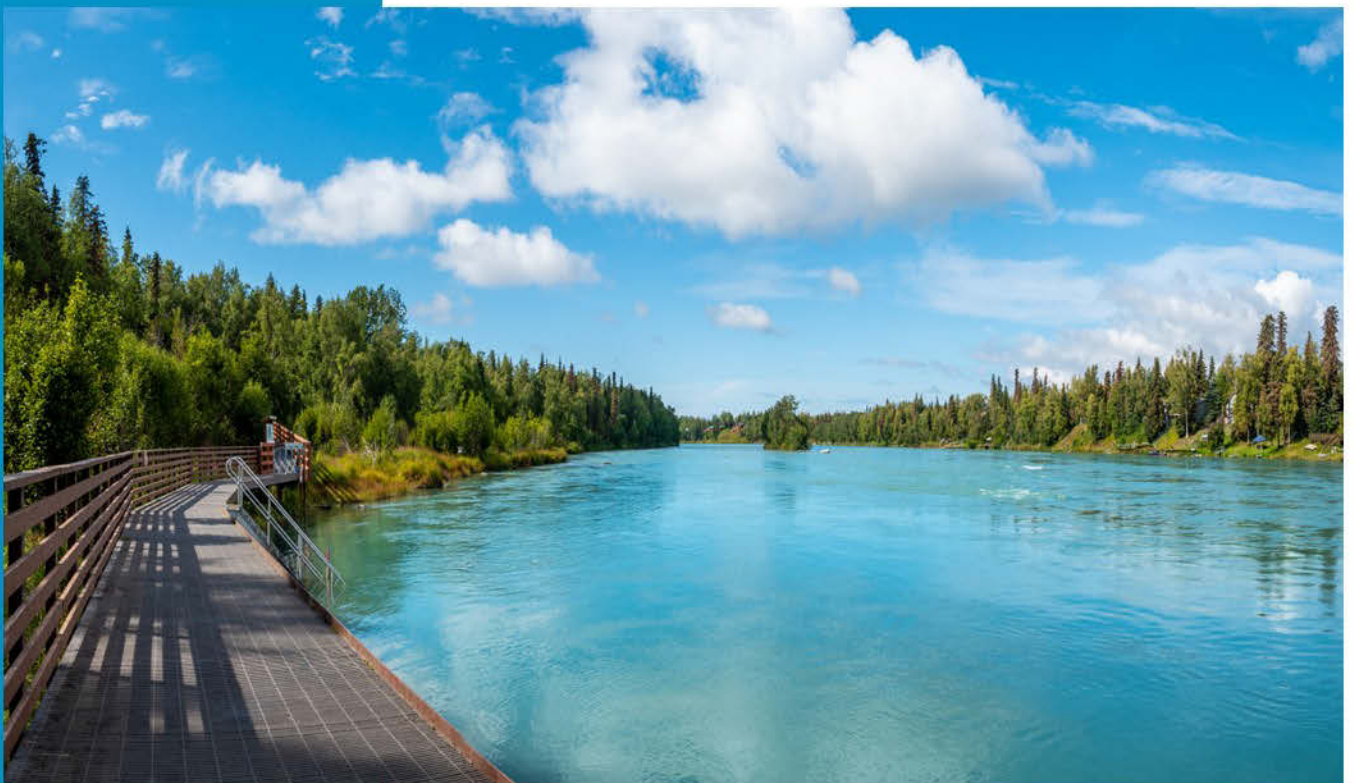




SOLDOTNA
City of Soldotna, Alaska

CITY OF SOLDOTNA

MID-BIENNIUM UPDATE TO THE FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET



Photos taken by: Josiah Martin—Martin Media

**Mid-Biennium Update
to the
Fiscal Year 2022 and 2023
Biennial Operating Budget
of the
City of Soldotna, Alaska**

**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.

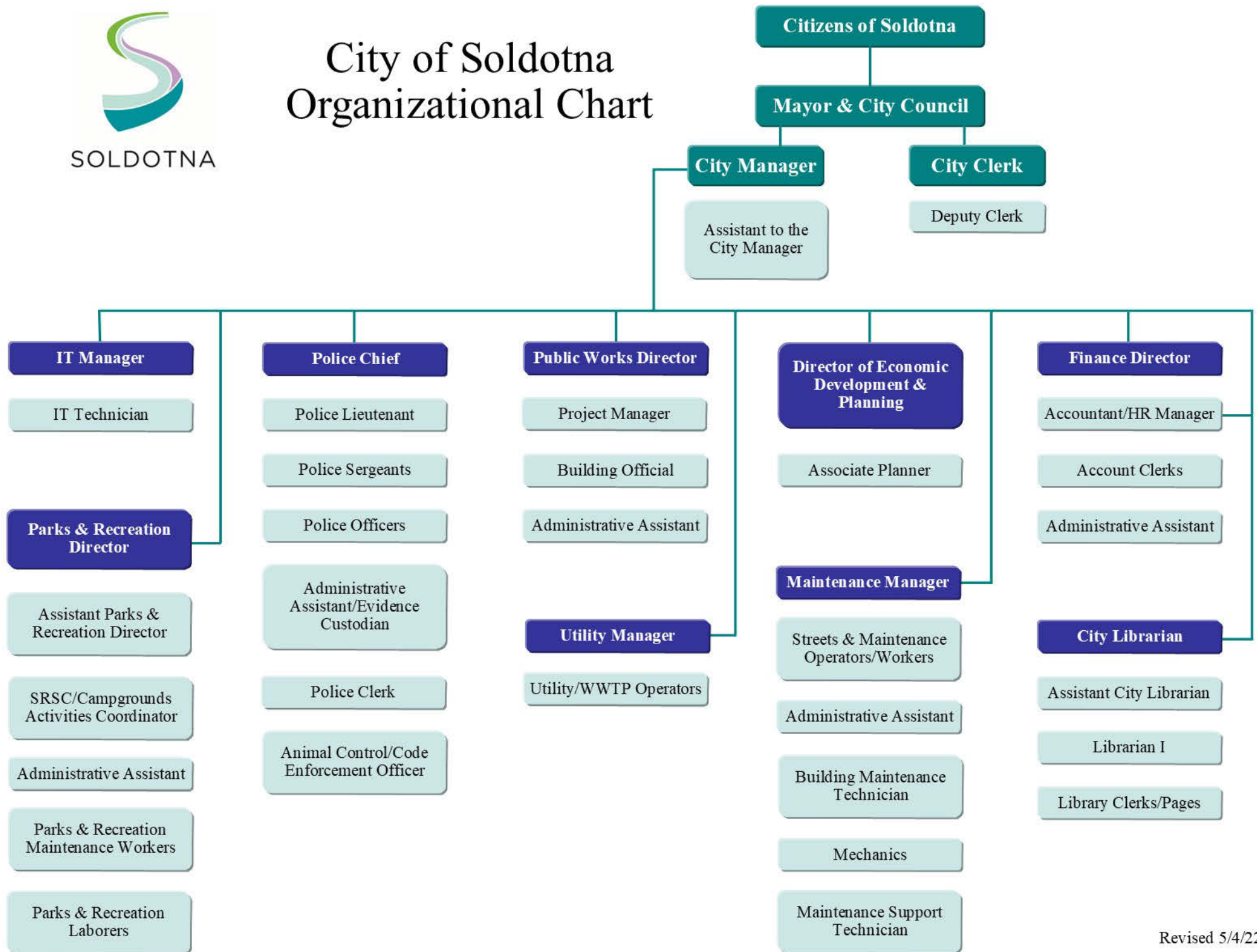
<u>MAYOR AND CITY COUNCIL</u>		<u>Term Ends</u>
Mayor	Paul Whitney	2023
Council	Linda Hutchings, Seat A	2024
	Dan Nelson, Seat B	2023
	Jordan Chilson, Seat C	2024
	Dave Carey, Seat D	2022
	Lisa Parker, Seat E	2022
	Justin Ruffridge, Seat F	2023

CITY ADMINISTRATION

City Manager	Stephanie Queen
Finance Director/Treasurer	Melanie Imholte
Interim City Clerk	Brekke Hewitt
Police Chief	Vacant
Director of Economic Development & Planning	John Czarnezki
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	Michael Allen
City Attorney	Boyd, Chandler & Falconer, LLP



City of Soldotna Organizational Chart



**CITY OF SOLDOTNA
MID-BIENNIUM UPDATE TO THE FISCAL YEAR 2022 AND 2023
BIENNIAL OPERATING BUDGET**

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**CITY OF SOLDOTNA
MID-BIENNIUM UPDATE TO THE FISCAL YEAR 2022 AND 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 2023 Operating Budget Summary – All Budgetary Funds

May 9, 2022

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 Mid-Biennium Update to the Fiscal Year 2022 and 2023 Biennial Operating Budget. This process provides the opportunity to adjust for events or changes that have occurred since adoption of the biennial budget and to plan for events that we anticipate will occur before the biennium concludes. It is not intended to make extensive changes to the currently adopted budget.

A single ordinance established the budgets for both years of the biennium, with effective dates of July 1, 2021 for the FY22 budget and July 1, 2022 for the FY23 budget. As part of the biennial budget process, the City Manager will present any amendments to the FY23 Approved Operating Budget for Council consideration prior to the second year of the biennium. A work session to discuss these amendments is being held on May 11, 2022, with an ordinance to amend the FY23 Operating Budget scheduled for introduction on May 25, 2022.

Revenues

Sales Tax: Sales tax continues to be the single largest revenue source for the City (not including grant funding) and accounts for 75% of General fund revenues for FY21. Since adoption of the original FY22-FY23 budget, sales tax growth has exceeded past projections.

Sales tax projections for FY23 are based on updated FY22 projections plus estimated growth of 2% for brick and mortar businesses. Additionally, remote seller sales tax projections for FY23 are based on FY22 projections plus estimated growth of 12.5% as recommended by Alaska Remote Sellers Sales Tax Commission (ARSSTC) staff. The updated sales tax projections of \$9,575,000 are meant to provide a realistic yet conservative outlook for Fiscal Year 2023.

Property Tax: Property tax revenues have been adjusted in this update based on an increase in taxable assessed values provided by the Kenai Peninsula Borough. Taxable assessed values for FY23 are \$631,084,144 compared to \$602,198,455 in FY22. The property tax projection for FY23 has been updated to \$337,000; which also includes a small amount for personal property and motor vehicle tax.

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 FY23.

Interest: 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). Projected rates of return for the short-term, medium-term, and long term accounts for FY23 are 0.6%, 1.1%, and 3.9% respectively; compared to -0.5%, 3.0%, and 5.0% respectively for FY22. These updated rates of return have been applied to the current value of the City's investments and allocated accordingly to the various funds.

Expenditures

COLA: Included in this update is a 4.9% cost of living adjustment to both the non-represented salary schedule and the Public Service Employees (PSEA) salary schedule for FY23; an increase of \$314,057. 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 calendar year.

Heath Insurance: The City participates in the State of Alaska political subdivision (polysub) health insurance plan, with coverage provided by Aetna. The FY23 renewal rates are an increase from FY22, ranging from 22.4% to 22.8% depending on whether an employee has elected employee only coverage or a family-type of coverage. According to Aetna, the rates would have resulted in a 37.5% increase had the State of Alaska not committed \$1M of the Premium Stabilization Reserve (PSR) in order to reduce rates.

Increases or decreases to the overall budget for health insurance expenditures are impacted not only by premium rates, but also by changes in individual employee coverage. The increase in the FY23 health insurance budget is \$270,099; with \$239,600 attributable to the rate increase and the remaining due to changes in individual employee elections.

PERS On Behalf: 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 employee wages 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 PERS On Behalf rate for FY23 is 2.79%, compared to the FY22 rate of 8.11% included in the originally adopted budget. The rate has been updated for FY23 in this budget document, offset slightly by the increase in eligible employee wages, for a total reduction in PERS On Behalf expenditures of \$269,058. 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.

Other: Other expenditure adjustments in this Mid-Biennium Update include the following:

- Fuel (various departments) – Due to the significant increase in fuel prices at the pump, the FY23 fuel budgets within the General Fund, Utility Fund, and Airport Fund have been updated based on projected gallons used in FY22 at a cost of \$5 per gallon. The budgetary impact of this change is an increase in fuel expenditures of \$66,300 across all departments. Also impacted by the increase in fuel prices is the snow hauling budget within the Streets contracted services account. This is due to fuel costs passed on by the contractor and based on the actual price per gallon on the day of snow hauling. This increase is estimated to be \$10,000.
- Snow Removal – FY22 saw snow levels and frequency far above the historical average for our area. This resulted in the administration requesting a supplemental, mid-year appropriation to maintain the City streets, parks and facilities, and airport throughout the winter. Included in this update is an increase within the Buildings contracted services account to allow the contracting out of additional parking lot plowing; thus freeing up employee time for snow removal on City streets. This change is an increase to the budget of \$14,500. Also included in this update is authorization for one additional Seasonal Maintenance Operator. The FY22-23 budget already included funding for one Seasonal Maintenance Operator position, and this update would add a second person who would be available to supplement our workforce in the winter, assisting with snow removal activities on city streets, sidewalks, and at the airport. The budgetary impact of this change is approximately \$35,000.
- Legal Fees – Legal fees, in the Non-Departmental professional services account, is being restored to pre-COVID levels. The budgetary impact of this change is an increase of \$28,500, bringing the total FY23 legal budget to \$100,000.

- Remote Seller Sales Tax Collection Fees – This is directly related to the increase in remote seller sales tax collections. Fees are charged by ARSSTC for the collection of remote seller sales tax on behalf of member municipalities across the State. Fees are currently 15.5% of sales tax collections, which are estimated to be \$475,000 in FY23. Total fees for FY23 are projected to be \$73,635; an increase of \$30,500 from the original FY23 budget.
- Visitor Center Contract – The contract with the Visitor Center is being increased for CPI-U based on the newly negotiated agreement for FY23-FY25.
- Insurance – worker's compensation, property, and general liability insurance rates were increased by an estimated 10% in this budget; as renewal rates have not yet been received for FY23. These rates were applied to current payroll estimates for worker's comp/general liability insurance and to current property values for property insurance. The increase in the FY23 insurance budget (worker's comp and other insurance) is \$46,260; with approximately \$34,700 attributable to the estimated 10% rate increase and the remaining due to changes in payroll estimates and property values.

Overview, All Funds Combined

Total operating revenues for the City of Soldotna are projected to be \$14,762,858 in FY23, an increase of \$1,106,393 or 8.10% over the FY22 budget. The total expenditure budget is projected to be \$14,857,680 for FY23, an increase of \$555,271 or 3.88% over the prior fiscal year. Factoring in the projected expenditure lapse of \$724,609, the estimated change in overall fund balance is \$629,787 for FY23 prior to appropriating the capital 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.

General Fund revenues for FY23 are projected to be \$11,590,178, an increase of \$1,115,703 or 10.65% over FY22. The General Fund expenditures budget of \$11,986,821 is up \$481,963 or 4.19% over last year. Including the projected lapse of \$599,341, change in fund balance is projected to be \$202,698.

Utility Fund

The Utility Fund provides water and sewer services to approximately 1,500 residences and businesses. Revenues for FY23 are projected to be \$2,532,658, a decrease of \$4,790 or .19% from FY22. The FY23 Utility expenditure budget of \$2,248,691 is up \$43,998 or 2.0% over the prior fiscal year. The projected lapse for FY23 is \$112,435. Change in fund balance is estimated at \$396,402.

Airport Fund

The Airport Fund accounts for the operations and maintenance of the Soldotna Municipal Airport. Revenues are projected to be \$228,000 in FY23, an increase of \$2,107 or .93% over FY22. Land lease revenue is the most significant source of revenue in the Airport Fund, providing 68% of the Fund's overall 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 FY23 Airport expenditure budget is \$256,668, up \$34,810 or 15.69% over FY22. Including the projected lapse of \$12,833, change in fund balance is projected to be -\$15,835.

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 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 a replacement plow truck for the Streets Department in FY23.

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 Fund accounts for the debt service payments on these bonds. Transfers from the General Fund are the revenue source for these payments.

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 provide 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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**ALL BUDGETARY FUNDS
EXPENDITURES BY LINE ITEM**

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19	FY20	FY21	FY22	FY23	Mid- Biennium Adjustments	FY23 Updated Budget
		Actual	Actual	Actual	Original Budget	Original Budget		
Salaries & Benefits								
40100	Salaries	\$ 4,190,842	\$ 3,391,795	\$ 3,872,978	\$ 5,170,973	\$ 5,238,538	\$ 315,437	\$ 5,553,975
40105	Allocated Salaries	22,107	18,567	15,790	21,329	21,329	1,042	22,371
40120	P&Z Commissioners	5,175	3,225	3,225	7,500	7,500	-	7,500
40140	Allowances	48,305	50,384	50,434	50,830	50,830	-	50,830
40150	Certification Pay	27,276	32,108	39,062	41,952	41,952	-	41,952
40180	On-Call Pay	-	700	21,580	25,500	25,500	-	25,500
40200	Overtime	137,133	164,351	150,695	104,338	104,845	3,944	108,789
40205	Allocated Overtime	370	280	-	-	-	-	-
40220	Shift Differential	13,015	41,085	31,518	44,000	44,000	-	44,000
40225	Temporary Labor	255,045	206,918	278,052	302,216	302,216	(42,887)	259,329
40250	Temporary Overtime	3,349	3,556	7,731	10,000	10,000	-	10,000
40255	LTS Labor	11,385	6,240	4,182	14,452	14,452	632	15,084
40275	State Sponsored Overtime	11,921	12,061	23,740	-	-	-	-
40300	Personal Leave	397,009	487,660	437,172	266,455	275,236	(1,780)	273,456
40350	Sick Leave	15,741	7,078	53,305	-	-	-	-
40400	Personal Leave Buy-Back	116,657	136,984	112,996	-	-	-	-
40500	PERS	945,276	1,043,515	1,054,199	1,122,473	1,136,130	73,492	1,209,622
40600	FICA	94,798	97,173	99,535	114,205	115,410	8,537	123,947
40650	457 Contribution	7,260	7,594	11,419	7,874	8,027	(8,027)	-
40700	Health Insurance	1,075,428	811,202	1,069,188	1,190,001	1,190,001	270,099	1,460,100
40800	Worker's Compensation	92,761	112,034	96,352	91,032	92,018	16,060	108,078
Total Salaries & Benefits		\$ 7,470,853	\$ 6,634,510	\$ 7,433,153	\$ 8,585,130	\$ 8,677,984	\$ 636,549	\$ 9,314,533
Maintenance & Operations								
42100	Travel & Training	\$ 96,957	\$ 57,488	\$ 9,087	\$ 127,550	\$ 132,900	\$ -	\$ 132,900
42200	Materials & Supplies	511,874	503,401	517,799	591,300	552,300	-	552,300
42201	Office Supplies	16,446	14,828	15,828	21,300	21,300	-	21,300
42202	Uniforms	13,919	10,338	12,732	15,400	14,900	-	14,900
42208	Small Tools & Minor Equipment	116,631	94,369	146,363	89,175	64,375	-	64,375
42210	Vending Supplies	5,776	4,662	2,996	7,000	7,000	-	7,000
42301	Telephone	76,406	74,006	73,763	88,825	88,825	-	88,825
42302	Natural Gas	157,599	170,800	172,572	207,200	211,100	-	211,100
42303	Sanitation	40,103	41,878	41,325	44,575	46,125	-	46,125
42304	Electricity	732,895	683,151	714,829	795,000	795,500	-	795,500
42305	Janitorial	51,092	48,542	45,878	56,500	56,500	-	56,500
42306	Water & Sewer	24,899	32,957	27,511	35,575	35,575	-	35,575
42400	Postage	13,769	9,795	9,314	11,400	11,400	-	11,400
42599	Fuel	100,162	95,433	95,163	119,800	119,800	66,300	186,100
42600	Shop Repair & Maintenance	13,222	39,577	11,434	28,000	28,000	-	28,000
42800	Rental	10,756	10,600	10,903	13,750	13,150	-	13,150
42900	Dues & Subscriptions	37,576	41,837	33,496	43,550	43,625	-	43,625
43000	Advertising & Promotion	57,047	43,018	49,952	57,450	58,850	-	58,850
43100	Professional Services	165,261	97,316	102,256	118,625	118,625	28,500	147,125
43300	Contracted Services	570,707	600,095	677,985	598,150	574,650	24,500	599,150
43301	Animal Shelter Contract	-	-	-	42,588	42,588	-	42,588
43302	Dispatch Services Contract	-	-	-	350,000	350,000	-	350,000
43303	Support & Maintenance Contracts	100,504	101,400	106,063	138,475	152,050	-	152,050
43305	Computer Software	3,843	5,632	14,283	16,200	1,200	-	1,200
43350	Elections	8,321	6,507	4,350	13,500	8,750	-	8,750
43360	Miscellaneous	16,883	22,856	23,300	22,675	23,275	-	23,275
43361	Remote Seller Sales Tax Collection Fees	-	9,756	47,245	43,125	43,125	30,500	73,625
43400	Equipment Replacement Payment	213,438	210,991	189,347	211,530	211,041	-	211,041
43520	Capital	-	-	5,729	6,000	-	-	-
43603	Visitor Center Contract	132,779	136,762	138,677	138,677	138,677	6,795	145,472
43604	Visitor Center Utilities	12,210	11,827	11,674	13,500	14,000	-	14,000
43900	Depreciation	207,603	208,043	200,492	211,500	211,000	-	211,000
45000	Insurance	186,120	198,667	213,217	220,850	220,850	30,200	251,050
45050	Citywide Wellness Program	1,395	910	1,065	2,500	2,500	-	2,500
45060	Miscellaneous Payroll Expenditures	1,739	8,273	14,679	10,000	10,000	-	10,000
45070	PERS On Behalf	279,734	329,879	419,225	413,785	418,819	(269,058)	149,761
46203	Tsalteshi Trails Association	15,000	15,000	15,000	15,000	15,000	-	15,000
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	40,000	40,000	-	40,000
46206	Soldotna Area Senior Citizens	7,500	8,250	8,250	12,700	12,700	-	12,700
46208	Soldotna Historical Society & Museum	7,500	5,000	5,000	5,000	5,000	-	5,000
46250	Rental of Airport Property	29,209	29,939	30,687	31,454	32,240	-	32,240
46300	Donations	-	1,000	3,000	4,000	4,000	-	4,000
46400	Operating Transfers	171,091	172,963	139,135	159,500	154,500	-	154,500
47000	Contingency	-	-	-	94,000	94,000	-	94,000
48600	Interest	96,905	101,793	109,673	89,941	81,331	-	81,331
48700	Principal	115,000	353,594	337,098	340,654	344,264	-	344,264
Total Maintenance & Operations		\$ 4,454,871	\$ 4,648,133	\$ 4,843,375	\$ 5,717,279	\$ 5,625,410	\$ (82,263)	\$ 5,543,147
Non-Operating Transfers Out								
46950	Capital Project Transfers	1,067,000	1,165,500	1,745,000	-	-	-	-
Total Non-Operating Transfers Out		\$ 1,067,000	\$ 1,165,500	\$ 1,745,000	\$ -	\$ -	\$ -	\$ -
Total All Budgetary Fund Expenditures		\$ 12,992,724	\$ 12,448,143	\$ 14,021,528	\$ 14,302,409	\$ 14,303,394	\$ 554,286	\$ 14,857,680

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

FISCAL YEAR 2023 OPERATING BUDGET SUMMARY - ALL BUDGETARY FUNDS

	<u>General Fund</u>	<u>Utility Fund</u>	<u>Airport Fund</u>	<u>Street Assessments Fund</u>	<u>Equipment Replacement Fund</u>	<u>Debt Service Fund</u>	<u>Total All Funds</u>	<u>Difference FY22 Orig</u>	<u>% Diff</u>
Operating Revenues									
Taxes	\$ 9,912,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,912,000	\$ 1,350,000	15.77%
State/Federal	254,778	17,650	8,202	-	-	-	280,630	(281,634)	-50.09%
Interest	446,700	73,508	5,655	7,916	31,665	-	565,444	22,527	4.15%
Other	976,700	2,441,500	214,143	6,900	211,041	-	3,850,284	20,500	0.54%
Transfers In	-	-	-	-	-	154,500	154,500	(5,000)	-3.13%
Total Operating Revenues/Transfers In	\$ 11,590,178	\$ 2,532,658	\$ 228,000	\$ 14,816	\$ 242,706	\$ 154,500	\$ 14,762,858	\$ 1,106,393	8.10%
Operating Expenditures									
Operating Expenditures	\$ 11,832,321	\$ 2,248,691	\$ 256,668	\$ -	\$ 211,000	\$ 154,500	\$ 14,703,180	\$ 560,271	3.96%
Operating Transfers Out	154,500	-	-	-	-	-	154,500	(5,000)	-3.13%
Total Operating Expenditures/Transfers Out	\$ 11,986,821	\$ 2,248,691	\$ 256,668	\$ -	\$ 211,000	\$ 154,500	\$ 14,857,680	\$ 555,271	3.88%
Total Surplus (Deficit)	\$ (396,643)	\$ 283,967	\$ (28,668)	\$ 14,816	\$ 31,706	\$ -	\$ (94,822)	\$ 551,122	85.32%
Projected Lapse	\$ 599,341	\$ 112,435	\$ 12,833	\$ -	\$ -	\$ -	\$ 724,609	\$ 28,039	
Change in Fund Balance	\$ 202,698	\$ 396,402	\$ (15,835)	\$ 14,816	\$ 31,706	\$ -	\$ 629,787	\$ 579,161	

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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

AUTHORIZED PERSONNEL STAFFING TABLE

<u>Department</u>	<u>Position Title</u>	<u>*FY22 Grade As Amended</u>	<u>FY23 Grade</u>	<u>*FY22 Full Time Equivalent (FTE) Positions As Amended</u>	<u>FY23 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
				<u>2.00</u>	<u>2.00</u>
<u>City Clerk</u>	City Clerk	CC Contract	CC Contract	1	1
	Deputy Clerk	15	15	1	1
				<u>2.00</u>	<u>2.00</u>
<u>Finance/HR</u>	Finance Director	24	24	1	1
	Accountant/HR Manager	19	19	1	1
	Account Clerk IV- Payroll/HR Assistant	14	14	1	1
	Account Clerk III- AP/AR	13	13	1	1
	Administrative Assistant	11	11	1	1
				<u>5.00</u>	<u>5.00</u>
<u>IT</u>	IT Manager	19	19	1	1
	IT Technician	12	12	1	1
				<u>2.00</u>	<u>2.00</u>
<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
				<u>17.00</u>	<u>17.00</u>
<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
				<u>4.00</u>	<u>4.00</u>
<u>Shop</u>	Mechanic	15	15	2	2
	Maintenance Support Technician	11	11	1	1
				<u>3.00</u>	<u>3.00</u>
<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 & 2 seasonal)	13	13	4.50	5.00
	Short Term Laborer (summer)	5	5	0.23	0.23
	Short Term Operator/Worker (winter)	13	13	0.12	0.12
				<u>7.85</u>	<u>8.35</u>
<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
				<u>2.00</u>	<u>2.00</u>

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

AUTHORIZED PERSONNEL STAFFING TABLE

<u>Department</u>	<u>Position Title</u>	<u>*FY22</u>	<u>FY23</u>	<u>*FY22</u>	<u>FY23</u>
		<u>Grade</u>		<u>Full Time</u>	<u>Full Time</u>
		<u>As Amended</u>	<u>Grade</u>	<u>Equivalent (FTE)</u>	<u>Equivalent (FTE)</u>
				<u>Positions</u>	<u>Positions</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	2.19	2.19
	Library Page (regular part time position)	1	1	0.62	0.62
	Short-Term/On-Call Clerk	4	4	0.60	0.60
	Short Term/On-Call Page	1	1	0.40	0.40
				<u>7.81</u>	<u>7.81</u>
<u>SRSC/Campgrounds/</u>	Parks & Recreation Director	22	22	1	1
<u>Parks & Recreation</u>	Assistant Parks & Recreation Director	17	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 Laborer (2 regular part time positions)	5	5	1.45	1.45
	Parks & Recreation Administrative Assistant (regular part time position)	11	11	0.73	0.73
	Short Term Sports Complex Laborer	5	5	1.13	1.13
	Short Term Campground/Park Laborer, Student Laborer	5,2	5,2	2.36	2.36
	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>16.09</u>	<u>16.09</u>
	Total General Fund			<u>68.75</u>	<u>69.25</u>
	<u>Utility Fund</u>				
<u>Water/Sewer/WWTP</u>	Utility Department Manager	23	23	1	1
	Lead Utility Operator	17	17	1	1
	Utility Provisional Operator, Utility Operator I, II	13,14,15	13,14,15	4	4
	Total Utility Fund			<u>6.00</u>	<u>6.00</u>
	Total All Funds			<u>74.75</u>	<u>75.25</u>

*As amended administratively or by the City Council during the fiscal year

RANGE	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS		
										J	K	L
		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2%	2%	2%
1	\$14.30	\$14.65	\$15.02	\$15.39	\$15.78	\$16.17	\$16.57	\$16.98	\$17.41			
2	\$15.57	\$15.97	\$16.37	\$16.77	\$17.19	\$17.61	\$18.05	\$18.49	\$18.96			
3	\$16.98	\$17.40	\$17.82	\$18.27	\$18.74	\$19.20	\$19.67	\$20.15	\$20.65			
4	\$18.20	\$18.65	\$19.11	\$19.60	\$20.07	\$20.56	\$21.11	\$21.62	\$22.17	\$22.61	\$23.05	\$23.53
	\$37,856.00	\$38,792.00	\$39,748.80	\$40,768.00	\$41,745.60	\$42,764.80	\$43,908.80	\$44,969.60	\$46,113.60	\$47,028.80	\$47,944.00	\$48,942.40
5	\$19.12	\$19.61	\$20.08	\$20.57	\$21.12	\$21.63	\$22.18	\$22.72	\$23.30	\$23.76	\$24.23	\$24.72
	\$39,769.60	\$40,788.80	\$41,766.40	\$42,785.60	\$43,929.60	\$44,990.40	\$46,134.40	\$47,257.60	\$48,464.00	\$49,420.80	\$50,398.40	\$51,417.60
6	\$20.36	\$20.86	\$21.40	\$21.92	\$22.48	\$23.03	\$23.62	\$24.20	\$24.81	\$25.29	\$25.82	\$26.34
	\$42,348.80	\$43,388.80	\$44,512.00	\$45,593.60	\$46,758.40	\$47,902.40	\$49,129.60	\$50,336.00	\$51,604.80	\$52,603.20	\$53,705.60	\$54,787.20
7	\$21.25	\$21.79	\$22.31	\$22.87	\$23.45	\$24.04	\$24.62	\$25.24	\$25.88	\$26.40	\$26.93	\$27.46
	\$44,200.00	\$45,323.20	\$46,404.80	\$47,569.60	\$48,776.00	\$50,003.20	\$51,209.60	\$52,499.20	\$53,830.40	\$54,912.00	\$56,014.40	\$57,116.80
8	\$22.29	\$22.85	\$23.42	\$24.02	\$24.60	\$25.22	\$25.86	\$26.51	\$27.16	\$27.70	\$28.25	\$28.82
	\$46,363.20	\$47,528.00	\$48,713.60	\$49,961.60	\$51,168.00	\$52,457.60	\$53,788.80	\$55,140.80	\$56,492.80	\$57,616.00	\$58,760.00	\$59,945.60
9	\$23.41	\$24.01	\$24.59	\$25.21	\$25.85	\$26.50	\$27.15	\$27.83	\$28.52	\$29.10	\$29.68	\$30.28
	\$48,692.80	\$49,940.80	\$51,147.20	\$52,436.80	\$53,768.00	\$55,120.00	\$56,472.00	\$57,886.40	\$59,321.60	\$60,528.00	\$61,734.40	\$62,982.40
10	\$24.59	\$25.21	\$25.85	\$26.50	\$27.15	\$27.83	\$28.52	\$29.24	\$29.97	\$30.57	\$31.17	\$31.80
	\$51,147.20	\$52,436.80	\$53,768.00	\$55,120.00	\$56,472.00	\$57,886.40	\$59,321.60	\$60,819.20	\$62,337.60	\$63,585.60	\$64,833.60	\$66,144.00
11	\$25.84	\$26.49	\$27.14	\$27.82	\$28.51	\$29.21	\$29.95	\$30.69	\$31.45	\$32.10	\$32.85	\$33.38
	\$53,747.20	\$55,099.20	\$56,451.20	\$57,865.60	\$59,300.80	\$60,756.80	\$62,296.00	\$63,835.20	\$65,416.00	\$66,768.00	\$68,328.00	\$69,430.40
12	\$27.40	\$28.09	\$28.80	\$29.52	\$30.26	\$31.01	\$31.78	\$32.58	\$33.39	\$34.05	\$34.75	\$35.45
	\$56,992.00	\$56,992.00	\$56,992.00	\$56,992.00	\$56,992.00	\$56,992.00	\$56,992.00	\$56,992.00	\$56,992.00	\$70,824.00	\$72,280.00	\$73,736.00
13	\$28.29	\$28.99	\$29.74	\$30.47	\$31.24	\$32.04	\$32.82	\$33.63	\$34.47	\$35.16	\$35.87	\$36.59
	\$58,843.20	\$60,299.20	\$61,859.20	\$63,377.60	\$64,979.20	\$66,643.20	\$68,265.60	\$69,950.40	\$71,697.60	\$73,132.80	\$74,609.60	\$76,107.20
14	\$29.97	\$30.71	\$31.47	\$32.27	\$33.09	\$33.90	\$34.76	\$35.63	\$36.53	\$37.25	\$37.99	\$38.76
	\$62,337.60	\$63,876.80	\$65,457.60	\$67,121.60	\$68,827.20	\$70,512.00	\$72,300.80	\$74,110.40	\$75,982.40	\$77,480.00	\$79,019.20	\$80,620.80
15	\$32.28	\$33.10	\$33.91	\$34.77	\$35.65	\$36.54	\$37.46	\$38.39	\$39.36	\$40.15	\$40.95	\$41.76
	\$67,142.40	\$68,848.00	\$70,532.80	\$72,321.60	\$74,152.00	\$76,003.20	\$77,916.80	\$79,851.20	\$81,868.80	\$83,512.00	\$85,176.00	\$86,860.80
16	\$33.89	\$34.75	\$35.62	\$36.52	\$37.44	\$38.36	\$39.34	\$40.31	\$41.32	\$42.14	\$43.01	\$43.86
	\$70,491.20	\$72,280.00	\$74,089.60	\$75,961.60	\$77,875.20	\$79,788.80	\$81,827.20	\$83,844.80	\$85,945.60	\$87,651.20	\$89,460.80	\$91,228.80
17	\$35.46	\$36.35	\$37.24	\$38.17	\$39.12	\$40.10	\$41.11	\$42.12	\$43.19	\$44.05	\$44.92	\$45.82
	\$73,756.80	\$75,608.00	\$77,459.20	\$79,393.60	\$81,369.60	\$83,408.00	\$85,508.80	\$87,609.60	\$89,835.20	\$91,624.00	\$93,433.60	\$95,305.60
18	\$36.78	\$37.70	\$38.65	\$39.59	\$40.59	\$41.61	\$42.64	\$43.72	\$44.80	\$45.70	\$46.62	\$47.55
	\$76,502.40	\$78,416.00	\$80,392.00	\$82,347.20	\$84,427.20	\$86,548.80	\$88,691.20	\$90,937.60	\$93,184.00	\$95,056.00	\$96,969.60	\$98,904.00

RANGE	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS		
										J	K	L
		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2%	2%	2%
19	\$38.61	\$39.56	\$40.54	\$41.57	\$42.60	\$43.67	\$44.76	\$45.88	\$47.03	\$47.96	\$48.93	\$49.92
	\$80,308.80	\$82,284.80	\$84,323.20	\$86,465.60	\$88,608.00	\$90,833.60	\$93,100.80	\$95,430.40	\$97,822.40	\$99,756.80	\$101,774.40	\$103,833.60
20	\$40.53	\$41.56	\$42.59	\$43.66	\$44.75	\$45.87	\$47.02	\$48.18	\$49.39	\$50.37	\$51.39	\$52.42
	\$84,302.40	\$86,444.80	\$88,587.20	\$90,812.80	\$93,080.00	\$95,409.60	\$97,801.60	\$100,214.40	\$102,731.20	\$104,769.60	\$106,891.20	\$109,033.60
21	\$42.52	\$43.59	\$44.68	\$45.80	\$46.95	\$48.12	\$49.32	\$50.37	\$51.83	\$52.87	\$53.93	\$55.01
	\$88,441.60	\$90,667.20	\$92,934.40	\$95,264.00	\$97,656.00	\$100,089.60	\$102,585.60	\$104,769.60	\$107,806.40	\$109,969.60	\$112,174.40	\$114,420.80
22	\$44.67	\$45.79	\$46.94	\$48.11	\$49.31	\$50.55	\$51.82	\$53.10	\$54.44	\$55.51	\$56.63	\$57.75
	\$92,913.60	\$95,243.20	\$97,635.20	\$100,068.80	\$102,564.80	\$105,144.00	\$107,785.60	\$110,448.00	\$113,235.20	\$115,460.80	\$117,790.40	\$120,120.00
23	\$46.90	\$48.08	\$49.28	\$50.50	\$51.78	\$53.06	\$54.40	\$55.74	\$57.14	\$58.28	\$59.45	\$60.64
	\$97,552.00	\$100,006.40	\$102,502.40	\$105,040.00	\$107,702.40	\$110,364.80	\$113,152.00	\$115,939.20	\$118,851.20	\$121,222.40	\$123,656.00	\$126,131.20
24	\$49.26	\$50.48	\$51.76	\$53.04	\$54.38	\$55.72	\$57.12	\$58.54	\$60.00	\$61.22	\$62.44	\$63.68
	\$102,460.80	\$104,998.40	\$107,660.80	\$110,323.20	\$113,110.40	\$115,897.60	\$118,809.60	\$121,763.20	\$124,800.00	\$127,337.60	\$129,875.20	\$132,454.40
CC Contract	\$92,913.60											
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
	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
11	\$25.98	\$26.64	\$27.29	\$27.99	\$28.69	\$29.40	\$30.13	\$30.88	\$31.64	\$32.42	\$33.25	\$34.08	\$34.93	\$35.80	\$36.69	\$37.62
	\$54,038.40	\$55,411.20	\$56,763.20	\$58,219.20	\$59,675.20	\$61,152.00	\$62,670.40	\$64,230.40	\$65,811.20	\$67,433.60	\$69,160.00	\$70,886.40	\$72,654.40	\$74,464.00	\$76,315.20	\$78,249.60
16	\$34.09	\$34.96	\$35.83	\$36.74	\$37.66	\$38.59	\$39.58	\$40.54	\$41.57	\$42.61	\$43.68	\$44.77	\$45.89	\$47.04	\$48.21	\$49.42
	\$70,907.20	\$72,716.80	\$74,526.40	\$76,419.20	\$78,332.80	\$80,267.20	\$82,326.40	\$84,323.20	\$86,465.60	\$88,628.80	\$90,854.40	\$93,121.60	\$95,451.20	\$97,843.20	\$100,276.80	\$102,793.60
19	\$38.83	\$39.80	\$40.77	\$41.82	\$42.85	\$43.94	\$45.02	\$46.16	\$47.30	\$48.50	\$49.70	\$50.94	\$52.21	\$53.51	\$54.86	\$56.24
	\$80,766.40	\$82,784.00	\$84,801.60	\$86,985.60	\$89,128.00	\$91,395.20	\$93,641.60	\$96,012.80	\$98,384.00	\$100,880.00	\$103,376.00	\$105,955.20	\$108,596.80	\$111,300.80	\$114,108.80	\$116,979.20

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GENERAL FUND

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**GENERAL FUND
RECAP**

				As adopted by Ord. 2021-013			
	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Actual</u>	<u>FY22 Original Budget</u>	<u>FY23 Original Budget</u>	<u>Mid- Biennium Adjustments</u>	<u>FY23 Updated Budget</u>
<u>Operating Revenues</u>							
Taxes							
Property Taxes	\$ 312,470	\$ 312,019	\$ 313,768	\$ 322,000	\$ 322,000	\$ 15,000	\$ 337,000
Sales Taxes	7,851,446	7,912,460	8,590,929	8,240,000	8,320,000	1,255,000	9,575,000
Total Taxes	8,163,916	8,224,479	8,904,697	8,562,000	8,642,000	1,270,000	9,912,000
State, Federal & Borough Revenues							
PERS Funding	247,895	289,408	369,090	360,391	364,411	(234,705)	129,706
Revenue Sharing	158,326	136,276	76,424	94,979	94,979	(21,907)	73,072
Library Grants	14,414	8,250	7,000	7,000	7,000	-	7,000
Liquor Licenses	12,200	17,900	8,300	15,000	15,000	-	15,000
Telephone/Electric	25,395	25,297	25,123	26,000	26,000	-	26,000
Other	56,693	38,188	35,021	4,000	4,000	-	4,000
Total State/Federal/Borough Revenues	514,923	515,319	520,958	507,370	511,390	(256,612)	254,778
Other Revenues							
Licenses and Permits	66,341	79,100	101,060	79,000	79,000	-	79,000
Traffic Fines	118,501	85,251	73,056	85,000	85,000	-	85,000
Interest	812,607	596,240	1,807,485	438,405	519,176	(72,476)	446,700
Soldotna Regional Sports Complex	358,406	280,541	148,316	331,400	341,400	-	341,400
Campgrounds	368,593	390,837	414,693	395,000	395,000	-	395,000
Parks	27,707	32,847	26,056	20,300	20,300	-	20,300
Community Schools	12,412	5,654	852	4,000	4,000	-	4,000
Library Donations & Revenues	28,928	24,454	9,974	13,000	13,000	-	13,000
Other	40,912	36,106	56,325	11,000	11,000	-	11,000
Charges to Other Funds	13,222	39,577	11,433	28,000	28,000	-	28,000
Total Other Revenues	1,847,629	1,570,607	2,649,250	1,405,105	1,495,876	(72,476)	1,423,400
Total Operating Revenues	\$ 10,526,468	\$ 10,310,405	\$ 12,074,905	\$ 10,474,475	\$ 10,649,266	\$ 940,912	\$ 11,590,178
<u>Non-Operating Transfers In</u>							
From Capital Project Funds	\$ 3,053,883	\$ 124,345	\$ 63,290	\$ -	\$ -	\$ -	\$ -
Total Non-Operating Transfers In	\$ 3,053,883	\$ 124,345	\$ 63,290	\$ -	\$ -	\$ -	\$ -
Total Revenues/Transfers In	\$ 13,580,351	\$ 10,434,750	\$ 12,138,195	\$ 10,474,475	\$ 10,649,266	\$ 940,912	\$ 11,590,178
<u>Operating Expenditures</u>							
General Government	\$ 2,526,904	\$ 2,382,106	\$ 2,645,236	\$ 3,070,730	\$ 3,084,407	\$ (15,615)	\$ 3,068,792
Public Safety	2,669,085	1,956,089	2,547,372	3,118,047	3,114,252	220,051	3,334,303
Public Works	2,414,730	2,355,535	2,389,433	2,730,980	2,741,189	146,785	2,887,974
Parks, Recreation & Culture	2,183,050	2,117,621	2,212,562	2,585,101	2,580,128	115,624	2,695,752
Total Operating Expenditures	\$ 9,793,769	\$ 8,811,351	\$ 9,794,603	\$ 11,504,858	\$ 11,519,976	\$ 466,845	\$ 11,986,821
<u>Non-Operating Transfers Out</u>							
To Capital Project Funds	\$ 730,000	\$ 1,035,500	\$ 1,575,000	\$ -	\$ -	\$ -	\$ -
Total Non-Operating Transfers Out	\$ 730,000	\$ 1,035,500	\$ 1,575,000	\$ -	\$ -	\$ -	\$ -
Total Expenditures/Transfers Out	\$ 10,523,769	\$ 9,846,851	\$ 11,369,603	\$ 11,504,858	\$ 11,519,976	\$ 466,845	\$ 11,986,821
Total Surplus (Deficit)	\$ 3,056,582	\$ 587,899	\$ 768,592	\$ (1,030,383)	\$ (870,710)	\$ 474,067	\$ (396,643)
Projected Lapse - 5%	-	-	-	575,243	575,999	23,342	599,341
Change in Fund Balance	\$ 3,056,582	\$ 587,899	\$ 768,592	\$ (455,140)	\$ (294,711)	\$ 497,409	\$ 202,698
Beginning Fund Balance	\$ 14,801,584	\$ 17,858,166	\$ 18,446,065				
Ending Fund Balance	\$ 17,858,166	\$ 18,446,065	\$ 19,214,657				

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**GENERAL FUND
REVENUES**

Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	As Adopted by Ord. 2021-013		Mid- Biennium Adjustments	FY23 Updated Budget
					FY22 Original Budget	FY23 Original Budget		
0000	General Revenues:							
31000	State PERS Relief Funding	\$ 247,895	\$ 289,408	\$ 369,090	\$ 360,391	\$ 364,411	\$ (234,705)	\$ 129,706
31110	Property Taxes	312,470	312,019	313,768	322,000	322,000	15,000	337,000
31120	Sales Taxes	7,851,446	7,912,460	8,590,929	8,240,000	8,320,000	1,255,000	9,575,000
32110	Building Permits	46,112	60,665	72,984	60,000	60,000	-	60,000
32120	Animal Control Fees	5,566	754	290	250	250	-	250
32140	Plan Review Fees	10,393	14,441	25,116	15,000	15,000	-	15,000
32155	Project Plans	-	643	-	-	-	-	-
34110	State Library Grant	14,414	8,250	7,000	7,000	7,000	-	7,000
34120	State Revenue - Community Assistance	158,326	136,276	76,424	94,979	94,979	(21,907)	73,072
34140	State Revenue - Liquor Licenses	12,200	17,900	8,300	15,000	15,000	-	15,000
34145	State Revenue - Raw Fish Tax	4,871	3,639	3,654	4,000	4,000	-	4,000
34150	State Revenue - Marijuana Fees	500	800	300	-	-	-	-
34160	State Revenue - Electric Cooperative	25,395	25,297	25,123	26,000	26,000	-	26,000
34180	Miscellaneous Library Grants	-	500	2,000	-	-	-	-
34182	State Revenue - Public Safety Grants	49,017	19,251	30,672	-	-	-	-
36950	Shop Charges	13,222	39,577	11,433	28,000	28,000	-	28,000
37100	Traffic Fines & Minor Offenses	118,501	85,251	73,056	85,000	85,000	-	85,000
37110	P&Z Charges	3,550	2,700	2,400	3,000	3,000	-	3,000
37120	Interest	812,607	596,240	1,807,485	438,405	519,176	(72,476)	446,700
37145	Sale of Municipal Property	-	7,285	-	-	-	-	-
37160	Library Donations	3,346	5,581	2,712	-	-	-	-
37165	Library Revenues	25,582	18,873	7,262	13,000	13,000	-	13,000
37177	Donations	7,900	-	-	-	-	-	-
37181	Asset Forfeitures	2,305	14,498	395	-	-	-	-
37182	HEA Accelerated Credits	16,714	18,210	46,302	-	-	-	-
37185	Utility Project Permits	720	540	270	750	750	-	750
37190	Miscellaneous	15,312	8,401	7,131	10,000	10,000	-	10,000
37200	Charges for Services - SPD	986	1,067	892	1,000	1,000	-	1,000
	Total General Revenues	\$ 9,759,350	\$ 9,600,526	\$ 11,484,988	\$ 9,723,775	\$ 9,888,566	\$ 940,912	\$ 10,829,478
1000	Parks & Recreation Revenues:							
35110	Concessions/Vending	\$ 9,713	\$ 8,433	\$ 2,794	\$ 8,000	\$ 8,000	\$ -	\$ 8,000
35150	Special Events Concessions	4,430	3,739	197	4,000	4,000	-	4,000
35200	Ice - KPHA	73,312	78,848	40,350	70,000	70,000	-	70,000
35201	Ice - KPB	15,047	13,950	6,755	15,000	15,000	-	15,000
35204	Public Skate	23,366	24,850	10,512	22,000	22,000	-	22,000
35207	Learn to Skate	22,414	15,738	7,118	20,000	20,000	-	20,000
35208	Leagues	47,250	46,342	30,398	55,000	55,000	-	55,000
35210	Private Ice Rental	3,046	2,415	828	3,000	3,000	-	3,000
35220	Freestyle	2,827	1,751	1,239	3,000	3,000	-	3,000
35300	Miscellaneous Events	18,125	10,280	-	12,000	15,000	-	15,000
35301	Alaska Hockey Association	9,210	-	13,275	2,500	2,500	-	2,500
35305	Kenai River Brown Bears	35,417	28,333	8,111	35,400	35,400	-	35,400
35308	Home Show	7,740	-	-	7,800	7,800	-	7,800
35309	Sport & Rec Show	9,540	-	-	8,000	8,000	-	8,000
35310	Holiday Bazaar	2,316	2,514	-	2,200	2,200	-	2,200
35318	Peninsula Riverskate	12,604	-	11,782	12,000	12,000	-	12,000
35320	Safari Club	4,210	-	-	4,200	4,200	-	4,200
35327	Ultimate Fight Challenge	5,175	2,970	-	3,000	3,000	-	3,000
35400	Rental Fees - Rooms	18,936	14,721	3,215	15,000	18,000	-	18,000
35402	Rental Fees - Space	12,042	9,625	5,285	12,000	12,000	-	12,000
35404	Rental Fees - Equipment	18,248	13,801	4,551	15,000	18,000	-	18,000
35500	Facility Use - Track	623	251	263	300	300	-	300
35501	Facility Use - Racquetball	1,890	933	10	1,000	2,000	-	2,000
36602	Centennial Campground	274,471	282,504	305,229	290,000	290,000	-	290,000
36603	Swiftwater Campground	84,575	90,921	94,412	90,000	90,000	-	90,000
36606	Rotary Park	9,547	17,412	15,052	15,000	15,000	-	15,000
36901	Reservation Fees	10,582	3,472	5,881	3,500	3,500	-	3,500
36904	Cemetery Plots	12,300	24,200	17,800	12,000	12,000	-	12,000
36905	Columbarium Niches	4,800	4,800	2,700	4,800	4,800	-	4,800
36906	Other Cemetery Revenue	25	375	(325)	-	-	-	-
37190	P&R Miscellaneous Revenue	925	1,047	1,633	1,000	1,000	-	1,000
38000	Recreational Programs	11,412	5,654	852	4,000	4,000	-	4,000
38400	Advertisement	1,000	-	-	-	-	-	-
	Total Parks & Recreation Revenues	\$ 767,118	\$ 709,879	\$ 589,917	\$ 750,700	\$ 760,700	\$ -	\$ 760,700
	Total Operating Revenues	\$ 10,526,468	\$ 10,310,405	\$ 12,074,905	\$ 10,474,475	\$ 10,649,266	\$ 940,912	\$ 11,590,178
	Non-Operating Transfers In							
38400	Transfer From Capital Project Funds	3,053,883	124,345	63,290	-	-	-	-
	Total Non-Operating Transfers In	3,053,883	124,345	63,290	-	-	-	-
	Total Revenues/Transfers In	\$ 13,580,351	\$ 10,434,750	\$ 12,138,195	\$ 10,474,475	\$ 10,649,266	\$ 940,912	\$ 11,590,178

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**GENERAL FUND
EXPENDITURES BY DEPARTMENT**

				As adopted by Ord. 2021-013			
	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Original Budget	Mid- Biennium Adjustments	FY23 Updated Budget
Mayor & Council	\$ 371,800	\$ 63,864	\$ 53,079	\$ 76,800	\$ 77,250	\$ 9,070	\$ 86,320
City Manager	351,101	220,822	243,152	376,827	379,199	10,803	390,002
Finance/HR	537,540	549,803	612,725	723,842	725,583	66,191	791,774
Information Technology (IT)	263,384	250,747	313,906	344,697	354,528	18,839	373,367
City Clerk	271,428	265,283	260,890	300,042	298,044	26,142	324,186
Non-Departmental	731,651	1,031,587	1,161,484	1,248,522	1,249,803	(146,660)	1,103,143
Total General Government	2,526,904	2,382,106	2,645,236	3,070,730	3,084,407	(15,615)	3,068,792
<u>Public Safety</u>							
Police	2,669,085	1,956,089	2,547,372	3,118,047	3,114,252	220,051	3,334,303
Total Public Safety	2,669,085	1,956,089	2,547,372	3,118,047	3,114,252	220,051	3,334,303
<u>Public Works</u>							
Public Works Administration	465,852	466,643	404,562	497,637	499,449	(3,127)	496,322
Shop	371,267	388,593	399,488	546,680	554,796	32,056	586,852
Streets	1,093,923	1,037,765	1,096,635	1,128,114	1,135,340	76,689	1,212,029
Building R & M	210,033	223,021	247,876	268,893	257,075	24,410	281,485
Economic Development & Planning	273,655	239,513	240,872	289,656	294,529	16,757	311,286
Total Public Works	2,414,730	2,355,535	2,389,433	2,730,980	2,741,189	146,785	2,887,974
<u>Parks, Recreation & Culture</u>							
Library	729,081	685,172	703,502	836,024	845,107	28,614	873,721
Soldotna Regional Sports Complex	814,374	739,142	736,687	897,914	897,537	36,769	934,306
Campgrounds	289,378	310,737	341,633	411,399	401,233	23,790	425,023
Parks & Recreation	350,217	382,570	430,740	439,764	436,251	26,451	462,702
Total Parks, Recreation & Culture	2,183,050	2,117,621	2,212,562	2,585,101	2,580,128	115,624	2,695,752
<u>Non-Operating Transfers Out</u>							
To Capital Project Funds	730,000	1,035,500	1,575,000	-	-	-	-
Total Non-Operating Transfers Out	730,000	1,035,500	1,575,000	-	-	-	-
Total Expenditures/Transfers Out	\$ 10,523,769	\$ 9,846,851	\$ 11,369,603	\$ 11,504,858	\$ 11,519,976	\$ 466,845	\$ 11,986,821

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**GENERAL FUND
EXPENDITURES BY LINE ITEM**

					As Adopted by Ord. 2021-013			
		FY19	FY20	FY21	FY22	FY23	Mid-	FY23
Acct #	Description	Actual	Actual	Actual	Original Budget	Original Budget	Biennium Adjustments	Updated Budget
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 3,695,290	\$ 2,864,980	\$ 3,364,233	\$ 4,561,297	\$ 4,616,870	\$ 254,735	\$ 4,871,605
40105	Allocated Salaries	22,107	18,567	15,790	16,954	16,954	828	17,782
40120	P&Z Commissioners	5,175	3,225	3,225	7,500	7,500	-	7,500
40140	Allowances	42,861	44,389	44,929	44,917	44,917	-	44,917
40150	Certification Pay	27,276	32,108	39,062	41,952	41,952	-	41,952
40200	Overtime	122,778	151,729	136,419	81,150	81,150	2,000	83,150
40205	Allocated Overtime	216	280	-	-	-	-	-
40220	Shift Differential	13,015	41,085	31,518	44,000	44,000	-	44,000
40225	Temporary Labor	254,528	206,918	278,052	298,726	298,726	(43,058)	255,668
40250	Temporary Overtime	3,310	3,556	7,731	10,000	10,000	-	10,000
40255	LTS Labor	11,385	6,240	4,182	14,452	14,452	632	15,084
40275	State Sponsored Overtime	11,921	12,061	23,740	-	-	-	-
40300	Personal Leave	362,638	438,933	391,171	238,353	245,076	(3,114)	241,962
40350	Sick Leave	15,576	6,624	49,048	-	-	-	-
40400	Personal Leave Buy-Back	101,632	102,592	98,674	-	-	-	-
40500	PERS	837,686	915,490	928,125	977,633	988,540	62,947	1,051,487
40600	FICA	87,644	88,697	91,523	104,364	105,388	6,701	112,089
40650	457 Contribution	7,260	7,594	11,419	7,874	8,027	(8,027)	-
40700	Health Insurance	913,778	686,491	920,500	1,025,250	1,025,250	246,970	1,272,220
40800	Worker's Compensation	79,164	95,445	82,525	77,918	78,614	12,991	91,605
	Total Salaries & Benefits	\$ 6,615,240	\$ 5,727,004	\$ 6,521,866	\$ 7,552,340	\$ 7,627,416	\$ 533,605	\$ 8,161,021
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 90,255	\$ 57,189	\$ 8,833	\$ 116,250	\$ 124,400	\$ -	\$ 124,400
42200	Materials & Supplies	355,149	350,634	329,739	398,600	388,000	-	388,000
42201	Office Supplies	15,863	14,352	15,468	20,300	20,300	-	20,300
42202	Uniforms	11,079	8,512	9,960	11,400	10,900	-	10,900
42208	Small Tools & Minor Equipment	109,450	78,256	119,907	84,775	59,975	-	59,975
42210	Vending Supplies	5,776	4,662	2,996	7,000	7,000	-	7,000
42301	Telephone	58,275	56,018	54,592	69,125	69,125	-	69,125
42302	Natural Gas	123,509	129,886	133,803	153,900	157,000	-	157,000
42303	Sanitation	39,517	40,700	40,131	43,275	44,750	-	44,750
42304	Electricity	405,932	361,521	387,777	428,500	428,500	-	428,500
42305	Janitorial	51,092	48,542	45,878	56,500	56,500	-	56,500
42306	Water & Sewer	24,899	32,957	27,089	34,575	34,575	-	34,575
42400	Postage	10,458	9,510	9,059	11,100	11,100	-	11,100
42599	Fuel	84,545	75,717	78,656	99,600	99,600	55,400	155,000
42800	Rental	10,456	9,871	10,503	13,250	12,650	-	12,650
42900	Dues & Subscriptions	31,564	34,788	27,700	36,075	36,150	-	36,150
43000	Advertising & Promotion	55,911	42,947	49,952	57,450	57,450	-	57,450
43100	Professional Services	165,261	97,316	102,256	118,625	118,625	28,500	147,125
43300	Contracted Services	414,390	446,281	522,755	370,750	355,750	24,500	380,250
43301	Animal Shelter Contract	-	-	-	42,588	42,588	-	42,588
43302	Dispatch Services Contract	-	-	-	350,000	350,000	-	350,000
43303	Support & Maintenance Contracts	89,921	88,648	102,782	123,225	136,800	-	136,800
43305	Computer Software	3,843	5,632	14,283	16,200	1,200	-	1,200
43350	Elections	8,321	6,507	4,350	13,500	8,750	-	8,750
43360	Miscellaneous	7,853	13,205	10,206	13,300	13,500	-	13,500
43361	Remote Seller Sales Tax Collection Fees	-	9,756	47,245	43,125	43,125	30,500	73,625
43400	Equipment Replacement Payment	197,262	188,608	169,625	191,808	182,219	-	182,219
43520	Capital	-	-	5,729	6,000	-	-	-
43603	Visitor Center Contract	132,779	136,762	138,677	138,677	138,677	6,795	145,472
43604	Visitor Center Utilities	12,210	11,827	11,674	13,500	14,000	-	14,000
45000	Insurance	146,630	158,000	170,206	169,000	169,000	22,250	191,250
45050	Citywide Wellness Program	1,395	910	1,065	2,500	2,500	-	2,500
45060	Miscellaneous Payroll Expenditures	1,739	8,273	14,679	10,000	10,000	-	10,000
45070	PERS On Behalf	247,895	289,408	369,090	360,391	364,411	(234,705)	129,706
46203	Tsalteshi Trails Association	15,000	15,000	15,000	15,000	15,000	-	15,000
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	40,000	40,000	-	40,000
46206	Soldotna Area Senior Citizens	7,500	8,250	8,250	12,700	12,700	-	12,700
46208	Soldotna Historical Society & Museum	7,500	5,000	5,000	5,000	5,000	-	5,000
46250	Rental of Airport Property	29,209	29,939	30,687	31,454	32,240	-	32,240
46300	Donations	-	1,000	3,000	4,000	4,000	-	4,000
46400	Operating Transfers	171,091	172,963	139,135	159,500	154,500	-	154,500
47000	Contingency	-	-	-	60,000	60,000	-	60,000
	Total Maintenance & Operations	\$ 3,178,529	\$ 3,084,347	\$ 3,272,737	\$ 3,952,518	\$ 3,892,560	\$ (66,760)	\$ 3,825,800
<u>Non-Operating Transfers Out</u>								
46950	Capital Project Transfers	730,000	1,035,500	1,575,000	-	-	-	-
	Total Non-Operating Transfers Out	\$ 730,000	\$ 1,035,500	\$ 1,575,000	\$ -	\$ -	\$ -	\$ -
	Total Expenditures/Transfers Out	\$ 10,523,769	\$ 9,846,851	\$ 11,369,603	\$ 11,504,858	\$ 11,519,976	\$ 466,845	\$ 11,986,821

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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE

FUND 001: GENERAL FUND
DEPARTMENT 1100: MAYOR & COUNCIL

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22	FY23	Mid- Biennium Adjustments	FY23 Updated Budget
					Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 18,000	\$ 19,625	\$ 21,225	\$ 21,600	\$ 21,600	\$ 8,400	\$ 30,000
40600	FICA	1,137	1,184	1,252	1,652	1,652	643	2,295
40800	Worker's Compensation	69	66	56	48	48	27	75
Total Salaries & Benefits		\$ 19,206	\$ 20,875	\$ 22,533	\$ 23,300	\$ 23,300	\$ 9,070	\$ 32,370
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 7,404	\$ 5,802	\$ 775	\$ 14,700	\$ 15,150	\$ -	\$ 15,150
42200	Materials & Supplies	1,156	1,415	1,701	2,000	2,000	-	2,000
42201	Office Supplies	53	212	160	250	250	-	250
42208	Small Tools & Minor Equipment	-	-	375	-	-	-	-
42301	Telephone	316	311	450	500	500	-	500
42900	Dues & Subscriptions	5,048	5,001	5,080	7,100	7,100	-	7,100
43000	Advertising & Promotion	19,587	27,637	18,898	23,450	23,450	-	23,450
43100	Professional Services	165,261	-	-	-	-	-	-
43300	Contracted Services	3,788	829	-	500	500	-	500
43360	Miscellaneous	4,992	782	107	1,000	1,000	-	1,000
43603	Visitor Center Contract	132,779	-	-	-	-	-	-
43604	Visitor Center Utilities	12,210	-	-	-	-	-	-
46300	Donations	-	1,000	3,000	4,000	4,000	-	4,000
Total Maintenance & Operations		\$ 352,594	\$ 42,989	\$ 30,546	\$ 53,500	\$ 53,950	\$ -	\$ 53,950
Department Total		\$ 371,800	\$ 63,864	\$ 53,079	\$ 76,800	\$ 77,250	\$ 9,070	\$ 86,320

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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 (Fairbanks FY22) (Sitka FY23)	\$ 4,350	\$ 4,800
	Alaska Municipal League (Anchorage)	5,000	5,000
	AML Winter Conference/Legislative Session (Juneau)	4,350	4,350
	Other Travel & Training	1,000	1,000
		14,700	15,150
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	4,000	4,000
Total Maintenance & Operations		\$ 53,500	\$ 53,950

FY22 Budget Notes:

42100 - Increased to allow for greater AML conference attendance
42900 - Added National League of Cities
43000 - Added closed captioning and additional data storage for video streaming
46300 - Increased amount of funding for mini grant program

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.

		FY23	
		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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19	FY20	FY21	FY22	FY23	Mid-Biennium	FY23
		Actual	Actual	Actual	Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 180,114	\$ 106,175	\$ 109,716	\$ 225,392	\$ 227,430	\$ 4,036	\$ 231,466
40140	Allowances	11,900	12,313	12,725	12,800	12,800	-	12,800
40200	Overtime	421	-	446	-	-	-	-
40225	Temporary Labor	-	1,498	5,149	-	-	-	-
40300	Personal Leave	19,241	17,468	16,515	12,776	13,627	155	13,782
40350	Sick Leave	-	-	1,398	-	-	-	-
40400	Personal Leave Buy-Back	5,269	1,969	-	-	-	-	-
40500	PERS	41,732	38,174	46,546	50,686	51,135	887	52,022
40600	FICA	2,942	2,918	3,337	3,341	3,370	59	3,429
40650	457 Contribution	-	-	3,800	-	-	-	-
40700	Health Insurance	44,580	21,167	28,951	29,900	29,900	5,600	35,500
40800	Worker's Compensation	635	649	585	507	512	66	578
Total Salaries & Benefits		\$ 306,834	\$ 202,331	\$ 229,168	\$ 335,402	\$ 338,774	\$ 10,803	\$ 349,577
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 7,395	\$ 7,426	\$ 450	\$ 12,150	\$ 11,150	\$ -	\$ 11,150
42200	Materials & Supplies	27	493	-	-	-	-	-
42201	Office Supplies	36	108	75	500	500	-	500
42208	Small Tools & Minor Equipment	-	537	3,225	250	250	-	250
42301	Telephone	33	-	-	-	-	-	-
42900	Dues & Subscriptions	2,493	1,892	2,020	2,200	2,200	-	2,200
43000	Advertising & Promotion	22,638	4,505	3,450	15,000	15,000	-	15,000
43300	Contracted Services	11,095	2,377	3,450	10,000	10,000	-	10,000
43303	Support & Maintenance Contracts	550	1,153	1,314	1,325	1,325	-	1,325
Total Maintenance & Operations		\$ 44,267	\$ 18,491	\$ 13,984	\$ 41,425	\$ 40,425	\$ -	\$ 40,425
Department Total		\$ 351,101	\$ 220,822	\$ 243,152	\$ 376,827	\$ 379,199	\$ 10,803	\$ 390,002

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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. An annual comprehensive financial report (ACFR) is the document produced as a result of this audit. The ACFR is presented to Council around December of each year.

In addition to the ACFR, 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 ACFR 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.

		FY23 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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE

FUND 001: GENERAL FUND
DEPARTMENT 1300: FINANCE/HR

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19	FY20	FY21	FY22	FY23	Mid-Biennium	FY23
		Actual	Actual	Actual	Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 302,112	\$ 275,770	\$ 308,819	\$ 385,112	\$ 391,621	\$ 19,166	\$ 410,787
40140	Allowances	1,800	1,800	1,800	1,800	1,800	-	1,800
40200	Overtime	9	73	282	1,500	1,500	-	1,500
40225	Temporary Labor	-	1,280	-	-	-	-	-
40300	Personal Leave	40,339	46,335	37,314	22,393	23,209	1,136	24,345
40350	Sick Leave	-	463	1,909	-	-	-	-
40400	Personal Leave Buy-Back	-	425	5,493	-	-	-	-
40500	PERS	70,441	78,380	78,332	85,055	86,487	4,216	90,703
40600	FICA	4,766	5,055	4,919	5,606	5,700	278	5,978
40700	Health Insurance	67,887	55,602	89,572	94,800	94,800	41,250	136,050
40800	Worker's Compensation	1,092	1,103	936	851	866	145	1,011
Total Salaries & Benefits		\$ 488,446	\$ 466,286	\$ 529,376	\$ 597,117	\$ 605,983	\$ 66,191	\$ 672,174
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 9,899	\$ 2,549	\$ -	\$ 13,100	\$ 15,600	\$ -	\$ 15,600
42200	Materials & Supplies	307	393	-	500	500	-	500
42201	Office Supplies	3,178	1,809	3,326	3,500	3,500	-	3,500
42208	Small Tools & Minor Equipment	263	628	100	-	-	-	-
42900	Dues & Subscriptions	3,085	1,363	2,446	3,500	3,500	-	3,500
43000	Advertising & Promotion	1,800	2,400	2,019	2,500	2,500	-	2,500
43100	Professional Services	-	47,000	47,125	47,125	47,125	-	47,125
43300	Contracted Services	9,415	6,228	7,186	26,500	16,500	-	16,500
43303	Support & Maintenance Contracts	21,147	21,147	21,147	30,000	30,375	-	30,375
Total Maintenance & Operations		\$ 49,094	\$ 83,517	\$ 83,349	\$ 126,725	\$ 119,600	-	119,600
Department Total		\$ 537,540	\$ 549,803	\$ 612,725	\$ 723,842	\$ 725,583	\$ 66,191	\$ 791,774

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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.

		FY23	
		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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22	FY23	Mid- Biennium Adjustments	FY23 Updated Budget
					Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 99,282	\$ 114,589	\$ 141,434	\$ 160,035	\$ 161,616	\$ 7,925	\$ 169,541
40140	Allowances	1,680	1,680	1,680	1,680	1,680	-	1,680
40200	Overtime	20	-	-	-	-	-	-
40300	Personal Leave	8,598	10,390	12,597	10,026	10,102	496	10,598
40350	Sick Leave	-	-	902	-	-	-	-
40400	Personal Leave Buy-Back	11,012	4,867	4,844	-	-	-	-
40500	PERS	18,420	20,448	33,754	35,208	35,556	1,743	37,299
40600	FICA	3,074	4,002	2,203	2,321	2,343	115	2,458
40700	Health Insurance	31,813	25,867	40,124	40,700	40,700	8,100	48,800
40800	Worker's Compensation	413	420	400	352	356	60	416
Total Salaries & Benefits		\$ 174,312	\$ 182,263	\$ 237,938	\$ 250,322	\$ 252,353	\$ 18,439	\$ 270,792
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 5,452	\$ 4,977	\$ -	\$ 6,600	\$ 11,900	\$ -	\$ 11,900
42200	Materials & Supplies	59	61	254	100	100	-	100
42201	Office Supplies	99	98	-	100	100	-	100
42208	Small Tools & Minor Equipment	41,952	38,065	37,006	46,525	42,425	-	42,425
42301	Telephone	23,251	-	-	-	-	-	-
42599	Fuel	336	248	485	500	500	400	900
43300	Contracted Services	-	7,975	5,950	21,000	21,000	-	21,000
43303	Support & Maintenance Contracts	15,029	11,428	18,050	18,350	24,950	-	24,950
43305	Computer Software	2,894	5,632	14,223	1,200	1,200	-	1,200
Total Maintenance & Operations		\$ 89,072	\$ 68,484	\$ 75,968	\$ 94,375	\$ 102,175	\$ 400	\$ 102,575
Department Total		\$ 263,384	\$ 250,747	\$ 313,906	\$ 344,697	\$ 354,528	\$ 18,839	\$ 373,367

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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	500 900
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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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.

		FY23	
		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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19	FY20	FY21	FY22	FY23	Mid-	FY23
		Actual	Actual	Actual	Original Budget	Original Budget	Biennium Adjustments	Updated Budget
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 162,256	\$ 155,845	\$ 157,504	\$ 177,133	\$ 178,901	\$ (13,666)	\$ 165,235
40140	Allowances	900	900	900	900	900	-	900
40200	Overtime	1,027	347	72	1,000	1,000	-	1,000
40225	Temporary Labor	1,098	1,419	-	-	-	-	-
40300	Personal Leave	13,891	13,172	13,788	10,395	11,160	(6,394)	4,766
40400	Personal Leave Buy-Back	-	7,991	8,044	-	-	-	-
40500	PERS	33,723	37,249	37,338	39,189	39,578	(3,006)	36,572
40600	FICA	2,389	2,670	2,566	2,583	2,609	(199)	2,410
40700	Health Insurance	19,923	15,893	21,051	22,000	22,000	49,400	71,400
40800	Worker's Compensation	500	523	445	392	396	7	403
Total Salaries & Benefits		\$ 235,707	\$ 236,009	\$ 241,708	\$ 253,592	\$ 256,544	\$ 26,142	\$ 282,686
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 9,767	\$ 3,597	\$ 1,140	\$ 9,700	\$ 9,500	\$ -	\$ 9,500
42201	Office Supplies	741	1,230	213	1,000	1,000	-	1,000
42,208	Small Tools & Minor Equipment	261	3,043	-	-	-	-	-
42900	Dues & Subscriptions	850	850	860	1,000	1,000	-	1,000
43300	Contracted Services	7,571	5,854	4,051	11,500	11,500	-	11,500
43303	Support & Maintenance Contracts	8,210	8,193	8,568	9,750	9,750	-	9,750
43350	Elections	8,321	6,507	4,350	13,500	8,750	-	8,750
Total Maintenance & Operations		\$ 35,721	\$ 29,274	\$ 19,182	\$ 46,450	\$ 41,500	\$ -	\$ 41,500
Department Total		\$ 271,428	\$ 265,283	\$ 260,890	\$ 300,042	\$ 298,044	\$ 26,142	\$ 324,186

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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.

		FY23	
		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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	As Adopted by Ord. 2021-013			
					FY22 Original Budget	FY23 Original Budget	Mid- Biennium Adjustments	FY23 Updated Budget
Salaries & Benefits								
40100	Salaries	\$ 1,206,514	\$ 525,242	\$ 954,275	\$ 1,494,708	\$ 1,500,158	\$ 68,354	\$ 1,568,512
40140	Allowances	17,620	17,213	18,086	16,940	16,940	-	16,940
40150	Certification Pay	27,276	32,108	39,062	41,952	41,952	-	41,952
40200	Overtime	99,824	129,709	113,367	50,000	50,000	-	50,000
40220	Shift Differential	13,015	41,085	31,518	44,000	44,000	-	44,000
40225	Temporary Labor	8,377	-	-	-	-	-	-
40275	State Sponsored Overtime	11,921	12,061	23,740	-	-	-	-
40300	Personal Leave	142,851	148,271	170,613	81,685	82,811	(1,823)	80,988
40350	Sick Leave	10,763	3,167	27,128	-	-	-	-
40400	Personal Leave Buy-Back	38,584	2,334	-	-	-	-	-
40500	PERS	291,321	322,336	330,251	330,807	331,461	43,521	374,982
40600	FICA	22,561	22,379	22,679	23,645	23,724	991	24,715
40650	457 Contribution	7,260	7,594	7,619	7,874	8,027	(8,027)	-
40700	Health Insurance	328,539	251,753	339,407	353,200	353,200	91,700	444,900
40800	Worker's Compensation	33,759	44,111	41,169	37,894	37,926	6,135	44,061
Total Salaries & Benefits		\$ 2,260,185	\$ 1,559,363	\$ 2,118,914	\$ 2,482,705	\$ 2,490,199	\$ 200,851	\$ 2,691,050
Maintenance & Operations								
42100	Travel & Training	\$ 21,816	\$ 17,755	\$ 1,621	\$ 22,500	\$ 22,500	\$ -	\$ 22,500
42200	Materials & Supplies	15,052	10,749	5,759	15,000	15,000	-	15,000
42201	Office Supplies	2,084	1,073	1,400	2,000	2,000	-	2,000
42202	Uniforms	5,092	3,242	2,070	4,200	4,200	-	4,200
42208	Small Tools & Minor Equipment	37,473	20,939	61,704	16,500	6,500	-	6,500
42301	Telephone	5,763	4,496	4,241	4,500	4,500	-	4,500
42302	Natural Gas	12,620	8,424	7,096	9,300	9,800	-	9,800
42303	Sanitation	2,715	1,661	1,229	1,350	1,425	-	1,425
42304	Electricity	32,474	25,846	24,771	27,500	27,500	-	27,500
42305	Janitorial	11,505	11,352	10,938	13,500	13,500	-	13,500
42306	Water & Sewer	1,306	1,768	1,458	1,900	1,900	-	1,900
42400	Postage	2,253	1,871	721	1,600	1,600	-	1,600
42599	Fuel	25,728	25,608	24,493	31,500	31,500	19,200	50,700
42800	Rental	271	-	-	-	-	-	-
42900	Dues & Subscriptions	2,792	3,088	2,888	3,400	3,400	-	3,400
43300	Contracted Services	175,030	204,061	210,473	24,950	24,950	-	24,950
43301	Animal Shelter Contract	-	-	-	42,588	42,588	-	42,588
43302	Dispatch Services Contract	-	-	-	350,000	350,000	-	350,000
43303	Support & Maintenance Contracts	7,139	7,006	6,459	7,425	7,425	-	7,425
43400	Equipment Replacement Payment	47,787	47,787	61,137	55,629	53,765	-	53,765
Total Maintenance & Operations		\$ 408,900	\$ 396,726	\$ 428,458	\$ 635,342	\$ 624,053	\$ 19,200	\$ 643,253
Department Total		\$ 2,669,085	\$ 1,956,089	\$ 2,547,372	\$ 3,118,047	\$ 3,114,252	\$ 220,051	\$ 3,334,303

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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	50,700
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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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	53,765
Total Maintenance & Operations		\$ 635,342	\$ 624,053

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.

		FY23	
		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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22	FY23	Mid- Biennium Adjustments	FY23 Updated Budget
					Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 270,769	\$ 263,879	\$ 224,869	\$ 304,635	\$ 310,126	\$ 4,714	\$ 314,840
40140	Allowances	2,340	2,340	1,965	2,385	2,385	-	2,385
40200	Overtime	215	129	-	1,500	1,500	-	1,500
40300	Personal Leave	27,444	34,175	22,318	15,031	14,464	(908)	13,556
40350	Sick Leave	-	1,766	654	-	-	-	-
40400	Personal Leave Buy-Back	9,532	19,004	20,745	-	-	-	-
40500	PERS	67,005	73,894	63,848	67,350	68,558	1,037	69,595
40600	FICA	4,282	4,668	4,087	4,439	4,519	68	4,587
40700	Health Insurance	63,543	50,945	45,541	71,885	71,885	(8,725)	63,160
40800	Worker's Compensation	971	987	834	674	687	87	774
Total Salaries & Benefits		\$ 446,101	\$ 451,787	\$ 384,861	\$ 467,899	\$ 474,124	\$ (3,727)	\$ 470,397
<u>Operations & Maintenance</u>								
42100	Travel & Training	\$ 4,338	\$ 1,889	\$ -	\$ 7,300	\$ 7,300	\$ -	\$ 7,300
42200	Materials & Supplies	189	295	1,050	400	400	-	400
42201	Office Supplies	764	308	766	800	800	-	800
42202	Uniforms	496	542	227	600	600	-	600
42208	Small Tools & Minor Equipment	778	527	-	800	800	-	800
42301	Telephone	593	616	675	725	725	-	725
42599	Fuel	1,505	1,010	1,265	1,600	1,600	600	2,200
42900	Dues & Subscriptions	1,753	1,126	1,087	1,750	1,750	-	1,750
43300	Contracted Services	4,922	3,780	9,808	11,000	11,000	-	11,000
43303	Support & Maintenance Contracts	-	350	350	350	350	-	350
43305	Computer Software	-	-	60	-	-	-	-
43400	Equipment Replacement Payment	4,413	4,413	4,413	4,413	-	-	-
Total Operations & Maintenance		\$ 19,751	\$ 14,856	\$ 19,701	\$ 29,738	\$ 25,325	\$ 600	\$ 25,925
Department Total		\$ 465,852	\$ 466,643	\$ 404,562	\$ 497,637	\$ 499,449	\$ (3,127)	\$ 496,322

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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	2,200
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>	<u>4,413</u>	<u>-</u>	
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. A portion of the Maintenance Support Technician's time is also allocated to streets and buildings.

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.

		FY23	
		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 AND 2023 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 3120: SHOP DEPARTMENT
MID-BIENNIUM UPDATE**

Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	As Adopted by Ord. 2021-013		Mid- Biennium Adjustments	FY23 Updated Budget
					FY22 Original Budget	FY23 Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 138,555	\$ 162,937	\$ 155,531	\$ 244,896	\$ 250,108	\$ 12,242	\$ 262,350
40140	Allowances	1,215	1,215	1,215	1,467	1,467	-	1,467
40200	Overtime	213	14	743	2,400	2,400	-	2,400
40300	Personal Leave	20,062	13,321	19,229	13,621	13,892	680	14,572
40350	Sick Leave	166	-	1,127	-	-	-	-
40400	Personal Leave Buy-Back	-	-	1,975	-	-	-	-
40500	PERS	33,400	37,220	38,438	54,405	55,552	2,693	58,245
40600	FICA	2,159	2,294	2,404	3,586	3,661	178	3,839
40700	Health Insurance	42,652	33,971	45,131	76,505	76,505	15,315	91,820
40800	Worker's Compensation	4,478	5,600	4,569	5,546	5,682	948	6,630
Total Salaries & Benefits		\$ 242,900	\$ 256,572	\$ 270,362	\$ 402,426	\$ 409,267	\$ 32,056	\$ 441,323
<u>Operations & Maintenance</u>								
42100	Travel & Training	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
42200	Materials & Supplies	71,827	81,974	67,813	75,000	75,000	-	75,000
42202	Uniforms	531	923	618	1,000	1,000	-	1,000
42208	Small Tools & Minor Equipment	6,389	767	7,358	3,800	1,000	-	1,000
42301	Telephone	2,482	2,421	2,788	4,100	4,100	-	4,100
42302	Natural Gas	12,218	14,867	13,983	17,000	17,500	-	17,500
42303	Sanitation	1,590	1,593	1,571	1,650	1,775	-	1,775
42304	Electricity	14,232	10,908	13,478	16,000	16,000	-	16,000
42599	Fuel	1,777	1,414	817	1,600	1,600	-	1,600
42900	Dues & Subscriptions	1,728	1,728	1,728	1,750	1,750	-	1,750
43300	Contracted Services	4,102	5,486	6,124	9,600	9,600	-	9,600
43303	Support & Maintenance Contracts	3,897	2,456	5,050	3,625	5,675	-	5,675
43360	Miscellaneous	465	355	669	500	500	-	500
43400	Equipment Replacement Payment	7,129	7,129	7,129	7,129	8,529	-	8,529
Total Operations & Maintenance		\$ 128,367	\$ 132,021	\$ 129,126	\$ 144,254	\$ 145,529	\$ -	\$ 145,529
Department Total		\$ 371,267	\$ 388,593	\$ 399,488	\$ 546,680	\$ 554,796	\$ 32,056	\$ 586,852

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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>8,529</u>
Total Maintenance & Operations		\$ 144,254	\$ 145,529

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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 Maintenance 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. A portion of the Maintenance Support Technician's time is also allocated to this department.

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.

		FY23	
		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 & 2 seasonal)	13	4.33	Airport .67
Short Term Laborer (summer)	5	0.18	-
Short Term Operator/Worker (winter)	13	0.11	-
		5.62	

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19	FY20	FY21	FY22	FY23	Mid-Biennium	FY23 Updated
		Actual	Actual	Actual	Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 324,049	\$ 309,834	\$ 293,415	\$ 330,736	\$ 335,942	\$ 22,017	\$ 357,959
40140	Allowances	450	1,798	1,558	1,731	1,731	-	1,731
40200	Overtime	12,679	11,564	11,248	10,750	10,750	2,000	12,750
40225	Temporary Labor	10,487	-	47,188	40,052	40,052	1,959	42,011
40250	Temporary Overtime	697	-	-	2,000	2,000	-	2,000
40300	Personal Leave	36,060	49,847	29,746	15,060	16,424	453	16,877
40350	Sick Leave	555	-	-	-	-	-	-
40400	Personal Leave Buy-Back	11,920	352	13,546	-	-	-	-
40500	PERS	79,779	82,923	72,610	75,127	76,272	1,608	77,880
40600	FICA	5,251	4,369	7,609	7,221	7,297	1,489	8,786
40700	Health Insurance	96,457	67,944	91,671	85,220	85,220	7,810	93,030
40800	Worker's Compensation	10,978	14,409	11,596	10,887	11,066	2,153	13,219
Total Salaries & Benefits		\$ 589,362	\$ 543,040	\$ 580,187	\$ 578,784	\$ 586,754	\$ 39,489	\$ 626,243
<u>Operations & Maintenance</u>								
42100	Travel & Training	\$ 197	\$ -	\$ -	\$ 1,700	\$ 1,700	\$ -	\$ 1,700
42200	Materials & Supplies	92,546	72,003	86,516	82,000	82,000	-	82,000
42201	Office Supplies	282	260	441	600	600	-	600
42202	Uniforms	1,770	1,211	1,232	1,800	1,800	-	1,800
42208	Small Tools & Minor Equipment	295	917	971	4,400	1,000	-	1,000
42301	Telephone	4,900	4,819	4,618	4,900	4,900	-	4,900
42302	Natural Gas	7,608	9,518	9,500	11,000	11,500	-	11,500
42303	Sanitation	1,758	1,759	1,733	1,825	1,950	-	1,950
42304	Electricity	79,635	77,273	69,548	84,500	84,500	-	84,500
42305	Janitorial	4,638	4,887	4,367	6,000	6,000	-	6,000
42306	Water & Sewer	3,193	4,146	2,452	4,200	4,200	-	4,200
42599	Fuel	43,628	36,374	36,415	46,000	46,000	27,200	73,200
42800	Rental	6,640	7,485	7,750	8,450	8,450	-	8,450
42900	Dues & Subscriptions	174	198	238	250	250	-	250
43300	Contracted Services	129,787	155,711	204,508	183,000	193,000	10,000	203,000
43303	Support & Maintenance Contracts	696	383	436	700	700	-	700
43360	Miscellaneous	2,080	2,080	2,355	3,850	4,050	-	4,050
43400	Equipment Replacement Payment	124,734	115,701	83,368	104,155	95,986	-	95,986
Total Operations & Maintenance		\$ 504,561	\$ 494,725	\$ 516,448	\$ 549,330	\$ 548,586	\$ 37,200	\$ 585,786
Department Total		\$ 1,093,923	\$ 1,037,765	\$ 1,096,635	\$ 1,128,114	\$ 1,135,340	\$ 76,689	\$ 1,212,029

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

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>	
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	
		<u>82,000</u>	<u>82,000</u>	
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	
		<u>4,400</u>	<u>1,000</u>	
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	
		<u>6,000</u>	<u>6,000</u>	
42306	<u>Water & Sewer</u>	4,200	4,200	
42599	<u>Fuel</u>	46,000	46,000	73,200
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	
		<u>8,450</u>	<u>8,450</u>	
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	100,000
	Storm Drain Gutter Bin Installation	-	10,000	
	Other Contracted Services	5,000	5,000	
		<u>183,000</u>	<u>193,000</u>	203,000

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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. A portion of the Maintenance Support Technician's time is also allocated to this department.

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

		FY23	
		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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19	FY20	FY21	FY22	FY23	Mid-Biennium	FY23
		Actual	Actual	Actual	Original Budget	Original Budget		Updated Budget
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 90,433	\$ 91,955	\$ 106,671	\$ 118,115	\$ 120,489	\$ 5,704	\$ 126,193
40105	Allocated Salaries	18,128	18,064	15,438	16,954	16,954	828	17,782
40140	Allowances	684	684	672	768	768	-	768
40200	Overtime	255	72	680	200	200	-	200
40205	Allocated Overtime	118	54	-	-	-	-	-
40300	Personal Leave	4,337	9,220	3,983	6,152	6,250	301	6,551
40350	Sick Leave	221	-	-	-	-	-	-
40400	Personal Leave Buy-Back	-	4,048	5,098	-	-	-	-
40500	PERS	20,297	23,961	24,889	26,029	26,552	1,254	27,806
40600	FICA	2,098	2,379	2,376	3,012	3,047	146	3,193
40700	Health Insurance	23,861	19,156	20,128	25,080	25,080	400	25,480
40800	Worker's Compensation	3,758	4,691	3,943	3,410	3,487	577	4,064
Total Salaries & Benefits		\$ 164,190	\$ 174,284	\$ 183,878	\$ 199,720	\$ 202,827	\$ 9,210	\$ 212,037
<u>Operations & Maintenance</u>								
42200	Materials & Supplies	\$ 9,937	\$ 14,594	\$ 15,882	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
42208	Small Tools & Minor Equipment	441	464	290	500	500	-	500
42599	Fuel	1,274	1,072	1,043	1,300	1,300	700	2,000
42800	Rental	-	-	1,053	-	-	-	-
43300	Contracted Services	27,059	25,403	38,453	25,000	25,000	14,500	39,500
43303	Support & Maintenance Contract	2,384	2,456	2,529	2,625	2,700	-	2,700
43305	Computer Software	-	-	-	15,000	-	-	-
43400	Equipment Replacement Payment	4,748	4,748	4,748	4,748	4,748	-	4,748
Total Operations & Maintenance		\$ 45,843	\$ 48,737	\$ 63,998	\$ 69,173	\$ 54,248	\$ 15,200	\$ 69,448
Department Total		\$ 210,033	\$ 223,021	\$ 247,876	\$ 268,893	\$ 257,075	\$ 24,410	\$ 281,485

CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE

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> <i>City Hall</i> <i>Police Facility</i> <i>Visitor Center</i> <i>Library</i> <i>Funny River Shop</i> <i>Maintenance Facility</i>	\$ 20,000	\$ 20,000	
42208	<u>Small Tools & Minor Equipment</u>	500	500	
42599	<u>Fuel</u>	1,300	1,300	2,000
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 <u>25,000</u>	9,000 4,500 1,500 10,000 <u>25,000</u>	19,000 39,500
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.

		FY23	
		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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	As Adopted by Ord. 2021-013			
					FY22 Original Budget	FY23 Original Budget	Mid- Biennium Adjustments	FY23 Updated Budget
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 155,677	\$ 154,399	\$ 138,632	\$ 170,914	\$ 174,678	\$ 8,570	\$ 183,248
40120	P&Z Commissioners	5,175	3,225	3,225	7,500	7,500	-	7,500
40140	Allowances	900	900	900	900	900	-	900
40200	Overtime	1,289	323	-	-	-	-	-
40300	Personal Leave	10,491	7,796	8,487	10,172	10,389	510	10,899
40350	Sick Leave	-	-	2,310	-	-	-	-
40400	Personal Leave Buy-Back	-	3,345	6,044	-	-	-	-
40500	PERS	33,530	34,847	36,008	37,601	38,429	1,886	40,315
40600	FICA	2,641	2,545	2,696	3,052	3,107	124	3,231
40700	Health Insurance	26,981	20,049	28,496	29,900	29,900	5,600	35,500
40800	Worker's Compensation	538	539	452	392	401	67	468
Total Salaries & Benefits		\$ 237,222	\$ 227,968	\$ 227,250	\$ 260,431	\$ 265,304	\$ 16,757	\$ 282,061
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 10,511	\$ 3,668	\$ 2,012	\$ 11,800	\$ 11,800	\$ -	\$ 11,800
42200	Materials & Supplies	95	374	24	500	500	-	500
42201	Office Supplies	292	241	516	750	750	-	750
42301	Telephone	609	571	649	500	500	-	500
42900	Dues & Subscriptions	464	942	843	1,225	1,225	-	1,225
43000	Advertising & Promotion	3,599	2,132	1,953	3,750	3,750	-	3,750
43300	Contracted Services	19,263	2,917	6,925	10,000	10,000	-	10,000
43303	Support & Maintenance Contracts	1,600	700	700	700	700	-	700
Total Maintenance & Operations		\$ 36,433	\$ 11,545	\$ 13,622	\$ 29,225	\$ 29,225	\$ -	\$ 29,225
Department Total		\$ 273,655	\$ 239,513	\$ 240,872	\$ 289,656	\$ 294,529	\$ 16,757	\$ 311,286

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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.

		FY23	
		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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	As Adopted by Ord. 2021-013			
					FY22 Original Budget	FY23 Original Budget	Mid- Biennium Adjustments	FY23 Updated Budget
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 325,736	\$ 269,985	\$ 285,880	\$ 387,533	\$ 393,531	\$ 20,034	\$ 413,565
40200	Overtime	311	21	-	-	-	-	-
40225	Temporary Labor	33,097	21,366	35,337	34,671	34,671	1,694	36,365
40300	Personal Leave	17,172	35,455	32,345	14,649	15,513	771	16,284
40350	Sick Leave	-	-	4,195	-	-	-	-
40400	Personal Leave Buy-Back	3,095	27,166	3,035	-	-	-	-
40500	PERS	52,413	56,256	58,428	61,465	62,192	3,053	65,245
40600	FICA	11,765	11,631	10,950	14,977	15,231	802	16,033
40700	Health Insurance	61,697	45,697	66,359	72,900	72,900	2,100	75,000
40800	Worker's Compensation	1,196	1,220	967	929	944	160	1,104
Total Salaries & Benefits		\$ 506,482	\$ 468,797	\$ 497,496	\$ 587,124	\$ 594,982	\$ 28,614	\$ 623,596
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 8,033	\$ 5,603	\$ 2,351	\$ 8,200	\$ 8,200	\$ -	\$ 8,200
42200	Materials & Supplies	74,461	73,987	71,672	85,000	85,000	-	85,000
42201	Office Supplies	1,566	898	2,377	1,300	1,300	-	1,300
42208	Small Tools & Minor Equipment	7,369	1,521	-	-	-	-	-
42301	Telephone	8,048	7,806	9,963	9,200	9,200	-	9,200
42302	Natural Gas	23,109	27,505	25,894	31,000	32,000	-	32,000
42303	Sanitation	1,171	1,169	1,150	1,250	1,325	-	1,325
42304	Electricity	43,151	38,748	40,667	47,000	47,000	-	47,000
42305	Janitorial	21,888	20,837	19,304	23,500	23,500	-	23,500
42306	Water & Sewer	1,802	2,295	1,404	2,200	2,200	-	2,200
42400	Postage	7,093	5,904	6,024	6,800	6,800	-	6,800
42900	Dues & Subscriptions	11,727	16,578	7,309	10,550	10,625	-	10,625
43000	Advertising & Promotion	-	32	2,114	450	450	-	450
43300	Contracted Services	1,545	1,075	1,257	1,400	1,400	-	1,400
43303	Support & Maintenance Contracts	10,471	12,417	14,520	20,800	20,875	-	20,875
43305	Computer Software	949	-	-	-	-	-	-
43360	Miscellaneous	216	-	-	250	250	-	250
Total Maintenance & Operations		\$ 222,599	\$ 216,375	\$ 206,006	\$ 248,900	\$ 250,125	\$ -	\$ 250,125
Department Total		\$ 729,081	\$ 685,172	\$ 703,502	\$ 836,024	\$ 845,107	\$ 28,614	\$ 873,721

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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
	Userful	3,600	3,600

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
	Tech Logic	1,675	1,750
	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.

		FY23	
		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	1.60	Bldgs .20, Campgrounds .25, Parks 1.40
Parks & Recreation Administrative Assistant	11	0.33	Campgrounds .15, Parks .25
Short Term Sports Complex Laborer	5	1.13	-
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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22	FY23	Mid- Biennium Adjustments	FY23 Updated Budget
					Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 196,118	\$ 186,574	\$ 208,253	\$ 240,981	\$ 245,632	\$ 34,337	\$ 279,969
40105	Allocated Salaries	3,252	503	352	-	-	-	-
40140	Allowances	1,569	1,633	1,556	1,620	1,620	-	1,620
40200	Overtime	3,322	4,717	4,366	6,275	6,275	-	6,275
40205	Allocated Overtime	98	226	-	-	-	-	-
40225	Temporary Labor	91,621	47,174	31,373	67,213	67,213	(18,630)	48,583
40250	Temporary Overtime	1,433	1,071	432	3,000	3,000	-	3,000
40255	LTS Labor	11,385	6,240	4,182	14,452	14,452	632	15,084
40300	Personal Leave	10,295	26,319	10,743	11,476	11,916	571	12,487
40350	Sick Leave	1,742	100	3,654	-	-	-	-
40400	Personal Leave Buy-Back	9,305	13,854	12,211	-	-	-	-
40500	PERS	44,787	49,855	47,890	51,142	52,083	1,674	53,757
40600	FICA	10,605	7,997	6,752	10,979	11,070	778	11,848
40700	Health Insurance	50,759	37,296	47,326	56,975	56,975	11,075	68,050
40800	Worker's Compensation	9,182	8,831	7,106	6,665	6,765	1,032	7,797
Total Salaries & Benefits		\$ 445,473	\$ 392,390	\$ 386,196	\$ 470,778	\$ 477,001	\$ 31,469	\$ 508,470
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 2,864	\$ 1,056	\$ -	\$ 3,500	\$ 4,000	\$ -	\$ 4,000
42200	Materials & Supplies	56,092	47,160	34,136	61,400	59,800	-	59,800
42201	Office Supplies	1,055	1,635	983	1,500	1,500	-	1,500
42202	Uniforms	2,046	1,170	1,106	1,300	1,300	-	1,300
42208	Small Tools & Minor Equipment	3,492	7,871	3,022	3,000	3,000	-	3,000
42210	Vending Supplies	5,149	4,497	2,006	6,000	6,000	-	6,000
42301	Telephone	10,145	9,581	8,521	13,275	13,275	-	13,275
42302	Natural Gas	57,620	60,309	66,728	73,000	73,000	-	73,000
42303	Sanitation	7,187	6,550	6,999	7,700	8,200	-	8,200
42304	Electricity	190,778	164,478	191,030	202,000	202,000	-	202,000
42306	Water & Sewer	9,216	9,307	10,153	10,175	10,175	-	10,175
42400	Postage	27	64	26	200	200	-	200
42599	Fuel	4,698	4,801	5,140	6,200	6,200	5,300	11,500
42800	Rental	1,180	821	506	1,600	1,600	-	1,600
42900	Dues & Subscriptions	1,450	1,466	2,505	2,525	2,525	-	2,525
43000	Advertising & Promotion	3,007	2,646	2,805	4,000	4,000	-	4,000
43300	Contracted Services	7,121	11,776	6,417	11,000	11,000	-	11,000
43303	Support & Maintenance Contracts	2,821	4,734	4,762	8,200	8,200	-	8,200
43400	Equipment Replacement Payment	2,953	2,953	2,953	4,561	4,561	-	4,561
43360	Miscellaneous	-	3,877	693	-	-	-	-
43520	Capital	-	-	-	6,000	-	-	-
Total Operations & Maintenance		\$ 368,901	\$ 346,752	\$ 350,491	\$ 427,136	\$ 420,536	\$ 5,300	\$ 425,836
Department Total		\$ 814,374	\$ 739,142	\$ 736,687	\$ 897,914	\$ 897,537	\$ 36,769	\$ 934,306

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

**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	
		<u>61,400</u>	<u>59,800</u>	
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>	13,275	13,275	
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	11,500
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	
		<u>2,525</u>	<u>2,525</u>	
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	
		<u>11,000</u>	<u>11,000</u>	

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

**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		\$ 427,136	\$ 420,536

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
 42301 - Added high speed public Wi-Fi at the Soldotna Regional Sports Complex
 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.

		FY23	
		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	0.25	Bldgs .20, SRSC 1.60, Parks 1.40
Parks & Recreation Administrative Assistant	11	0.15	SRSC .33, Parks .25
Short Term Campground Laborer	5	1.06	-
Short Term Campground Attendant	1	1.92	-
		5.03	

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013				
Acct #	Description	FY19	FY20	FY21	FY22	FY23	Mid-Biennium	FY23	
		Actual	Actual	Actual	Original Budget	Original Budget			Adjustments
Salaries & Benefits									
40100	Salaries	\$ 83,368	\$ 90,501	\$ 113,030	\$ 131,894	\$ 134,219	\$ 13,167	\$ 147,386	
40140	Allowances	611	695	792	816	816	-	816	
40200	Overtime	1,061	1,793	2,155	3,300	3,300	-	3,300	
40225	Temporary Labor	71,148	79,520	76,108	100,095	100,095	(869)	99,226	
40250	Temporary Overtime	768	611	2,788	5,000	5,000	-	5,000	
40300	Personal Leave	4,749	10,765	5,983	6,934	7,060	302	7,362	
40350	Sick Leave	774	44	2,877	-	-	-	-	
40400	Personal Leave Buy-Back	4,731	6,938	8,559	-	-	-	-	
40500	PERS	18,741	23,377	26,547	28,296	28,771	1,202	29,973	
40600	FICA	6,713	7,827	8,218	10,408	10,452	602	11,054	
40700	Health Insurance	23,502	18,494	24,894	26,905	26,905	8,580	35,485	
40800	Worker's Compensation	5,294	6,242	4,877	4,935	4,976	806	5,782	
Total Salaries & Benefits		\$ 221,460	\$ 246,807	\$ 276,828	\$ 318,583	\$ 321,594	\$ 23,790	\$ 345,384	
Maintenance & Operations									
42200	Materials & Supplies	\$ 13,975	\$ 11,232	\$ 11,480	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	
42201	Office Supplies	3,048	3,132	1,927	3,500	3,500	-	3,500	
42202	Uniforms	566	500	550	1,000	1,000	-	1,000	
42208	Small Tools & Minor Equipment	1,329	1,319	2,060	6,000	1,500	-	1,500	
42210	Vending Supplies	627	165	990	1,000	1,000	-	1,000	
42301	Telephone	1,064	856	1,097	1,350	1,350	-	1,350	
42303	Sanitation	22,119	23,000	19,442	20,500	21,000	-	21,000	
42304	Electricity	11,965	11,275	11,711	14,000	14,000	-	14,000	
42599	Fuel	1,996	1,545	1,977	2,800	2,800	-	2,800	
42800	Rental	1,842	1,565	1,194	3,200	2,600	-	2,600	
43300	Contracted Services	4,230	3,794	4,378	19,800	4,800	-	4,800	
43303	Support & Maintenance Contracts	4,243	4,254	6,706	5,725	9,725	-	9,725	
43400	Equipment Replacement Payment	914	1,293	1,293	3,941	6,364	-	6,364	
Total Maintenance & Operations		\$ 67,918	\$ 63,930	\$ 64,805	\$ 92,816	\$ 79,639	\$ -	\$ 79,639	
Department Total		\$ 289,378	\$ 310,737	\$ 341,633	\$ 411,399	\$ 401,233	\$ 23,790	\$ 425,023	

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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	6,364
Total Maintenance & Operations		\$ 92,816	\$ 79,639

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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.

		FY23	
		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	1.40	Bldgs .20, SRSC 1.60, Campgrounds .25
Parks & Recreation Administrative Assistant	11	0.25	SRSC .33, Campgrounds .15
Short Term Parks Laborer	5	0.74	-
		4.19	

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22	FY23	Mid- Biennium Adjustments	FY23 Updated Budget
					Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 142,307	\$ 137,670	\$ 144,979	\$ 167,613	\$ 170,819	\$ 39,735	\$ 210,554
40105	Allocated Salaries	727	-	-	-	-	-	-
40140	Allowances	1,192	1,218	1,080	1,110	1,110	-	1,110
40200	Overtime	2,132	2,967	3,060	4,225	4,225	-	4,225
40225	Temporary Labor	38,700	54,661	82,897	56,695	56,695	(27,212)	29,483
40250	Temporary Overtime	412	1,874	4,511	-	-	-	-
40300	Personal Leave	7,108	16,399	7,510	7,983	8,259	636	8,895
40350	Sick Leave	1,355	1,084	2,894	-	-	-	-
40400	Personal Leave Buy-Back	8,184	10,299	9,080	-	-	-	-
40500	PERS	32,097	36,570	33,246	35,273	35,914	1,179	37,093
40600	FICA	5,261	6,779	9,475	7,542	7,606	627	8,233
40700	Health Insurance	31,584	22,657	31,849	39,280	39,280	8,765	48,045
40800	Worker's Compensation	6,301	6,054	4,590	4,436	4,502	721	5,223
Total Salaries & Benefits		\$ 277,360	\$ 298,232	\$ 335,171	\$ 324,157	\$ 328,410	\$ 24,451	\$ 352,861
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 2,579	\$ 2,867	\$ 484	\$ 3,500	\$ 4,100	\$ -	\$ 4,100
42200	Materials & Supplies	18,434	34,381	33,004	45,200	36,200	-	36,200
42201	Office Supplies	50	261	29	500	500	-	500
42202	Uniforms	578	924	4,157	1,500	1,000	-	1,000
42208	Small Tools & Minor Equipment	9,208	1,658	3,796	3,000	3,000	-	3,000
42301	Telephone	650	1,640	501	4,575	4,575	-	4,575
42302	Natural Gas	671	823	961	1,100	1,200	-	1,200
42303	Sanitation	1,753	3,750	6,807	7,700	7,700	-	7,700
42304	Electricity	8,430	8,548	10,550	10,000	10,000	-	10,000
42306	Water & Sewer	6,952	11,747	9,350	12,500	12,500	-	12,500
42599	Fuel	3,603	3,645	7,021	8,100	8,100	2,000	10,100
42800	Rental	523	-	-	-	-	-	-
43000	Advertising & Promotion	5,280	295	450	5,000	5,000	-	5,000
43300	Contracted Services	9,462	9,015	13,775	5,500	5,500	-	5,500
43360	Miscellaneous	100	200	100	200	200	-	200
43400	Equipment Replacement Payment	4,584	4,584	4,584	7,232	8,266	-	8,266
Total Maintenance & Operations		\$ 72,857	\$ 84,338	\$ 95,569	\$ 115,607	\$ 107,841	\$ 2,000	\$ 109,841
Department Total		\$ 350,217	\$ 382,570	\$ 430,740	\$ 439,764	\$ 436,251	\$ 26,451	\$ 462,702

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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	
	Sunrise Park Base Paths	4,000	-	
	Topsoil & Seed to Expand Green Space at Riverview Park	5,000	-	
		<u>45,200</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>	4,575	4,575	
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	10,100
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		\$ 115,607	\$ 107,841	

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 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.
42301 - Added public Wi-Fi at Soldotna Creek Park
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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	As Adopted by Ord. 2021-013		Mid- Biennium Adjustments	FY23 Updated Budget
					FY22 Original Budget	FY23 Original Budget		
42200	Materials & Supplies	\$ 992	\$ 1,523	\$ 448	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
42201	Office Supplies	2,615	3,087	3,255	4,000	4,000	-	4,000
42208	Small Tools & Minor Equipment	200	-	-	-	-	-	-
42301	Telephone	421	22,901	21,089	25,500	25,500	-	25,500
42302	Natural Gas	9,663	8,440	9,641	11,500	12,000	-	12,000
42303	Sanitation	1,224	1,218	1,200	1,300	1,375	-	1,375
42304	Electricity	25,267	24,445	26,022	27,500	27,500	-	27,500
42305	Janitorial	13,061	11,466	11,269	13,500	13,500	-	13,500
42306	Water & Sewer	2,430	3,694	2,272	3,600	3,600	-	3,600
42400	Postage	1,085	1,671	2,288	2,500	2,500	-	2,500
42900	Dues & Subscriptions	-	556	696	825	825	-	825
43000	Advertising & Promotion	-	3,300	18,263	3,300	3,300	-	3,300
43100	Professional Services	-	50,316	55,131	71,500	71,500	28,500	100,000
43303	Support & Maintenance Contracts	11,734	11,971	12,191	13,650	14,050	-	14,050
43360	Miscellaneous	-	5,911	6,282	7,500	7,500	-	7,500
43361	Remote Seller Sales Tax Collection Fees	-	9,756	47,245	43,125	43,125	30,500	73,625
43520	Capital	-	-	5,729	-	-	-	-
43603	Visitor Center Contract	-	136,762	138,677	138,677	138,677	6,795	145,472
43604	Visitor Center Utilities	-	11,827	11,674	13,500	14,000	-	14,000
45000	Insurance	146,630	158,000	170,206	169,000	169,000	22,250	191,250
45050	Citywide Wellness Program	1,395	910	1,065	2,500	2,500	-	2,500
45060	Miscellaneous Payroll Expenditures	1,739	8,273	14,679	10,000	10,000	-	10,000
45070	PERS On Behalf	247,895	289,408	369,090	360,391	364,411	(234,705)	129,706
46203	Tsalteshi Trails Association	15,000	15,000	15,000	15,000	15,000	-	15,000
46205	Boys & Girls Club of the Kenai Peninsula	35,000	35,000	35,000	40,000	40,000	-	40,000
46206	Soldotna Area Senior Citizens	7,500	8,250	8,250	12,700	12,700	-	12,700
46208	Soldotna Historical Society & Museum	7,500	5,000	5,000	5,000	5,000	-	5,000
46250	Rental of Airport Property	29,209	29,939	30,687	31,454	32,240	-	32,240
46400	Operating Transfers	171,091	172,963	139,135	159,500	154,500	-	154,500
46950	Capital Project Transfers	730,000	1,035,500	1,575,000	-	-	-	-
47000	Contingency	-	-	-	60,000	60,000	-	60,000
Department Total		\$ 1,461,651	\$ 2,067,087	\$ 2,736,484	\$ 1,248,522	\$ 1,249,803	\$ (146,660)	\$ 1,103,143

CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE

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	100,000
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	73,625
43603	<u>Visitor Center Contract</u>	138,677	138,677	145,472
43604	<u>Visitor Center Utilities</u>	13,500	14,000	
45000	<u>Insurance</u>			
	Vehicle	32,100	32,100	36,800
	Property	57,850	57,850	62,750
	General Liability	67,550	67,550	79,000
	Police Professional	11,000	11,000	12,200
	Notary Bonds	500	500	
		<u>169,000</u>	<u>169,000</u>	191,250

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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	129,706
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)
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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**FUND 003: UTILITY FUND
RECAP**

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Original Budget	Mid- Biennium Adjustments	FY23 Updated Budget
<u>Operating Revenues</u>								
31000	State PERS Relief Funding	\$ 28,383	\$ 35,629	\$ 44,649	\$ 46,727	\$ 47,706	\$ (30,056)	\$ 17,650
36000	Water	678,138	679,481	741,346	740,000	740,000	-	740,000
36100	Water Permit Inspection Fees	1,400	1,700	900	1,500	1,500	-	1,500
36400	Turn On/Off Fees	7,936	6,560	6,912	6,500	7,500	-	7,500
36410	Penalties	19,835	12,571	(66)	10,500	18,000	-	18,000
36500	Sewer	1,477,225	1,501,156	1,656,016	1,650,000	1,650,000	-	1,650,000
36600	Sewer Permit Inspection Fees	1,100	1,900	1,100	1,500	1,500	-	1,500
37120	Interest	80,537	73,124	244,815	59,721	70,724	2,784	73,508
37190	Miscellaneous	13,592	12,039	8,723	11,000	13,000	-	13,000
39150	W/S Extension Revenue	9,944	11,340	11,923	10,000	10,000	-	10,000
Total Operating Revenues		\$ 2,318,090	\$ 2,335,500	\$ 2,716,318	\$ 2,537,448	\$ 2,559,930	\$ (27,272)	\$ 2,532,658
<u>Non-Operating Transfers In</u>								
	From Capital Project Funds	\$ -	\$ 76,927	\$ -	\$ -	-	-	-
Total Non-Operating Transfers In		\$ -	\$ 76,927	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues/Transfers In		\$ 2,318,090	\$ 2,412,427	\$ 2,716,318	\$ 2,537,448	\$ 2,559,930	\$ (27,272)	\$ 2,532,658
<u>Operating Expenditures</u>								
5100	Water Expenditures	\$ 550,338	\$ 554,926	\$ 554,471	\$ 622,748	\$ 615,089	\$ 16,745	\$ 631,834
5200	Sewer Expenditures	365,531	432,357	409,224	472,277	476,426	17,925	494,351
5250	WWTP Expenditures	663,193	914,366	977,401	1,109,668	1,097,542	24,964	1,122,506
Total Operating Expenditures		\$ 1,579,062	\$ 1,901,649	\$ 1,941,096	\$ 2,204,693	\$ 2,189,057	\$ 59,634	\$ 2,248,691
<u>Non-Operating Transfers Out</u>								
46950	To Capital Project Funds	\$ 337,000	\$ 130,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -
Total Non-Operating Transfers In		\$ 337,000	\$ 130,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -
Total Expenditures/Transfers Out		\$ 1,916,062	\$ 2,031,649	\$ 2,111,096	\$ 2,204,693	\$ 2,189,057	\$ 59,634	\$ 2,248,691
Total Surplus (Deficit)		\$ 402,028	\$ 380,778	\$ 605,222	\$ 332,755	\$ 370,873	\$ (86,906)	\$ 283,967
Projected Lapse - 5%		-	-	-	110,235	109,453	2,982	112,435
Change in Fund Balance		\$ 402,028	\$ 380,778	\$ 605,222	\$ 442,990	\$ 480,326	\$ (83,924)	\$ 396,402
Beginning Fund Balance		\$ 1,749,225	\$ 2,151,253	\$ 2,532,031				
Ending Fund Balance		\$ 2,151,253	\$ 2,532,031	\$ 3,137,253				

CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE

UTILITY FUND
EXPENDITURES BY LINE ITEM

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Original Budget	Mid- Biennium Adjustments	FY23 Updated Budget
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 438,573	\$ 456,785	\$ 445,224	\$ 527,973	\$ 539,527	\$ 42,445	\$ 581,972
40105	Allocated Salaries	-	-	-	4,375	4,375	214	4,589
40140	Allowances	5,219	5,770	5,233	5,535	5,535	-	5,535
40180	On-Call Pay	-	700	21,580	25,500	25,500	-	25,500
40200	Overtime	13,653	10,987	12,976	22,688	23,195	1,944	25,139
40205	Allocated Overtime	154	-	-	-	-	-	-
40300	Personal Leave	29,322	43,234	41,658	23,103	25,089	1,104	26,193
40350	Sick Leave	-	454	4,257	-	-	-	-
40400	Personal Leave Buy-Back	13,436	32,756	10,344	-	-	-	-
40500	PERS	95,910	112,707	112,275	126,755	129,409	9,765	139,174
40600	FICA	6,503	7,712	7,320	8,689	8,864	661	9,525
40700	Health Insurance	149,872	115,652	136,212	149,136	149,136	20,574	169,710
40800	Worker's Compensation	12,227	15,037	12,874	12,220	12,504	2,533	15,037
Total Salaries & Benefits		\$ 764,869	\$ 801,794	\$ 809,953	\$ 905,974	\$ 923,134	\$ 79,240	\$ 1,002,374
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 6,485	\$ 299	\$ 254	\$ 7,000	\$ 7,000	\$ -	\$ 7,000
42200	Materials & Supplies	151,433	151,074	182,109	187,100	158,700	-	158,700
42201	Office Supplies	583	476	360	1,000	1,000	-	1,000
42202	Uniforms	2,840	1,826	2,772	4,000	4,000	-	4,000
42208	Small Tools & Minor Equipment	7,181	15,967	26,057	4,000	4,000	-	4,000
42301	Telephone	18,131	17,988	18,180	18,300	18,300	-	18,300
42302	Natural Gas	34,090	40,914	33,891	48,300	48,850	-	48,850
42303	Sanitation	586	1,178	1,194	1,300	1,375	-	1,375
42304	Electricity	318,019	312,330	312,924	352,000	352,000	-	352,000
42400	Postage	3,156	-	15	-	-	-	-
42599	Fuel	7,881	9,859	6,426	9,200	9,200	3,900	13,100
42600	Shop Repair & Maintenance	10,753	30,578	6,937	22,000	22,000	-	22,000
42800	Rental	-	729	-	-	-	-	-
42900	Dues & Subscriptions	5,737	6,774	5,521	7,200	7,200	-	7,200
43000	Advertising & Promotion	61	71	-	-	-	-	-
43300	Contracted Services	154,062	153,814	151,627	205,400	189,900	-	189,900
43303	Support & Maintenance Contracts	10,583	12,752	3,281	15,250	15,250	-	15,250
43360	Miscellaneous	8,370	8,766	11,439	8,375	8,775	-	8,775
43400	Equipment Replacement Payment	16,176	22,383	19,722	19,722	28,822	-	28,822
45000	Insurance	29,683	32,813	32,691	40,750	40,750	6,550	47,300
45070	PERS On Behalf	28,383	35,629	44,648	46,727	47,706	(30,056)	17,650
48600	Interest	-	10,041	33,997	30,441	26,831	-	26,831
48700	Principal	-	233,594	237,098	240,654	244,264	-	244,264
47000	Contingency	-	-	-	30,000	30,000	-	30,000
Total Maintenance & Operations		\$ 814,193	\$ 1,099,855	\$ 1,131,143	\$ 1,298,719	\$ 1,265,923	\$ (19,606)	\$ 1,246,317
<u>Non-Operating Transfers Out</u>								
46950	Capital Project Transfers	337,000	130,000	170,000	-	-	-	-
Total Non-Operating Transfers Out		\$ 337,000	\$ 130,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -
Total Utility Fund Expenditures		\$ 1,916,062	\$ 2,031,649	\$ 2,111,096	\$ 2,204,693	\$ 2,189,057	\$ 59,634	\$ 2,248,691

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.

		FY23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Utility Department Manager	23	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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19	FY20	FY21	FY22	FY23	Mid-Biennium	FY23
		Actual	Actual	Actual	Original Budget	Original Budget		Updated Budget
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 144,774	\$ 153,885	\$ 149,658	\$ 174,765	\$ 178,600	\$ 13,077	\$ 191,677
40140	Allowances	1,612	1,832	1,675	1,764	1,764	-	1,764
40180	On-Call Pay	-	272	6,693	8,500	8,500	-	8,500
40200	Overtime	3,850	3,529	4,419	8,168	8,347	622	8,969
40205	Allocated Overtime	154	-	-	-	-	-	-
40300	Personal Leave	9,659	14,272	13,461	7,519	8,144	271	8,415
40350	Sick Leave	-	227	1,579	-	-	-	-
40400	Personal Leave Buy-Back	3,583	11,291	3,430	-	-	-	-
40500	PERS	30,887	37,717	37,469	42,115	42,998	3,014	46,012
40600	FICA	2,083	2,595	2,457	2,776	2,834	199	3,033
40700	Health Insurance	49,934	37,383	42,287	45,930	45,930	6,101	52,031
40800	Worker's Compensation	3,406	4,733	4,054	3,627	3,712	727	4,439
Total Salaries & Benefits		\$ 249,942	\$ 267,736	\$ 267,182	\$ 295,164	\$ 300,829	\$ 24,011	\$ 324,840
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 4,714	\$ -	\$ 254	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
42200	Materials & Supplies	78,760	56,917	77,592	81,000	63,000	-	63,000
42201	Office Supplies	65	51	-	-	-	-	-
42208	Small Tools & Minor Equipment	2,683	3,794	6,222	1,500	1,500	-	1,500
42301	Telephone	13,009	13,081	13,177	13,200	13,200	-	13,200
42302	Natural Gas	7,074	7,548	7,427	8,800	9,300	-	9,300
42304	Electricity	111,135	117,592	114,409	126,000	126,000	-	126,000
42400	Postage	1,641	-	-	-	-	-	-
42599	Fuel	2,212	1,494	1,659	1,900	1,900	-	1,900
42600	Shop Repair & Maintenance	5,464	7,904	2,608	5,000	5,000	-	5,000
42900	Dues & Subscriptions	2,396	3,172	2,281	2,900	2,900	-	2,900
43000	Advertising & Promotion	61	71	-	-	-	-	-
43300	Contracted Services	44,088	38,652	26,396	38,000	38,000	-	38,000
43303	Support & Maintenance Contracts	96	1,505	1,565	2,117	2,117	-	2,117
43360	Miscellaneous	450	846	1,519	450	850	-	850
43400	Equipment Replacement Payment	10,138	13,241	9,142	9,142	12,592	-	12,592
45000	Insurance	7,269	9,399	8,138	9,050	9,050	2,750	11,800
45070	PERS On Behalf	9,141	11,923	14,900	15,525	15,851	(10,016)	5,835
47000	Contingency	-	-	-	10,000	10,000	-	10,000
Total Maintenance & Operations		\$ 300,396	\$ 287,190	\$ 287,289	\$ 327,584	\$ 314,260	\$ (7,266)	\$ 306,994
Department Total		\$ 550,338	\$ 554,926	\$ 554,471	\$ 622,748	\$ 615,089	\$ 16,745	\$ 631,834

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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	12,592	
45000	<u>Insurance</u>	9,050	9,050	11,800
45070	<u>PERS On Behalf</u>	15,525	15,851	5,835
47000	<u>Contingency</u>	<u>10,000</u>	<u>10,000</u>	
Total Maintenance & Operations		\$ 327,584	\$ 314,260	

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.

		FY23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Utility Department Manager	23	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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22	FY23	Mid- Biennium Adjustments	FY23 Updated Budget
					Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 140,851	\$ 153,885	\$ 149,658	\$ 174,765	\$ 178,600	\$ 13,077	\$ 191,677
40140	Allowances	2,287	1,832	1,675	1,764	1,764	-	1,764
40180	On-Call Pay	-	272	6,693	8,500	8,500	-	8,500
40200	Overtime	3,850	3,529	4,419	6,619	6,766	544	7,310
40300	Personal Leave	9,659	14,272	13,461	7,519	8,144	271	8,415
40350	Sick Leave	-	227	1,579	-	-	-	-
40400	Personal Leave Buy-Back	3,583	11,291	3,430	-	-	-	-
40500	PERS	30,855	37,717	37,469	41,774	42,651	2,996	45,647
40600	FICA	2,081	2,595	2,457	2,753	2,811	198	3,009
40700	Health Insurance	49,992	37,383	42,287	45,930	45,930	6,101	52,031
40800	Worker's Compensation	3,358	4,653	3,987	3,594	3,678	722	4,400
Total Salaries & Benefits		\$ 246,516	\$ 267,656	\$ 267,115	\$ 293,218	\$ 298,844	\$ 23,909	\$ 322,753
<u>Maintenance & Operations</u>								
42200	Materials & Supplies	\$ 23,270	\$ 32,966	\$ 34,643	\$ 28,000	\$ 28,000	\$ -	\$ 28,000
42201	Office Supplies	40	51	-	-	-	-	-
42208	Small Tools & Minor Equipment	3,352	1,250	8,715	1,000	1,000	-	1,000
42301	Telephone	381	380	450	500	500	-	500
42302	Natural Gas	196	413	399	500	550	-	550
42304	Electricity	24,848	24,964	27,969	26,000	26,000	-	26,000
42400	Postage	1,515	-	15	-	-	-	-
42599	Fuel	2,918	5,138	3,138	4,000	4,000	3,100	7,100
42600	Shop Repair & Maintenance	3,432	17,680	2,827	8,000	8,000	-	8,000
42900	Dues & Subscriptions	2,027	2,027	2,387	2,550	2,550	-	2,550
43300	Contracted Services	28,301	41,181	27,769	54,500	47,000	-	47,000
43303	Support & Maintenance Contracts	8,796	9,743	837	10,217	10,217	-	10,217
43360	Miscellaneous	-	-	1,000	-	-	-	-
43400	Equipment Replacement Payment	6,038	9,142	9,142	9,142	14,792	-	14,792
45000	Insurance	4,770	7,843	7,918	9,250	9,250	850	10,100
45070	PERS On Behalf	9,131	11,923	14,900	15,400	15,723	(9,934)	5,789
47000	Contingency	-	-	-	10,000	10,000	-	10,000
Total Maintenance & Operations		\$ 119,015	\$ 164,701	\$ 142,109	\$ 179,059	\$ 177,582	\$ (5,984)	\$ 171,598
Department Total		\$ 365,531	\$ 432,357	\$ 409,224	\$ 472,277	\$ 476,426	\$ 17,925	\$ 494,351

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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	7,100
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	14,792	
45000	<u>Insurance</u>	9,250	9,250	10,100
45070	<u>PERS On Behalf</u>	15,400	15,723	5,789
47000	<u>Contingency</u>	10,000	10,000	
Total Maintenance & Operations		\$ 179,059	\$ 177,582	

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
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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 vector 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 vector 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.

		FY23	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Utility Department Manager	23	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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19	FY20	FY21	FY22	FY23	Mid-Biennium	FY23
		Actual	Actual	Actual	Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 152,948	\$ 149,015	\$ 145,908	\$ 178,443	\$ 182,327	\$ 16,291	\$ 198,618
40105	Allocated Salaries	-	-	-	4,375	4,375	214	4,589
40140	Allowances	1,320	2,106	1,883	2,007	2,007	-	2,007
40180	On-Call Pay	-	156	8,194	8,500	8,500	-	8,500
40200	Overtime	5,953	3,929	4,138	7,901	8,082	778	8,860
40300	Personal Leave	10,004	14,690	14,736	8,065	8,801	562	9,363
40350	Sick Leave	-	-	1,099	-	-	-	-
40400	Personal Leave Buy-Back	6,270	10,174	3,484	-	-	-	-
40500	PERS	34,168	37,273	37,337	42,866	43,760	3,755	47,515
40600	FICA	2,339	2,522	2,406	3,160	3,219	264	3,483
40700	Health Insurance	49,946	40,886	51,638	57,276	57,276	8,372	65,648
40800	Worker's Compensation	5,463	5,651	4,833	4,999	5,114	1,084	6,198
Total Salaries & Benefits		\$ 268,411	\$ 266,402	\$ 275,656	\$ 317,592	\$ 323,461	\$ 31,320	\$ 354,781
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 1,771	\$ 299	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
42200	Materials & Supplies	49,403	61,191	69,874	78,100	67,700	-	67,700
42201	Office Supplies	478	374	360	1,000	1,000	-	1,000
42202	Uniforms	2,840	1,826	2,772	4,000	4,000	-	4,000
42208	Small Tools & Minor Equipment	1,146	10,923	11,120	1,500	1,500	-	1,500
42301	Telephone	4,741	4,527	4,553	4,600	4,600	-	4,600
42302	Natural Gas	26,820	32,953	26,065	39,000	39,000	-	39,000
42303	Sanitation	586	1,178	1,194	1,300	1,375	-	1,375
42304	Electricity	182,036	169,774	170,546	200,000	200,000	-	200,000
42599	Fuel	2,751	3,227	1,629	3,300	3,300	800	4,100
42600	Shop Repair & Maintenance	1,857	4,994	1,502	9,000	9,000	-	9,000
42800	Rental	-	729	-	-	-	-	-
42900	Dues & Subscriptions	1,314	1,575	853	1,750	1,750	-	1,750
43300	Contracted Services	81,673	73,981	97,462	112,900	104,900	-	104,900
43303	Support & Maintenance Contracts	1,691	1,504	879	2,916	2,916	-	2,916
43360	Miscellaneous	7,920	7,920	8,920	7,925	7,925	-	7,925
43400	Equipment Replacement Payment	-	-	1,438	1,438	1,438	-	1,438
45000	Insurance	17,644	15,571	16,635	22,450	22,450	2,950	25,400
45070	PERS On Behalf	10,111	11,783	14,848	15,802	16,132	(10,106)	6,026
47000	Contingency	-	-	-	10,000	10,000	-	10,000
48600	Interest	-	10,041	33,997	30,441	26,831	-	26,831
48700	Principal	-	233,594	237,098	240,654	244,264	-	244,264
Total Maintenance & Operations		\$ 394,782	\$ 647,964	\$ 701,745	\$ 792,076	\$ 774,081	\$ (6,356)	\$ 767,725
Department Total		\$ 663,193	\$ 914,366	\$ 977,401	\$ 1,109,668	\$ 1,097,542	\$ 24,964	\$ 1,122,506

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

**FUND 003: UTILITY FUND
DEPARTMENT 5250: WASTE WATER TREATMENT PLANT
MID-BIENNIUM UPDATE**

<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	4,100
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 AND 2023 BIENNIAL OPERATING BUDGET**

**FUND 003: UTILITY FUND
DEPARTMENT 5250: WASTE WATER TREATMENT PLANT
MID-BIENNIUM UPDATE**

<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	25,400
45070	<u>PERS On Behalf</u>	15,802	16,132	6,026
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.

		FY23	
		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 & 2 seasonal)	13	0.67	Streets 4.33
Short Term Laborer (summer)	5	0.05	-
Short Term Operator/Worker (winter)	13	0.01	-
		1.23	

CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE

FUND 004: AIRPORT FUND
RECAP

Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	As Adopted by Ord. 2021-013		Mid-Biennium Adjustments	FY23 Updated Budget
					FY22 Original Budget	FY23 Original Budget		
<u>Operating Revenues</u>								
31000	State PERS Relief Funding	\$ 3,456	\$ 4,842	\$ 5,487	\$ 6,667	\$ 6,702	\$ (4,297)	\$ 2,405
32150	Long Term Land Leases	130,104	142,769	147,500	152,000	156,000	-	156,000
32170	Fuel Fees	2,866	2,958	2,401	3,000	3,000	-	3,000
32190	Transient Charges	28,811	29,446	25,493	27,000	27,000	-	27,000
34170	Aviation Fuel Tax	1,730	2,009	1,644	1,500	1,500	-	1,500
34175	Airport Grants	-	30,000	13,000	-	-	-	-
37120	Interest	3,436	3,614	12,509	4,072	4,822	833	5,655
37150	Rent	29,209	29,939	30,687	31,454	32,240	-	32,240
37190	Miscellaneous	6,178	975	214	200	200	-	200
Total Operating Revenues		\$ 205,790	\$ 246,552	\$ 238,935	\$ 225,893	\$ 231,464	\$ (3,464)	\$ 228,000
<u>Non-Operating Transfers In</u>								
From Capital Project Funds		\$ 5,280	\$ 4,385	\$ -	\$ -	-	-	-
Total Non-Operating Transfers In		\$ 5,280	\$ 4,385	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues/Transfers In		\$ 211,070	\$ 250,937	\$ 238,935	\$ 225,893	\$ 231,464	\$ (3,464)	\$ 228,000
Total Operating Expenditures		\$ 133,385	\$ 149,848	\$ 164,661	\$ 221,858	\$ 228,861	\$ 27,807	\$ 256,668
Total Surplus (Deficit)		\$ 77,685	\$ 101,089	\$ 74,274	\$ 4,035	\$ 2,603	\$ (31,271)	\$ (28,668)
Projected Lapse - 5%		-	-	-	11,093	11,443	1,390	12,833
Change in Fund Balance		\$ 77,685	\$ 101,089	\$ 74,274	\$ 15,128	\$ 14,046	\$ (29,881)	\$ (15,835)
Beginning Fund Balance		\$ (116,042)	\$ (38,357)	\$ 62,732				
Ending Fund Balance		\$ (38,357)	\$ 62,732	\$ 137,006				

CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE

FUND 004: AIRPORT FUND
DEPARTMENT 3140: AIRPORT DEPARTMENT

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22	FY23	Mid- Biennium Adjustments	FY23 Updated Budget
					Original Budget	Original Budget		
<u>Salaries & Benefits</u>								
40100	Salaries	\$ 56,979	\$ 70,030	\$ 63,521	\$ 81,703	\$ 82,141	\$ 18,258	\$ 100,399
40140	Allowances	225	225	272	378	378	-	378
40200	Overtime	702	1,635	1,300	500	500	-	500
40225	Temporary Labor	517	-	-	3,490	3,490	170	3,660
40250	Temporary Overtime	39	-	-	-	-	-	-
40300	Personal Leave	5,049	5,493	4,343	4,999	5,071	230	5,301
40350	Sick Leave	165	-	-	-	-	-	-
40400	Personal Leave Buy-Back	1,589	1,636	3,978	-	-	-	-
40500	PERS	11,680	15,318	13,799	18,085	18,181	780	18,961
40600	FICA	651	764	692	1,152	1,158	1,175	2,333
40700	Health Insurance	11,778	9,059	12,476	15,615	15,615	2,555	18,170
40800	Worker's Compensation	1,370	1,552	953	894	900	536	1,436
Total Salaries & Benefits		\$ 90,744	\$ 105,712	\$ 101,334	\$ 126,816	\$ 127,434	\$ 23,704	\$ 151,138
<u>Maintenance & Operations</u>								
42100	Travel & Training	\$ 217	\$ -	\$ -	\$ 4,300	\$ 1,500	\$ -	\$ 1,500
42200	Materials & Supplies	5,292	1,693	5,951	5,600	5,600	-	5,600
42208	Small Tools & Minor Equipment	-	146	399	400	400	-	400
42301	Telephone	-	-	991	1,400	1,400	-	1,400
42302	Natural Gas	-	-	4,878	5,000	5,250	-	5,250
42304	Electricity	8,944	9,300	14,128	14,500	15,000	-	15,000
42308	Water & Sewer	-	-	422	1,000	1,000	-	1,000
42400	Postage	155	285	240	300	300	-	300
42599	Fuel	7,736	9,857	10,081	11,000	11,000	7,000	18,000
42600	Shop Repair & Maintenance	2,469	8,999	4,497	6,000	6,000	-	6,000
42800	Rental	300	-	400	500	500	-	500
42900	Dues & Subscriptions	275	275	275	275	275	-	275
43000	Advertising & Promotion	1,075	-	-	-	1,400	-	1,400
43300	Contracted Services	2,255	-	3,603	22,000	29,000	-	29,000
43360	Miscellaneous	660	885	1,655	1,000	1,000	-	1,000
45000	Insurance	9,807	7,854	10,320	11,100	11,100	1,400	12,500
45070	PERS On Behalf	3,456	4,842	5,487	6,667	6,702	(4,297)	2,405
47000	Contingency	-	-	-	4,000	4,000	-	4,000
Total Maintenance & Operations		\$ 42,641	\$ 44,136	\$ 63,327	\$ 95,042	\$ 101,427	\$ 4,103	\$ 105,530
Department Total		\$ 133,385	\$ 149,848	\$ 164,661	\$ 221,858	\$ 228,861	\$ 27,807	\$ 256,668

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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	18,000
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	12,500
45070	<u>PERS On Behalf</u>	6,667	6,702	2,405
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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

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

<u>Acct#</u>	<u>Description</u>	<u>FY22 Budget</u>	<u>FY23 Budget</u>
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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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE

FUND 008: STREET ASSESSMENTS FUND

Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	As Adopted by Ord. 2021-013			
					FY22 Original Budget	FY23 Original Budget	Mid- Biennium Adjustments	FY23 Updated Budget
Operating Revenues								
37120	Interest	\$ 12,304	\$ 10,338	\$ 31,190	\$ 8,144	\$ 9,644	\$ (1,728)	\$ 7,916
39900	Assessment Principal	7,374	5,726	8,873	6,150	6,500	-	6,500
39910	Assessment Interest	2,181	1,863	1,460	550	200	-	200
39920	Assessment Penalties	980	218	656	200	200	-	200
Total Operating Revenues		\$ 22,839	\$ 18,145	\$ 42,179	\$ 15,044	\$ 16,544	\$ (1,728)	\$ 14,816
Total Surplus (Deficit)		\$ 22,839	\$ 18,145	\$ 42,179	\$ 15,044	\$ 16,544	\$ (1,728)	\$ 14,816
Beginning Fund Balance		\$ 267,603	\$ 290,442	\$ 308,587				
Ending Fund Balance		\$ 290,442	\$ 308,587	\$ 350,766				

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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

FUND 010: EQUIPMENT REPLACEMENT FUND

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22	FY23	Mid- Biennium Adjustments	FY23 Updated Budget
					Original Budget	Original Budget		
<u>Operating Revenues</u>								
37120	Interest	\$ 69,374	\$ 58,596	\$ 128,463	\$ 32,575	\$ 38,576	\$ (6,911)	\$ 31,665
37140	Sale of Municipal Equipment	-	13,999	-	-	-	-	-
37210	Police Loan Repayment	47,787	47,787	61,137	55,629	53,765	-	53,765
37215	Public Works Admin Loan Repayment	4,413	4,413	4,413	4,413	-	-	-
37225	Streets Loan Repayment	124,734	115,701	83,368	104,155	95,986	-	95,986
37227	Bldg R&M Loan Repayment	4,748	4,748	4,748	4,748	4,748	-	4,748
37230	Shop Loan Repayment	7,129	7,129	7,129	7,129	8,529	-	8,529
37235	Water Loan Repayment	10,138	13,241	9,142	9,142	12,592	-	12,592
37240	Sewer Repayment	6,038	9,142	9,142	9,142	14,792	-	14,792
37245	WWTP Repayment	-	-	1,438	1,438	1,438	-	1,438
37255	SRSC Repayment	2,953	2,953	2,953	4,561	4,561	-	4,561
37260	Parks Repayment	4,584	4,584	4,584	7,232	8,266	-	8,266
37265	Campgrounds Repayment	914	1,293	1,293	3,941	6,364	-	6,364
Total Operating Revenues		\$ 282,812	\$ 283,586	\$ 317,810	\$ 244,105	\$ 249,617	\$ (6,911)	\$ 242,706
<u>Operating Expenses</u>								
43900	Depreciation	\$ 207,603	\$ 208,043	\$ 200,492	\$ 211,500	\$ 211,000	\$ -	\$ 211,000
Total Operating Expenses		\$ 207,603	\$ 208,043	\$ 200,492	\$ 211,500	\$ 211,000	\$ -	\$ 211,000
Total Surplus (Deficit)		\$ 75,209	\$ 75,543	\$ 117,318	\$ 32,605	\$ 38,617	\$ (6,911)	\$ 31,706
Beginning Net Position		\$ 2,781,435	\$ 2,856,644	\$ 2,932,187				
Ending Net Position		\$ 2,856,644	\$ 2,932,187	\$ 3,049,505				
Cash Balance		\$ 1,510,743	\$ 1,729,099	\$ 1,372,625				
<u>Purchase of Equipment</u>								
41200	Capital, Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42100	Capital, Police	-	131,406	32,086	76,000	63,000	(63,000)	-
43100	Capital, Public Works Admin	-	-	-	-	-	-	-
43120	Capital, Shop	-	-	-	14,000	-	-	-
43130	Capital, Streets	212,480	-	504,950	210,000	41,000	-	41,000
43160	Capital, Bldg R&M	-	-	-	-	-	-	-
43200	Capital, SRSC	-	-	8,042	-	-	-	-
45600	Capital, Campgrounds	2,650	-	26,482	23,900	-	-	-
45700	Capital, Parks	-	-	26,482	6,500	-	-	-
45712	Capital, Airport	-	-	-	-	-	-	-
45800	Capital, Utility	62,071	10,066	-	91,000	-	-	-
		\$ 277,201	\$ 141,472	\$ 598,042	\$ 421,400	\$ 104,000	\$ (63,000)	\$ 41,000

FY22 Budget Notes:

42100 - This budget authorizes the purchase of a replacement truck for the Police Chief (\$43,000) and the Animal Control Officer (\$33,000)
43120 - This budget authorizes the purchase of a replacement trailer for the Shop (\$14,000)
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 (\$20,900)
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) (\$69,000) and a replacement crane for one of the trucks in the Utility Fund (\$22,000)

FY23 Budget Notes:

42100 - This budget authorizes the purchase of a replacement patrol vehicle (\$63,000)
43130 - This budget authorizes the purchase of a replacement plow truck for the Streets Department (\$41,000)

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 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE

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

					As Adopted by Ord. 2021-013			
Acct #	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Original Budget	Mid- Biennium Adjustments	FY23 Updated Budget
<u>Operating Revenues</u>								
34190	Intergovernmental Revenue - Subsidy	\$ 40,814	\$ 38,789	\$ 16,486	\$ -	\$ -	\$ -	\$ -
36900	Operating Transfer from General Fund	171,091	172,963	139,135	159,500	154,500	-	154,500
	Total Operating Revenues	<u>\$ 211,905</u>	<u>\$ 211,752</u>	<u>\$ 155,621</u>	<u>\$ 159,500</u>	<u>\$ 154,500</u>	<u>\$ -</u>	<u>\$ 154,500</u>
<u>Operating Expenditures</u>								
48600	Interest	\$ 96,905	\$ 91,752	\$ 75,676	\$ 59,500	\$ 54,500	\$ -	\$ 54,500
48700	Principal	115,000	120,000	100,000	100,000	100,000	-	100,000
	Total Operating Expenditures	<u>\$ 211,905</u>	<u>\$ 211,752</u>	<u>\$ 175,676</u>	<u>\$ 159,500</u>	<u>\$ 154,500</u>	<u>\$ -</u>	<u>\$ 154,500</u>
<u>Non-Operating Items</u>								
	Refunding of Bonds	\$ -	\$ -	\$ 20,055	\$ -	\$ -	\$ -	\$ -
	Total Non-Operating Items	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,055</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	Total Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Beginning Fund Balance	\$ -	\$ -	\$ -				
	Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>				

**CITY OF SOLDOTNA
FISCAL YEAR 2022 AND 2023 BIENNIAL OPERATING BUDGET
MID-BIENNIUM UPDATE**

**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

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