

CITY OF SOLDOTNA



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SOLDOTNA
City of Soldotna, Alaska

BIENNIAL OPERATING BUDGET FOR FISCAL YEARS 2024 AND 2025

Adopted May 24, 2023 (Ordinance 2023-014)

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

**For the Fiscal Years
2024 and 2025**

**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	2025
	Lisa Parker, Seat E	2025
	Chera Wackler, Seat F	2023

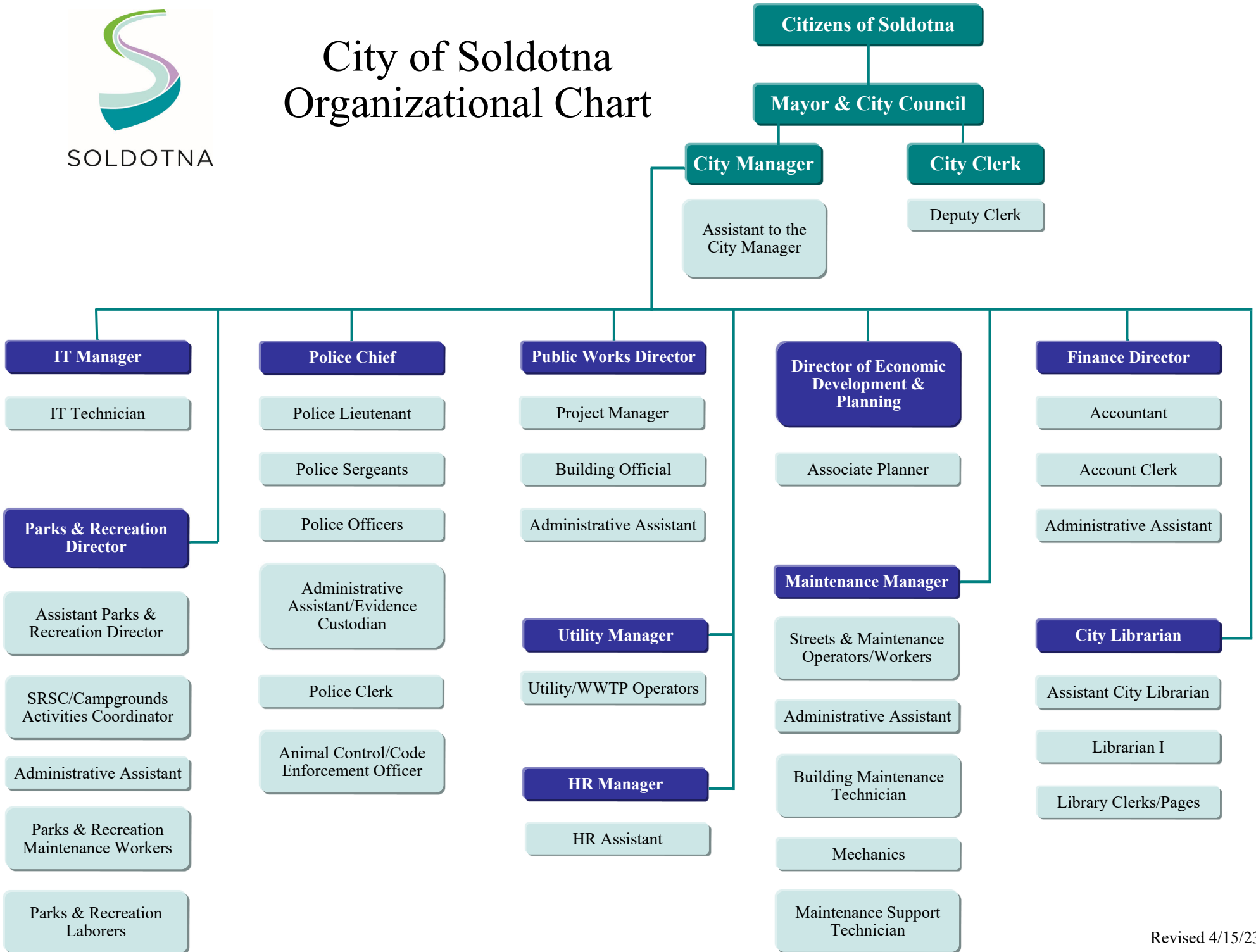
CITY ADMINISTRATION

City Manager	Janette Bower
Finance Director/Treasurer	Melanie Imholte
City Clerk	Johni Blankenship
Police Chief	Dale Meek
Director of Economic Development & Planning	John Czarnezki
City Librarian	Rachel Nash
Public Works Director	Kyle Kornelis
Parks and Recreation Director	Joel Todd
Human Resources Manager	Jessica O'Reagan
IT Manager	Brice Cunningham
Maintenance Manager	Scott Sundberg
Utility Manager	Michael Allen
City Attorney	Chandler, Falconer, Munson & Cacciola LLP



SOLDOTNA

City of Soldotna Organizational Chart



**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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Introduced By: City Manager
Date: May 10, 2023
Public Hearing: May 24, 2023
Action: Enacted as Amended
Vote: 5 Yes, 0 No, 1 Absent

CITY OF SOLDOTNA
ORDINANCE 2023-014

AN ORDINANCE ADOPTING THE BIENNIAL OPERATING BUDGET AND ESTABLISHING
APPROPRIATIONS FOR FISCAL YEARS 2024 AND 2025

WHEREAS, in accordance with Soldotna Municipal Code 3.04.060, the City Council shall adopt a biennial operating budget and establish appropriations by approval of a budget ordinance, which is adopted after a public hearing and prior to the beginning of each biennium; and

WHEREAS, a public hearing on the recommended biennial operating budget for Fiscal Years 2024 and 2025 was held, with proper notice, on May 24, 2023;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. That the document incorporated herein by reference, titled “City of Soldotna Biennial Operating Budget for Fiscal Years 2024 and 2025”, which shall be certified by the City Manager, filed in the Office of City Treasurer and made available to the public, is hereby adopted as the budget.

Section 2. That the following sums of money are hereby appropriated for the operations of the City of Soldotna for the fiscal year commencing on July 1, 2023 and ending June 30, 2024, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the City of Soldotna Municipal Code:


General Fund	\$13,846,530
Utility Fund	2,709,494
Airport Fund	321,689
Equipment Replacement Fund	213,600
Debt Service Fund	<u>737,000</u>
	\$17,828,313

Section 3. That the following sums of money are hereby appropriated for the operations of the City of Soldotna for the fiscal year commencing on July 1, 2024 and ending June 30, 2025, to be expended consistent with and subject to the restrictions, procedures, and purposes set forth in the City of Soldotna Municipal Code:

General Fund	\$13,832,368
Utility Fund	2,655,502
Airport Fund	316,934
Equipment Replacement Fund	261,200
Debt Service Fund	<u>739,625</u>
	\$17,805,629

Section 4. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE CITY COUNCIL THIS 24TH DAY OF MAY, 2023.


Paul J. Whitney, Mayor

ATTEST:


John Blankenship, MMC, City Clerk

Yes: Carey, Hutchings, Nelson, Parker, Wackler
No: None
Absent: Chilson

Introduced By: City Manager
Date: May 10, 2023
Action: Adopted
Vote: 5 Yes, 0 No, 1 Absent

CITY OF SOLDOTNA
RESOLUTION 2023-029

A RESOLUTION SETTING THE RATE OF LEVY FOR PROPERTY TAXES FOR THE CITY OF
SOLDOTNA AT 0.5 MILLS FOR THE 2024 FISCAL YEAR

WHEREAS, Alaska Statute 29.45.240 and Soldotna Municipal Code 3.04.080 require the City to annually set the rate of mill levy by Resolution, prior to June 15;

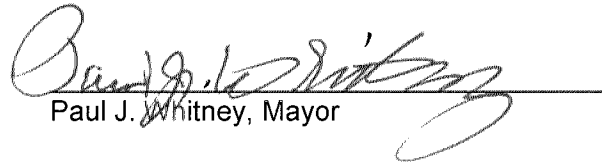
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. The rate of levy of property tax for the fiscal year beginning July 1, 2023 and ending June 30, 2024 is hereby set at 0.5 mills.

Section 2. The Clerk is directed to forward a certified copy of this Resolution to the Kenai Peninsula Borough prior to June 15, 2023.

Section 3. This resolution shall become effective immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL THIS 10TH DAY OF MAY, 2023.


Paul J. Whitney, Mayor

ATTEST:


John Blankenship, MMC, City Clerk

Yes: Carey, Chilson, Hutchings, Nelson, Wackler
No: None
Absent: Parker

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 2024 Operating Budget Summary – All Budgetary Funds
- Fiscal Year 2025 Operating Budget Summary – All Budgetary Funds

June 8, 2023

Honorable Mayor and Council Members:

In accordance with the provisions of Chapter 3.04 of the Soldotna Municipal Code, we are pleased to present the Biennial Operating Budget for Fiscal Years 2024 and 2025. This document contains the operating budgets for the General Fund, Utility Fund, Airport Fund, Street Assessments Fund, Equipment Replacement Fund, and Debt Service Fund. A single ordinance establishes the budgets for both years, with an effective date of July 1, 2023 for the FY24 budget and July 1, 2024 for the FY25 budget. Prior to the second year of the biennium, the City Manager will present any amendments to the FY25 Approved Operating Budget for Council consideration.

Budget Process

The City of Soldotna Biennial Operating Budget is for the two fiscal years beginning July 1, 2024 and July 1, 2025. The budget process typically begins in January each year when the Finance Director distributes a budget packet to each Department Head, who prepares their preliminary requests for the upcoming biennium. These departmental requests are submitted to the Finance Director in February. After requests are reviewed and consolidated, Department Heads meet with the Finance Director and City Manager to discuss departmental needs in conjunction with the overall needs of the City. Any additional changes are made and the City Manager's recommended budget is presented to the City Council in April/May. Two budget work sessions to discuss the FY24 and FY25 Biennial Operating Budget were held on April 24 and April 25, 2023. The Fiscal Year 2024 and 2025 Budget Ordinance was introduced on May 10, 2023, with a public hearing held on May 24, 2023.

Revenues

Sales Tax: Sales tax continues to be the single largest revenue source for the City (not including grant funding) and represents approximately 85% of the budgeted General fund revenues for FY24. Sales tax revenues for Fiscal Year 2024 are projected to be \$10,295,000; providing a realistic yet conservative outlook for the year. Of this total, \$9,512,000 (approximately 91%) is from local 'brick and mortar' businesses with a physical presence in the City. This tax revenue is collected and remitted to the City by the Kenai Peninsula Borough. The remaining \$783,000 is estimated sales tax collection on remote (internet) sales, administered by the Alaska Remote Seller Sales Tax Commission (ARSSTC).

Sales tax projections for FY24 are based on updated FY23 projections plus estimated growth of 2% for brick and mortar businesses. Remote seller sales tax projections for FY24 are based on FY23 projections plus estimated growth of 25%, as recommended by ARSSTC staff.

Sales tax revenues are estimated to be \$10,501,000 in FY25; an increase of 2% or \$206,000.

Property Tax: Property tax revenues included in this budget are based on an increase in taxable assessed values provided by the Kenai Peninsula Borough. Taxable assessed values for FY24 are \$668,246,618 compared to \$631,084,144 in FY23 (an increase of 5.89%). The property tax projection

for FY24 is \$355,000, which also includes a small amount for personal property and motor vehicle tax.

This budget includes no changes to the property tax mill levy of 0.5 mills or the general City sales tax rate of 3%.

Interest: Interest revenues from earnings on the City's investment funds are projected at \$940,000 in FY24 and \$860,000 in FY25. These estimates are based on anticipated rates of return provided by Alaska Permanent Capital Management (the firm that handles the City's investments), of 4.6% in FY24 and 4.7% in FY25. These rates of return are applied to the projected value of the City's investments, and the reduction of interest revenue projected in FY25 assumes a \$3,000,000 withdrawal from fund balance for Field House construction expenditures.

Expenditures

Cost of Living Adjustment (COLA): The City monitors Alaska's Consumer Price Index for urban areas (CPI-U), and makes adjustments to the salary schedule through the budget process to ensure wage increases over time exceed inflation (the rising cost of goods and services). Alaska CPI-U rose 8.1% in 2022, the largest annual increase since 1981.

Per the collective bargaining agreement with the Public Safety Employee Association (PSEA), represented members receive an annual cost of living adjustment to their salary schedule of Alaska CPI-U, with a floor of 0.5% and a ceiling of 4.5%. The CBA also states that in the event Alaska CPI-U exceeds 4.5%, the City will pay the difference, up to an additional 3.5% of base pay, as a lump sum payment. Therefore this budget includes a 4.5% increase to the PSEA salary schedule for FY24 and the additional 3.5% lump sum payment. These two changes represent a \$125,125 increase in the budget.

The same 4.5% cost of living adjustment was applied to the non-represented salary schedule for FY24 and the additional 3.5% lump sum payment, representing an increase of \$451,258 in FY24.

No cost of living adjustment is presented at this time for FY25. Instead, the FY25 salary schedule will be adopted as part of the mid-biennium review, when 2023 Alaska CPI-U data is available.

Health Insurance: The City experienced a large increase to FY23 health insurance premiums, of more than 22% compared to the prior year. To ensure the City is maximizing the value of our health insurance plan for employees and the municipality, we hired a health care consultant to analyze the City's current plan with Aetna (and administered by the State of Alaska for political subdivisions, the 'Poli-sub plan'), and compare it to coverage and rates of our peer municipalities.

The consultants also solicited competitive quotes for the upcoming renewal period starting July 1, 2023. The administration received these proposals on April 18th, and reviewed them closely. Based on the results, Administration feels the City's current health insurance plan is no longer competitive, and we recommend a switch to Premera. If the City remained in the Poli-sub plan, we would see an increase to health insurance premiums of 8.1% for FY24. Premera has quoted us comparable coverage at a rate that is approximately 20% lower than our current FY23 rates with Aetna. The fiscal impact to this change is significant, resulting in approximately \$477,000 savings to the City and employees in the upcoming fiscal year, if the City switches to Premera.

A separate resolution was approved by the Council at the May 10th meeting, which authorized the change in health insurance plan providers. This budget document includes the Premera rates for FY24, and also increases the City's portion of insurance premiums from 80% to 85% for employee/spouse, employee/children, and employee/family plans (as was discussed in the recently adopted Recruitment and Retention Strategy). The employee only plan will continue to be paid 90% by the City.

The overall budget for health insurance expenditures is directly impacted by premium rates and the allocation of premiums between the City and employees as mentioned above, but also by changes in coverage that employees make during open enrollment.

Overall, with the change in health insurance plans, the FY24 health insurance budget is \$1,306,200, a decrease of \$175,318 from the prior year.

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 FY24 is 3.1%, compared to the FY23 rate of 2.79%. 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.

Administrative Service Charges: Administrative Service Charges are calculated fees charged to operating funds outside of the General Fund. The purpose is to recoup administrative costs borne by the General Fund for services rendered to other funds such as IT, Human Resources, Finance, Public Works and capital project administration, legal services, and general administration expenses such as City Manager, Clerk, and Mayor and Council. Administrative service charges are common with municipalities and are included in the City's operating budget for the first time in FY24. A methodology that uses the number of FTE in a Fund as a percentage of citywide FTE, and applies this percentage to each applicable General Fund department, was used to calculate administrative service charges.

Included as expenditures in the Utility Fund and Airport Fund for FY25 are Administrative Service Charges in the amount of \$217,872 and \$38,800, respectively. The total of these charges are revenue to the General Fund in the amount of \$256,672.

Personnel

During Fiscal Year 2023, the City Council approved the following changes to the FY23 Authorized Staffing Table:

- Reclassifying a regular part-time Library Clerk I to a regular full-time Library Clerk II in the Library Department (Resolution 2022-050)
- Reclassifying the Account Clerk IV-Payroll/HR Assistant to an Accountant in the Finance Department and adding a regular part-time HR Assistant in the HR Department (Resolution 2022-036)
- Adding a temporary part-time Records Project Assistant in the Clerk Department (Resolution 2023-003)

Because these were mid-year changes (not approved through the original FY23 budget process) they will show as an increase in this document.

The following personnel changes are proposed as part of the FY24 and FY25 Biennial Operating Budget:

Finance:

Personnel time for the Account Clerk III – AP/AR position and the Administrative Assistant was re-allocated¹ between the Finance Department and the Water and Sewer Departments to better reflect where time is actually spent.

Public Works Admin:

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

Maintenance:

Personnel time for some Maintenance employees was re-allocated between the Street and Airport Departments to better reflect where time is actually spent.

Library:

351 On-Call Clerk hours were added to the budget, helping to provide a consistent level of service at the Library when regular staff are out of the office and during the very busy summer months. The budgetary impact of this change is an increase of \$7,567 in FY24.

Parks & Recreation:

An additional regular full-time Laborer (range 5) was added to the budget due to increased green space and highway beautification being added throughout the City, as well as expanded summer and winter parks and recreation activities. The budgetary impact of this change is an increase of \$94,235 in FY24.

Reclassifications and Longevity Steps:

Five positions are proposed for reclassification in the FY24 budget. The IT Manager, HR Manager, City Librarian, and Assistant to the City Manager positions would be reclassified from range 19 to range 20 on the salary schedule and the Public Works Director reclassified from range 23 to range 24. The budgetary impact of these reclassifications is an increase of \$18,469 in FY24.

Four additional longevity steps were added to the end of the non-represented salary schedule in the proposed budget for FY24. This change furthers the City's goal of employee retention by allowing employees additional opportunity for step increases of 2% on a 2-year basis, and mirrors the number of steps (A through P) currently on the PSEA salary schedule.

¹ For several positions at the City, a portion of the person's time is allocated among several different departments. This is done to more accurately reflect the cost of different municipal operations among the different departments and funds. The FY24 and FY25 Biennial Operating Budget includes a table on the narrative page for each department, listing out the personnel who are billed to that department. When the budget document says that a person's time was 're-allocated,' it means the percentage of their wages and benefits attributed to the different departments were adjusted based on a review of actual work performed.

Overview, All Funds Combined

Total operating revenues for the City of Soldotna are projected to be \$17,089,869 in FY24, an increase of \$2,326,812 or 16% over the FY23 budget. This is largely due to an increase in General Fund revenues of \$1,449,150 (mostly related to sales tax revenue, projected interest earnings, and the addition of administrative service charges); as well as an increase in Utility Fund revenues of \$251,467 (primarily due to the increase in rates for water and sewer services previously approved by the City Council), and an increase in Debt Service Fund revenues of \$582,500 (due to an operating transfer in from the General Fund for debt service on the Field House bonds).

The total expenditure budget is estimated at \$17,828,313, an increase of \$2,756,794 or 18% over the prior fiscal year. The most significant portions of this increase come from the General Fund in the amount of \$1,645,870, the Utility Fund in the amount of \$460,803 and the Debt Service Fund in the amount of \$582,500. The increase in the FY24 expenditure budget is significantly impacted by debt service on the first tranche of Field House bonds, the implementation of administrative service charges paid to the General Fund by the Utility and Airport Funds, increases in salaries and benefits, and inflationary increases to materials and supplies, small tools, and contracted services.

General Fund

The General Fund has the following departments: Mayor & Council, City Manager, Finance, Information Technology (IT), Clerk, Human Resources, 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 FY24 are projected to be \$13,039,527, an increase of \$1,449,150 or 12.50% over FY23. FY25 revenues are projected to be \$13,196,423, an increase of \$156,896 or 1.20% over FY24.

The FY24 General Fund expenditure budget of \$13,846,530, is up \$1,645,870 or 13.49% over last year. This includes an increase in Salaries & Benefits of \$610,138 or 7.45% and an increase in Maintenance and Operations of \$1,035,732 or 25.84%. The FY25 General Fund expenditure budget of \$13,832,368 is down \$14,162 or 0.10% from FY24. This includes a decrease in Salaries & Benefits of \$68,788 or 0.78% and an increase in Maintenance and Operations of \$54,626 or 1.08%.

Utility Fund

The Utility Fund provides water and sewer services to approximately 1,500 residences and businesses. Revenues for FY24 are projected to be \$2,784,125, an increase of \$251,467 or 9.93% over the prior year. FY25 revenues are projected to be \$2,916,925, an increase of \$132,800 or 4.77% over FY24.

The FY24 Utility Fund expenditure budget of \$2,709,494 is up \$460,803 or 20.49% from FY23. This includes a \$3,849 or 0.38% increase in Salaries & Benefits and a \$456,954 or 36.66% increase in Maintenance and Operations. The FY25 Utility Fund expenditure budget of \$2,655,002 is down \$54,492 or 2.01% from FY24. This includes a \$15,232 or 1.51% decrease in Salaries & Benefits and a \$39,260 or 2.30% decrease in Maintenance and Operations.

In June 2018, the City entered into a loan agreement with the Alaska Department of Environmental Conservation (ADEC), under the Alaska Clean Water Fund Loan Program to fund Wastewater Treatment Plant (WWTP) Improvements. The project was completed in FY20 with a final project

cost of approximately \$2.5 million. The loan is for a 10 year period with an interest rate of 1.5%. Debt service in the amount of \$271,095 is included in this budget for FY24 and FY25.

Included in this budget are utility rate increases of 5% for water and 6% for sewer which were approved by the City Council with enactment of Ordinance 2023-001 and are based on recommendations made in the Utility Rate Analysis conducted by an independent firm in FY23. Ordinance 2023-001 approved this level of increases each year for a five year period. This is the first year of approved increases.

Airport Fund

The Airport Fund accounts for the operations and maintenance of the Soldotna Municipal Airport. Revenues are projected to be \$240,155 in FY24, an increase of \$12,155 or 5.33% over FY23. Revenues in FY25 are projected to be \$243,907, an increase of \$3,752 or 1.56% over FY24. Land lease revenue is the most significant source of revenue in the Airport Fund, providing 67% of the Fund's overall FY24 and FY25 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 FY24 Airport expenditure budget is \$321,689, up \$65,021 or 25.33% over last year. This includes a \$31,147 or 20.61% increase in Salaries & Benefits and a \$33,874 or 32.10% increase in Maintenance and Operations. The FY25 Airport expenditure budget is \$316,934, down \$4,755 or 1.48% from last year. This includes a \$4,566 or 2.50% decrease in Salaries & Benefits and a \$189 or 0.14% decrease in Maintenance and Operations.

Street Assessments Fund

The Street Assessments Fund accounts for the collection of various street assessments. These funds are restricted for use on future City street improvement projects; which are transferred from this fund to the other capital project funds as needed for street improvement projects. There are no transfers included in this budget for FY24 or FY25.

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. The only actual expense in this fund is for depreciation on all of the Fund's assets.

This budget authorizes the purchase of the following in FY24:

- Police Department - Replacement patrol vehicle.
- Street Department - Two used replacement street sweepers, a replacement snowblower head for the trackless, and a replacement plow truck (that was unavailable for purchase in FY23).
- SRSC/Campgrounds/Parks – Electric Zamboni (replacing aging propane Zamboni), used replacement pickup truck, Skid-steer snowblower attachment, Skid-steer snowblade, and dump trailer.
- Utilities – Trailered bypass pump for sewer lift stations and a Toolcat with snowblower attachment.

This budget authorizes the purchase of the following in FY25:

- Police Department – Replacement patrol vehicle.
- Street Department – Replacement trackless and a used replacement vector truck.

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.

On February 15, 2023, the City issued \$10,000,000 of voter-authorized bonds for the construction of a 42,000 square foot Field House at the Soldotna Regional Sports Complex. The bonds are for a term of 30 years.

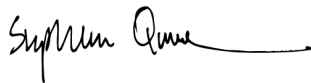
The debt service fund accounts for the debt service payment on each of these bonds. Transfers from the General Fund are the revenue source for these payments.

The debt service budget is \$737,000 for FY24 and \$739,625 for FY25 compared to \$154,500 in FY23.

Conclusion

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

Respectfully Submitted,



Stephanie Queen
Former City Manager



Melanie Imholte
Finance Director



Janette Bower
City Manager

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**ALL BUDGETARY FUNDS
EXPENDITURES BY LINE ITEM**

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 3,872,978	\$ 4,323,068	\$ 5,561,081	\$ 6,061,663	\$ 500,582	9.00%	\$ 5,997,715	\$ (63,949)	-1.05%
40105	Allocated Salaries	15,790	8,661	22,371	23,376	1,005	4.49%	23,376	-	0.00%
40120	P&Z Commissioners	3,225	3,375	7,500	6,300	(1,200)	-16.00%	6,300	-	0.00%
40140	Allowances	50,434	65,256	50,830	51,250	420	0.83%	51,250	-	0.00%
40150	Certification Pay	39,062	36,588	41,952	42,864	912	2.17%	42,864	-	0.00%
40180	On-Call Pay	21,580	26,894	25,500	27,000	1,500	5.88%	27,000	-	0.00%
40200	Overtime	150,695	168,133	108,789	115,110	6,321	5.81%	115,631	521	0.45%
40220	Shift Differential	31,518	32,551	44,000	44,000	-	0.00%	44,000	-	0.00%
40225	Temporary Labor	278,052	274,089	259,328	381,510	122,182	47.11%	368,992	(12,517)	-3.28%
40250	Temporary Overtime	7,731	11,932	10,000	12,000	2,000	20.00%	12,000	-	0.00%
40255	LTS Labor	4,182	6,420	15,084	15,692	608	4.03%	15,692	-	0.00%
40275	State Sponsored Overtime	23,740	23,696	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	437,172	498,841	273,969	292,652	18,683	6.82%	296,269	3,617	1.24%
40350	Sick Leave	53,305	3,369	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	112,996	108,648	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	1,054,199	1,097,666	1,211,186	1,309,729	98,543	8.14%	1,296,012	(13,717)	-1.05%
40600	FICA	99,535	106,283	124,050	144,285	20,235	16.31%	142,390	(1,895)	-1.31%
40650	457 Contribution	11,419	4,527	-	6,427	6,427	#DIV/0!	6,367	(60)	-0.93%
40700	Health Insurance	1,069,188	1,080,627	1,481,518	1,306,200	(175,318)	-11.83%	1,306,200	-	0.00%
40800	Worker's Compensation	96,352	86,621	108,097	150,331	42,234	39.07%	149,745	(586)	-0.39%
	Total Salaries & Benefits	\$ 7,433,153	\$ 7,967,245	\$ 9,345,255	\$ 9,990,389	\$ 645,134	6.90%	\$ 9,901,803	\$ (88,586)	-0.89%
Maintenance & Operations										
42100	Travel & Training	\$ 9,087	\$ 71,309	\$ 132,900	\$ 175,100	\$ 42,200	31.75%	\$ 168,500	\$ (6,600)	-3.77%
42200	Materials & Supplies	517,799	618,380	552,300	724,100	171,800	31.11%	707,550	(16,550)	-2.29%
42201	Office Supplies	15,828	13,363	21,300	23,000	1,700	7.98%	23,000	-	0.00%
42202	Uniforms	12,732	13,338	14,900	21,895	6,995	46.95%	20,395	(1,500)	-6.85%
42208	Small Tools & Minor Equipment	146,363	113,814	64,375	126,925	62,550	97.17%	76,275	(50,650)	-39.91%
42210	Vending Supplies	2,996	6,930	7,000	9,300	2,300	32.86%	9,300	-	0.00%
42301	Telephone & Internet	73,763	84,752	88,825	93,775	4,950	5.57%	93,775	-	0.00%
42302	Natural Gas	172,572	168,044	211,100	196,500	(14,600)	-6.92%	206,500	10,000	5.09%
42303	Sanitation	41,325	45,736	46,125	53,500	7,375	15.99%	54,700	1,200	2.24%
42304	Electricity	714,829	750,229	795,500	866,000	70,500	8.86%	906,600	40,600	4.69%
42305	Janitorial	45,878	49,851	56,500	73,300	16,800	29.73%	73,300	-	0.00%
42306	Water & Sewer	27,511	29,518	35,575	35,250	(325)	-0.91%	36,525	1,275	3.62%
42400	Postage	9,314	13,383	11,400	16,600	5,200	45.61%	16,600	-	0.00%
42599	Fuel	95,163	136,535	186,100	174,800	(11,300)	-6.07%	174,800	-	0.00%
42600	Shop Repair & Maintenance	11,434	20,696	28,000	32,000	4,000	14.29%	32,000	-	0.00%
42800	Rental	10,903	7,542	13,150	23,800	10,650	80.99%	23,800	-	0.00%
42900	Dues & Subscriptions	33,496	39,627	43,625	45,675	2,050	4.70%	45,975	300	0.66%
43000	Advertising & Promotion	49,952	31,998	58,850	42,300	(16,550)	-28.12%	42,300	-	0.00%
43100	Professional Services	102,256	162,891	147,125	152,850	5,725	3.89%	152,850	-	0.00%
43300	Contracted Services	677,985	511,367	599,150	699,250	100,100	16.71%	663,750	(35,500)	-5.08%
43301	Animal Shelter Contract	-	42,120	42,588	47,745	5,157	12.11%	47,745	-	0.00%
43302	Dispatch Services Contract	-	350,000	482,918	522,034	39,116	8.10%	522,034	-	0.00%
43303	Support & Maintenance Contracts	106,063	137,806	152,050	155,450	3,400	2.24%	152,950	(2,500)	-1.61%
43305	Computer Software	14,283	6,881	1,200	1,200	-	0.00%	1,200	-	0.00%
43350	Elections	4,350	18,808	8,750	10,500	1,750	20.00%	10,500	-	0.00%
43360	Miscellaneous	23,300	20,733	23,275	22,625	(650)	-2.79%	22,625	-	0.00%
43361	Remote Seller Sales Tax Collection Fees	47,245	71,365	73,625	121,365	47,740	64.84%	121,365	-	0.00%
43400	Equipment Replacement Payment	189,347	211,530	211,041	213,542	2,501	1.19%	261,111	47,569	22.28%
43520	Capital	5,729	17,128	-	-	-	#DIV/0!	-	-	#DIV/0!
43603	Visitor Center Contract	138,677	138,677	145,472	157,255	11,783	8.10%	157,255	-	0.00%
43604	Visitor Center Utilities	11,674	11,644	14,000	13,000	(1,000)	-7.14%	14,000	1,000	7.69%
43900	Depreciation	200,492	234,382	211,000	213,600	2,600	1.23%	261,200	47,600	22.28%
45000	Insurance	213,217	215,870	251,050	295,500	44,450	17.71%	295,500	-	0.00%
45025	City Lobbyist	-	-	50,000	50,000	-	0.00%	50,000	-	0.00%
45050	Citywide Wellness Program	1,065	940	2,500	2,500	-	0.00%	2,500	-	0.00%
45060	Miscellaneous Payroll Expenditures	14,679	3,387	10,000	45,000	35,000	350.00%	45,000	-	0.00%
45070	PERS On Behalf	419,225	407,042	149,960	182,875	32,915	21.95%	180,962	(1,913)	-1.05%
46000	Administrative Service Charges	-	-	-	256,672	256,672	#DIV/0!	269,467	12,795	4.98%
46203	Tsalteshi Trails Association	15,000	15,000	15,000	20,000	5,000	33.33%	20,000	-	0.00%
46205	Boys & Girls Club of the Kenai Peninsula	35,000	40,000	40,000	40,000	-	0.00%	40,000	-	0.00%
46206	Soldotna Area Senior Citizens	8,250	12,700	12,700	-	(12,700)	-100.00%	12,700	12,700	#DIV/0!
46208	Soldotna Historical Society & Museum	5,000	5,000	5,000	5,000	-	0.00%	5,000	-	0.00%
46250	Rental of Property	30,687	31,455	32,240	33,046	806	2.50%	33,872	826	2.50%
46300	Donations	3,000	3,000	4,000	4,000	-	0.00%	4,000	-	0.00%
46400	Operating Transfers	139,135	159,500	154,500	737,000	582,500	377.02%	739,625	2,625	0.36%
47000	Contingency	-	-	94,000	94,000	-	0.00%	94,000	-	0.00%
48600	Interest	109,673	89,941	81,331	520,167	438,836	539.57%	504,073	(16,094)	-3.09%
48700	Principal	337,098	340,654	344,264	487,928	143,664	41.73%	506,647	18,719	3.84%
	Total Maintenance & Operations	\$ 4,843,375	\$ 5,474,866	\$ 5,726,264	\$ 7,837,924	\$ 2,111,660	36.88%	\$ 7,903,826	\$ 65,902	0.84%
Non-Operating Transfers Out										
46950	Capital Project Transfers	1,745,000	1,683,063	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Non-Operating Transfers Out	\$ 1,745,000	\$ 1,683,063	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
	Total All Budgetary Fund Expenditures	\$14,021,528	\$15,125,174	\$15,071,519	\$17,828,313	\$ 2,756,794	18.29%	\$17,805,629	\$ (22,684)	-0.13%

FISCAL YEAR 2024 OPERATING BUDGET SUMMARY - ALL BUDGETARY FUNDS

	General Fund	Utility Fund	Airport Fund	Street Assessments Fund	Equipment Replacement Fund	Debt Service Fund	Total All Funds	Difference FY23 Orig	% Diff
Operating Revenues									
Taxes	\$ 10,650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,650,000	\$ 738,000	7.45%
State/Federal	286,665	20,565	5,629	-	-	-	312,859	36,327	13.14%
Interest	710,640	149,460	11,280	16,920	51,700	-	940,000	374,556	66.24%
Other	1,392,222	2,614,100	223,246	6,900	213,542	-	4,450,010	595,429	15.45%
Transfers In	-	-	-	-	-	737,000	737,000	582,500	377.02%
Total Operating Revenues/Transfers In	\$ 13,039,527	\$ 2,784,125	\$ 240,155	\$ 23,820	\$ 265,242	\$ 737,000	\$ 17,089,869	\$ 2,326,812	15.76%
Operating Expenditures									
Operating Expenditures	\$ 13,109,530	\$ 2,709,494	\$ 321,689	\$ -	\$ 213,600	\$ 737,000	\$ 17,091,313	\$ 2,174,294	14.58%
Operating Transfers Out	737,000	-	-	-	-	-	737,000	582,500	377.02%
Total Operating Expenditures/Transfers Out	\$ 13,846,530	\$ 2,709,494	\$ 321,689	\$ -	\$ 213,600	\$ 737,000	\$ 17,828,313	\$ 2,756,794	18.29%
Total Surplus (Deficit)	\$ (807,003)	\$ 74,631	\$ (81,534)	\$ 23,820	\$ 51,642	\$ -	\$ (738,444)	\$ (429,982)	-139.40%
Projected Lapse	\$ 692,327	\$ 135,475	\$ 16,084	\$ -	\$ -	\$ -	\$ 843,886		
Change in Fund Balance	\$ (114,677)	\$ 210,106	\$ (65,450)	\$ 23,820	\$ 51,642	\$ -	\$ 105,442		

FISCAL YEAR 2025 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	\$ 10,856,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,856,000	\$ 206,000	1.93%
State/Federal	285,246	20,185	5,515	-	-	-	310,946	(1,913)	-0.61%
Interest	650,160	136,740	10,320	15,480	47,300	-	860,000	(80,000)	-8.51%
Other	1,405,017	2,760,000	228,072	5,800	261,111	-	4,660,000	209,990	4.72%
Transfers In	-	-	-	-	-	739,625	739,625	2,625	0.36%
Total Operating Revenues/Transfers In	\$ 13,196,423	\$ 2,916,925	\$ 243,907	\$ 21,280	\$ 308,411	\$ 739,625	\$ 17,426,571	\$ 336,702	1.97%
Operating Expenditures									
Operating Expenditures	\$ 13,092,743	\$ 2,655,502	\$ 316,934	\$ -	\$ 261,200	\$ 739,625	\$ 17,066,004	\$ (25,309)	-0.15%
Operating Transfers Out	739,625	-	-	-	-	-	739,625	2,625	0.36%
Total Operating Expenditures/Transfers Out	\$ 13,832,368	\$ 2,655,502	\$ 316,934	\$ -	\$ 261,200	\$ 739,625	\$ 17,805,629	\$ (22,684)	-0.13%
Total Surplus (Deficit)	\$ (635,945)	\$ 261,423	\$ (73,027)	\$ 21,280	\$ 47,211	\$ -	\$ (379,058)	\$ 359,386	48.67%
Projected Lapse	\$ 691,618	\$ 132,775	\$ 15,847	\$ -	\$ -	\$ -	\$ 840,240		
Change in Fund Balance	\$ 55,673	\$ 394,198	\$ (57,180)	\$ 21,280	\$ 47,211	\$ -	\$ 461,182		

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.
- 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.
- 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;

Chart of Accounts

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 and ice for resale in the campgrounds.
- 42301 Telephone & Internet** – Telephone, cellular phone, fax charge; internet and networking charges, elevator monitoring.
- 42302 Natural Gas** – Natural gas charges.
- 42303 Sanitation** – Waste disposal, portable toilet rental, outhouse pumping.
- 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.
- 43000 Advertising & Promotion** – Advertising, expenditures related to promoting economic development within the City of Soldotna.
- 43100 Professional Services** – Legal services 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.
- 43302 Dispatch Services Contract** – Amount established by contract for dispatch services.

Chart of Accounts

- 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).
- 45025 City Lobbyist**– Municipal lobbying services.
- 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, and other similar payroll related expenditures. Also includes recruitment expenditures such as hiring bonuses, relocation assistance, and employee referrals
- 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.
- 46000 Administrative Service Charges** – Administrative fees charged for General Fund services provided to other funds.
- 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.

Chart of Accounts

47000 Contingency – Contingency amounts within each fund which are available for transfer 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.

STAFFING

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

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

AUTHORIZED PERSONNEL STAFFING TABLE

<u>Department</u>	<u>Position Title</u>	<u>*FY23 Grade</u>	<u>FY24-25 Grade</u>	<u>*FY23 Full Time Equivalent (FTE) Positions</u>	<u>FY24 Full Time Equivalent (FTE) Positions</u>	<u>FY25 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	1
	Assistant to the City Manager	19	20	1	1	1
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>City Clerk</u>	City Clerk	CC Contract	CC Contract	1	1	1
	Deputy Clerk	15	15	1	1	1
	Records Project Assistant	15	15	0.15	0.15	-
				<u>2.15</u>	<u>2.15</u>	<u>2.00</u>
<u>Finance</u>	Finance Director	24	24	1	1	1
	Accountant	14	17	1	1	1
	Account Clerk III- AP/AR	13	13	1	1	1
	Administrative Assistant	11	11	1	1	1
				<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>Human Resources</u>	HR Manager	19	20	1	1	1
	HR Assistant	13	13	0.73	0.73	0.73
				<u>1.73</u>	<u>1.73</u>	<u>1.73</u>
<u>IT</u>	IT Manager	19	20	1	1	1
	IT Technician	12	12	1	1	1
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>Police</u>	Police Chief	24	24	1	1	1
	Lieutenant	21	21	1	1	1
	Police Sergeant	19	19	3	3	3
	Police Officer	16	16	9	9	9
	Administrative Assistant/Evidence Custodian	13	13	1	1	1
	Police Clerk II	11	11	1	1	1
	Animal Control/Code Enforcement Officer	11	11	1	1	1
				<u>17.00</u>	<u>17.00</u>	<u>17.00</u>
<u>Public Works Administration</u>	Public Works Director	23	24	1	1	1
	Building Official	17	17	1	1	1
	Project Manager	18	18	1	1	1
	Administrative Assistant	11	11	1	1	1
				<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<u>Shop</u>	Mechanic	15	15	2	2	2
	Maintenance Support Technician	11	11	1	1	1
				<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>Streets/Buildings/Airport</u>	Maintenance Department Manager	20	20	1	1	1
	Administrative Assistant	11	11	1	1	1
	Building Maintenance Technician	15	15	1	1	1
	Streets & Maintenance Operator/Worker (4 year round & 2 seasonal)	13	13	5.00	5.00	5.00
	Short Term Laborer (summer)	5	5	0.23	0.23	0.23
	Short Term Operator/Worker (winter)	13	13	0.12	0.12	0.12
				<u>8.35</u>	<u>8.35</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	1
	Associate Planner	14	14	1	1	1
				<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
<u>Library</u>	City Librarian	19	20	1	1	1
	Assistant City Librarian	15	15	1	1	1
	Librarian I	13	13	1	1	1
	Library Clerk II	7	7	2	2	2
	Library Clerk I (2 regular part time positions)	4	4	1.46	1.46	1.46
	Library Page (regular part time position)	1	1	0.62	0.62	0.62

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

AUTHORIZED PERSONNEL STAFFING TABLE

<u>Department</u>	<u>Position Title</u>	<u>*FY23 Grade</u>	<u>FY24-25 Grade</u>	<u>*FY23 Full Time Equivalent (FTE) Positions</u>	<u>FY24 Full Time Equivalent (FTE) Positions</u>	<u>FY25 Full Time Equivalent (FTE) Positions</u>
	Short-Term/On-Call Clerk	4	4	0.60	0.77	0.77
	Short Term/On-Call Page	1	1	0.40	0.40	0.40
				<u>8.08</u>	<u>8.25</u>	<u>8.25</u>
<u>SRSC/Campgrounds/ Parks & Recreation</u>	Parks & Recreation Director	22	22	1	1	1
	Assistant Parks & Recreation Director	17	17	1	1	1
	Lead Parks & Recreation Maintenance Worker	13	13	1	1	1
	Parks & Recreation Maintenance Worker	11	11	2	2	2
	Parks & Recreation Activities Coordinator	11	11	1	1	1
	Parks & Recreation Laborer	5	5	2	3	3
	Parks & Recreation Administrative Assistant (regular part time position)	11	11	0.73	0.73	0.73
	Short Term Sports Complex Laborer	5	5	1.68	1.68	1.68
	Short Term Campground/Park Laborer, Student Laborer	5,2	5,2	3.26	3.26	3.26
	Short Term Skate Guard, Skate Instructor	1,3	1,3	0.38	0.38	0.38
	Short Term Campground Attendant	1	1	1.92	1.92	1.92
	Short Term Office Worker, Intern	1,3	1,3	0.12	0.12	0.12
				<u>16.09</u>	<u>17.09</u>	<u>17.09</u>
	Total General Fund			<u><u>70.40</u></u>	<u><u>71.57</u></u>	<u><u>71.42</u></u>
	<u>Utility Fund</u>					
<u>Water/Sewer/WWTP</u>	Utility Department Manager	23	23	1	1	1
	Lead Utility Operator	17	17	1	1	1
	Utility Provisional Operator, Utility Operator I, II	13,14,15	13,14,15	4	4	4
	Total Utility Fund			<u><u>6.00</u></u>	<u><u>6.00</u></u>	<u><u>6.00</u></u>
	Total All Funds			<u><u>76.40</u></u>	<u><u>77.57</u></u>	<u><u>77.42</u></u>

*As amended by the City Council during the fiscal year

RANGE	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS						
	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	J	K	L	M	N	O	P
	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
1	\$14.94	\$15.31	\$15.70	\$16.08	\$16.49	\$16.90	\$17.32	\$17.74	\$18.19							
2	\$16.27	\$16.69	\$17.11	\$17.52	\$17.96	\$18.40	\$18.86	\$19.32	\$19.81							
3	\$17.74	\$18.18	\$18.62	\$19.09	\$19.58	\$20.06	\$20.56	\$21.06	\$21.58							
4	\$19.02	\$19.49	\$19.97	\$20.48	\$20.97	\$21.49	\$22.06	\$22.59	\$23.17	\$23.63	\$24.09	\$24.59	\$25.08	\$25.58	\$26.09	\$26.62
	\$39,561.60	\$40,539.20	\$41,537.60	\$42,598.40	\$43,617.60	\$44,699.20	\$45,884.80	\$46,987.20	\$48,193.60	\$49,150.40	\$50,107.20	\$51,147.20	\$52,166.40	\$53,206.40	\$54,267.20	\$55,369.60
5	\$19.98	\$20.49	\$20.98	\$21.50	\$22.07	\$22.60	\$23.18	\$23.74	\$24.35	\$24.83	\$25.32	\$25.83	\$26.34	\$26.87	\$27.40	\$27.94
	\$41,558.40	\$42,619.20	\$43,638.40	\$44,720.00	\$45,905.60	\$47,008.00	\$48,214.40	\$49,379.20	\$50,648.00	\$51,646.40	\$52,665.60	\$53,726.40	\$54,787.20	\$55,889.60	\$56,992.00	\$58,115.20
6	\$21.28	\$21.80	\$22.36	\$22.91	\$23.49	\$24.07	\$24.68	\$25.29	\$25.93	\$26.43	\$26.98	\$27.53	\$28.08	\$28.64	\$29.22	\$29.80
	\$44,262.40	\$45,344.00	\$46,508.80	\$47,652.80	\$48,859.20	\$50,065.60	\$51,334.40	\$52,603.20	\$53,934.40	\$54,974.40	\$56,118.40	\$57,262.40	\$58,406.40	\$59,571.20	\$60,777.60	\$61,984.00
7	\$22.21	\$22.77	\$23.31	\$23.90	\$24.51	\$25.12	\$25.73	\$26.38	\$27.04	\$27.59	\$28.14	\$28.70	\$29.27	\$29.86	\$30.45	\$31.06
	\$46,196.80	\$47,361.60	\$48,484.80	\$49,712.00	\$50,980.80	\$52,249.60	\$53,518.40	\$54,870.40	\$56,243.20	\$57,387.20	\$58,531.20	\$59,696.00	\$60,881.60	\$62,108.80	\$63,336.00	\$64,604.80
8	\$23.29	\$23.88	\$24.47	\$25.10	\$25.71	\$26.35	\$27.02	\$27.70	\$28.38	\$28.95	\$29.52	\$30.12	\$30.72	\$31.34	\$31.97	\$32.60
	\$48,443.20	\$49,670.40	\$50,897.60	\$52,208.00	\$53,476.80	\$54,808.00	\$56,201.60	\$57,616.00	\$59,030.40	\$60,216.00	\$61,401.60	\$62,649.60	\$63,897.60	\$65,187.20	\$66,497.60	\$67,808.00
9	\$24.46	\$25.09	\$25.70	\$26.34	\$27.01	\$27.69	\$28.37	\$29.08	\$29.80	\$30.41	\$31.02	\$31.64	\$32.28	\$32.93	\$33.59	\$34.26
	\$50,876.80	\$52,187.20	\$53,456.00	\$54,787.20	\$56,180.80	\$57,595.20	\$59,009.60	\$60,486.40	\$61,984.00	\$63,252.80	\$64,521.60	\$65,811.20	\$67,142.40	\$68,494.40	\$69,867.20	\$71,260.80
10	\$25.70	\$26.34	\$27.01	\$27.69	\$28.37	\$29.08	\$29.80	\$30.56	\$31.32	\$31.95	\$32.57	\$33.23	\$33.90	\$34.58	\$35.27	\$35.98
	\$53,456.00	\$54,787.20	\$56,180.80	\$57,595.20	\$59,009.60	\$60,486.40	\$61,984.00	\$63,564.80	\$65,145.60	\$66,456.00	\$67,745.60	\$69,118.40	\$70,512.00	\$71,926.40	\$73,361.60	\$74,838.40
11	\$27.00	\$27.68	\$28.36	\$29.07	\$29.79	\$30.52	\$31.30	\$32.07	\$32.87	\$33.54	\$34.33	\$34.88	\$35.58	\$36.29	\$37.01	\$37.76
	\$56,160.00	\$57,574.40	\$58,988.80	\$60,465.60	\$61,963.20	\$63,481.60	\$65,104.00	\$66,705.60	\$68,369.60	\$69,763.20	\$71,406.40	\$72,550.40	\$74,006.40	\$75,483.20	\$76,980.80	\$78,540.80
12	\$28.63	\$29.35	\$30.10	\$30.85	\$31.62	\$32.41	\$33.21	\$34.05	\$34.89	\$35.58	\$36.31	\$37.05	\$37.79	\$38.54	\$39.31	\$40.10
	\$59,550.40	\$61,048.00	\$62,608.00	\$64,168.00	\$65,769.60	\$67,412.80	\$69,076.80	\$70,824.00	\$72,571.20	\$74,006.40	\$75,524.80	\$77,064.00	\$78,603.20	\$80,163.20	\$81,764.80	\$83,408.00
13	\$29.56	\$30.29	\$31.08	\$31.84	\$32.65	\$33.48	\$34.30	\$35.14	\$36.02	\$36.74	\$37.48	\$38.24	\$39.00	\$39.78	\$40.58	\$41.39
	\$61,484.80	\$63,003.20	\$64,646.40	\$66,227.20	\$67,912.00	\$69,638.40	\$71,344.00	\$73,091.20	\$74,921.60	\$76,419.20	\$77,958.40	\$79,539.20	\$81,120.00	\$82,742.40	\$84,406.40	\$86,091.20
14	\$31.32	\$32.09	\$32.89	\$33.72	\$34.58	\$35.43	\$36.32	\$37.23	\$38.17	\$38.93	\$39.70	\$40.50	\$41.32	\$42.14	\$42.99	\$43.85
	\$65,145.60	\$66,747.20	\$68,411.20	\$70,137.60	\$71,926.40	\$73,694.40	\$75,545.60	\$77,438.40	\$79,393.60	\$80,974.40	\$82,576.00	\$84,240.00	\$85,945.60	\$87,651.20	\$89,419.20	\$91,208.00
15	\$33.73	\$34.59	\$35.44	\$36.33	\$37.25	\$38.18	\$39.15	\$40.12	\$41.13	\$41.96	\$42.79	\$43.64	\$44.52	\$45.41	\$46.31	\$47.24
	\$70,158.40	\$71,947.20	\$73,715.20	\$75,566.40	\$77,480.00	\$79,414.40	\$81,432.00	\$83,449.60	\$85,550.40	\$87,276.80	\$89,003.20	\$90,771.20	\$92,601.60	\$94,452.80	\$96,324.80	\$98,259.20
16	\$35.42	\$36.31	\$37.22	\$38.16	\$39.12	\$40.09	\$41.11	\$42.12	\$43.18	\$44.04	\$44.95	\$45.83	\$46.75	\$47.68	\$48.63	\$49.61
	\$73,673.60	\$75,524.80	\$77,417.60	\$79,372.80	\$81,369.60	\$83,387.20	\$85,508.80	\$87,609.60	\$89,814.40	\$91,603.20	\$93,496.00	\$95,326.40	\$97,240.00	\$99,174.40	\$101,150.40	\$103,188.80
17	\$37.06	\$37.99	\$38.92	\$39.89	\$40.88	\$41.90	\$42.96	\$44.02	\$45.13	\$46.03	\$46.94	\$47.88	\$48.84	\$49.82	\$50.81	\$51.82
	\$77,084.80	\$79,019.20	\$80,953.60	\$82,971.20	\$85,030.40	\$87,152.00	\$89,356.80	\$91,561.60	\$93,870.40	\$95,742.40	\$97,635.20	\$99,590.40	\$101,587.20	\$103,625.60	\$105,684.80	\$107,785.60
18	\$38.44	\$39.40	\$40.38	\$41.37	\$42.42	\$43.48	\$44.56	\$45.69	\$46.82	\$47.76	\$48.72	\$49.69	\$50.68	\$51.70	\$52.73	\$53.79
	\$79,955.20	\$81,952.00	\$83,990.40	\$86,049.60	\$88,233.60	\$90,438.40	\$92,684.80	\$95,035.20	\$97,385.60	\$99,340.80	\$101,337.60	\$103,355.20	\$105,414.40	\$107,536.00	\$109,678.40	\$111,883.20
19	\$40.35	\$41.34	\$42.36	\$43.44	\$44.52	\$45.64	\$46.77	\$47.94	\$49.15	\$50.12	\$51.13	\$52.17	\$53.21	\$54.28	\$55.36	\$56.47
	\$83,928.00	\$85,987.20	\$88,108.80	\$90,355.20	\$92,601.60	\$94,931.20	\$97,281.60	\$99,715.20	\$102,232.00	\$104,249.60	\$106,350.40	\$108,513.60	\$110,676.80	\$112,902.40	\$115,148.80	\$117,457.60
20	\$42.35	\$43.43	\$44.51	\$45.62	\$46.76	\$47.93	\$49.14	\$50.35	\$51.61	\$52.64	\$53.70	\$54.78	\$55.88	\$56.99	\$58.13	\$59.29
	\$88,088.00	\$90,334.40	\$92,580.80	\$94,889.60	\$97,260.80	\$99,694.40	\$102,211.20	\$104,728.00	\$107,348.80	\$109,491.20	\$111,696.00	\$113,942.40	\$116,230.40	\$118,539.20	\$120,910.40	\$123,323.20
21	\$44.43	\$45.55	\$46.69	\$47.86	\$49.06	\$50.29	\$51.54	\$52.84	\$54.16	\$55.25	\$56.36	\$57.49	\$58.63	\$59.81	\$61.00	\$62.22
	\$92,414.40	\$94,744.00	\$97,115.20	\$99,548.80	\$102,044.80	\$104,603.20	\$107,203.20	\$109,491.20	\$112,652.80	\$114,920.00	\$117,228.80	\$119,579.20	\$121,950.40	\$124,404.80	\$126,880.00	\$129,417.60
22	\$46.68	\$47.85	\$49.05	\$50.27	\$51.53	\$52.82	\$54.15	\$55.49	\$56.89	\$58.01	\$59.18	\$60.35	\$61.56	\$62.79	\$64.05	\$65.33
	\$97,094.40	\$99,528.00	\$102,024.00	\$104,561.60	\$107,182.40	\$109,865.60	\$112,632.00	\$115,419.20	\$118,331.20	\$120,660.80	\$123,094.40	\$125,528.00	\$128,044.80	\$130,603.20	\$133,224.00	\$135,886.40
23	\$49.01	\$50.24	\$51.50	\$52.77	\$54.11	\$55.45	\$56.85	\$58.25	\$59.71	\$60.90	\$62.13	\$63.37	\$64.63	\$65.93	\$67.25	\$68.59
	\$101,940.80	\$104,499.20	\$107,120.00	\$109,761.60	\$112,548.80	\$115,336.00	\$118,248.00	\$121,160.00	\$124,196.80	\$126,672.00	\$129,230.40	\$131,809.60	\$134,430.40	\$137,134.40	\$139,880.00	\$142,667.20

RANGE	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS						
	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	J	K	L	M	N	O	P
	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
24	\$51.48	\$52.75	\$54.09	\$55.43	\$56.83	\$58.23	\$59.69	\$61.17	\$62.70	\$63.97	\$65.25	\$66.55	\$67.87	\$69.23	\$70.62	\$72.03
	\$107,078.40	\$109,720.00	\$112,507.20	\$115,294.40	\$118,206.40	\$121,118.40	\$124,155.20	\$127,233.60	\$130,416.00	\$133,057.60	\$135,720.00	\$138,424.00	\$141,169.60	\$143,998.40	\$146,889.60	\$149,822.40
CC Contract	\$130,000.00															
CM Contract	\$165,000.00															

RANGE	A	B	C	D	E	F	G	H	I	2 YEAR INCREMENT STEPS						
	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	J	K	L	M	N	O	P
11	\$27.15	\$27.84	\$28.52	\$29.25	\$29.98	\$30.72	\$31.49	\$32.27	\$33.06	\$33.88	\$34.75	\$35.61	\$36.50	\$37.41	\$38.34	\$39.31
	\$56,472.00	\$57,907.20	\$59,321.60	\$60,840.00	\$62,358.40	\$63,897.60	\$65,499.20	\$67,121.60	\$68,764.80	\$70,470.40	\$72,280.00	\$74,068.80	\$75,920.00	\$77,812.80	\$79,747.20	\$81,764.80
16	\$35.62	\$36.53	\$37.44	\$38.39	\$39.35	\$40.33	\$41.36	\$42.36	\$43.44	\$44.53	\$45.65	\$46.78	\$47.96	\$49.16	\$50.38	\$51.64
	\$74,089.60	\$75,982.40	\$77,875.20	\$79,851.20	\$81,848.00	\$83,886.40	\$86,028.80	\$88,108.80	\$90,355.20	\$92,622.40	\$94,952.00	\$97,302.40	\$99,756.80	\$102,252.80	\$104,790.40	\$107,411.20
19	\$40.58	\$41.59	\$42.60	\$43.70	\$44.78	\$45.92	\$47.05	\$48.24	\$49.43	\$50.68	\$51.94	\$53.23	\$54.56	\$55.92	\$57.33	\$58.77
	\$84,406.40	\$86,507.20	\$88,608.00	\$90,896.00	\$93,142.40	\$95,513.60	\$97,864.00	\$100,339.20	\$102,814.40	\$105,414.40	\$108,035.20	\$110,718.40	\$113,484.80	\$116,313.60	\$119,246.40	\$122,241.60

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GENERAL FUND

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**GENERAL FUND
RECAP**

	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>FY23 to FY24</u>		<u>FY25 Budget</u>	<u>FY24 to FY25</u>		
					<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>	
Operating Revenues										
Taxes										
Property Taxes	\$ 313,768	\$ 322,178	\$ 337,000	\$ 355,000	\$ 18,000	5.34%	\$ 355,000	\$ -	0.00%	
Sales Taxes	8,590,929	9,623,966	9,575,000	10,295,000	720,000	7.52%	10,501,000	206,000	2.00%	
Total Taxes	8,904,697	9,946,144	9,912,000	10,650,000	738,000	7.45%	10,856,000	206,000	1.93%	
State, Federal & Borough Revenues										
PERS Funding	369,090	359,515	129,905	158,681	28,776	22.15%	157,262	(1,419)	-0.89%	
Revenue Sharing	76,424	93,222	73,072	75,484	2,412	3.30%	75,484	-	0.00%	
Library Grants	7,000	8,250	7,000	7,000	-	0.00%	7,000	-	0.00%	
Liquor Licenses	8,300	17,300	15,000	15,000	-	0.00%	15,000	-	0.00%	
Telephone/Electric	25,123	25,192	26,000	26,000	-	0.00%	26,000	-	0.00%	
Other	35,021	36,954	4,000	4,500	500	12.50%	4,500	-	0.00%	
Total State/Federal/Borough Revenues	520,958	540,433	254,977	286,665	31,688	12.43%	285,246	(1,419)	-0.50%	
Other Revenues										
Licenses and Permits	101,060	117,979	79,000	93,750	14,750	18.67%	93,750	-	0.00%	
Traffic Fines	73,056	67,739	85,000	100,000	15,000	17.65%	100,000	-	0.00%	
Interest	1,807,485	(1,323,958)	446,700	710,640	263,940	59.09%	650,160	(60,480)	-8.51%	
Soldotna Regional Sports Complex	148,316	331,225	341,400	405,500	64,100	18.78%	405,500	-	0.00%	
Campgrounds	414,693	470,011	395,000	450,000	55,000	13.92%	450,000	-	0.00%	
Parks & Recreation	26,908	26,529	24,300	28,800	4,500	18.52%	28,800	-	0.00%	
Library Donations & Revenues	9,974	13,658	13,000	13,000	-	0.00%	13,000	-	0.00%	
Other	56,325	68,838	11,000	269,172	258,172	2347.02%	281,967	12,795	4.75%	
Charges to Other Funds	11,433	20,697	28,000	32,000	4,000	14.29%	32,000	-	0.00%	
Total Other Revenues	2,649,250	(207,282)	1,423,400	2,102,862	679,462	47.74%	2,055,177	(47,685)	-2.27%	
Total Operating Revenues	\$12,074,905	\$10,279,295	\$11,590,377	\$13,039,527	\$ 1,449,150	12.50%	\$13,196,423	\$ 156,896	1.20%	
Non-Operating Transfers In										
From Capital Project Funds	\$ 63,290	\$ 32,100	\$ -	\$ -	-	#DIV/0!	-	-	#DIV/0!	
Total Non-Operating Transfers In	\$ 63,290	\$ 32,100	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	
Total Revenues/Transfers In	\$12,138,195	\$10,311,395	\$11,590,377	\$13,039,527	\$ 1,449,150	12.50%	\$13,196,423	\$ 156,896	1.20%	
Operating Expenditures										
General Government	\$ 2,645,236	\$ 2,913,766	\$ 3,149,713	\$ 4,118,185	\$ 968,472	30.75%	\$ 4,105,998	\$ (12,187)	-0.30%	
Public Safety	2,547,372	2,883,517	3,467,221	3,615,327	148,106	4.27%	3,631,408	16,081	0.44%	
Public Works	2,389,433	2,542,033	2,887,974	3,032,035	144,061	4.99%	3,007,973	(24,062)	-0.79%	
Parks, Recreation & Culture	2,212,562	2,467,281	2,695,752	3,080,983	385,231	14.29%	3,086,989	6,006	0.19%	
Total Operating Expenditures	\$ 9,794,603	\$10,806,597	\$12,200,660	\$13,846,530	\$ 1,645,870	13.49%	\$13,832,368	\$ (14,162)	-0.10%	
Non-Operating Transfers Out										
To Capital Project Funds	\$ 1,575,000	\$ 1,683,063	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	
Total Non-Operating Transfers Out	\$ 1,575,000	\$ 1,683,063	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!	
Total Expenditures/Transfers Out	\$11,369,603	\$12,489,660	\$12,200,660	\$13,846,530	\$ 1,645,870	13.49%	\$13,832,368	\$ (14,162)	-0.10%	
Total Surplus (Deficit)	\$ 768,592	\$ (2,178,265)	\$ (610,283)	\$ (807,003)			\$ (635,945)			
Projected Lapse - 5%	-	-	610,033	692,327			691,618			
Change in Fund Balance	\$ 768,592	\$ (2,178,265)	\$ (250)	\$ (114,677)			\$ 55,673			
Beginning Fund Balance	\$18,446,065	\$19,214,657	\$17,036,392							
Ending Fund Balance	\$19,214,657	\$17,036,392	\$17,036,142							

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**GENERAL FUND
REVENUES**

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
0000	General Revenues:									
31000	State PERS Relief Funding	\$ 369,090	\$ 359,515	\$ 129,905	\$ 158,681	\$ 28,776	22.15%	\$ 157,262	\$ (1,419)	-0.89%
31110	Property Taxes	313,768	322,178	337,000	355,000	18,000	5.34%	355,000	-	0.00%
31120	Sales Taxes	8,590,929	9,623,966	9,575,000	10,295,000	720,000	7.52%	10,501,000	206,000	2.00%
32110	Building Permits	72,984	84,386	60,000	70,000	10,000	16.67%	70,000	-	0.00%
32115	SAD Petition Fee	-	500	-	-	-	#DIV/0!	-	-	#DIV/0!
32120	Animal Control Fees	290	200	250	250	-	0.00%	250	-	0.00%
32140	Plan Review Fees	25,116	29,703	15,000	20,000	5,000	33.33%	20,000	-	0.00%
32155	Project Plans	-	70	-	-	-	#DIV/0!	-	-	#DIV/0!
34110	State Library Grant	7,000	8,250	7,000	7,000	-	0.00%	7,000	-	0.00%
34120	State Revenue - Community Assistance	76,424	93,222	73,072	75,484	2,412	3.30%	75,484	-	0.00%
34140	State Revenue - Liquor Licenses	8,300	17,300	15,000	15,000	-	0.00%	15,000	-	0.00%
34145	State Revenue - Raw Fish Tax	3,654	3,846	4,000	4,000	-	0.00%	4,000	-	0.00%
34150	State Revenue - Marijuana Fees	300	900	-	500	500	#DIV/0!	500	-	0.00%
34160	State Revenue - Electric Cooperative	25,123	25,192	26,000	26,000	-	0.00%	26,000	-	0.00%
34180	Miscellaneous Library Grants	2,000	22,869	-	-	-	#DIV/0!	-	-	#DIV/0!
34182	State Revenue - Public Safety Grants	30,672	28,527	-	-	-	#DIV/0!	-	-	#DIV/0!
36950	Shop Charges	11,433	20,697	28,000	32,000	4,000	14.29%	32,000	-	0.00%
37100	Traffic Fines & Minor Offenses	73,056	67,739	85,000	100,000	15,000	17.65%	100,000	-	0.00%
37110	P&Z Charges	2,400	2,650	3,000	3,000	-	0.00%	3,000	-	0.00%
37120	Interest	1,807,485	(1,323,958)	446,700	710,640	263,940	59.09%	650,160	(60,480)	-8.51%
37145	Sale of Municipal Property	-	300	-	-	-	#DIV/0!	-	-	#DIV/0!
37160	Library Donations	2,712	4,076	-	-	-	#DIV/0!	-	-	#DIV/0!
37165	Library Revenues	7,262	9,582	13,000	13,000	-	0.00%	13,000	-	0.00%
37181	Asset Forfeitures	395	3,681	-	-	-	#DIV/0!	-	-	#DIV/0!
37182	HEA Accelerated Credits	46,302	33,280	-	-	-	#DIV/0!	-	-	#DIV/0!
37185	Utility Project Permits	270	540	750	500	(250)	-33.33%	500	-	0.00%
37190	Miscellaneous	7,131	10,965	10,000	11,500	1,500	15.00%	11,500	-	0.00%
37200	Charges for Services - SPD	892	1,354	1,000	1,000	-	0.00%	1,000	-	0.00%
38000	Administrative Service Revenue	-	-	-	256,672	256,672	#DIV/0!	269,467	12,795	4.98%
	Total General Revenues	\$ 11,484,988	\$ 9,451,530	\$ 10,829,677	\$ 12,155,227	\$ 1,325,550	12.24%	\$ 12,312,123	\$ 156,896	1.29%
1000	Parks & Recreation Revenues:									
35110	Concessions/Vending	\$ 2,794	\$ 9,291	\$ 8,000	\$ 11,000	\$ 3,000	37.50%	\$ 11,000	\$ -	0.00%
35150	Special Events Concessions	197	3,163	4,000	4,000	-	0.00%	4,000	-	0.00%
35200	Ice - KPHA	40,350	76,568	70,000	97,500	27,500	39.29%	97,500	-	0.00%
35201	Ice - KPB	6,755	16,283	15,000	17,500	2,500	16.67%	17,500	-	0.00%
35204	Public Skate	10,512	25,438	22,000	28,000	6,000	27.27%	28,000	-	0.00%
35207	Learn to Skate	7,118	18,848	20,000	20,000	-	0.00%	20,000	-	0.00%
35208	Leagues	30,398	56,692	55,000	77,500	22,500	40.91%	77,500	-	0.00%
35210	Private Ice Rental	828	4,610	3,000	4,000	1,000	33.33%	4,000	-	0.00%
35220	Freestyle	1,239	1,537	3,000	2,000	(1,000)	-33.33%	2,000	-	0.00%
35300	Miscellaneous Events	-	2,500	15,000	18,000	3,000	20.00%	18,000	-	0.00%
35301	Alaska Hockey Association	13,275	7,013	2,500	3,500	1,000	40.00%	3,500	-	0.00%
35305	Kenai River Brown Bears	8,111	35,416	35,400	42,500	7,100	20.06%	42,500	-	0.00%
35308	Home Show	-	7,740	7,800	7,800	-	0.00%	7,800	-	0.00%
35309	Sport & Rec Show	-	7,740	8,000	7,800	(200)	-2.50%	7,800	-	0.00%
35310	Holiday Bazaar	-	1,288	2,200	1,300	(900)	-40.91%	1,300	-	0.00%
35318	Peninsula Riverskate	11,782	14,822	12,000	12,000	-	0.00%	12,000	-	0.00%
35320	Safari Club	-	-	4,200	4,200	-	0.00%	4,200	-	0.00%
35327	Ultimate Fight Challenge	-	-	3,000	-	(3,000)	-100.00%	-	-	#DIV/0!
35400	Rental Fees - Rooms	3,215	7,155	18,000	8,000	(10,000)	-55.56%	8,000	-	0.00%
35402	Rental Fees - Space	5,285	12,822	12,000	15,600	3,600	30.00%	15,600	-	0.00%
35404	Rental Fees - Equipment	4,551	21,928	18,000	22,000	4,000	22.22%	22,000	-	0.00%
35500	Facility Use - Track	263	456	300	300	-	0.00%	300	-	0.00%
35501	Facility Use - Racquetball	10	328	2,000	1,000	(1,000)	-50.00%	1,000	-	0.00%
36602	Centennial Campground	305,229	333,211	290,000	330,000	40,000	13.79%	330,000	-	0.00%
36603	Swiftwater Campground	94,412	111,959	90,000	100,000	10,000	11.11%	100,000	-	0.00%
36606	Rotary Park	15,052	24,841	15,000	20,000	5,000	33.33%	20,000	-	0.00%
36901	Reservation Fees	5,881	6,821	3,500	6,000	2,500	71.43%	6,000	-	0.00%
36904	Cemetery Plots	17,800	16,150	12,000	17,000	5,000	41.67%	17,000	-	0.00%
36905	Columbarium Niches	2,700	2,400	4,800	4,800	-	0.00%	4,800	-	0.00%
36906	Other Cemetery Revenue	(325)	-	-	-	-	#DIV/0!	-	-	#DIV/0!
37190	P&R Miscellaneous Revenue	1,633	(413)	1,000	-	(1,000)	-100.00%	-	-	#DIV/0!
38000	Recreational Programs	852	1,158	4,000	1,000	(3,000)	-75.00%	1,000	-	0.00%
	Total Parks & Recreation Revenues	\$ 589,917	\$ 827,765	\$ 760,700	\$ 884,300	\$ 123,600	16.25%	\$ 884,300	\$ -	0.00%
	Total Operating Revenues	\$ 12,074,905	\$ 10,279,295	\$ 11,590,377	\$ 13,039,527	\$ 1,449,150	12.50%	\$ 13,196,423	\$ 156,896	1.20%
	Non-Operating Transfers In									
38400	Transfer From Capital Project Funds	63,290	32,100	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Non-Operating Transfers In	63,290	32,100	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Revenues/Transfers In	\$ 12,138,195	\$ 10,311,395	\$ 11,590,377	\$ 13,039,527	\$ 1,449,150	12.50%	\$ 13,196,423	\$ 156,896	1.20%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**GENERAL FUND
EXPENDITURES BY DEPARTMENT**

	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget	FY23 to FY24		FY25 Budget	FY24 to FY25		
					\$ Change	% Change		\$ Change	% Change	
General Government										
Mayor & Council	\$ 53,079	\$ 63,543	\$ 86,320	\$ 103,862	\$ 17,542	20.32%	\$ 103,587	\$ (275)	-0.26%	
City Manager	243,152	351,215	420,724	435,319	14,595	3.47%	434,534	(785)	-0.18%	
Finance	612,725	687,227	791,774	606,564	(185,210)	-23.39%	596,614	(9,950)	-1.64%	
Information Technology (IT)	313,906	327,599	373,367	380,425	7,058	1.89%	384,590	4,165	1.09%	
City Clerk	260,890	251,146	324,186	369,619	45,433	14.01%	350,294	(19,325)	-5.23%	
Human Resources (HR)	-	-	-	345,399	345,399	#DIV/0!	341,150	(4,249)	-1.23%	
Non-Departmental	1,161,484	1,233,036	1,153,342	1,876,997	723,655	62.74%	1,895,229	18,232	0.97%	
Total General Government	2,645,236	2,913,766	3,149,713	4,118,185	968,472	30.75%	4,105,998	(12,187)	-0.30%	
Public Safety										
Police	2,547,372	2,883,517	3,467,221	3,615,327	148,106	4.27%	3,631,408	16,081	0.44%	
Total Public Safety	2,547,372	2,883,517	3,467,221	3,615,327	148,106	4.27%	3,631,408	16,081	0.44%	
Public Works										
Public Works Administration	404,562	451,910	496,322	568,661	72,339	14.58%	559,625	(9,036)	-1.59%	
Shop	399,488	528,904	586,852	625,968	39,116	6.67%	611,187	(14,781)	-2.36%	
Streets	1,096,635	1,045,017	1,212,029	1,218,625	6,596	0.54%	1,227,399	8,774	0.72%	
Building R & M	247,876	246,340	281,485	292,707	11,222	3.99%	287,143	(5,564)	-1.90%	
Economic Development & Planning	240,872	269,862	311,286	326,074	14,788	4.75%	322,619	(3,455)	-1.06%	
Total Public Works	2,389,433	2,542,033	2,887,974	3,032,035	144,061	4.99%	3,007,973	(24,062)	-0.79%	
Parks, Recreation & Culture										
Library	703,502	800,640	873,721	1,005,285	131,564	15.06%	1,000,276	(5,009)	-0.50%	
Soldotna Regional Sports Complex	736,687	806,851	934,306	1,049,481	115,175	12.33%	1,057,313	7,832	0.75%	
Campgrounds	341,633	404,782	425,023	469,675	44,652	10.51%	472,756	3,081	0.66%	
Parks & Recreation	430,740	455,008	462,702	556,542	93,840	20.28%	556,644	102	0.02%	
Total Parks, Recreation & Culture	2,212,562	2,467,281	2,695,752	3,080,983	385,231	14.29%	3,086,989	6,006	0.19%	
Non-Operating Transfers Out										
To Capital Project Funds	1,575,000	1,683,063	-	-	-	#DIV/0!	-	-	#DIV/0!	
Total Non-Operating Transfers Out	1,575,000	1,683,063	-	-	-	#DIV/0!	-	-	#DIV/0!	
Total Expenditures/Transfers Out	\$ 11,369,603	\$ 12,489,660	\$ 12,200,660	\$ 13,846,530	\$ 1,645,870	13.49%	\$ 13,832,368	\$ (14,162)	-0.10%	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**GENERAL FUND
EXPENDITURES BY LINE ITEM**

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 3,364,233	\$ 3,794,130	\$ 4,878,710	\$ 5,339,275	\$ 460,565	9.44%	\$ 5,291,813	\$ (47,462)	-0.89%
40105	Allocated Salaries	15,790	8,661	17,782	18,581	799	4.49%	18,581	-	0.00%
40120	P&Z Commissioners	3,225	3,375	7,500	6,300	(1,200)	-16.00%	6,300	-	0.00%
40140	Allowances	44,929	51,000	44,917	45,427	510	1.14%	45,427	-	0.00%
40150	Certification Pay	39,062	36,588	41,952	42,864	912	2.17%	42,864	-	0.00%
40200	Overtime	136,419	152,782	83,150	84,025	875	1.05%	84,025	-	0.00%
40220	Shift Differential	31,518	32,551	44,000	44,000	-	0.00%	44,000	-	0.00%
40225	Temporary Labor	278,052	269,440	255,668	371,536	115,868	45.32%	359,019	(12,517)	-3.37%
40250	Temporary Overtime	7,731	11,932	10,000	12,000	2,000	20.00%	12,000	-	0.00%
40255	LTS Labor	4,182	6,420	15,084	15,692	608	4.03%	15,692	-	0.00%
40275	State Sponsored Overtime	23,740	23,696	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	391,171	453,851	242,475	255,891	13,416	5.53%	259,196	3,305	1.29%
40350	Sick Leave	49,048	3,115	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	98,674	98,696	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	928,125	969,499	1,053,051	1,138,026	84,975	8.07%	1,127,821	(10,205)	-0.90%
40600	FICA	91,523	97,696	112,192	132,394	20,202	18.01%	130,713	(1,681)	-1.27%
40650	457 Contribution	11,419	4,527	-	6,427	6,427	#DIV/0!	6,367	(60)	-0.93%
40700	Health Insurance	920,500	946,504	1,293,638	1,161,460	(132,178)	-10.22%	1,161,460	-	0.00%
40800	Worker's Compensation	82,525	74,143	91,624	127,983	36,359	39.68%	127,815	(168)	-0.13%
	Total Salaries & Benefits	\$ 6,521,866	\$ 7,038,606	\$ 8,191,743	\$ 8,801,881	\$ 610,138	7.45%	\$ 8,733,093	\$ (68,788)	-0.78%
Maintenance & Operations										
42100	Travel & Training	\$ 8,833	\$ 66,355	\$ 124,400	\$ 155,200	\$ 30,800	24.76%	\$ 155,000	\$ (200)	-0.13%
42200	Materials & Supplies	329,739	388,729	388,000	446,950	58,950	15.19%	446,400	(550)	-0.12%
42201	Office Supplies	15,468	13,078	20,300	22,000	1,700	8.37%	22,000	-	0.00%
42202	Uniforms	9,960	11,202	10,900	17,895	6,995	64.17%	16,395	(1,500)	-8.38%
42208	Small Tools & Minor Equipment	119,907	100,214	59,975	91,525	31,550	52.61%	71,875	(19,650)	-21.47%
42210	Vending Supplies	2,996	6,930	7,000	9,300	2,300	32.86%	9,300	-	0.00%
42301	Telephone & Internet	54,592	66,255	69,125	75,275	6,150	8.90%	75,275	-	0.00%
42302	Natural Gas	133,803	125,114	157,000	145,750	(11,250)	-7.17%	153,150	7,400	5.08%
42303	Sanitation	40,131	44,000	44,750	52,250	7,500	16.76%	53,350	1,100	2.11%
42304	Electricity	387,777	390,777	428,500	473,000	44,500	10.39%	494,500	21,500	4.55%
42305	Janitorial	45,878	49,851	56,500	73,300	16,800	29.73%	73,300	-	0.00%
42306	Water & Sewer	27,089	28,890	34,575	34,450	(125)	-0.36%	35,675	1,225	3.56%
42400	Postage	9,059	13,166	11,100	16,300	5,200	46.85%	16,300	-	0.00%
42599	Fuel	78,656	113,511	155,000	142,100	(12,900)	-8.32%	142,100	-	0.00%
42800	Rental	10,503	7,542	12,650	13,300	650	5.14%	13,300	-	0.00%
42900	Dues & Subscriptions	27,700	33,620	36,150	38,050	1,900	5.26%	38,350	300	0.79%
43000	Advertising & Promotion	49,952	31,998	57,450	40,900	(16,550)	-28.81%	40,900	-	0.00%
43100	Professional Services	102,256	162,891	147,125	152,850	5,725	3.89%	152,850	-	0.00%
43300	Contracted Services	522,755	344,973	380,250	454,550	74,300	19.54%	454,550	-	0.00%
43301	Animal Shelter Contract	-	42,120	42,588	47,745	5,157	12.11%	47,745	-	0.00%
43302	Dispatch Services Contract	-	350,000	482,918	522,034	39,116	8.10%	522,034	-	0.00%
43303	Support & Maintenance Contracts	102,782	113,024	136,800	139,475	2,675	1.96%	136,975	(2,500)	-1.79%
43305	Computer Software	14,283	6,881	1,200	1,200	-	0.00%	1,200	-	0.00%
43350	Elections	4,350	18,808	8,750	10,500	1,750	20.00%	10,500	-	0.00%
43360	Miscellaneous	10,206	11,374	13,500	13,250	(250)	-1.85%	13,250	-	0.00%
43361	Remote Seller Sales Tax Collection Fees	47,245	71,365	73,625	121,365	47,740	64.84%	121,365	-	0.00%
43400	Equipment Replacement Payment	169,625	191,808	182,219	183,653	1,434	0.79%	215,422	31,769	17.30%
43520	Capital	5,729	17,128	-	-	-	#DIV/0!	-	-	#DIV/0!
43603	Visitor Center Contract	138,677	138,677	145,472	157,255	11,783	8.10%	157,255	-	0.00%
43604	Visitor Center Utilities	11,674	11,644	14,000	13,000	(1,000)	-7.14%	14,000	1,000	7.69%
45000	Insurance	170,206	165,569	191,250	225,000	33,750	17.65%	225,000	-	0.00%
45025	City Lobbyist	-	-	50,000	50,000	-	0.00%	50,000	-	0.00%
45050	Citywide Wellness Program	1,065	940	2,500	2,500	-	0.00%	2,500	-	0.00%
45060	Miscellaneous Payroll Expenditures	14,679	3,387	10,000	45,000	35,000	350.00%	45,000	-	0.00%
45070	PERS On Behalf	369,090	359,515	129,905	158,681	28,776	22.15%	157,262	(1,419)	-0.89%
46203	Tsalteshi Trails Association	15,000	15,000	15,000	20,000	5,000	33.33%	20,000	-	0.00%
46205	Boys & Girls Club of the Kenai Peninsula	35,000	40,000	40,000	40,000	-	0.00%	40,000	-	0.00%
46206	Soldotna Area Senior Citizens	8,250	12,700	12,700	-	(12,700)	-100.00%	12,700	12,700	#DIV/0!
46208	Soldotna Historical Society & Museum	5,000	5,000	5,000	5,000	-	0.00%	5,000	-	0.00%
46250	Rental of Property	30,687	31,455	32,240	33,046	806	2.50%	33,872	826	2.50%
46300	Donations	3,000	3,000	4,000	4,000	-	0.00%	4,000	-	0.00%
46400	Operating Transfers	139,135	159,500	154,500	737,000	582,500	377.02%	739,625	2,625	0.36%
47000	Contingency	-	-	60,000	60,000	-	0.00%	60,000	-	0.00%
	Total Maintenance & Operations	\$ 3,272,737	\$ 3,767,991	\$ 4,008,917	\$ 5,044,649	\$ 1,035,732	25.84%	\$ 5,099,275	\$ 54,626	1.08%
Non-Operating Transfers Out										
46950	Capital Project Transfers	1,575,000	1,683,063	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Non-Operating Transfers Out	\$ 1,575,000	\$ 1,683,063	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
	Total Expenditures/Transfers Out	\$ 11,369,603	\$ 12,489,660	\$ 12,200,660	\$ 13,846,530	\$ 1,645,870	13.49%	\$ 13,832,368	\$ (14,162)	-0.10%

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 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct #	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 21,225	\$ 21,600	\$ 30,000	\$ 30,000	\$ -	0.00%	\$ 30,000	\$ -	0.00%
40600	FICA	1,252	1,281	2,295	2,295	-	0.00%	2,295	-	0.00%
40800	Worker's Compensation	56	45	75	92	17	22.67%	92	-	0.00%
	Total Salaries & Benefits	\$ 22,533	\$ 22,926	\$ 32,370	\$ 32,387	\$ 17	0.05%	\$ 32,387	\$ -	0.00%
Maintenance & Operations										
42100	Travel & Training	\$ 775	\$ 10,169	\$ 15,150	\$ 29,575	\$ 14,425	95.21%	\$ 29,775	\$ 200	0.68%
42200	Materials & Supplies	1,701	1,406	2,000	2,000	-	0.00%	2,000	-	0.00%
42201	Office Supplies	160	54	250	250	-	0.00%	250	-	0.00%
42208	Small Tools & Minor Equipment	375	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42301	Telephone & Internet	450	432	500	500	-	0.00%	500	-	0.00%
42900	Dues & Subscriptions	5,080	7,664	7,100	6,300	(800)	-11.27%	6,300	-	0.00%
43000	Advertising & Promotion	18,898	17,740	23,450	16,250	(7,200)	-30.70%	16,250	-	0.00%
43300	Contracted Services	-	-	500	500	-	0.00%	500	-	0.00%
43303	Support & Maintenance Contracts	-	-	-	11,100	11,100	#DIV/0!	10,625	(475)	-4.28%
43360	Miscellaneous	107	152	1,000	1,000	-	0.00%	1,000	-	0.00%
46300	Donations	3,000	3,000	4,000	4,000	-	0.00%	4,000	-	0.00%
	Total Maintenance & Operations	\$ 30,546	\$ 40,617	\$ 53,950	\$ 71,475	\$ 17,525	32.48%	\$ 71,200	\$ (275)	-0.38%
	Department Total	\$ 53,079	\$ 63,543	\$ 86,320	\$ 103,862	\$ 17,542	20.32%	\$ 103,587	\$ (275)	-0.26%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>		
	AML Summer Conference (Homer FY24) (Kodiak FY25)	\$ 5,000	\$ 5,200
	Alaska Municipal League (Anchorage)	5,000	5,000
	AML Winter Conference/Legislative Session (Juneau)	5,000	5,000
	NLC Meeting in Washington DC	13,575	13,575
	Other Travel & Training	1,000	1,000
		<u>29,575</u>	<u>29,775</u>
42200	<u>Materials & Supplies</u>	2,000	2,000
42201	<u>Office Supplies</u>	250	250
42301	<u>Telephone & Internet</u>		
	Data Plans for iPads	500	500
42900	<u>Dues & Subscriptions</u>		
	Alaska Conference of Mayors	100	100
	Alaska Municipal League	5,200	5,200
	National League of Cities	500	500
	Other Dues & Subscriptions	500	500
		<u>6,300</u>	<u>6,300</u>
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
		<u>16,250</u>	<u>16,250</u>
43300	<u>Contracted Services</u>	500	500
43303	<u>Support & Maintenance Contracts</u>		
	Meeting Management Software	11,100	10,625
43360	<u>Miscellaneous</u>		
	Mayoral Expenditures	500	500
	Other Miscellaneous	500	500
		<u>1,000</u>	<u>1,000</u>
46300	<u>Donations</u>		
	Mini Grant Program	4,000	4,000
		<u>4,000</u>	<u>4,000</u>
	Total Maintenance & Operations	\$ 71,475	\$ 71,200

FY24 Budget Notes:

- 42100 - Increased due to greater AML conference attendance
- 42900 - Reduced National League of Cities to more accurately reflect cost
- 43000 - Eliminated audio/video streaming included in new meeting management software
- 43303 - Added new meeting management software

FY25 Budget Notes:

- 43303 - Reduced due to set up fees included in prior year

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.

		FY24-25 Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
City Manager	CM Contract	1.00	-
Assistant to the City Manager	20	1.00	-
		2.00	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct #	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 109,716	\$ 200,517	\$ 238,571	\$ 263,211	\$ 24,640	10.33%	\$ 262,261	\$ (950)	0%
40140	Allowances	12,725	12,800	12,800	12,800	-	0.00%	12,800	-	0%
40200	Overtime	446	3	-	-	-	#DIV/0!	-	-	#DIV/0!
40225	Temporary Labor	5,149	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	16,515	24,354	14,295	15,549	1,254	8.77%	15,640	91	1%
40350	Sick Leave	1,398	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	-	13,942	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	46,546	50,980	53,586	57,906	4,320	8.06%	57,697	(209)	0%
40600	FICA	3,337	3,633	3,532	3,817	285	8.07%	3,803	(14)	0%
40650	457 Contribution	3,800	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40700	Health Insurance	28,951	30,408	56,918	33,600	(23,318)	-40.97%	33,600	-	0%
40800	Worker's Compensation	585	483	597	811	214	35.85%	808	(3)	0%
	Total Salaries & Benefits	\$ 229,168	\$ 337,120	\$ 380,299	\$ 387,694	\$ 7,395	1.94%	\$ 386,609	\$ (1,085)	0%
Maintenance & Operations										
42100	Travel & Training	\$ 450	\$ 4,720	\$ 11,150	\$ 19,225	\$ 8,075	72.42%	\$ 19,525	\$ 300	1.56%
42201	Office Supplies	75	36	500	500	-	0.00%	500	-	0.00%
42208	Small Tools & Minor Equipment	3,225	-	250	250	-	0.00%	250	-	0.00%
42900	Dues & Subscriptions	2,020	2,034	2,200	1,600	(600)	-27.27%	1,600	-	0.00%
43000	Advertising & Promotion	3,450	2,491	15,000	10,000	(5,000)	-33.33%	10,000	-	0.00%
43300	Contracted Services	3,450	3,500	10,000	15,000	5,000	50.00%	15,000	-	0.00%
43303	Support & Maintenance Contracts	1,314	1,314	1,325	1,050	(275)	-20.75%	1,050	-	0.00%
	Total Maintenance & Operations	\$ 13,984	\$ 14,095	\$ 40,425	\$ 47,625	\$ 7,200	17.81%	\$ 47,925	\$ 300	0.63%
	Department Total	\$ 243,152	\$ 351,215	\$ 420,724	\$ 435,319	\$ 14,595	3.47%	\$ 434,534	\$ (785)	-0.18%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>		
	AML Annual Conference - Manager (Anchorage)	\$ 1,500	\$ 1,500
	AML Summer Conference - Manager (Homer FY24) (Kodiak FY25)	1,000	1,300
	ICMA Conference - Manager (Austin, TX FY24) (Pittsburgh, PA FY25)	3,300	3,300
	Legislative Session Travel (Juneau)	3,400	3,400
	Professional Development - Assistant to City Manager	3,000	3,000
	NLC Meeting in Washington DC	4,525	4,525
	Other Travel & Training	2,500	2,500
		<u>19,225</u>	<u>19,525</u>
42201	<u>Office Supplies</u>	500	500
42208	<u>Small Tools & Minor Equipment</u>	250	250
42900	<u>Dues & Subscriptions</u>		
	AMMA	200	200
	ICMA	1,250	1,250
	Zoom	150	150
		<u>1,600</u>	<u>1,600</u>
43000	<u>Advertising & Promotion</u>		
	Marketing & Promotion	10,000	10,000
43300	<u>Contracted Services</u>	15,000	15,000
43303	<u>Support & Maintenance Contracts</u>		
	Adobe Creative Cloud	<u>1,050</u>	<u>1,050</u>
	Total Maintenance & Operations	\$ 47,625	\$ 47,925

FY24 Budget Notes:

42100 - Increased for professional development for the Assistant to the City Manager
42900 - Eliminated APA/AICP dues no longer needed and added Zoom license for City Manager
43000/43300 - Reallocated budgets between advertising & promotion and contracted services based on anticipated needs
43303 - Eliminated InDesign license for City Manager

DEPARTMENT NARRATIVE

GENERAL FUND – FINANCE

The Finance Department consists of four 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.

This department is responsible for virtually all financial and budgetary operations of the City. The Finance Department processes purchase orders, issues vendor checks, processes the City-wide payroll, compiles and develops 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 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 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 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.

		FY24-25	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Finance Director	24	1.00	-
Accountant	17	1.00	-
Account Clerk III- AP/AR	13	0.75	Water .12, Sewer .13
Administrative Assistant	11	0.75	Water .13, Sewer .12
		3.50	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct #	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 308,819	\$ 319,757	\$ 410,787	\$ 340,788	\$ (69,999)	-17.04%	\$ 332,654	\$ (8,134)	-2.39%
40140	Allowances	1,800	1,800	1,800	900	(900)	-50.00%	900	-	0.00%
40200	Overtime	282	67	1,500	1,875	375	25.00%	1,875	-	0.00%
40300	Personal Leave	37,314	55,320	24,345	17,391	(6,954)	-28.56%	17,508	117	0.67%
40350	Sick Leave	1,909	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	5,493	4,759	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	78,332	85,249	90,703	75,386	(15,317)	-16.89%	73,596	(1,790)	-2.37%
40600	FICA	4,919	5,281	5,978	4,969	(1,009)	-16.88%	4,851	(118)	-2.37%
40700	Health Insurance	89,572	107,123	136,050	72,450	(63,600)	-46.75%	72,450	-	0.00%
40800	Worker's Compensation	936	810	1,011	1,055	44	4.35%	1,030	(25)	-2.37%
	Total Salaries & Benefits	\$ 529,376	\$ 580,166	\$ 672,174	\$ 514,814	\$ (157,360)	-23.41%	\$ 504,864	\$ (9,950)	-1.93%
Maintenance & Operations										
42100	Travel & Training	\$ -	\$ 5,748	\$ 15,600	\$ 8,100	\$ (7,500)	-48.08%	\$ 8,100	\$ -	0.00%
42200	Materials & Supplies	-	79	500	500	-	0.00%	500	-	0.00%
42201	Office Supplies	3,326	1,634	3,500	2,000	(1,500)	-42.86%	2,000	-	0.00%
42208	Small Tools & Minor Equipment	100	400	-	-	-	#DIV/0!	-	-	#DIV/0!
42900	Dues & Subscriptions	2,446	2,723	3,500	1,000	(2,500)	-71.43%	1,000	-	0.00%
43000	Advertising & Promotion	2,019	2,397	2,500	-	(2,500)	-100.00%	-	-	#DIV/0!
43100	Professional Services	47,125	46,607	47,125	52,850	5,725	12.15%	52,850	-	0.00%
43300	Contracted Services	7,186	18,582	16,500	5,000	(11,500)	-69.70%	5,000	-	0.00%
43303	Support & Maintenance Contracts	21,147	28,891	30,375	22,300	(8,075)	-26.58%	22,300	-	0.00%
	Total Maintenance & Operations	\$ 83,349	\$ 107,061	\$ 119,600	\$ 91,750	\$ (27,850)	-23.29%	\$ 91,750	\$ -	0.00%
	Department Total	\$ 612,725	\$ 687,227	\$ 791,774	\$ 606,564	\$ (185,210)	-23.39%	\$ 596,614	\$ (9,950)	-1.64%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>		
	Professional Development - Finance Director	\$ 2,500	\$ 2,500
	Caselle Annual Conference - Account Clerks	5,000	5,000
	Other Finance Travel & Training	600	600
		<u>8,100</u>	<u>8,100</u>
42200	<u>Materials & Supplies</u>	500	500
42201	<u>Office Supplies</u>	2,000	2,000
42900	<u>Dues & Subscriptions</u>		
	AGFOA	100	100
	GFOA	175	175
	GFOA ACFR Review	475	475
	GFOA PAFR Review	250	250
		<u>1,000</u>	<u>1,000</u>
43100	<u>Professional Services</u>		
	Auditing	52,850	52,850
43300	<u>Contracted Services</u>		
	PAFR Production & Distribution	5,000	5,000
43303	<u>Support & Maintenance Contracts</u>		
	Caselle	<u>22,300</u>	<u>22,300</u>
Total Maintenance & Operations		\$ 91,750	\$ 91,750

FY24 Budget Notes:

42100 - Added Caselle conference for second Account Clerk (previously alternated years between Account Clerks)
43100 - CPI increase per contract

Other Changes are due to separating the Finance and HR departments

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 plans, coordinates, directs, and designs IT related activities of the City, as well as provides 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 defines and implements IT policies, procedures, and best practices as a representative of the City while carrying out day-to-day tasks.

		FY24-25	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
IT Manager	20	1.00	-
IT Technician	12	1.00	-
		2.00	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 141,434	\$ 145,427	\$ 169,541	\$ 190,716	\$ 21,175	12.49%	\$ 185,702	\$ (5,014)	-2.63%
40140	Allowances	1,680	1,680	1,680	1,680	-	0.00%	1,680	-	0.00%
40300	Personal Leave	12,597	17,594	10,598	11,544	946	8.93%	11,613	69	0.60%
40350	Sick Leave	902	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	4,844	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	33,754	35,421	37,299	41,958	4,659	12.49%	40,855	(1,103)	-2.63%
40600	FICA	2,203	2,242	2,458	2,765	307	12.49%	2,693	(72)	-2.60%
40700	Health Insurance	40,124	38,749	48,800	41,400	(7,400)	-15.16%	41,400	-	0.00%
40800	Worker's Compensation	400	335	416	587	171	41.11%	572	(15)	-2.56%
	Total Salaries & Benefits	\$ 237,938	\$ 241,448	\$ 270,792	\$ 290,650	\$ 19,858	7.33%	\$ 284,515	\$ (6,135)	-2.11%
Maintenance & Operations										
42100	Travel & Training	\$ -	\$ 338	\$ 11,900	\$ 9,000	\$ (2,900)	-24.37%	\$ 9,000	\$ -	0.00%
42200	Materials & Supplies	254	95	100	1,000	900	900.00%	100	(900)	-90.00%
42201	Office Supplies	-	-	100	100	-	0.00%	100	-	0.00%
42208	Small Tools & Minor Equipment	37,006	40,863	42,425	32,100	(10,325)	-24.34%	43,300	11,200	34.89%
42599	Fuel	485	647	900	900	-	0.00%	900	-	0.00%
43300	Contracted Services	5,950	20,445	21,000	21,000	-	0.00%	21,000	-	0.00%
43303	Support & Maintenance Contracts	18,050	17,929	24,950	24,475	(475)	-1.90%	24,475	-	0.00%
43305	Computer Software	14,223	5,834	1,200	1,200	-	0.00%	1,200	-	0.00%
	Total Maintenance & Operations	\$ 75,968	\$ 86,151	\$ 102,575	\$ 89,775	\$ (12,800)	-12.48%	\$ 100,075	\$ 10,300	11.47%
	Department Total	\$ 313,906	\$ 327,599	\$ 373,367	\$ 380,425	\$ 7,058	1.89%	\$ 384,590	\$ 4,165	1.09%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>		
	Professional Development - IT Manager	5,600	5,600
	Professional Development - IT Technician	3,400	3,400
		<u>9,000</u>	<u>9,000</u>
42200	<u>Materials & Supplies</u>	1,000	100
42201	<u>Office Supplies</u>	100	100
42208	<u>Small Tools & Minor Equipment</u>		
	Computer Replacement	18,600	18,800
	Network Device Replacement	1,100	2,200
	Tools, Peripherals & Accessories	3,000	3,000
	Security Camera Replacement	1,400	400
	Police Mobile Computer Replacement	3,000	9,000
	Tablet Replacement	2,100	2,000
	Server Replacement	-	5,000
	Tape Cartridges for Backup System	900	900
	Other Small Tools & Minor Equipment	2,000	2,000
		<u>32,100</u>	<u>43,300</u>
42599	<u>Fuel</u>	900	900
43300	<u>Contracted Services</u>		
	Cyber Security Analysis or Penetration Testing	6,000	6,000
	Other Contracted Services	15,000	15,000
		<u>21,000</u>	<u>21,000</u>
43303	<u>Support & Maintenance Contracts</u>		
	Endpoint Antivirus & Email Security	2,800	2,800
	IT Security Awareness Training	1,175	1,175
	Voice Over IP Controller Software Assurance	700	700
	Host Servers	3,000	3,000
	Network Firewalls	2,600	2,600
	Hypervisor Software	5,200	5,200
	Digital Signature & Online Form Services	3,500	3,500
	Backup & Disaster Recovery Software	2,500	2,500
	Email Archival Software	1,000	1,000
	Email Encryption Services	1,600	1,600
	Multifactor Authentication	400	400
		<u>24,475</u>	<u>24,475</u>
43305	<u>Computer Software</u>	1,200	1,200
Total Maintenance & Operations \$		89,775	\$ 100,075

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
FY24 Budget Notes:			
42100 - Eliminated CCNA training and exam for IT Technician included in prior year. Offset by increase in annual professional development for IT Technician.			
42200 - Increased to finish workspace for IT Technician			
42208 - Computer, network device, tablet, server, and security camera replacements are based on replacement schedules			
43303 - Eliminated Adobe Document Cloud included in individual departments and added email encryption services and multifactor authentication implemented in FY23. Other changes are based on annual cost of individual support & maintenance contracts.			
FY25 Budget Notes:			
42208 - Computer, network device, and server replacements are based on replacement schedules			

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.

		FY24-25	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
City Clerk	CC Contract	1.00	-
Deputy Clerk	15	1.00	
Records Project Assistant (FY24 only)	15	0.15	-
		2.15	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct #	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 157,504	\$ 126,131	\$ 165,235	\$ 210,304	\$ 45,069	27.28%	\$ 205,566	\$ (4,738)	-2.25%
40140	Allowances	900	677	900	900	-	0.00%	900	-	0.00%
40200	Overtime	72	4,463	1,000	1,000	-	0.00%	1,000	-	0.00%
40225	Temporary Labor	-	-	-	12,517	12,517	#DIV/0!	-	(12,517)	-100.00%
40300	Personal Leave	13,788	4,699	4,766	11,501	6,735	141.31%	11,554	53	0.46%
40400	Personal Leave Buy-Back	8,044	23,888	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	37,338	30,824	36,572	46,487	9,915	27.11%	45,444	(1,043)	-2.24%
40600	FICA	2,566	2,363	2,410	4,021	1,611	66.85%	2,995	(1,026)	-25.52%
40700	Health Insurance	21,051	16,044	71,400	37,200	(34,200)	-47.90%	37,200	-	0.00%
40800	Worker's Compensation	445	373	403	689	286	70.97%	635	(54)	-7.84%
	Total Salaries & Benefits	\$ 241,708	\$ 209,462	\$ 282,686	\$ 324,619	\$ 41,933	14.83%	\$ 305,294	\$ (19,325)	-5.95%
Maintenance & Operations										
42100	Travel & Training	\$ 1,140	\$ 4,914	\$ 9,500	\$ 11,300	\$ 1,800	18.95%	\$ 11,300	\$ -	0.00%
42200	Materials & Supplies	-	121	-	-	-	#DIV/0!	-	-	#DIV/0!
42201	Office Supplies	213	766	1,000	1,000	-	0.00%	1,000	-	0.00%
42208	Small Tools & Minor Equipment	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42900	Dues & Subscriptions	860	805	1,000	1,000	-	0.00%	1,000	-	0.00%
43300	Contracted Services	4,051	7,168	11,500	11,500	-	0.00%	11,500	-	0.00%
43303	Support & Maintenance Contracts	8,568	9,102	9,750	9,700	(50)	-0.51%	9,700	-	0.00%
43350	Elections	4,350	18,808	8,750	10,500	1,750	20.00%	10,500	-	0.00%
	Total Maintenance & Operations	\$ 19,182	\$ 41,684	\$ 41,500	\$ 45,000	\$ 3,500	8.43%	\$ 45,000	\$ -	0.00%
	Department Total	\$ 260,890	\$ 251,146	\$ 324,186	\$ 369,619	\$ 45,433	14.01%	\$ 350,294	\$ (19,325)	-5.23%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>		
	AAMC Annual Conference - Clerk & Deputy (Anchorage)	\$ 2,800	\$ 2,800
	IIMC Annual Conference - Clerk (Calgary FY24) (St. Louis FY25)	4,000	4,000
	Professional Development - Deputy (Tacoma)	3,000	3,000
	Other Travel & Training	1,500	1,500
		<u>11,300</u>	<u>11,300</u>
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
		<u>1,000</u>	<u>1,000</u>
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
		<u>11,500</u>	<u>11,500</u>
43303	<u>Support & Maintenance Contracts</u>		
	eDocs Alaska (Laserfiche)	5,700	5,700
	ArchiveSocial	3,000	3,000
	Simple RMS	600	600
	InDesign	400	400
		<u>9,700</u>	<u>9,700</u>
43350	<u>Elections</u>		
	Regular Election	7,000	7,000
	KPB Election Fees	1,000	1,000
	Election Supplies	2,500	2,500
		<u>10,500</u>	<u>10,500</u>
Total Maintenance & Operations		\$ 45,000	\$ 45,000

FY24 Budget Notes:

43350 - Increased for election supply replenishment

DEPARTMENT NARRATIVE

GENERAL FUND – HUMAN RESOURCES

The Human Resources Department is responsible for managing the overall administration, coordination, and evaluation of the City’s human resource functions and is committed to developing, implementing, and continually improving the human resource services, practices, and programs that support employees and the goals of the City.

The Human Resources Department consists of one full-time and one part-time employee. The Human Resources Manager works under the direction of the City Manager and the Human Resources Assistant works under the direction of the Human Resources Manager.

		FY24-25	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
HR Manager	20	1.00	-
HR Assistant (regular part time position)	13	0.73	-
		1.73	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1600: HUMAN RESOURCES**

Acct #	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ -	\$ -	\$ -	\$ 164,711	\$ 164,711	#DIV/0!	\$ 160,811	\$ (3,900)	-2.37%
40140	Allowances	-	-	-	900	900	#DIV/0!	900	-	0.00%
40300	Personal Leave	-	-	-	8,823	8,823	#DIV/0!	8,839	16	0.18%
40500	PERS	-	-	-	25,945	25,945	#DIV/0!	25,067	(878)	-3.38%
40600	FICA	-	-	-	5,288	5,288	#DIV/0!	5,238	(50)	-0.95%
40700	Health Insurance	-	-	-	24,400	24,400	#DIV/0!	24,400	-	0.00%
40800	Worker's Compensation	-	-	-	507	507	#DIV/0!	495	(12)	-2.37%
	Total Salaries & Benefits	\$ -	\$ -	\$ -	\$ 230,574	\$ 230,574	#DIV/0!	\$ 225,750	\$ (4,824)	-2.09%
Maintenance & Operations										
42100	Travel & Training	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	#DIV/0!	\$ 10,000	\$ -	0.00%
42200	Materials & Supplies	-	-	-	500	500	#DIV/0!	500	-	0.00%
42201	Office Supplies	-	-	-	1,500	1,500	#DIV/0!	1,500	-	0.00%
42900	Dues & Subscriptions	-	-	-	3,650	3,650	#DIV/0!	3,700	50	1.37%
43000	Advertising & Promotion	-	-	-	3,000	3,000	#DIV/0!	3,000	-	0.00%
43300	Contracted Services	-	-	-	80,000	80,000	#DIV/0!	80,000	-	0.00%
43303	Support & Maintenance Contracts	-	-	-	8,675	8,675	#DIV/0!	9,200	525	6.05%
43360	Miscellaneous	-	-	-	7,500	7,500	#DIV/0!	7,500	-	0.00%
	Total Maintenance & Operations	\$ -	\$ -	\$ -	\$ 114,825	\$ 114,825	#DIV/0!	\$ 115,400	\$ 575	0.50%
	Department Total	\$ -	\$ -	\$ -	\$ 345,399	\$ 345,399	#DIV/0!	\$ 341,150	\$ (4,249)	-1.23%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**FUND 001: GENERAL FUND
DEPARTMENT 1600: HUMAN RESOURCES**

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>		
	Professional Development - HR Manager	3,500	3,500
	Professional Development - HR Assistant	2,500	2,500
	Payroll Compliance Training - HR Manager	2,500	2,500
	Other HR Travel & Training	1,500	1,500
		<u>10,000</u>	<u>10,000</u>
42200	<u>Materials & Supplies</u>	500	500
42201	<u>Office Supplies</u>	1,500	1,500
42900	<u>Dues & Subscriptions</u>		
	American Payroll Association	300	325
	SHRM	250	275
	IPMA-HR	175	175
	JJ Keller HR Newsletter	175	175
	BLR - 10 Minute HR Trainer & 10 Minute Safety Trainer	825	825
	Business Management Daily	225	225
	Survey Monkey	900	900
	InDesign	450	450
	ICMA	250	250
	Other Dues & Subscriptions	100	100
		<u>3,650</u>	<u>3,700</u>
43000	<u>Advertising & Promotion</u>		
	Position Vacancies	3,000	3,000
43300	<u>Contracted Services</u>		
	Background Checks	5,000	5,000
	HR Consulting	10,000	10,000
	Healthcare Consulting/Broker Services	50,000	50,000
	Wage & Benefit Consulting	7,500	7,500
	City-wide Leadership Training	7,500	7,500
		<u>80,000</u>	<u>80,000</u>
43303	<u>Support & Maintenance Contracts</u>		
	NeoGov	8,675	9,200
43360	<u>Miscellaneous</u>		
	Employee Appreciation	<u>7,500</u>	<u>7,500</u>
Total Maintenance & Operations		\$ 114,825	\$ 115,400

FY24 Budget Notes:

42900 - Addition of BLR, InDesign & ICMA subscriptions
 43000 - Increased based on anticipated recruitment
 43300 - Increased background checks based on anticipated recruitment. Added funding for healthcare consulting/broker services, wage and benefit consulting, and City-wide leadership training.
 43360 - Moved employee appreciation from Nondepartmental to HR department

Other Changes are due to separating the Finance and HR departments

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.

Position	Range	FY24-25	
		Full Time	Allocation to Other Departments
		Equivalents (FTEs)	
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 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 954,275	\$ 1,096,421	\$ 1,568,512	\$ 1,663,533	\$ 95,021	6.06%	\$ 1,682,726	\$ 19,193	1.15%
40140	Allowances	18,086	17,191	16,940	16,940	-	0.00%	16,940	-	0.00%
40150	Certification Pay	39,062	36,588	41,952	42,864	912	2.17%	42,864	-	0.00%
40200	Overtime	113,367	120,687	50,000	50,000	-	0.00%	50,000	-	0.00%
40220	Shift Differential	31,518	32,551	44,000	44,000	-	0.00%	44,000	-	0.00%
40275	State Sponsored Overtime	23,740	23,696	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	170,613	179,039	80,988	76,223	(4,765)	-5.88%	77,532	1,309	1.72%
40350	Sick Leave	27,128	66	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	-	12,526	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	330,251	337,710	374,982	367,807	(7,175)	-1.91%	372,293	4,486	1.22%
40600	FICA	22,679	22,630	24,715	34,076	9,361	37.88%	34,280	204	0.60%
40650	457 Contribution	7,619	4,527	-	6,427	6,427	#DIV/0!	6,367	(60)	-0.93%
40700	Health Insurance	339,407	339,476	444,900	397,800	(47,100)	-10.59%	397,800	-	0.00%
40800	Worker's Compensation	41,169	36,058	44,061	60,433	16,372	37.16%	61,172	739	1.22%
	Total Salaries & Benefits	\$ 2,118,914	\$ 2,259,166	\$ 2,691,050	\$ 2,760,103	\$ 69,053	2.57%	\$ 2,785,974	\$ 25,871	0.94%
Maintenance & Operations										
42100	Travel & Training	\$ 1,621	\$ 17,927	\$ 22,500	\$ 25,000	\$ 2,500	11.11%	\$ 25,000	\$ -	0.00%
42200	Materials & Supplies	5,759	19,242	15,000	14,500	(500)	-3.33%	19,500	5,000	34.48%
42201	Office Supplies	1,400	1,770	2,000	2,000	-	0.00%	2,000	-	0.00%
42202	Uniforms	2,070	4,162	4,200	7,200	3,000	71.43%	7,200	-	0.00%
42208	Small Tools & Minor Equipment	61,704	19,694	6,500	30,500	24,000	369.23%	16,000	(14,500)	-47.54%
42301	Telephone & Internet	4,241	4,275	4,500	4,500	-	0.00%	4,500	-	0.00%
42302	Natural Gas	7,096	9,782	9,800	11,000	1,200	12.24%	11,550	550	5.00%
42303	Sanitation	1,229	1,242	1,425	1,350	(75)	-5.26%	1,450	100	7.41%
42304	Electricity	24,771	24,047	27,500	26,000	(1,500)	-5.45%	27,500	1,500	5.77%
42305	Janitorial	10,938	11,303	13,500	17,500	4,000	29.63%	17,500	-	0.00%
42306	Water & Sewer	1,458	1,398	1,900	2,200	300	15.79%	2,325	125	5.68%
42400	Postage	721	948	1,600	1,600	-	0.00%	1,600	-	0.00%
42599	Fuel	24,493	38,306	50,700	42,000	(8,700)	-17.16%	42,000	-	0.00%
42900	Dues & Subscriptions	2,888	3,351	3,400	6,350	2,950	86.76%	6,350	-	0.00%
43300	Contracted Services	210,473	13,437	24,950	21,550	(3,400)	-13.63%	21,550	-	0.00%
43301	Animal Shelter Contract	-	42,120	42,588	47,745	5,157	12.11%	47,745	-	0.00%
43302	Dispatch Services Contract	-	350,000	482,918	522,034	39,116	8.10%	522,034	-	0.00%
43303	Support & Maintenance Contracts	6,459	5,718	7,425	7,050	(375)	-5.05%	7,050	-	0.00%
43400	Equipment Replacement Payment	61,137	55,629	53,765	65,145	11,380	21.17%	62,580	(2,565)	-3.94%
	Total Maintenance & Operations	\$ 428,458	\$ 624,351	\$ 776,171	\$ 855,224	\$ 79,053	10.18%	\$ 845,434	\$ (9,790)	-1.14%
	Department Total	\$ 2,547,372	\$ 2,883,517	\$ 3,467,221	\$ 3,615,327	\$ 148,106	4.27%	\$ 3,631,408	\$ 16,081	0.44%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>	\$ 25,000	\$ 25,000
42200	<u>Materials & Supplies</u>		
	Ammunition & Armory Supplies	5,000	5,000
	Safety Program Supplies & DARE	-	5,000
	Evidence & Patrol Car Supplies	1,500	1,500
	Taser Supplies	1,500	1,500
	Gym Equipment Repair Materials	2,000	2,000
	Community Engagement Supplies	2,500	2,500
	Other Materials & Supplies	2,000	2,000
		14,500	19,500
42201	<u>Office Supplies</u>	2,000	2,000
42202	<u>Uniforms</u>	7,200	7,200
42208	<u>Small Tools & Minor Equipment</u>		
	Ballistic Vests	2,000	2,000
	Workstation Replacements	15,000	10,500
	Cameras & Recorders	500	500
	Personal Protective Equipment	500	500
	Shotgun/Rifle Optic & Lighting Replacements	10,000	-
	Other Small Tools & Minor Equipment	2,500	2,500
		30,500	16,000
42301	<u>Telephone & Internet</u>	4,500	4,500
42302	<u>Natural Gas</u>	11,000	11,550
42303	<u>Sanitation</u>	1,350	1,450
42304	<u>Electricity</u>	26,000	27,500
42305	<u>Janitorial</u>		
	Janitorial Services	15,500	15,500
	Carpet Cleaning & Other Janitorial Services	2,000	2,000
		17,500	17,500
42306	<u>Water & Sewer</u>	2,200	2,325
42400	<u>Postage</u>	1,600	1,600
42599	<u>Fuel</u>	42,000	42,000
42900	<u>Dues & Subscriptions</u>		
	Kenai Peninsula Shooting Association & Snow Shoe Gun Club	750	750
	FBI NAA	450	450
	IACP/IAPE	300	300
	AACOP	100	100
	Law Manuals	1,500	1,500
	Peninsula Clarion	250	250
	Boy Scouts Explorers Program	300	300
	PoliceOne Academy	2,300	2,300
	Other Dues and Subscriptions	400	400
		6,350	6,350

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
43300	<u>Contracted Services</u>		
	Physical Exams	6,000	6,000
	Protective Custody Exams/SART	3,000	3,000
	DUI Testing	2,000	2,000
	Radio Repair & Radar Calibration	2,000	2,000
	Towing Charges	4,000	4,000
	Accreditation	2,300	2,300
	Other Contracted Services	2,250	2,250
		21,550	21,550
43301	<u>Animal Shelter Contract</u>	47,745	47,745
43302	<u>Dispatch Services Contract</u>	522,034	522,034
43303	<u>Support & Maintenance Contracts</u>		
	Guardian Tracking	1,100	1,100
	Axon Enterprise	4,300	4,300
	Power DMS	900	900
	Bizhub - Copier	750	750
		7,050	7,050
43400	<u>Equipment Replacement Payment</u>	65,145	62,580
Total Maintenance & Operations \$		855,224	\$ 845,434

FY24 Budget Notes:

- 42100 - Increased for greater emphasis on professional development
- 42200 - Eliminated DARE program supplies due to staffing changes and no DARE Officer in FY24. Added funds to repair gym equipment and to purchase community engagement supplies.
- 42202 - Increased to purchase uniforms for new Officers
- 42208 - Increased to replace Officer desks and for shotgun/rifle optic & lighting replacements
- 42305 - Increased due to janitorial services going out to bid in FY24
- 42900 - Increased for subscription to PoliceOne Academy online law enforcement training platform
- 43300 - Reduced to reflect anticipated expenditures
- 43301 - CPI increase per contract
- 43302 - CPI increase per contract
- 43303 - Eliminated animal shelter records management program no longer needed
- 43400 - Payments are according to equipment replacement schedule

FY25 Budget Notes:

- 42200 - Restored funding for DARE program supplies due to anticipated DARE Officer in FY25.
- 42208 - Eliminated replacement of Officer desks and shotgun/rifle optic & lighting replacements included in prior year. Increased for replacement of Supervisor/Staff desks.
- 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.

		FY24-25	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Public Works Director	24	0.75	Airport .25
Building Official	17	1.00	-
Project Manager	18	1.00	-
Administrative Assistant	11	1.00	-
		3.75	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 224,869	\$ 261,058	\$ 314,840	\$ 369,819	\$ 54,979	17.46%	\$ 363,470	\$ (6,349)	-1.72%
40140	Allowances	1,965	8,613	2,385	2,475	90	3.77%	2,475	-	0.00%
40200	Overtime	-	23	1,500	1,500	-	0.00%	1,500	-	0.00%
40300	Personal Leave	22,318	14,786	13,556	16,824	3,268	24.11%	17,046	222	1.32%
40350	Sick Leave	654	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	20,745	11,054	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	63,848	63,886	69,595	81,690	12,095	17.38%	80,293	(1,397)	-1.71%
40600	FICA	4,087	4,085	4,587	5,384	797	17.38%	5,292	(92)	-1.71%
40700	Health Insurance	45,541	46,596	63,160	55,550	(7,610)	-12.05%	55,550	-	0.00%
40800	Worker's Compensation	834	641	774	1,144	370	47.80%	1,124	(20)	-1.75%
	Total Salaries & Benefits	\$ 384,861	\$ 410,742	\$ 470,397	\$ 534,386	\$ 63,989	13.60%	\$ 526,750	\$ (7,636)	-1.43%
Operations & Maintenance										
42100	Travel & Training	\$ -	\$ 3,358	\$ 7,300	\$ 10,000	\$ 2,700	36.99%	\$ 10,000	-	0.00%
42200	Materials & Supplies	1,050	365	400	2,400	2,000	500.00%	1,000	(1,400)	-58.33%
42201	Office Supplies	766	482	800	800	-	0.00%	800	-	0.00%
42202	Uniforms	227	587	600	700	100	16.67%	700	-	0.00%
42208	Small Tools & Minor Equipment	-	25	800	800	-	0.00%	800	-	0.00%
42301	Telephone & Internet	675	648	725	725	-	0.00%	725	-	0.00%
42599	Fuel	1,265	1,616	2,200	2,200	-	0.00%	2,200	-	0.00%
42900	Dues & Subscriptions	1,087	977	1,750	1,300	(450)	-25.71%	1,300	-	0.00%
43300	Contracted Services	9,808	27,003	11,000	15,000	4,000	36.36%	15,000	-	0.00%
43303	Support & Maintenance Contracts	350	647	350	350	-	0.00%	350	-	0.00%
43305	Computer Software	60	1,047	-	-	-	#DIV/0!	-	-	#DIV/0!
43400	Equipment Replacement Payment	4,413	4,413	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Operations & Maintenance	\$ 19,701	\$ 41,168	\$ 25,925	\$ 34,275	\$ 8,350	32.21%	\$ 32,875	\$ (1,400)	-4.08%
	Department Total	\$ 404,562	\$ 451,910	\$ 496,322	\$ 568,661	\$ 72,339	14.58%	\$ 559,625	\$ (9,036)	-1.59%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>		
	Building & Safety Training	\$ 2,400	\$ 2,400
	Public Contracts, Procurement, Software, SWPPP, Traffic, CESCL	1,000	1,000
	Professional Development	3,000	3,000
	Legislative Session Travel (Juneau)	1,600	1,600
	Other Travel & Training	2,000	2,000
		<u>10,000</u>	<u>10,000</u>
42200	<u>Materials & Supplies</u>		
	Building Inspection Forms, Code Books & Publications	2,000	600
	Other Materials & Supplies	400	400
		<u>2,400</u>	<u>1,000</u>
42201	<u>Office Supplies</u>	800	800
42202	<u>Uniforms</u>		
	Safety Gear, Cold Weather/Construction Clothing	700	700
42208	<u>Small Tools & Minor Equipment</u>	800	800
42301	<u>Telephone & Internet</u>		
	Data Plans for iPads	725	725
42599	<u>Fuel</u>	2,200	2,200
42900	<u>Dues & Subscriptions</u>		
	ASCE, APWA, ICC, NFPA, AWWA	1,000	1,000
	Other Dues & Subscriptions	300	300
		<u>1,300</u>	<u>1,300</u>
43300	<u>Contracted Services</u>		
	Building Division Services, Surveying, Engineering, Geotech	15,000	15,000
43303	<u>Support & Maintenance Contracts</u>		
	ESRI	350	350
		<u>350</u>	<u>350</u>
Total Maintenance & Operations		\$ 34,275	\$ 32,875

FY24 Budget Notes:

42100 - Increased for greater emphasis on professional development and for legislative session travel to Juneau
42200 - Increased to purchase updated building code materials
43300 - Increased to allow for additional pre-project services

DEPARTMENT NARRATIVE

GENERAL FUND – SHOP

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

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

		FY24-25	
		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 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 155,531	\$ 228,161	\$ 262,350	\$ 285,890	\$ 23,540	8.97%	\$ 279,134	\$ (6,756)	-2.36%
40140	Allowances	1,215	1,600	1,467	1,635	168	11.45%	1,635	-	0.00%
40200	Overtime	743	350	2,400	2,400	-	0.00%	2,400	-	0.00%
40300	Personal Leave	19,229	26,017	14,572	15,348	776	5.33%	15,516	168	1.09%
40350	Sick Leave	1,127	254	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	1,975	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	38,438	54,336	58,245	63,424	5,179	8.89%	61,937	(1,487)	-2.34%
40600	FICA	2,404	3,336	3,839	4,180	341	8.88%	4,082	(98)	-2.34%
40700	Health Insurance	45,131	70,690	91,820	78,210	(13,610)	-14.82%	78,210	-	0.00%
40800	Worker's Compensation	4,569	5,277	6,630	9,341	2,711	40.89%	9,133	(208)	-2.23%
	Total Salaries & Benefits	\$ 270,362	\$ 390,021	\$ 441,323	\$ 460,428	\$ 19,105	4.33%	\$ 452,047	\$ (8,381)	-1.82%
Operations & Maintenance										
42100	Travel & Training	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
42200	Materials & Supplies	67,813	87,203	75,000	90,000	15,000	20.00%	90,000	-	0.00%
42202	Uniforms	618	892	1,000	1,000	-	0.00%	1,000	-	0.00%
42208	Small Tools & Minor Equipment	7,358	3,824	1,000	9,050	8,050	805.00%	1,200	(7,850)	-86.74%
42301	Telephone & Internet	2,788	3,470	4,100	4,100	-	0.00%	4,100	-	0.00%
42302	Natural Gas	13,983	12,881	17,500	14,700	(2,800)	-16.00%	15,450	750	5.10%
42303	Sanitation	1,571	1,586	1,775	1,700	(75)	-4.23%	1,825	125	7.35%
42304	Electricity	13,478	12,260	16,000	14,500	(1,500)	-9.38%	15,000	500	3.45%
42599	Fuel	817	1,395	1,600	2,200	600	37.50%	2,200	-	0.00%
42900	Dues & Subscriptions	1,728	1,728	1,750	1,775	25	1.43%	1,775	-	0.00%
43300	Contracted Services	6,124	3,614	9,600	12,300	2,700	28.13%	12,300	-	0.00%
43303	Support & Maintenance Contracts	5,050	2,606	5,675	3,700	(1,975)	-34.80%	3,775	75	2.03%
43360	Miscellaneous	669	295	500	500	-	0.00%	500	-	0.00%
43400	Equipment Replacement Payment	7,129	7,129	8,529	8,515	(14)	-0.16%	8,515	-	0.00%
	Total Operations & Maintenance	\$ 129,126	\$ 138,883	\$ 145,529	\$ 165,540	\$ 20,011	13.75%	\$ 159,140	\$ (6,400)	-3.87%
	Department Total	\$ 399,488	\$ 528,904	\$ 586,852	\$ 625,968	\$ 39,116	6.67%	\$ 611,187	\$ (14,781)	-2.36%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>	\$ 1,500	\$ 1,500
42200	<u>Materials & Supplies</u> Shop Supplies & Safety Equipment	90,000	90,000
42202	<u>Uniforms</u>	1,000	1,000
42208	<u>Small Tools & Minor Equipment</u> Snap-on TRITON-D10 Integrated Diagnostic System Snap-On Tire Pressure Monitoring System (TPMS) Other Small Tools & Minor Equipment	6,325 1,525 1,200 <u>9,050</u>	- - 1,200 <u>1,200</u>
42301	<u>Telephone & Internet</u>	4,100	4,100
42302	<u>Natural Gas</u>	14,700	15,450
42303	<u>Sanitation</u>	1,700	1,825
42304	<u>Electricity</u>	14,500	15,000
42599	<u>Fuel</u>	2,200	2,200
42900	<u>Dues & Subscriptions</u> Snap-on Turn Key Diagnostics	1,775	1,775
43300	<u>Contracted Services</u> Mechanical Services Vehicle Inspections Other Contracted Services	7,000 2,300 3,000 <u>12,300</u>	7,000 2,300 3,000 <u>12,300</u>
43303	<u>Support & Maintenance Contracts</u> PubWorks Software CAT Electronic Technician (ET) Software	2,700 1,000 <u>3,700</u>	2,775 1,000 <u>3,775</u>
43360	<u>Miscellaneous</u> Vehicle Registrations	500	500
43400	<u>Equipment Replacement Payment</u>	<u>8,515</u>	<u>8,515</u>
Total Maintenance & Operations		\$ 165,540	\$ 159,140

FY24 Budget Notes:

42200 - Inflationary increases in cost of materials and shipping
42208 - Increased for purchase of replacement vehicle diagnostic system and tire pressure monitoring system
43300 - Inflationary increases passed on by contractors
43303 - Eliminated Snap-on Diagnostic System and TPMS software updates. First year included with purchase of replacement system; with software updates every other year thereafter.

DEPARTMENT NARRATIVE

GENERAL FUND - STREETS

The Maintenance Department consists of four Operators, two seasonal operators, 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.

		FY24-25 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 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 293,415	\$ 290,423	\$ 357,959	\$ 363,127	\$ 5,168	1.44%	\$ 355,468	\$ (7,659)	-2.11%
40140	Allowances	1,558	1,606	1,731	1,647	(84)	-4.85%	1,647	-	0.00%
40200	Overtime	11,248	11,625	12,750	10,750	(2,000)	-15.69%	10,750	-	0.00%
40225	Temporary Labor	47,188	26,259	42,011	68,492	26,481	63.03%	68,492	-	0.00%
40250	Temporary Overtime	-	-	2,000	4,000	2,000	100.00%	4,000	-	0.00%
40300	Personal Leave	29,746	32,020	16,877	17,166	289	1.71%	17,342	176	1.03%
40350	Sick Leave	-	845	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	13,546	5,294	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	72,610	72,866	77,880	82,253	4,373	5.62%	80,568	(1,685)	-2.05%
40600	FICA	7,609	5,889	8,786	10,105	1,319	15.01%	10,022	(83)	-0.82%
40700	Health Insurance	91,671	79,576	93,030	76,770	(16,260)	-17.48%	76,770	-	0.00%
40800	Worker's Compensation	11,596	10,360	13,219	18,214	4,995	37.79%	17,981	(233)	-1.28%
	Total Salaries & Benefits	\$ 580,187	\$ 536,763	\$ 626,243	\$ 652,524	\$ 26,281	4.20%	\$ 643,040	\$ (9,484)	-1.45%
Operations & Maintenance										
42100	Travel & Training	\$ -	\$ -	\$ 1,700	\$ 1,700	\$ -	0.00%	\$ 1,700	\$ -	0.00%
42200	Materials & Supplies	86,516	77,229	82,000	87,000	5,000	6.10%	87,000	-	0.00%
42201	Office Supplies	441	360	600	600	-	0.00%	600	-	0.00%
42202	Uniforms	1,232	980	1,800	1,800	-	0.00%	1,800	-	0.00%
42208	Small Tools & Minor Equipment	971	5,974	1,000	1,200	200	20.00%	1,200	-	0.00%
42301	Telephone & Internet	4,618	4,449	4,900	4,900	-	0.00%	4,900	-	0.00%
42302	Natural Gas	9,500	9,588	11,500	10,000	(1,500)	-13.04%	10,500	500	5.00%
42303	Sanitation	1,733	1,750	1,950	1,875	(75)	-3.85%	2,025	150	8.00%
42304	Electricity	69,548	63,728	84,500	70,000	(14,500)	-17.16%	73,500	3,500	5.00%
42305	Janitorial	4,367	4,774	6,000	7,800	1,800	30.00%	7,800	-	0.00%
42306	Water & Sewer	2,452	2,302	4,200	3,000	(1,200)	-28.57%	3,175	175	5.83%
42599	Fuel	36,415	52,500	73,200	73,200	-	0.00%	73,200	-	0.00%
42800	Rental	7,750	5,630	8,450	10,000	1,550	18.34%	10,000	-	0.00%
42900	Dues & Subscriptions	238	265	250	-	(250)	-100.00%	-	-	#DIV/0!
43300	Contracted Services	204,508	171,893	203,000	193,000	(10,000)	-4.93%	193,000	-	0.00%
43303	Support & Maintenance Contracts	436	422	700	500	(200)	-28.57%	500	-	0.00%
43360	Miscellaneous	2,355	2,255	4,050	3,800	(250)	-6.17%	3,800	-	0.00%
43400	Equipment Replacement Payment	83,368	104,155	95,986	95,726	(260)	-0.27%	109,659	13,933	14.56%
	Total Operations & Maintenance	\$ 516,448	\$ 508,254	\$ 585,786	\$ 566,101	\$ (19,685)	-3.36%	\$ 584,359	\$ 18,258	3.23%
	Department Total	\$ 1,096,635	\$ 1,045,017	\$ 1,212,029	\$ 1,218,625	\$ 6,596	0.54%	\$ 1,227,399	\$ 8,774	0.72%

CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 3130: STREETS

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>	\$ 1,700	\$ 1,700
42200	<u>Materials & Supplies</u>		
	Calcium Chloride	30,000	30,000
	Screened Sand	17,000	17,000
	Salt	16,000	16,000
	D-1 for Gravel Road Repairs	8,000	8,000
	Other Materials & Supplies	16,000	16,000
		<u>87,000</u>	<u>87,000</u>
42201	<u>Office Supplies</u>	600	600
42202	<u>Uniforms</u>	1,800	1,800
42208	<u>Small Tools & Minor Equipment</u>	1,200	1,200
42301	<u>Telephone & Internet</u>	4,900	4,900
42302	<u>Natural Gas</u>	10,000	10,500
42303	<u>Sanitation</u>	1,875	2,025
42304	<u>Electricity</u>	70,000	73,500
42305	<u>Janitorial</u>		
	Janitorial Services	6,500	6,500
	Floor Waxing & Other Janitorial Services	1,300	1,300
		<u>7,800</u>	<u>7,800</u>
42306	<u>Water & Sewer</u>	3,000	3,175
42599	<u>Fuel</u>	73,200	73,200
42800	<u>Rental</u>		
	Excavator for Digging Ditches	6,500	6,500
	Dozer for Sand Pile & Pit	2,500	2,500
	Other Rental	1,000	1,000
		<u>10,000</u>	<u>10,000</u>
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	100,000	100,000
	Other Contracted Services	5,000	5,000
		<u>193,000</u>	<u>193,000</u>
43303	<u>Support & Maintenance Contracts</u>		
	Bizhub - Copier	500	500
43360	<u>Miscellaneous</u>		
	Equipment Seasonal Oversize/Overweight Permit	3,650	3,650
	CDL Renewals	150	150
		<u>3,800</u>	<u>3,800</u>

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
43400	<u>Equipment Replacement Payment</u>	<u>95,726</u>	<u>109,659</u>
	Total Operations & Maintenance	\$ 566,101	\$ 584,359

FY24 Budget Notes:
 42200 - Inflationary increases in cost of materials and shipping
 42305 - Increased due to janitorial services going out to bid in FY24
 42800 - Increased for additional planned projects in FY24-25
 43300 - Eliminated storm drain gutter bin installation included in prior year

DEPARTMENT NARRATIVE

GENERAL FUND – BUILDING REPAIR & MAINTENANCE

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

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

		FY24-25	
		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 1.25, Campgrounds .25, Parks 1.30
Short Term Parks Laborer	5	0.45	-
		2.05	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 106,671	\$ 104,899	\$ 126,193	\$ 138,967	\$ 12,774	10.12%	\$ 134,505	\$ (4,462)	-3.21%
40105	Allocated Salaries	15,438	8,661	17,782	18,581	799	4.49%	18,581	-	0.00%
40140	Allowances	672	684	768	684	(84)	-10.94%	684	-	0.00%
40200	Overtime	680	542	200	200	-	0.00%	200	-	0.00%
40225	Temporary Labor	-	737	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	3,983	8,493	6,551	6,984	433	6.61%	6,991	7	0.10%
40350	Sick Leave	-	338	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	5,098	10,076	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	24,889	26,256	27,806	30,617	2,811	10.11%	29,635	(982)	-3.21%
40600	FICA	2,376	2,496	3,193	3,439	246	7.70%	3,375	(64)	-1.86%
40700	Health Insurance	20,128	20,235	25,480	21,240	(4,240)	-16.64%	21,240	-	0.00%
40800	Worker's Compensation	3,943	3,245	4,064	5,195	1,131	27.83%	5,057	(138)	-2.66%
	Total Salaries & Benefits	\$ 183,878	\$ 186,662	\$ 212,037	\$ 225,907	\$ 13,870	6.54%	\$ 220,268	\$ (5,639)	-2.50%
Operations & Maintenance										
42200	Materials & Supplies	\$ 15,882	\$ 14,220	\$ 20,000	\$ 20,000	\$ -	0.00%	\$ 20,000	\$ -	0.00%
42208	Small Tools & Minor Equipment	290	496	500	500	-	0.00%	500	-	0.00%
42599	Fuel	1,043	1,575	2,000	2,000	-	0.00%	2,000	-	0.00%
42800	Rental	1,053	-	-	-	-	#DIV/0!	-	-	#DIV/0!
43300	Contracted Services	38,453	36,034	39,500	41,600	2,100	5.32%	41,600	-	0.00%
43303	Support & Maintenance Contract	2,529	2,605	2,700	2,700	-	0.00%	2,775	75	2.78%
43305	Computer Software	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
43400	Equipment Replacement Payment	4,748	4,748	4,748	-	(4,748)	-100.00%	-	-	#DIV/0!
	Total Operations & Maintenance	\$ 63,998	\$ 59,678	\$ 69,448	\$ 66,800	\$ (2,648)	-3.81%	\$ 66,875	\$ 75	0.11%
	Department Total	\$ 247,876	\$ 246,340	\$ 281,485	\$ 292,707	\$ 11,222	3.99%	\$ 287,143	\$ (5,564)	-1.90%

CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 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>	2,000	2,000
43300	<u>Contracted Services</u> Electricians, Plumbers, Etc. Snow Removal Window Cleaning (GF Locations) Mechanical Inspections (GF Locations)	11,000 19,000 1,600 10,000 <hr/> 41,600	11,000 19,000 1,600 10,000 <hr/> 41,600
43303	<u>Support & Maintenance Contracts</u> PubWorks Software	<hr/> 2,700	<hr/> 2,775
Total Maintenance & Operations		\$ 66,800	\$ 66,875

FY24 Budget Notes:
43300 - Inflationary increases passed on by contractors

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.

		FY24-25	
		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 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 138,632	\$ 157,566	\$ 183,248	\$ 200,039	\$ 16,791	9.16%	\$ 197,496	\$ (2,543)	-1.27%
40120	P&Z Commissioners	3,225	3,375	7,500	6,300	(1,200)	-16.00%	6,300	-	0.00%
40140	Allowances	900	900	900	900	-	0.00%	900	-	0.00%
40300	Personal Leave	8,487	17,969	10,899	11,458	559	5.13%	11,700	242	2.11%
40350	Sick Leave	2,310	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	6,044	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	36,008	37,820	40,315	44,008	3,693	9.16%	43,449	(559)	-1.27%
40600	FICA	2,696	2,681	3,231	3,383	152	4.70%	3,346	(37)	-1.09%
40700	Health Insurance	28,496	27,986	35,500	30,200	(5,300)	-14.93%	30,200	-	0.00%
40800	Worker's Compensation	452	373	468	636	168	35.90%	628	(8)	-1.26%
	Total Salaries & Benefits	\$ 227,250	\$ 248,670	\$ 282,061	\$ 296,924	\$ 14,863	5.27%	\$ 294,019	\$ (2,905)	-0.98%
Maintenance & Operations										
42100	Travel & Training	\$ 2,012	\$ 6,936	\$ 11,800	\$ 12,700	\$ 900	7.63%	\$ 12,000	\$ (700)	-5.51%
42200	Materials & Supplies	24	-	500	500	-	0.00%	500	-	0.00%
42201	Office Supplies	516	20	750	750	-	0.00%	750	-	0.00%
42208	Small Tools & Minor Equipment	-	469	-	-	-	#DIV/0!	-	-	#DIV/0!
42301	Telephone & Internet	649	417	500	725	225	45.00%	725	-	0.00%
42900	Dues & Subscriptions	843	942	1,225	1,250	25	2.04%	1,400	150	12.00%
43000	Advertising & Promotion	1,953	1,908	3,750	2,500	(1,250)	-33.33%	2,500	-	0.00%
43300	Contracted Services	6,925	9,800	10,000	10,000	-	0.00%	10,000	-	0.00%
43303	Support & Maintenance Contracts	700	700	700	725	25	3.57%	725	-	0.00%
	Total Maintenance & Operations	\$ 13,622	\$ 21,192	\$ 29,225	\$ 29,150	\$ (75)	-0.26%	\$ 28,600	\$ (550)	-1.89%
	Department Total	\$ 240,872	\$ 269,862	\$ 311,286	\$ 326,074	\$ 14,788	4.75%	\$ 322,619	\$ (3,455)	-1.06%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>		
	Professional Development (Director & Planner)	\$ 7,200	\$ 6,500
	State Planning Conference at AML (2 staff & 3 commissioners)	4,000	4,000
	Other Travel & Training	1,500	1,500
		<u>12,700</u>	<u>12,000</u>
42200	<u>Materials & Supplies</u>	500	500
42201	<u>Office Supplies</u>	750	750
42301	<u>Telephone & Internet</u>		
	Data Plan for iPads	725	725
42900	<u>Dues & Subscriptions</u>		
	APA	775	775
	AICP	-	150
	IEDC	475	475
		<u>1,250</u>	<u>1,400</u>
43000	<u>Advertising & Promotion</u>	2,500	2,500
43300	<u>Contracted Services</u>	10,000	10,000
43303	<u>Support & Maintenance Contracts</u>		
	ESRI	<u>725</u>	<u>725</u>
Total Maintenance & Operations		\$ 29,150	\$ 28,600

FY24 Budget Notes:

- 42100 - Increased for Planner AICP exam training
- 42301 - Added iPad data plan for additional commissioner
- 43000 - Decreased to more accurately reflect usage

FY25 Budget Notes:

- 42900 - Added AICP membership for Planner

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 Chromebooks. Starting in 2022, library patrons can also access the internet remotely by borrowing mobile hotspots. The Library is open 52 hours per week year long. Five full-time, three part-time, and three on-call employees serve over 80,000 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, 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, board games, DVD’s, and CD’s. Patrons may also reserve items from the Alaska Library Catalog, which includes over 6 million items statewide. Beginning 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, eMagazine, and eAudio book downloads through the Alaska Digital Library.

Position	Range	FY24-25	
		Full Time	Allocation to Other Departments
		Equivalents (FTEs)	
City Librarian	20	1.00	-
Assistant City Librarian	15	1.00	-
Librarian I	13	1.00	-
Library Clerk II	7	2.00	-
Library Clerk I (2 regular part time positions)	4	1.46	-
Library Page (regular part time position)	1	0.62	-
Short-Term/On-Call Clerk	4	0.77	-
Short Term/On-Call Page	1	0.40	-
		8.25	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 285,880	\$ 329,632	\$ 413,565	\$ 467,225	\$ 53,660	12.97%	\$ 459,273	\$ (7,952)	-1.70%
40225	Temporary Labor	35,337	34,351	36,365	45,014	8,649	23.78%	45,014	-	0.00%
40300	Personal Leave	32,345	36,905	16,284	18,196	1,912	11.74%	18,430	234	1.29%
43350	Sick Leave	4,195	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	3,035	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	58,428	61,709	65,245	83,873	18,628	28.55%	82,121	(1,752)	-2.09%
40600	FICA	10,950	13,101	16,033	15,549	(484)	-3.02%	15,435	(114)	-0.73%
40700	Health Insurance	66,359	59,434	75,000	105,600	30,600	40.80%	105,600	-	0.00%
40800	Worker's Compensation	967	884	1,104	1,578	474	42.93%	1,553	(25)	-1.58%
	Total Salaries & Benefits	\$ 497,496	\$ 536,016	\$ 623,596	\$ 737,035	\$ 113,439	18.19%	\$ 727,426	\$ (9,609)	-1.30%
Maintenance & Operations										
42100	Travel & Training	\$ 2,351	\$ 8,455	\$ 8,200	\$ 9,000	\$ 800	9.76%	\$ 9,000	\$ -	0.00%
42200	Materials & Supplies	71,672	83,750	85,000	85,000	-	0.00%	85,000	-	0.00%
42201	Office Supplies	2,377	1,224	1,300	3,500	2,200	169.23%	3,500	-	0.00%
42208	Small Tools & Minor Equipment	-	16,356	-	-	-	#DIV/0!	-	-	#DIV/0!
42301	Telephone & Internet	9,963	13,346	9,200	15,900	6,700	72.83%	15,900	-	0.00%
42302	Natural Gas	25,894	27,022	32,000	28,400	(3,600)	-11.25%	29,850	1,450	5.11%
42303	Sanitation	1,150	1,163	1,325	1,250	(75)	-5.66%	1,350	100	8.00%
42304	Electricity	40,667	45,143	47,000	47,000	-	0.00%	49,300	2,300	4.89%
42305	Janitorial	19,304	22,044	23,500	30,500	7,000	29.79%	30,500	-	0.00%
42306	Water & Sewer	1,404	1,686	2,200	2,200	-	0.00%	2,325	125	5.68%
42400	Postage	6,024	9,957	6,800	12,000	5,200	76.47%	12,000	-	0.00%
42900	Dues & Subscriptions	7,309	10,384	10,625	10,825	200	1.88%	10,925	100	0.92%
43000	Advertising & Promotion	2,114	415	450	450	-	0.00%	450	-	0.00%
43300	Contracted Services	1,257	1,690	1,400	1,600	200	14.29%	1,600	-	0.00%
43303	Support & Maintenance Contracts	14,520	21,989	20,875	20,375	(500)	-2.40%	20,900	525	2.58%
43360	Miscellaneous	-	-	250	250	-	0.00%	250	-	0.00%
	Total Maintenance & Operations	\$ 206,006	\$ 264,624	\$ 250,125	\$ 268,250	\$ 18,125	7.25%	\$ 272,850	\$ 4,600	1.71%
	Department Total	\$ 703,502	\$ 800,640	\$ 873,721	\$ 1,005,285	\$ 131,564	15.06%	\$ 1,000,276	\$ (5,009)	-0.50%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>		
	Professional Development	\$ 8,000	\$ 8,000
	Other Travel & Training	1,000	1,000
		<u>9,000</u>	<u>9,000</u>
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
		<u>85,000</u>	<u>85,000</u>
42201	<u>Office Supplies</u>	3,500	3,500
42301	<u>Telephone & Internet</u>		
	City Telephone	3,000	3,000
	City Internet	5,125	5,125
	Mobile Data for Patron Hotspot Program	7,775	7,775
		<u>15,900</u>	<u>15,900</u>
42302	<u>Natural Gas</u>	28,400	29,850
42303	<u>Sanitation</u>	1,250	1,350
42304	<u>Electricity</u>	47,000	49,300
42305	<u>Janitorial</u>		
	Janitorial Services	28,500	28,500
	Carpet Cleaning	2,000	2,000
		<u>30,500</u>	<u>30,500</u>
42306	<u>Water & Sewer</u>	2,200	2,325
42400	<u>Postage</u>	12,000	12,000
42900	<u>Dues & Subscriptions</u>		
	OCLC	3,125	3,225
	American Library Association	1,175	1,175
	Alaska Library Network	250	250
	Alaska Library Association	425	425
	Overdrive (Alaska Digital Library)	2,200	2,200
	Periodicals	2,500	2,500
	Other Dues & Subscriptions	1,150	1,150
		<u>10,825</u>	<u>10,925</u>
43000	<u>Advertising & Promotion</u>	450	450
43300	<u>Contracted Services</u>		
	Courier Services	1,600	1,600

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
43303	<u>Support & Maintenance Contracts</u>		
	Bizhub - Copiers	1,000	1,000
	Symphony Integrated Library System	8,575	9,000
	Userful	3,700	3,700
	LibCal - Event Marketing/Room Reservation Software	1,000	1,000
	Tech Logic	1,775	1,850
	Quadient - Postage Machine	375	375
	KIC Scanner	1,325	1,350
	Holds Lockers	2,050	2,050
	Other Support & Maintenance Contracts	575	575
		20,375	20,900
43360	<u>Miscellaneous</u>	250	250
Total Maintenance & Operations		\$ 268,250	\$ 272,850

FY24 Budget Notes:

- 42201 - Increased to purchase library cards and for inflationary increases in cost of supplies and shipping
- 42301 - Addition of mobile data for patron hotspot program; previously paid for by a grant & donation
- 42305 - Increased due to janitorial services going out to bid in FY24
- 42400 - Increased to reflect increased postage costs of interlibrary transits
- 43303 - Eliminated self-checkout and curbside application due to underutilization; offset by inflationary increases in support & maintenance contracts

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 three Laborer positions. Staffing is augmented with temporary labor as needed.

Position	Range	FY24-25	
		Full Time	Allocation to Other Departments
		Equivalents (FTEs)	
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	0.75	Campgrounds .40, Parks .85
Parks & Recreation Activities Coordinator	11	0.40	Campgrounds .40, Parks .20
Parks & Recreation Laborer	5	1.25	Bldgs .20, Campgrounds .25, Parks 1.30
Parks & Recreation Administrative Assistant (regular part time position)	7	0.33	Campgrounds .15, Parks .25
Short Term Sports Complex Laborer	5	1.68	-
Short Term Skate Guard, Skate Instructor	1,3	0.38	-
Short Term Office Worker, Intern	1,3	0.12	-
		6.21	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 208,253	\$ 226,002	\$ 279,969	\$ 273,398	\$ (6,571)	-2.35%	\$ 269,990	\$ (3,408)	-1.25%
40105	Allocated Salaries	352	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40140	Allowances	1,556	1,567	1,620	1,662	42	2.59%	1,662	-	0.00%
40200	Overtime	4,366	6,637	6,275	6,825	550	8.76%	6,825	-	0.00%
40225	Temporary Labor	31,373	47,531	48,583	73,665	25,082	51.63%	73,665	-	0.00%
40250	Temporary Overtime	432	991	3,000	3,000	-	0.00%	3,000	-	0.00%
40255	LTS Labor	4,182	6,420	15,084	15,692	608	4.03%	15,692	-	0.00%
40300	Personal Leave	10,743	16,017	12,487	12,043	(444)	-3.56%	12,294	251	2.08%
40350	Sick Leave	3,654	806	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	12,211	7,526	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	47,890	49,877	53,757	57,094	3,337	6.21%	56,343	(751)	-1.32%
40600	FICA	6,752	9,457	11,848	12,413	565	4.77%	12,364	(49)	-0.39%
40700	Health Insurance	47,326	48,995	68,050	76,500	8,450	12.42%	76,500	-	0.00%
40800	Worker's Compensation	7,106	6,342	7,797	10,810	3,013	38.64%	10,738	(72)	-0.67%
	Total Salaries & Benefits	\$ 386,196	\$ 428,168	\$ 508,470	\$ 543,102	\$ 34,632	6.81%	\$ 539,073	\$ (4,029)	-0.74%
Maintenance & Operations										
42100	Travel & Training	\$ -	\$ 1,176	\$ 4,000	\$ 4,000	\$ -	0.00%	\$ 4,000	\$ -	0.00%
42200	Materials & Supplies	34,136	52,936	59,800	80,100	20,300	33.95%	72,850	(7,250)	-9.05%
42201	Office Supplies	983	1,511	1,500	1,500	-	0.00%	1,500	-	0.00%
42202	Uniforms	1,106	1,267	1,300	2,200	900	69.23%	2,200	-	0.00%
42208	Small Tools & Minor Equipment	3,022	2,815	3,000	11,950	8,950	298.33%	3,450	(8,500)	-71.13%
42210	Vending Supplies	2,006	5,659	6,000	8,000	2,000	33.33%	8,000	-	0.00%
42301	Telephone & Internet	8,521	12,657	13,275	14,000	725	5.46%	14,000	-	0.00%
42302	Natural Gas	66,728	56,174	73,000	70,100	(2,900)	-3.97%	73,600	3,500	4.99%
42303	Sanitation	6,999	6,274	8,200	7,275	(925)	-11.28%	7,800	525	7.22%
42304	Electricity	191,030	196,076	202,000	259,000	57,000	28.22%	270,000	11,000	4.25%
42306	Water & Sewer	10,153	10,153	10,175	10,750	575	5.65%	11,350	600	5.58%
42400	Postage	26	52	200	200	-	0.00%	200	-	0.00%
42599	Fuel	5,140	8,220	11,500	8,000	(3,500)	-30.43%	8,000	-	0.00%
42800	Rental	506	577	1,600	1,000	(600)	-37.50%	1,000	-	0.00%
42900	Dues & Subscriptions	2,505	2,010	2,525	2,300	(225)	-8.91%	2,300	-	0.00%
43000	Advertising & Promotion	2,805	3,747	4,000	4,000	-	0.00%	4,000	-	0.00%
43300	Contracted Services	6,417	6,136	11,000	15,500	4,500	40.91%	15,500	-	0.00%
43303	Support & Maintenance Contracts	4,762	2,638	8,200	4,700	(3,500)	-42.68%	2,800	(1,900)	-40.43%
43400	Equipment Replacement Payment	2,953	4,561	4,561	1,804	(2,757)	-60.45%	15,690	13,886	769.73%
43360	Miscellaneous	693	-	-	-	-	#DIV/0!	-	-	#DIV/0!
43520	Capital	-	4,044	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Operations & Maintenance	\$ 350,491	\$ 378,683	\$ 425,836	\$ 506,379	80,543	18.91%	\$ 518,240	11,861	2.34%
	Department Total	\$ 736,687	\$ 806,851	\$ 934,306	\$ 1,049,481	\$ 115,175	12.33%	\$ 1,057,313	\$ 7,832	0.75%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>	\$ 4,000	\$ 4,000
42200	<u>Materials & Supplies</u>		
	Paper Products, Janitorial Supplies, Safety Supplies, Refrigeration Supplies, etc.	24,150	24,150
	Repair & Maintenance Supplies	17,250	17,250
	Lights & Audio Visual Supplies	2,075	2,075
	Rink Lines, Paint for Nets	3,675	3,675
	Building Paint	500	500
	Riverskate Supplies	1,800	1,800
	Compressor Re-Build & Compressor Parts	6,900	6,900
	Propane for Zam	6,450	6,450
	Learn to Skate/Public Skate Supplies	1,300	1,300
	Freon	6,000	6,000
	Rink Glass Panel Replacement	10,000	-
	Rink Kick Plate Replacement	-	2,750
		80,100	72,850
42201	<u>Office Supplies</u>	1,500	1,500
42202	<u>Uniforms</u>	2,200	2,200
42208	<u>Small Tools & Minor Equipment</u>		
	Cimex Floor Scrubber Replacement	5,000	-
	Floor Sweeper Replacement	1,500	-
	HDMI Wireless System for Conference Rooms	2,000	-
	Other Small Tools & Minor Equipment	3,450	3,450
		11,950	3,450
42210	<u>Vending Supplies</u>	8,000	8,000
42301	<u>Telephone & Internet</u>	14,000	14,000
42302	<u>Natural Gas</u>	70,100	73,600
42303	<u>Sanitation</u>	7,275	7,800
42304	<u>Electricity</u>	259,000	270,000
42306	<u>Water & Sewer</u>	10,750	11,350
42400	<u>Postage</u>	200	200
42599	<u>Fuel</u>	8,000	8,000
42800	<u>Rental</u>	1,000	1,000
42900	<u>Dues & Subscriptions</u>		
	National Recreation & Park Association	350	350
	ASCAP/BMI/SESAC	1,300	1,300
	Alaska Parks & Rec Association	250	250
	Ice Skating Institute	400	400
		2,300	2,300
43000	<u>Advertising & Promotion</u>	4,000	4,000

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
43300	<u>Contracted Services</u>		
	Riverskate Judge Fees	1,500	1,500
	Plumbers, Electricians, etc.	9,000	9,000
	Refrigeration Services	5,000	5,000
		15,500	15,500
43303	<u>Support & Maintenance Contacts</u>		
	MyRec	1,850	1,500
	ShopKeep	1,550	-
	Bizhub - Copier	1,300	1,300
		4,700	2,800
43400	<u>Equipment Replacement Payment</u>	1,804	15,690
Total Maintenance & Operations \$		\$ 506,379	\$ 518,240

FY24 Budget Notes:

- 42200 - Increased to replace Rink glass panels and for the purchase of Freon; as previous supply has run out. Other changes are due to inflationary increases in cost of supplies and shipping.
- 42202 - Increased due to additional staff
- 42208 - Increased for purchase of replacement floor scrubber and floor sweeper and for conference room HDMI wireless system replacement. Other changes are due to inflationary increases in cost of supplies and shipping.
- 42210 - Increased to reflect larger sales volume as well as inflationary increases in cost of supplies
- 42304 - Increased due to ice being installed two months earlier. Hockey revenues also increased due to earlier ice installation.
- 43300 - Increased to include on-going refrigeration services
- 43303 - Decreased to more accurately reflect costs and to allocate MyRec scheduling/payment software between SRSC and parks
- 43400 - Payments are according to equipment replacement schedule

FY25 Budget Notes:

- 42200 - Increased for replacement of Rink kick plates that are 25 years old. Eliminated Rink glass panels included in prior year.
- 43303 - Eliminated ShopKeep software no longer needed due to MyRec software implementation
- 43400 - Payments are according to equipment replacement schedule

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 three Laborer positions. Staffing is augmented with temporary labor as needed.

Position	Range	FY24-25	
		Full Time 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	0.40	SRSC .75, Parks .85
Parks & Recreation Activities Coordinator	11	0.40	SRSC .40, Parks .20
Parks & Recreation Laborer	5	0.25	Bldgs .20, SRSC 1.25, Parks 1.30
Parks & Recreation Administrative Assistant (regular part time position)	7	0.15	SRSC .33, Parks .25
Short Term Campground Laborer	5	1.20	-
Short Term Campground Attendant	1	1.92	-
		5.17	

CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5700: CAMPGROUNDS

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 113,030	\$ 125,823	\$ 147,386	\$ 153,497	\$ 6,111	4.15%	\$ 151,380	\$ (2,117)	-1.38%
40140	Allowances	792	806	816	879	63	7.72%	879	-	0.00%
40200	Overtime	2,155	3,428	3,300	3,750	450	13.64%	3,750	-	0.00%
40225	Temporary Labor	76,108	91,946	99,226	109,710	10,484	10.57%	109,710	-	0.00%
40250	Temporary Overtime	2,788	9,013	5,000	5,000	-	0.00%	5,000	-	0.00%
40300	Personal Leave	5,983	9,222	7,362	7,506	144	1.96%	7,657	151	2.01%
40350	Sick Leave	2,877	403	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	8,559	3,861	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	26,547	28,146	29,973	32,570	2,597	8.66%	32,104	(466)	-1.43%
40600	FICA	8,218	10,232	11,054	11,626	572	5.17%	11,596	(30)	-0.26%
40700	Health Insurance	24,894	27,240	35,485	43,300	7,815	22.02%	43,300	-	0.00%
40800	Worker's Compensation	4,877	4,696	5,782	7,856	2,074	35.87%	7,824	(32)	-0.41%
	Total Salaries & Benefits	\$ 276,828	\$ 314,816	\$ 345,384	\$ 375,694	\$ 30,310	8.78%	\$ 373,200	\$ (2,494)	-0.66%
Maintenance & Operations										
42200	Materials & Supplies	\$ 11,480	\$ 7,437	\$ 10,000	\$ 18,000	\$ 8,000	80.00%	\$ 21,000	\$ 3,000	16.67%
42201	Office Supplies	1,927	3,590	3,500	3,500	-	0.00%	3,500	-	0.00%
42202	Uniforms	550	684	1,000	1,200	200	20.00%	1,200	-	0.00%
42208	Small Tools & Minor Equipment	2,060	5,479	1,500	1,725	225	15.00%	1,725	-	0.00%
42210	Vending Supplies	990	1,271	1,000	1,300	300	30.00%	1,300	-	0.00%
42301	Telephone & Internet	1,097	1,251	1,350	1,350	-	0.00%	1,350	-	0.00%
42303	Sanitation	19,442	23,378	21,000	28,000	7,000	33.33%	28,000	-	0.00%
42304	Electricity	11,711	14,467	14,000	17,500	3,500	25.00%	18,500	1,000	5.71%
42599	Fuel	1,977	1,660	2,800	1,500	(1,300)	-46.43%	1,500	-	0.00%
42800	Rental	1,194	1,335	2,600	2,300	(300)	-11.54%	2,300	-	0.00%
43300	Contracted Services	4,378	19,841	4,800	6,000	1,200	25.00%	6,000	-	0.00%
43303	Support & Maintenance Contracts	6,706	5,632	9,725	6,325	(3,400)	-34.96%	5,050	(1,275)	-20.16%
43400	Equipment Replacement Payment	1,293	3,941	6,364	5,281	(1,083)	-17.02%	8,131	2,850	53.97%
	Total Maintenance & Operations	\$ 64,805	\$ 89,966	\$ 79,639	\$ 93,981	\$ 14,342	18.01%	\$ 99,556	\$ 5,575	5.93%
	Department Total	\$ 341,633	\$ 404,782	\$ 425,023	\$ 469,675	\$ 44,652	10.51%	\$ 472,756	\$ 3,081	0.66%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42200	<u>Materials & Supplies</u>		
	Gravel, Treated Lumber, & Misc. Repair Supplies	6,325	6,325
	Picnic Tables	6,500	6,500
	Gravel for Topdressing Trails	-	3,000
	Other Materials & Supplies	5,175	5,175
		<u>18,000</u>	<u>21,000</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>	1,200	1,200
42208	<u>Small Tools & Minor Equipment</u>	1,725	1,725
42210	<u>Vending Supplies</u>		
	Ice for Resale	1,300	1,300
42301	<u>Telephone & Internet</u>	1,350	1,350
42303	<u>Sanitation</u>	28,000	28,000
42304	<u>Electricity</u>	17,500	18,500
42599	<u>Fuel</u>	1,500	1,500
42800	<u>Rental</u>		
	Bear Proof Trash Cans	800	800
	Other Rental	1,500	1,500
		<u>2,300</u>	<u>2,300</u>
43300	<u>Contracted Services</u>		
	Campground Hosts	6,000	6,000
43303	<u>Support & Maintenance Contracts</u>		
	T2 Systems	3,550	3,550
	ShopKeep	2,775	-
	MyRec	-	1,500
		<u>6,325</u>	<u>5,050</u>
43400	<u>Equipment Replacement Payment</u>	5,281	8,131
	Total Maintenance & Operations	\$ 93,981	\$ 99,556

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
FY24 Budget Notes:			
42200 - Increased to replace remaining old wooden picnic tables (split between FY25 & FY25). Other changes are due to inflationary increases in cost of supplies and shipping.			
42202 - Increased due to additional staff			
42208 - Inflationary increases in the cost of supplies and shipping			
42210 - Increased to reflect larger sales volume as well as inflationary increases in cost of supplies			
42800 - Need for some rental equipment was eliminated with purchase of equipment in prior years			
42303 - Increased to reflect anticipated cost of outhouse pumping and dumpster rental			
43300 - Increased camp host stipends from \$400 to \$500 per month			
43303 - Decreased due to phased approach to MyRec reservation/payment software implementation			
43400 - Payments are according to equipment replacement schedule			
FY25 Budget Notes:			
42200 - Increased to purchase gravel for topdressing trails			
43303 - Eliminated ShopKeep software no longer needed due to MyRec software implementation. MyRec support now allocated between SRSC, campgrounds, and parks.			
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 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 three Laborer positions. Staffing is augmented with temporary labor as needed.

Position	Range	FY24-25	
		Full Time	Allocation to Other Departments
		Equivalents (FTEs)	
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	0.85	SRSC .75, Campgrounds .40
Parks & Recreation Activities Coordinator	11	0.20	SRSC .40, Campgrounds .40
Parks & Recreation Laborer	5	1.30	Bldgs .20, SRSC 1.25, Campgrounds .25
Parks & Recreation Administrative Assistant (regular part time position)	7	0.25	SRSC .33, Campgrounds .15
Short Term Parks Laborer	5	1.50	-
		4.95	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct #	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 144,979	\$ 160,713	\$ 210,554	\$ 224,050	\$ 13,496	6.41%	\$ 221,377	\$ (2,673)	-1.19%
40140	Allowances	1,080	1,076	1,110	1,425	315	28.38%	1,425	-	0.00%
40200	Overtime	3,060	4,957	4,225	5,725	1,500	35.50%	5,725	-	0.00%
40225	Temporary Labor	82,897	68,616	29,483	62,138	32,655	110.76%	62,138	-	0.00%
40250	Temporary Overtime	4,511	1,928	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	7,510	11,416	8,895	9,335	440	4.95%	9,534	199	2.13%
40350	Sick Leave	2,894	403	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	9,080	5,770	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	33,246	34,419	37,093	47,008	9,915	26.73%	46,419	(589)	-1.25%
40600	FICA	9,475	8,989	8,233	9,084	851	10.34%	9,046	(38)	-0.42%
40700	Health Insurance	31,849	33,952	48,045	67,240	19,195	39.95%	67,240	-	0.00%
40800	Worker's Compensation	4,590	4,221	5,223	9,035	3,812	72.98%	8,973	(62)	-0.69%
	Total Salaries & Benefits	\$ 335,171	\$ 336,460	\$ 352,861	\$ 435,040	\$ 82,179	23.29%	\$ 431,877	\$ (3,163)	-0.73%
Maintenance & Operations										
42100	Travel & Training	\$ 484	\$ 2,614	\$ 4,100	\$ 4,100	\$ -	0.00%	\$ 4,100	\$ -	0.00%
42200	Materials & Supplies	33,004	44,207	36,200	44,450	8,250	22.79%	45,450	1,000	2.25%
42201	Office Supplies	29	280	500	500	-	0.00%	500	-	0.00%
42202	Uniforms	4,157	2,630	1,000	3,795	2,795	279.50%	2,295	(1,500)	-39.53%
42208	Small Tools & Minor Equipment	3,796	2,614	3,000	3,450	450	15.00%	3,450	-	0.00%
42301	Telephone & Internet	501	3,130	4,575	4,575	-	0.00%	4,575	-	0.00%
42302	Natural Gas	961	879	1,200	1,350	150	12.50%	1,450	100	7.41%
42303	Sanitation	6,807	7,395	7,700	9,500	1,800	23.38%	9,500	-	0.00%
42304	Electricity	10,550	11,130	10,000	11,500	1,500	15.00%	12,000	500	4.35%
42306	Water & Sewer	9,350	10,364	12,500	12,500	-	0.00%	12,500	-	0.00%
42599	Fuel	7,021	7,592	10,100	10,100	-	0.00%	10,100	-	0.00%
43000	Advertising & Promotion	450	-	5,000	1,300	(3,700)	-74.00%	1,300	-	0.00%
43300	Contracted Services	13,775	5,830	5,500	5,000	(500)	-9.09%	5,000	-	0.00%
43303	Support & Maintenance Contracts	-	-	-	2,000	2,000	#DIV/0!	1,500	(500)	-25.00%
43360	Miscellaneous	100	150	200	200	-	0.00%	200	-	0.00%
43400	Equipment Replacement Payment	4,584	7,232	8,266	7,182	(1,084)	-13.11%	10,847	3,665	51.03%
43520	Capital	-	12,500	-	-	-	#DIV/0!	-	-	#DIV/0!
46250	Lease of Aspen Parking Lot	-	1	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Maintenance & Operations	\$ 95,569	\$ 118,548	\$ 109,841	\$ 121,502	\$ 11,661	10.62%	\$ 124,767	\$ 3,265	2.69%
	Department Total	\$ 430,740	\$ 455,008	\$ 462,702	\$ 556,542	\$ 93,840	20.28%	\$ 556,644	\$ 102	0.02%

CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 5800: PARKS & RECREATION

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>	\$ 4,100	\$ 4,100
42200	<u>Materials & Supplies</u>		
	Fertilizer, Gravel, Topsoil, Garden Supplies, Flower Starts, etc.	34,475	34,475
	Right of Way Baskets	5,175	5,175
	Recreational Programming Supplies	800	800
	Adopt-a-Park - Corner Gardens	2,000	2,000
	Large Tent Top Replacement	2,000	-
	Gravel for Topdressing Trails	-	3,000
		<u>44,450</u>	<u>45,450</u>
42201	<u>Office Supplies</u>	500	500
42202	<u>Uniforms</u>		
	Cold Weather Gear	1,500	-
	Other Uniforms	2,295	2,295
		<u>3,795</u>	<u>2,295</u>
42208	<u>Small Tools & Minor Equipment</u>	3,450	3,450
42301	<u>Telephone & Internet</u>	4,575	4,575
42302	<u>Natural Gas</u>	1,350	1,450
42303	<u>Sanitation</u>	9,500	9,500
42304	<u>Electricity</u>	11,500	12,000
42306	<u>Water & Sewer</u>	12,500	12,500
42599	<u>Fuel</u>	10,100	10,100
43000	<u>Advertising & Promotion</u>	1,300	1,300
43300	<u>Contracted Services</u>		
	Instructor Fees	1,000	1,000
	Other Contracted Services	4,000	4,000
		<u>5,000</u>	<u>5,000</u>
43303	<u>Support & Maintenance Contracts</u>		
	MyRec	2,000	1,500
43360	<u>Miscellaneous</u>		
	DOT Bridge Stair Permit	200	200
43400	<u>Equipment Replacement Payment</u>	<u>7,182</u>	<u>10,847</u>
	Total Maintenance & Operations	\$ 121,502	\$ 124,767

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
FY24 Budget Notes:			
	42200 - Increased for additional supplies needed due to expanded green space throughout City. This was offset slightly by reduction in recreational programming supplies due to less programs currently being offered. Increased to replace top of the large tent used at outdoor events which is no longer waterproof. Other changes are due to inflationary increases in cost of supplies and shipping.		
	42202 - Increased for the purchase of 4 sets of cold weather gear to be used by part-time staff as needed. Also increased due to additional staff.		
	42208 - Inflationary increases in the cost of supplies and shipping		
	42303 - Eliminated handwashing stations at Soldotna Creek Park and added portable toilets at ARC Lake during the summer and at the Dog Park during the spring/winter		
	43000 - Decreased to reflect anticipated spending		
	43300 - Decreased for less instructor fees paid due to less programs currently being offered. Offset by increase in other contracted services to reflect inflationary increases passed on by contractors.		
	43303 - Increased to allocate MyRec scheduling/payment software between SRSC and parks		
	43400 - Payments are according to equipment replacement schedule		
FY25 Budget Notes:			
	42200 - Increased to purchase gravel for topdressing trails. Eliminated tent top replacement done in prior year.		
	43303 - Decreased to accurately reflect allocation of software between SRSC, campgrounds, and parks after fully implemented		
	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, 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 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
42200	Materials & Supplies	\$ 448	\$ 439	\$ 1,500	\$ 1,000	\$ (500)	-33.33%	\$ 1,000	\$ -	0.00%
42201	Office Supplies	3,255	1,351	4,000	3,500	(500)	-12.50%	3,500	-	0.00%
42208	Small Tools & Minor Equipment	-	1,205	-	-	-	#DIV/0!	-	-	#DIV/0!
42301	Telephone & Internet	21,089	22,180	25,500	24,000	(1,500)	-5.88%	24,000	-	0.00%
42302	Natural Gas	9,641	8,788	12,000	10,200	(1,800)	-15.00%	10,750	550	5.39%
42303	Sanitation	1,200	1,212	1,375	1,300	(75)	-5.45%	1,400	100	7.69%
42304	Electricity	26,022	23,926	27,500	27,500	-	0.00%	28,700	1,200	4.36%
42305	Janitorial	11,269	11,730	13,500	17,500	4,000	29.63%	17,500	-	0.00%
42306	Water & Sewer	2,272	2,987	3,600	3,800	200	5.56%	4,000	200	5.26%
42400	Postage	2,288	2,209	2,500	2,500	-	0.00%	2,500	-	0.00%
42900	Dues & Subscriptions	696	737	825	700	(125)	-15.15%	700	-	0.00%
43000	Advertising & Promotion	18,263	3,300	3,300	3,400	100	3.03%	3,400	-	0.00%
43100	Professional Services	55,131	116,284	100,000	100,000	-	0.00%	100,000	-	0.00%
43303	Support & Maintenance Contracts	12,191	12,831	14,050	13,750	(300)	-2.14%	14,200	450	3.27%
43360	Miscellaneous	6,282	8,522	7,500	-	(7,500)	-100.00%	-	-	#DIV/0!
43361	Remote Seller Sales Tax Collection Fees	47,245	71,365	73,625	121,365	47,740	64.84%	121,365	-	0.00%
43520	Capital	5,729	584	-	-	-	#DIV/0!	-	-	#DIV/0!
43603	Visitor Center Contract	138,677	138,677	145,472	157,255	11,783	8.10%	157,255	-	0.00%
43604	Visitor Center Utilities	11,674	11,644	14,000	13,000	(1,000)	-7.14%	14,000	1,000	7.69%
45000	Insurance	170,206	165,569	191,250	225,000	33,750	17.65%	225,000	-	0.00%
45025	City Lobbyist	-	-	50,000	50,000	-	0.00%	50,000	-	0.00%
45050	Citywide Wellness Program	1,065	940	2,500	2,500	-	0.00%	2,500	-	0.00%
45060	Miscellaneous Payroll Expenditures	14,679	3,387	10,000	45,000	35,000	350.00%	45,000	-	0.00%
45070	PERS On Behalf	369,090	359,515	129,905	158,681	28,776	22.15%	157,262	(1,419)	-0.89%
46203	Tsalteshi Trails Association	15,000	15,000	15,000	20,000	5,000	33.33%	20,000	-	0.00%
46205	Boys & Girls Club of the Kenai Peninsula	35,000	40,000	40,000	40,000	-	0.00%	40,000	-	0.00%
46206	Soldotna Area Senior Citizens	8,250	12,700	12,700	-	(12,700)	-100.00%	12,700	12,700	#DIV/0!
46208	Soldotna Historical Society & Museum	5,000	5,000	5,000	5,000	-	0.00%	5,000	-	0.00%
46250	Rental of Airport Property	30,687	31,454	32,240	33,046	806	2.50%	33,872	826	2.50%
46400	Operating Transfers	139,135	159,500	154,500	737,000	582,500	377.02%	739,625	2,625	0.36%
46950	Capital Project Transfers	1,575,000	1,683,063	-	-	-	#DIV/0!	-	-	#DIV/0!
47000	Contingency	-	-	60,000	60,000	-	0.00%	60,000	-	0.00%
	Department Total	\$ 2,736,484	\$ 2,916,099	\$ 1,153,342	\$ 1,876,997	\$ 723,655	62.74%	\$ 1,895,229	\$ 18,232	0.97%

CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET

FUND 001: GENERAL FUND
DEPARTMENT 7100: NON-DEPARTMENTAL

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42200	<u>Materials & Supplies</u>	\$ 1,000	\$ 1,000
42201	<u>Office Supplies</u>	3,500	3,500
42301	<u>Telephone & Internet</u>	24,000	24,000
42302	<u>Natural Gas</u>	10,200	10,750
42303	<u>Sanitation</u>	1,300	1,400
42304	<u>Electricity</u>	27,500	28,700
42305	<u>Janitorial</u>		
	Janitorial Services	15,500	15,500
	Carpet Cleaning	2,000	2,000
		<u>17,500</u>	<u>17,500</u>
42306	<u>Water & Sewer</u>	3,800	4,000
42400	<u>Postage</u>	2,500	2,500
42900	<u>Dues & Subscriptions</u>		
	Newspaper Subscriptions	500	500
	Other Dues & Subscriptions	200	200
		<u>700</u>	<u>700</u>
43000	<u>Advertising & Promotion</u>	3,400	3,400
43100	<u>Professional Services</u>		
	Legal	100,000	100,000
43303	<u>Support & Maintenance Contracts</u>		
	Bizhub - Copiers	3,200	3,200
	Vision Live - Website	8,675	9,125
	Quadient Postage Machine	1,875	1,875
		<u>13,750</u>	<u>14,200</u>
43361	<u>Remote Seller Sales Tax Collection Fees</u>	121,365	121,365
43603	<u>Visitor Center Contract</u>	157,255	157,255
43604	<u>Visitor Center Utilities</u>	13,000	14,000
45000	<u>Insurance</u>		
	Vehicle	45,900	45,900
	Property	73,100	73,100
	General Liability	88,600	88,600
	Police Professional	16,900	16,900
	Notary Bonds	500	500
		<u>225,000</u>	<u>225,000</u>
45025	<u>City Lobbyist</u>	50,000	50,000

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
45050	<u>Citywide Wellness Program</u>	2,500	2,500
45060	<u>Miscellaneous Payroll Expenditures</u>		
	Recruitment Expenditures	35,000	35,000
	Other Miscellaneous Payroll Expenditures	10,000	10,000
		<u>45,000</u>	<u>45,000</u>
45070	<u>PERS On Behalf</u>	158,681	157,262
46203	<u>Tsalteshi Trails Association</u>	20,000	20,000
46205	<u>Boys & Girls Club of the Kenai Peninsula</u>	40,000	40,000
46206	<u>Soldotna Area Senior Citizens</u>	-	12,700
46208	<u>Soldotna Historical Society & Museum</u>	5,000	5,000
46250	<u>Rental of Airport Property</u>	33,046	33,872
46400	<u>Operating Transfers</u>		
	Debt Service Fund - Library Expansion Bonds	154,375	158,875
	Debt Service Fund - Field House Bonds	582,625	580,750
		<u>737,000</u>	<u>739,625</u>
47000	<u>Contingency</u>	<u>60,000</u>	<u>60,000</u>
Total Maintenance & Operations		\$ 1,876,997	\$ 1,895,229

FY24 Budget Notes:

- 42305 - Increased due to janitorial services going out to bid in FY24
- 43360 - Moved employee appreciation from Nondepartmental to HR department
- 43361 - Fees charged by Alaska Remote Sellers Sales Tax Commission based on projected revenues
- 43603 - Increased for CPI per contract
- 45060 - Increased for hiring bonuses, relocation assistance, and employee referrals
- 46203 - Increase in Tsalteshi Trail funding
- 46250 - Annual 2.5% increase in rental of Airport property
- 46400 - Transfers to the Debt Service Fund for payment on Library Expansion bonds and Field House bonds are according to the debt service schedules

FY25 Budget Notes:

- 46250 - Annual 2.5% increase in rental of Airport property
- 46400 - Transfers to the Debt Service Fund for payment on Library Expansion bonds and Field House bonds are according to the debt service schedules

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UTILITY FUND

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**FUND 003: UTILITY FUND
RECAP**

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Operating Revenues										
31000	State PERS Relief Funding	\$ 44,649	\$ 41,551	\$ 17,650	\$ 20,565	\$ 2,915	16.52%	\$ 20,185	\$ (380)	-1.85%
36000	Water	741,346	749,046	740,000	786,500	46,500	6.28%	825,800	39,300	5.00%
36100	Water Permit Inspection Fees	900	700	1,500	1,500	-	0.00%	1,500	-	0.00%
36400	Turn On/Off Fees	6,912	7,808	7,500	7,500	-	0.00%	7,500	-	0.00%
36410	Penalties	(66)	18,105	18,000	18,000	-	0.00%	18,000	-	0.00%
36500	Sewer	1,656,016	1,675,577	1,650,000	1,776,100	126,100	7.64%	1,882,700	106,600	6.00%
36600	Sewer Permit Inspection Fees	1,100	1,100	1,500	1,500	-	0.00%	1,500	-	0.00%
37120	Interest	244,815	(178,131)	73,508	149,460	75,952	103.32%	136,740	(12,720)	-8.51%
37190	Miscellaneous	8,723	11,281	13,000	13,000	-	0.00%	13,000	-	0.00%
39150	W/S Extension Revenue	11,923	7,843	10,000	10,000	-	0.00%	10,000	-	0.00%
	Total Operating Revenues	\$ 2,716,318	\$ 2,334,880	\$ 2,532,658	\$ 2,784,125	\$ 251,467	9.93%	\$ 2,916,925	\$ 132,800	4.77%
Non-Operating Transfers In										
	From Capital Project Funds	\$ -	\$ -	\$ -	\$ -	-	#DIV/0!	-	-	#DIV/0!
	Total Non-Operating Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
	Total Revenues/Transfers In	\$ 2,716,318	\$ 2,334,880	\$ 2,532,658	\$ 2,784,125	\$ 251,467	9.93%	\$ 2,916,925	\$ 132,800	4.77%
Operating Expenditures										
5100	Water Expenditures	\$ 554,471	\$ 602,245	\$ 631,834	\$ 784,490	\$ 152,656	24.16%	\$ 771,443	\$ (13,047)	-1.66%
5200	Sewer Expenditures	409,224	385,854	494,351	627,691	133,340	26.97%	588,094	(39,597)	-6.31%
5250	WWTP Expenditures	977,401	1,055,114	1,122,506	1,297,313	174,807	15.57%	1,295,965	(1,348)	-0.10%
	Total Operating Expenditures	\$ 1,941,096	\$ 2,043,213	\$ 2,248,691	\$ 2,709,494	\$ 460,803	20.49%	\$ 2,655,502	\$ (53,992)	-1.99%
Non-Operating Transfers Out										
46950	To Capital Project Funds	\$ 170,000	\$ -	\$ -	\$ -	-	#DIV/0!	-	-	#DIV/0!
	Total Non-Operating Transfers In	\$ 170,000	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
	Total Expenditures/Transfers Out	\$ 2,111,096	\$ 2,043,213	\$ 2,248,691	\$ 2,709,494	\$ 460,803	20.49%	\$ 2,655,502	\$ (53,992)	-1.99%
	Total Surplus (Deficit)	\$ 605,222	\$ 291,667	\$ 283,967	\$ 74,631			\$ 261,423		
	Projected Lapse - 5%	-	-	112,435	135,475			132,775		
	Change in Fund Balance	\$ 605,222	\$ 291,667	\$ 396,402	\$ 210,106			\$ 394,198		
	Beginning Fund Balance	\$ 2,532,031	\$ 3,137,253	\$ 1,749,225						
	Ending Fund Balance	\$ 3,137,253	\$ 3,428,920	\$ 2,145,627						

FY24-25 Budget Notes:

- 36000 - Increased water rates by 5% per Ordinance 2023-001
- 36500 - Increased sewer rates by 6% per Ordinance 2023-001

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**UTILITY FUND
EXPENDITURES BY LINE ITEM**

<u>Acct#</u>	<u>Description</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>FY23 to FY24</u>		<u>FY25 Budget</u>	<u>FY24 to FY25</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
Salaries & Benefits										
40100	Salaries	\$ 445,224	\$ 450,750	\$ 581,972	\$ 605,733	\$ 23,761	4.08%	\$ 592,924	\$ (12,809)	-2.11%
40105	Allocated Salaries	-	-	4,589	4,795	206	4.49%	4,795	-	0.00%
40140	Allowances	5,233	13,889	5,535	5,400	(135)	-2.44%	5,400	-	0.00%
40180	On-Call Pay	21,580	26,894	25,500	27,000	1,500	5.88%	27,000	-	0.00%
40200	Overtime	12,976	14,452	25,139	30,685	5,546	22.06%	31,206	521	1.70%
40225	Temporary Labor	-	4,649	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	41,658	38,301	26,193	29,720	3,527	13.47%	30,023	303	1.02%
40350	Sick Leave	4,257	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	10,344	5,519	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	112,275	112,051	139,174	145,951	6,777	4.87%	143,248	(2,703)	-1.85%
40600	FICA	7,320	7,694	9,525	9,986	461	4.84%	9,807	(179)	-1.79%
40700	Health Insurance	136,212	119,965	169,710	126,750	(42,960)	-25.31%	126,750	-	0.00%
40800	Worker's Compensation	12,874	11,627	15,037	20,203	5,166	34.36%	19,838	(365)	-1.81%
	Total Salaries & Benefits	\$ 809,953	\$ 805,791	\$ 1,002,374	\$ 1,006,223	\$ 3,849	0.38%	\$ 990,991	\$ (15,232)	-1.51%
Maintenance & Operations										
42100	Travel & Training	\$ 254	\$ 4,954	\$ 7,000	\$ 15,600	\$ 8,600	122.86%	\$ 12,000	\$ (3,600)	-23.08%
42200	Materials & Supplies	182,109	214,300	158,700	270,650	111,950	70.54%	254,650	(16,000)	-5.91%
42201	Office Supplies	360	285	1,000	1,000	-	0.00%	1,000	-	0.00%
42202	Uniforms	2,772	2,136	4,000	4,000	-	0.00%	4,000	-	0.00%
42208	Small Tools & Minor Equipment	26,057	13,387	4,000	35,000	31,000	775.00%	4,000	(31,000)	-88.57%
42301	Telephone & Internet	18,180	17,148	18,300	17,100	(1,200)	-6.56%	17,100	-	0.00%
42302	Natural Gas	33,891	37,679	48,850	45,150	(3,700)	-7.57%	47,450	2,300	5.09%
42303	Sanitation	1,194	1,736	1,375	1,250	(125)	-9.09%	1,350	100	8.00%
42304	Electricity	312,924	346,391	352,000	378,500	26,500	7.53%	397,100	18,600	4.91%
42400	Postage	15	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42599	Fuel	6,426	10,681	13,100	14,700	1,600	12.21%	14,700	-	0.00%
42600	Shop Repair & Maintenance	6,937	12,696	22,000	22,000	-	0.00%	22,000	-	0.00%
42800	Rental	-	-	-	10,000	10,000	#DIV/0!	10,000	-	0.00%
42900	Dues & Subscriptions	5,521	5,732	7,200	7,350	150	2.08%	7,350	-	0.00%
43300	Contracted Services	151,627	165,489	189,900	230,200	40,300	21.22%	194,700	(35,500)	-15.42%
43303	Support & Maintenance Contracts	3,281	24,782	15,250	15,975	725	4.75%	15,975	-	0.00%
43360	Miscellaneous	11,439	8,424	8,775	8,375	(400)	-4.56%	8,375	-	0.00%
43400	Equipment Replacement Payment	19,722	19,722	28,822	29,889	1,067	3.70%	45,689	15,800	52.86%
45000	Insurance	32,691	39,234	47,300	57,000	9,700	20.51%	57,000	-	0.00%
45070	PERS On Behalf	44,648	41,551	17,650	20,565	2,915	16.52%	20,185	(380)	-1.85%
46000	Administrative Service Charges	-	-	-	217,872	217,872	#DIV/0!	228,792	10,920	5.01%
48600	Interest	33,997	30,441	26,831	23,167	(3,664)	-13.66%	19,448	(3,719)	-16.05%
48700	Principal	237,098	240,654	244,264	247,928	3,664	1.50%	251,647	3,719	1.50%
47000	Contingency	-	-	30,000	30,000	-	0.00%	30,000	-	0.00%
	Total Maintenance & Operations	\$ 1,131,143	\$ 1,237,422	\$ 1,246,317	\$ 1,703,271	\$ 456,954	36.66%	\$ 1,664,511	\$ (38,760)	-2.28%
Non-Operating Transfers Out										
46950	Capital Project Transfers	170,000	-	-	-	-	#DIV/0!	-	-	#DIV/0!
	Total Non-Operating Transfers Out	\$ 170,000	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
	Total Utility Fund Expenditures	\$ 2,111,096	\$ 2,043,213	\$ 2,248,691	\$ 2,709,494	\$ 460,803	20.49%	\$ 2,655,502	\$ (53,992)	-1.99%

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.

		FY24-25	
		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 .38, WWTP .25
Utility Provisional Operator, Utility Operator I, II	13,14,15	1.20	Sewer 1.21, WWTP 1.59
Account Clerk III- AP/AR	13	0.12	Sewer .13, Finance .75
Administrative Assistant	11	0.13	Sewer .12, Finance .75
		2.15	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 149,658	\$ 148,070	\$ 191,677	\$ 201,412	\$ 9,735	5.08%	\$ 197,018	\$ (4,394)	-2.18%
40140	Allowances	1,675	4,496	1,764	1,719	(45)	-2.55%	1,719	-	0.00%
40180	On-Call Pay	6,693	8,492	8,500	9,000	500	5.88%	9,000	-	0.00%
40200	Overtime	4,419	4,852	8,969	9,858	889	9.91%	10,016	158	1.60%
40225	Temporary Labor	-	3,361	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	13,461	12,741	8,415	9,801	1,386	16.47%	9,893	92	0.94%
40350	Sick Leave	1,579	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	3,430	1,764	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	37,469	36,816	46,012	48,459	2,447	5.32%	47,527	(932)	-1.92%
40600	FICA	2,457	2,684	3,033	3,194	161	5.31%	3,132	(62)	-1.94%
40700	Health Insurance	42,287	36,232	52,031	41,148	(10,883)	-20.92%	41,148	-	0.00%
40800	Worker's Compensation	4,054	3,451	4,439	6,222	1,783	40.17%	6,104	(118)	-1.90%
	Total Salaries & Benefits	\$ 267,182	\$ 262,959	\$ 324,840	\$ 330,813	\$ 5,973	1.84%	\$ 325,557	\$ (5,256)	-1.59%
Maintenance & Operations										
42100	Travel & Training	\$ 254	\$ 1,893	\$ 3,000	\$ 5,200	\$ 2,200	73.33%	\$ 4,000	\$ (1,200)	-23.08%
42200	Materials & Supplies	77,592	97,378	63,000	127,750	64,750	102.78%	118,250	(9,500)	-7.44%
42208	Small Tools & Minor Equipment	6,222	11,666	1,500	8,500	7,000	466.67%	1,500	(7,000)	-82.35%
42301	Telephone & Internet	13,177	12,327	13,200	12,000	(1,200)	-9.09%	12,000	-	0.00%
42302	Natural Gas	7,427	7,278	9,300	7,800	(1,500)	-16.13%	8,200	400	5.13%
42304	Electricity	114,409	117,221	126,000	125,000	(1,000)	-0.79%	131,000	6,000	4.80%
42599	Fuel	1,659	1,814	1,900	2,900	1,000	52.63%	2,900	-	0.00%
42600	Shop Repair & Maintenance	2,608	3,337	5,000	5,000	-	0.00%	5,000	-	0.00%
42900	Dues & Subscriptions	2,281	2,547	2,900	3,000	100	3.45%	3,000	-	0.00%
43300	Contracted Services	26,396	48,462	38,000	37,000	(1,000)	-2.63%	37,000	-	0.00%
43303	Support & Maintenance Contracts	1,565	3,070	2,117	3,625	1,508	71.23%	3,625	-	0.00%
43360	Miscellaneous	1,519	477	850	450	(400)	-47.06%	450	-	0.00%
43400	Equipment Replacement Payment	9,142	9,142	12,592	13,000	408	3.24%	13,000	-	0.00%
45000	Insurance	8,138	9,022	11,800	13,000	1,200	10.17%	13,000	-	0.00%
45070	PERS On Behalf	14,900	13,652	5,835	6,828	993	17.02%	6,697	(131)	-1.92%
46000	Administrative Service Charges	-	-	-	72,624	72,624	#DIV/0!	76,264	3,640	5.01%
47000	Contingency	-	-	10,000	10,000	-	0.00%	10,000	-	0.00%
	Total Maintenance & Operations	\$ 287,289	\$ 339,286	\$ 306,994	\$ 453,677	\$ 146,683	47.78%	\$ 445,886	\$ (7,791)	-1.72%
	Department Total	\$ 554,471	\$ 602,245	\$ 631,834	\$ 784,490	\$ 152,656	24.16%	\$ 771,443	\$ (13,047)	-1.66%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>	\$ 5,200	\$ 4,000
42200	<u>Materials & Supplies</u>		
	Aqua Mag	57,000	57,000
	Salt for Wells	7,500	7,500
	Antifreeze for Hydrant Winterization	250	250
	Chlorine Generator Parts	7,500	7,500
	Lab Supplies	8,500	8,500
	CL2 Analyzer Chemicals	6,000	6,000
	Hydrants	17,000	17,000
	HACH CL17 Chlorine Analyzer Replacement for Well B	9,500	-
	Spare PLC's (Skyline Dr FY24, Karen St FY25)	6,500	6,500
	Other Materials & Supplies	8,000	8,000
		127,750	118,250
42208	<u>Small Tools & Minor Equipment</u>		
	Hydrant Flushing Diffuser/Hose	2,500	-
	Tool Outfitting for Vehicles (1/3)	4,500	-
	Other Small Tools & Minor Equipment	1,500	1,500
		8,500	1,500
42301	<u>Telephone & Internet</u>	12,000	12,000
42302	<u>Natural Gas</u>	7,800	8,200
42304	<u>Electricity</u>	125,000	131,000
42599	<u>Fuel</u>	2,900	2,900
42600	<u>Shop Repair & Maintenance</u>	5,000	5,000
42900	<u>Dues & Subscriptions</u>		
	ADEC Certification Renewals/Upgrades	1,000	1,000
	AWWA	400	400
	Alaska Digline (1/2)	1,600	1,600
		3,000	3,000
43300	<u>Contracted Services</u>		
	Electricians, Plumbers, Etc.	5,000	5,000
	Well House Repair & Maintenance	6,000	6,000
	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)	1,500	1,500
	Utility Billing Mailing Services (1/2)	5,000	5,000
		37,000	37,000
43303	<u>Support & Maintenance Contracts</u>		
	ESRI (1/3)	125	125
	SCADA Software Renewals (1/2)	1,900	1,900
	Badger Meter Reading Software	1,500	1,500
	Bizhub - Copier (1/3)	100	100
		3,625	3,625

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
43360	<u>Miscellaneous</u> DNR Water Right Administrative Fees	450	450
43400	<u>Equipment Replacement Payment</u>	13,000	13,000
45000	<u>Insurance</u>	13,000	13,000
45070	<u>PERS On Behalf</u>	6,828	6,697
46000	<u>Administrative Service Charges</u>	72,624	76,264
47000	<u>Contingency</u>	<u>10,000</u>	<u>10,000</u>
Total Maintenance & Operations \$		453,677	\$ 445,886

FY24 Budget Notes:

- 42100 - Increased for greater emphasis on professional development and for Operator CDL training; allocated between Water, Sewer & WWTP
- 42200 - Includes replacement of chlorine analyzer for Well B and spare PLC's for Skyline Dr. Other changes are due to inflationary increases in the cost of supplies and shipping.
- 42208 - Increased for purchase of hydrant flushing diffuser/hose and to outfit vehicles with proper tools (spread across all Utility departments)
- 43303 - Added meter reading software support implemented a couple of years ago
- 43360 - Eliminated ADEC waiver fees (renewed every three years)
- 43400 - Payments are according to equipment replacement schedule
- 46000 - Administrative fees charged for General Fund services provided

FY25 Budget Notes:

- 42200 - Includes replacement of spare PLC's for Karen St
- 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.

		FY24-25	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Utility Department Manager	23	0.33	Water .33, WWTP .34
Lead Utility Operator	17	0.38	Water .37, WWTP .25
Utility Provisional Operator, Utility Operator I, II	13,14,15	1.21	Water 1.20, WWTP 1.59
Account Clerk III- AP/AR	13	0.13	Water .12, Finance .75
Administrative Assistant	11	0.12	Water .13, Finance .75
		2.17	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY				FY23 to FY24		FY25 Budget	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change		\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 149,658	\$ 148,071	\$ 191,677	\$ 201,412	\$ 9,735	5.08%	\$ 197,018	\$ (4,394)	-2.18%
40140	Allowances	1,675	4,496	1,764	1,719	(45)	-2.55%	1,719	-	0.00%
40180	On-Call Pay	6,693	8,492	8,500	9,000	500	5.88%	9,000	-	0.00%
40200	Overtime	4,419	4,851	7,310	9,858	2,548	34.86%	10,016	158	1.60%
40225	Temporary Labor	-	313	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	13,461	12,741	8,415	9,801	1,386	16.47%	9,893	92	0.94%
40350	Sick Leave	1,579	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	3,430	1,764	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	37,469	36,827	45,647	48,459	2,812	6.16%	47,527	(932)	-1.92%
40600	FICA	2,457	2,451	3,009	3,194	185	6.15%	3,132	(62)	-1.94%
40700	Health Insurance	42,287	36,232	52,031	41,148	(10,883)	-20.92%	41,148	-	0.00%
40800	Worker's Compensation	3,987	3,419	4,400	6,222	1,822	41.41%	6,104	(118)	-1.90%
	Total Salaries & Benefits	\$ 267,115	\$ 259,657	\$ 322,753	\$ 330,813	\$ 8,060	2.50%	\$ 325,557	\$ (5,256)	-1.59%
Maintenance & Operations										
42100	Travel & Training	\$ -	\$ -	\$ -	\$ 5,200	\$ 5,200	#DIV/0!	\$ 4,000	\$ (1,200)	-23.08%
42200	Materials & Supplies	34,643	4,309	28,000	24,500	(3,500)	-12.50%	24,500	-	0.00%
42208	Small Tools & Minor Equipment	8,715	472	1,000	10,500	9,500	950.00%	1,000	(9,500)	-90.48%
42301	Telephone & Internet	450	432	500	500	-	0.00%	500	-	0.00%
42302	Natural Gas	399	415	550	450	(100)	-18.18%	500	50	11.11%
42304	Electricity	27,969	30,118	26,000	31,500	5,500	21.15%	33,000	1,500	4.76%
42400	Postage	15	-	-	-	-	#DIV/0!	-	-	#DIV/0!
42599	Fuel	3,138	5,738	7,100	6,000	(1,100)	-15.49%	6,000	-	0.00%
42600	Shop Repair & Maintenance	2,827	2,423	8,000	8,000	-	0.00%	8,000	-	0.00%
42900	Dues & Subscriptions	2,387	2,142	2,550	2,600	50	1.96%	2,600	-	0.00%
43300	Contracted Services	27,769	30,186	47,000	82,500	35,500	75.53%	47,000	(35,500)	-43.03%
43303	Support & Maintenance Contracts	837	19,342	10,217	10,225	8	0.08%	10,225	-	0.00%
43360	Miscellaneous	1,000	27	-	-	-	#DIV/0!	-	-	#DIV/0!
43400	Equipment Replacement Payment	9,142	9,142	14,792	15,451	659	4.46%	22,251	6,800	44.01%
45000	Insurance	7,918	7,795	10,100	10,000	(100)	-0.99%	10,000	-	0.00%
45070	PERS On Behalf	14,900	13,656	5,789	6,828	1,039	17.95%	6,697	(131)	-1.92%
46000	Administrative Service Charges	-	-	-	72,624	72,624	#DIV/0!	76,264	3,640	5.01%
47000	Contingency	-	-	10,000	10,000	-	0.00%	10,000	-	0.00%
	Total Maintenance & Operations	\$ 142,109	\$ 126,197	\$ 171,598	\$ 296,878	\$ 125,280	73.01%	\$ 262,537	\$ (34,341)	-11.57%
	Department Total	\$ 409,224	\$ 385,854	\$ 494,351	\$ 627,691	\$ 133,340	26.97%	\$ 588,094	\$ (39,597)	-6.31%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>	5,200	4,000
42200	<u>Materials & Supplies</u>		
	Lift Station Parts	\$ 7,500	\$ 7,500
	Lift Station Pump Replacements	10,000	10,000
	Other Materials & Supplies	7,000	7,000
		24,500	24,500
42208	<u>Small Tools & Minor Equipment</u>		
	Hitch Mounted Traffic Signage	5,000	-
	Tool Outfitting for Vehicles (1/3)	4,500	-
	Other Small Tools & Minor Equipment	1,000	1,000
		10,500	1,000
42301	<u>Telephone & Internet</u>	500	500
42302	<u>Natural Gas</u>	450	500
42304	<u>Electricity</u>	31,500	33,000
42599	<u>Fuel</u>	6,000	6,000
42600	<u>Shop Repair & Maintenance</u>	8,000	8,000
42900	<u>Dues & Subscriptions</u>		
	ADEC Certification Renewals/Upgrades	1,000	1,000
	Alaska Digline (1/2)	1,600	1,600
		2,600	2,600
43300	<u>Contracted Services</u>		
	Electricians, Plumbers, Thawing Etc.	5,000	5,000
	Drug Testing, Vector Disposal, Crane Inspections	3,500	3,500
	SCADA System Support	1,000	1,000
	Misc Lift Station Repairs	5,500	5,500
	Lift Station Repairs (Tides & K-Beach)	35,500	-
	Lift Station Pump Rebuild	8,000	8,000
	Installation of Power Filter Units on Lift Stations (phased project)	3,500	3,500
	Re-wiring Older Lift Stations (phased project)	14,000	14,000
	GIS Consulting (1/2)	1,500	1,500
	Utility Billing Mailing Services (1/2)	5,000	5,000
		82,500	47,000
43303	<u>Support & Maintenance Contracts</u>		
	Web Based SCADA	10,000	10,000
	ESRI (1/3)	125	125
	Bizhub - Copier (1/3)	100	100
		10,225	10,225
43400	<u>Equipment Replacement Payment</u>	15,451	22,251

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
45000	<u>Insurance</u>	10,000	10,000
45070	<u>PERS On Behalf</u>	6,828	6,697
46000	<u>Administrative Service Charges</u>	72,624	76,264
47000	<u>Contingency</u>	10,000	10,000
Total Maintenance & Operations		\$ 296,878	\$ 262,537

FY24 Budget Notes:
 42100 - Increased for greater emphasis on professional development and for Operator CDL training; allocated between Water, Sewer & WWTP
 42200 - Decreased to reflect anticipated costs
 42208 - Increased for purchase of hitch mounted traffic signage and to outfit vehicles with proper tools (spread across all Utility departments)
 43300 - Includes repairs to both the Tides and the K-Beach lift stations. Other changes are to reflect anticipated costs.
 43400 - Payments are according to equipment replacement schedule
 46000 - Administrative fees charged for General Fund services provided

FY25 Budget Notes:
 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 328 Porcupine Ct. 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.

		FY24-25	
		Full Time	
Position	Range	Equivalents (FTEs)	Allocation to Other Departments
Utility Department Manager	23	0.34	Water .33, Sewer .33
Lead Utility Operator	17	0.25	Water .37, Sewer .38
Utility Provisional Operator, Utility Operator I, II	13,14,15	1.59	Water 1.20, Sewer 1.21
Short Term Parks Laborer	5	0.11	-
		2.29	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 145,908	\$ 154,609	\$ 198,618	\$ 202,909	\$ 4,291	2.16%	\$ 198,888	\$ (4,021)	-1.98%
40105	Allocated Salaries	-	-	4,589	4,795	206	4.49%	4,795	-	0.00%
40140	Allowances	1,883	4,897	2,007	1,962	(45)	-2.24%	1,962	-	0.00%
40180	On-Call Pay	8,194	9,910	8,500	9,000	500	5.88%	9,000	-	0.00%
40200	Overtime	4,138	4,749	8,860	10,969	2,109	23.80%	11,174	205	1.87%
40225	Temporary Labor	-	975	-	-	-	#DIV/0!	-	-	#DIV/0!
40300	Personal Leave	14,736	12,819	9,363	10,118	755	8.06%	10,237	119	1.18%
40350	Sick Leave	1,099	-	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	3,484	1,991	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	37,337	38,408	47,515	49,033	1,518	3.19%	48,194	(839)	-1.71%
40600	FICA	2,406	2,559	3,483	3,598	115	3.30%	3,543	(55)	-1.53%
40700	Health Insurance	51,638	47,501	65,648	44,454	(21,194)	-32.28%	44,454	-	0.00%
40800	Worker's Compensation	4,833	4,757	6,198	7,759	1,561	25.19%	7,630	(129)	-1.66%
	Total Salaries & Benefits	\$ 275,656	\$ 283,175	\$ 354,781	\$ 344,597	\$ (10,184)	-2.87%	\$ 339,877	\$ (4,720)	-1.37%
Maintenance & Operations										
42100	Travel & Training	\$ -	\$ 3,061	\$ 4,000	\$ 5,200	\$ 1,200	30.00%	\$ 4,000	\$ (1,200)	-23.08%
42200	Materials & Supplies	69,874	112,613	67,700	118,400	50,700	74.89%	111,900	(6,500)	-5.49%
42201	Office Supplies	360	285	1,000	1,000	-	0.00%	1,000	-	0.00%
42202	Uniforms	2,772	2,136	4,000	4,000	-	0.00%	4,000	-	0.00%
42208	Small Tools & Minor Equipment	11,120	1,249	1,500	16,000	14,500	966.67%	1,500	(14,500)	-90.63%
42301	Telephone & Internet	4,553	4,389	4,600	4,600	-	0.00%	4,600	-	0.00%
42302	Natural Gas	26,065	29,986	39,000	36,900	(2,100)	-5.38%	38,750	1,850	5.01%
42303	Sanitation	1,194	1,736	1,375	1,250	(125)	-9.09%	1,350	100	8.00%
42304	Electricity	170,546	199,052	200,000	222,000	22,000	11.00%	233,100	11,100	5.00%
42599	Fuel	1,629	3,129	4,100	5,800	1,700	41.46%	5,800	-	0.00%
42600	Shop Repair & Maintenance	1,502	6,936	9,000	9,000	-	0.00%	9,000	-	0.00%
42800	Rental	-	-	-	10,000	10,000	#DIV/0!	10,000	-	0.00%
42900	Dues & Subscriptions	853	1,043	1,750	1,750	-	0.00%	1,750	-	0.00%
43300	Contracted Services	97,462	86,841	104,900	110,700	5,800	5.53%	110,700	-	0.00%
43303	Support & Maintenance Contracts	879	2,370	2,916	2,125	(791)	-27.13%	2,125	-	0.00%
43360	Miscellaneous	8,920	7,920	7,925	7,925	-	0.00%	7,925	-	0.00%
43400	Equipment Replacement Payment	1,438	1,438	1,438	1,438	-	0.00%	10,438	9,000	625.87%
45000	Insurance	16,635	22,417	25,400	34,000	8,600	33.86%	34,000	-	0.00%
45070	PERS On Behalf	14,848	14,243	6,026	6,909	883	14.65%	6,791	(118)	-1.71%
46000	Administrative Service Charges	-	-	-	72,624	72,624	#DIV/0!	76,264	3,640	5.01%
47000	Contingency	-	-	10,000	10,000	-	0.00%	10,000	-	0.00%
48600	Interest	33,997	30,441	26,831	23,167	(3,664)	-13.66%	19,448	(3,719)	-16.05%
48700	Principal	237,098	240,654	244,264	247,928	3,664	1.50%	251,647	3,719	1.50%
	Total Maintenance & Operations	\$ 701,745	\$ 771,939	\$ 767,725	\$ 952,716	\$ 184,991	24.10%	\$ 956,088	\$ 3,372	0.35%
	Department Total	\$ 977,401	\$ 1,055,114	\$ 1,122,506	\$ 1,297,313	\$ 174,807	15.57%	\$ 1,295,965	\$ (1,348)	-0.10%

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>	\$ 5,200	\$ 4,000
42200	<u>Materials & Supplies</u>		
	Flocculent	14,000	14,000
	Lime	46,500	46,500
	Sodium Hypochlorite	1,700	1,700
	Petroleum Products	3,000	3,000
	Lab Supplies	13,000	13,000
	UV Parts	8,000	8,000
	DI Water Filters	1,200	1,200
	Filters for Blowers	12,000	12,000
	Sensors for Air Monitoring System	2,500	2,500
	Spare PLC's for RAS/WAS & Control Buildings	6,500	-
	Other Materials & Supplies	10,000	10,000
		118,400	111,900
42201	<u>Office Supplies</u>	1,000	1,000
42202	<u>Uniforms</u>	4,000	4,000
42208	<u>Small Tools & Minor Equipment</u>		
	ISCO Influent & Effluent Sampler Replacement	10,000	-
	Tool Outfitting for Vehicles (1/3)	4,500	-
	Other Small Tools & Minor Equipment	1,500	1,500
		16,000	1,500
42301	<u>Telephone & Internet</u>	4,600	4,600
42302	<u>Natural Gas</u>	36,900	38,750
42303	<u>Sanitation</u>	1,250	1,350
42304	<u>Electricity</u>	222,000	233,100
42599	<u>Fuel</u>	5,800	5,800
42600	<u>Shop Repair & Maintenance</u>	9,000	9,000
42800	<u>Rental</u>		
	Equipment Rental for Aeration Basin Cleaning	10,000	10,000
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	7,000	7,000
	Wet Testing	2,200	2,200
	Sludge Hauling	20,000	20,000

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
	Mechanical Inspections, Shipping, Crane Inspections	16,000	16,000
	Sludge Disposal at Kenai Peninsula Borough Landfill	38,000	38,000
	SCADA System Support	5,000	5,000
	Pump Rebuild	8,000	8,000
		<u>110,700</u>	<u>110,700</u>
43303	<u>Support & Maintenance Contracts</u>		
	Bizhub - Copier (1/3)	100	100
	SCADA Software Renewals (1/2)	1,900	1,900
	ESRI (1/3)	125	125
		<u>2,125</u>	<u>2,125</u>
43360	<u>Miscellaneous</u>		
	EPA Discharge Permit Fees	7,925	7,925
43400	<u>Equipment Replacement Payment</u>	1,438	10,438
45000	<u>Insurance</u>	34,000	34,000
45070	<u>PERS On Behalf</u>	6,909	6,791
46000	<u>Administrative Service Charges</u>	72,624	76,264
47000	<u>Contingency</u>	10,000	10,000
48600	<u>Interest</u>		
	Interest on DEC Loan for WWTP Improvements	23,167	19,448
48700	<u>Principal</u>		
	Principal on DEC Loan for WWTP Improvements	<u>247,928</u>	<u>251,647</u>
Total Maintenance & Operations \$		952,716	\$ 956,088

FY24 Budget Notes:

42100 - Increased for greater emphasis on professional development and for Operator CDL training; allocated between Water, Sewer & WWTP
42200 - Includes annual cost of filters for newly purchased DI watering equipment and additional spare PLC's for RAS/WAS and Control Buildings. Other changes are due to inflationary increases in the cost of supplies and shipping.
42208 - Increased for replacement of influent and effluent sampler and to outfit vehicles with proper tools (spread across all Utility departments)
42800 - Increased for equipment rental to clean aeration basin (multi-year project)
43300 - Inflationary increases passed on by contractors
43303 - Elimination of Hach service agreement
43400 - Payments are according to equipment replacement schedule
46000 - Administrative fees charged for General Fund services provided
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

FY25 Budget Notes:

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.

		FY24-25	
		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	24	0.25	PW Admin .75
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	-
		1.28	

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**FUND 004: AIRPORT FUND
RECAP**

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Operating Revenues										
31000	State PERS Relief Funding	\$ 5,487	\$ 5,976	\$ 2,405	\$ 3,629	\$ 1,224	50.89%	\$ 3,515	\$ (114)	-3.14%
32150	Long Term Land Leases	147,500	209,983	156,000	160,000	4,000	2.56%	164,000	4,000	2.50%
32170	Fuel Fees	2,401	2,754	3,000	3,000	-	0.00%	3,000	-	0.00%
32190	Transient Charges	25,493	25,261	27,000	27,000	-	0.00%	27,000	-	0.00%
34170	Aviation Fuel Tax	1,644	2,039	1,500	2,000	500	33.33%	2,000	-	0.00%
34175	Airport Grants	13,000	32,000	-	-	-	#DIV/0!	-	-	#DIV/0!
37120	Interest	12,509	(6,731)	5,655	11,280	5,625	99.47%	10,320	(960)	-8.51%
37140	Sale of Municipal Property	-	372	-	-	-	#DIV/0!	-	-	#DIV/0!
37150	Rent	30,687	31,454	32,240	33,046	806	2.50%	33,872	826	2.50%
37190	Miscellaneous	214	9,017	200	200	-	0.00%	200	-	0.00%
	Total Operating Revenues	\$ 238,935	\$ 312,125	\$ 228,000	\$ 240,155	\$ 12,155	5.33%	\$ 243,907	\$ 3,752	1.56%
Non-Operating Transfers In										
	From Capital Project Funds	\$ -	\$ 6,589	\$ -	\$ -	-	#DIV/0!	-	-	#DIV/0!
	Total Non-Operating Transfers In	\$ -	\$ 6,589	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
	Total Revenues/Transfers In	\$ 238,935	\$ 318,714	\$ 228,000	\$ 240,155	\$ 12,155	5.33%	\$ 243,907	\$ 3,752	1.56%
	Total Operating Expenditures	\$ 164,661	\$ 198,419	\$ 256,668	\$ 321,689	\$ 65,021	25.33%	\$ 316,934	\$ (4,755)	-1.48%
	Total Surplus (Deficit)	\$ 74,274	\$ 120,295	\$ (28,668)	\$ (81,534)			\$ (73,027)		
	Projected Lapse - 5%	-	-	12,833	16,084			15,847		
	Change in Fund Balance	\$ 74,274	\$ 120,295	\$ (15,835)	\$ (65,450)			\$ (57,180)		
	Beginning Fund Balance	\$ 62,732	\$ 137,006	\$ 257,301						
	Ending Fund Balance	\$ 137,006	\$ 257,301	\$ 241,466						

Note: Beginning in FY22, the Governmental Accounting Standards Board required governments to change the way they account for long-term land lease revenue in their financial statements. The City will continue budgeting the way it did prior to this change, which is based on actual anticipated lease payments, and will make an accounting adjustment at year-end for financial statement reporting purposes.

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Salaries & Benefits										
40100	Salaries	\$ 63,521	\$ 78,188	\$ 100,399	\$ 116,656	\$ 16,257	16.19%	\$ 112,978	\$ (3,678)	-3.15%
40140	Allowances	272	367	378	423	45	11.90%	423	-	0.00%
40200	Overtime	1,300	899	500	400	(100)	-20.00%	400	-	0.00%
40225	Temporary Labor	-	-	3,660	9,973	6,313	172.49%	9,973	-	0.00%
40300	Personal Leave	4,343	6,689	5,301	7,041	1,740	32.82%	7,050	9	0.13%
40350	Sick Leave	-	254	-	-	-	#DIV/0!	-	-	#DIV/0!
40400	Personal Leave Buy-Back	3,978	4,433	-	-	-	#DIV/0!	-	-	#DIV/0!
40500	PERS	13,799	16,116	18,961	25,752	6,791	35.82%	24,943	(809)	-3.14%
40600	FICA	692	893	2,333	1,905	(428)	-18.35%	1,870	(35)	-1.84%
40700	Health Insurance	12,476	14,158	18,170	17,990	(180)	-0.99%	17,990	-	0.00%
40800	Worker's Compensation	953	851	1,436	2,145	709	49.37%	2,092	(53)	-2.47%
	Total Salaries & Benefits	\$ 101,334	\$ 122,848	\$ 151,138	\$ 182,285	\$ 31,147	20.61%	\$ 177,719	\$ (4,566)	-2.50%
Maintenance & Operations										
42100	Travel & Training	\$ -	\$ -	\$ 1,500	\$ 4,300	\$ 2,800	186.67%	\$ 1,500	\$ (2,800)	-65.12%
42200	Materials & Supplies	5,951	15,351	5,600	6,500	900	16.07%	6,500	-	0.00%
42208	Small Tools & Minor Equipment	399	213	400	400	-	0.00%	400	-	0.00%
42301	Telephone & Internet	991	1,349	1,400	1,400	-	0.00%	1,400	-	0.00%
42302	Natural Gas	4,878	5,251	5,250	5,600	350	6.67%	5,900	300	5.36%
42304	Electricity	14,128	13,061	15,000	14,500	(500)	-3.33%	15,000	500	3.45%
42308	Water & Sewer	422	628	1,000	800	(200)	-20.00%	850	50	6.25%
42400	Postage	240	217	300	300	-	0.00%	300	-	0.00%
42599	Fuel	10,081	12,343	18,000	18,000	-	0.00%	18,000	-	0.00%
42600	Shop Repair & Maintenance	4,497	8,000	6,000	10,000	4,000	66.67%	10,000	-	0.00%
42800	Rental	400	-	500	500	-	0.00%	500	-	0.00%
42900	Dues & Subscriptions	275	275	275	275	-	0.00%	275	-	0.00%
43000	Advertising & Promotion	-	-	1,400	1,400	-	0.00%	1,400	-	0.00%
43300	Contracted Services	3,603	905	29,000	14,500	(14,500)	-50.00%	14,500	-	0.00%
43360	Miscellaneous	1,655	935	1,000	1,000	-	0.00%	1,000	-	0.00%
45000	Insurance	10,320	11,067	12,500	13,500	1,000	8.00%	13,500	-	0.00%
45070	PERS On Behalf	5,487	5,976	2,405	3,629	1,224	50.89%	3,515	(114)	-3.14%
46000	Administrative Service Charges	-	-	-	38,800	38,800	#DIV/0!	40,675	1,875	4.83%
47000	Contingency	-	-	4,000	4,000	-	0.00%	4,000	-	0.00%
	Total Maintenance & Operations	\$ 63,327	\$ 75,571	\$ 105,530	\$ 139,404	\$ 33,874	32.10%	\$ 139,215	\$ (189)	-0.14%
	Department Total	\$ 164,661	\$ 198,419	\$ 256,668	\$ 321,689	\$ 65,021	25.33%	\$ 316,934	\$ (4,755)	-1.48%

CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET

FUND 004: AIRPORT FUND
DEPARTMENT 3140: AIRPORT DEPARTMENT

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
42100	<u>Travel & Training</u>	\$ 4,300	\$ 1,500
42200	<u>Materials & Supplies</u>		
	Lighting Supplies	2,500	2,500
	Other Materials & Supplies	4,000	4,000
		<u>6,500</u>	<u>6,500</u>
42208	<u>Small Tools & Minor Equipment</u>	400	400
42301	<u>Telephone & Internet</u>	1,400	1,400
42302	<u>Natural Gas</u>	5,600	5,900
42304	<u>Electricity</u>	14,500	15,000
42306	<u>Water & Sewer</u>	800	850
42400	<u>Postage</u>	300	300
42599	<u>Fuel</u>	18,000	18,000
42600	<u>Shop Repair & Maintenance</u>	10,000	10,000
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	1,400
43300	<u>Contracted Services</u>		
	Grass Mowing	6,500	6,500
	Other Contracted Services	8,000	8,000
		<u>14,500</u>	<u>14,500</u>
43360	<u>Miscellaneous</u>		
	Equipment Seasonal Oversize Permit	1,000	1,000
45000	<u>Insurance</u>	13,500	13,500
45070	<u>PERS On Behalf</u>	3,629	3,515
46000	<u>Administrative Service Charges</u>	38,800	40,675
47000	<u>Contingency</u>	<u>4,000</u>	<u>4,000</u>
Total Maintenance & Operations		\$ 139,404	\$ 139,215

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
FY24 Budget Notes:			
42100 - Increased for out of state training typically done every 2-3 years			
42200 - Inflationary increases in cost of materials and shipping			
42600 - Inflationary increases passed on by contractors and increase in repairs to Airport fleet			
43300 - Decreased frequency of grass mowing. Also eliminated marketing/promotional consulting services.			
46000 - Administrative fees charged for General Fund services provided			

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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 2024 AND 2025 BIENNIAL OPERATING BUDGET**

FUND 008: STREET ASSESSMENTS FUND

<u>Acct#</u>	<u>Description</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>	<u>FY23 to FY24</u>		<u>FY25 Budget</u>	<u>FY24 to FY25</u>	
						<u>\$ Change</u>	<u>% Change</u>		<u>\$ Change</u>	<u>% Change</u>
<u>Operating Revenues</u>										
37120	Interest	\$ 31,190	\$ (22,885)	\$ 7,916	\$ 16,920	\$ 9,004	113.74%	\$ 15,480	\$ (1,440)	-8.51%
39900	Assessment Principal	8,873	6,094	6,500	6,225	(275)	-4.23%	5,325	(900)	-14.46%
39910	Assessment Interest	1,460	1,087	200	475	275	137.50%	275	(200)	-42.11%
39920	Assessment Penalties	656	223	200	200	-	0.00%	200	-	0.00%
	Total Operating Revenues	\$ 42,179	\$ (15,481)	\$ 14,816	\$ 23,820	\$ 9,004	60.77%	\$ 21,280	\$ (2,540)	-10.66%
	Total Surplus (Deficit)	\$ 42,179	\$ (15,481)	\$ 14,816	\$ 23,820			\$ 21,280		
	Beginning Fund Balance	\$ 308,587	\$ 350,766	\$ 335,285						
	Ending Fund Balance	\$ 350,766	\$ 335,285	\$ 350,101						

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 2024 AND 2025 BIENNIAL OPERATING BUDGET**

FUND 010: EQUIPMENT REPLACEMENT FUND

Acct#	Description	FY21	FY22	FY23	FY24	FY23 to FY24		FY25	FY24 to FY25	
		Actual	Actual	Budget	Budget	\$ Change	% Change	Budget	\$ Change	% Change
Operating Revenues										
37120	Interest	\$ 128,463	\$ (87,295)	\$ 31,665	51,700	\$ 20,035	63.27%	47,300	\$ (4,400)	-8.51%
37140	Sale of Municipal Equipment	-	85,523	-	-	-	#DIV/0!	-	-	#DIV/0!
37180	Insurance Proceeds	-	23,709	-	-	-	#DIV/0!	-	-	#DIV/0!
37210	Police Loan Repayment	61,137	55,629	53,765	65,145	11,380	21.17%	62,580	(2,565)	-3.94%
37215	Public Works Admin Loan Repayment	4,413	4,412	-	-	-	#DIV/0!	-	-	#DIV/0!
37225	Streets Loan Repayment	83,368	104,155	95,986	95,726	(260)	-0.27%	109,659	13,933	14.56%
37227	Bldg R&M Loan Repayment	4,748	4,748	4,748	-	(4,748)	-100.00%	-	-	#DIV/0!
37230	Shop Loan Repayment	7,129	7,129	8,529	8,515	(14)	-0.16%	8,515	-	0.00%
37235	Water Loan Repayment	9,142	9,142	12,592	13,000	408	3.24%	13,000	-	0.00%
37240	Sewer Repayment	9,142	9,142	14,792	15,451	659	4.46%	22,251	6,800	44.01%
37245	WWTP Repayment	1,438	1,438	1,438	1,438	-	0.00%	10,438	9,000	625.87%
37255	SRSC Repayment	2,953	4,561	4,561	1,804	(2,757)	-60.45%	15,690	13,886	769.73%
37260	Parks Repayment	4,584	7,232	8,266	7,182	(1,084)	-13.11%	10,847	3,665	51.03%
37265	Campgrounds Repayment	1,293	3,941	6,364	5,281	(1,083)	-17.02%	8,131	2,850	53.97%
	Total Operating Revenues	\$ 317,810	\$ 233,466	\$ 242,706	\$ 265,242	\$ 22,536	9.29%	\$ 308,411	\$ 43,169	16.28%
Operating Expenses										
43900	Depreciation	\$ 200,492	\$ 234,382	\$ 211,000	\$ 213,600	\$ 2,600	1.23%	\$ 261,200	\$ 47,600	22.28%
	Total Operating Expenses	\$ 200,492	\$ 234,382	\$ 211,000	\$ 213,600	\$ 2,600	1.23%	\$ 261,200	\$ 47,600	22.28%
	Total Surplus (Deficit)	\$ 117,318	\$ (916)	\$ 31,706	\$ 51,642			\$ 47,211		
	Beginning Net Position	\$ 2,932,187	\$ 3,049,505	\$ 3,048,589						
	Ending Net Position	\$ 3,049,505	\$ 3,048,589	\$ 3,080,295						
	Cash Balance	\$ 1,372,625	\$ 1,349,143	\$ 1,550,849						
Purchase of Equipment										
42100	Capital, Police	32,086	-	-	72,000			72,000		
43120	Capital, Shop	-	1,000	-	-			-		
43130	Capital, Streets	504,950	206,095	41,000	221,000			410,000		
43200	Capital, SRSC	8,042	-	-	195,150			-		
45600	Capital, Campgrounds	26,482	22,194	-	22,500			-		
45700	Capital, Parks	26,482	3,150	-	30,650			-		
45800	Capital, Utility	-	24,509	-	158,000			-		
		\$ 598,042	\$ 256,948	\$ 41,000	\$ 699,300			\$ 482,000		

FY24 Budget Notes:

42100 - This budget authorizes the purchase of a replacement patrol vehicle for the Police Department (\$72,000)
43130 - This budget authorizes the purchase of a replacement snowblower head for the trackless (\$31,000), two used replacement street sweepers (\$70,000/ea), and a replacement plow truck for the Streets Department that was unavailable for purchase in FY23 (\$50,000)
43200 - This budget authorizes the purchase of an electric Zamboni to replace the aging propane Zamboni at the SRSC (\$181,000), a used replacement pickup truck (1/3 SRSC \$6,000), a Skid-steer snowblower attachment (1/2 SRSC \$5,150), and a Skid-steer snowblade (1/2 SRSC \$3,000)
43600 - This budget authorizes the purchase of a used replacement pickup truck (1/3 campgrounds \$6,000) and a dump trailer (1/2 campgrounds \$16,500)
45700 - This budget authorizes the purchase of a used replacement pickup truck (1/3 parks \$6,000), a Skid-steer snowblower attachment (1/2 parks \$5,150), a Skid-steer snowblade (1/2 parks \$3,000), and a dump trailer (1/2 parks \$16,500)
45800 - This budget authorizes the purchase of a trailered bypass pump for sewer lift stations (\$68,000) and a Toolcat with a snowblower attachment for the WWTP (\$90,000)

FY25 Budget Notes:

42100 - This budget authorizes the purchase of a replacement patrol vehicle for the Police Department (\$72,000)
43130 - This budget authorizes the purchase of a replacement trackless (\$210,000) and a used replacement vactor truck for the Streets Department (\$200,000)

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.

Field House Bonds

The voters of the City of Soldotna authorized the issuance of \$15,000,000 of general obligation bonds at the October 3, 2022 regular election, to finance construction of a 42,000 square foot Field House at the Soldotna Regional Sports Complex. The first tranche of bonds were issued on February 15, 2023 in the amount of \$10,000,000, with a term of thirty years.

CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET

FUND 020: DEBT SERVICE FUND
RECAP

Acct#	Description	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget	FY23 to FY24		FY25 Budget	FY24 to FY25	
						\$ Change	% Change		\$ Change	% Change
<u>Operating Revenues</u>										
34190	Intergovernmental Revenue - Subsidy	\$ 16,486	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
36900	Operating Transfer from General Fund	139,135	159,500	154,500	737,000	582,500	377.02%	739,625	2,625	0.36%
	Total Operating Revenues	\$ 155,621	\$ 159,500	\$ 154,500	\$ 737,000	\$ 582,500	377.02%	\$ 739,625	\$ 2,625	0.36%
<u>Operating Expenditures</u>										
48600	Interest	\$ 75,676	\$ 59,500	\$ 54,500	\$ 497,000	\$ 442,500	811.93%	\$ 484,625	\$ (12,375)	-2.49%
48700	Principal	100,000	100,000	100,000	240,000	140,000	-140.00%	255,000	15,000	-6.25%
	Total Operating Expenditures	\$ 175,676	\$ 159,500	\$ 154,500	\$ 737,000	\$ 582,500	377.02%	\$ 739,625	\$ 2,625	0.36%
<u>Non-Operating Items</u>										
	Refunding of Bonds	\$ 20,055	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Non-Operating Items	\$ 20,055	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -			\$ -		
	Beginning Fund Balance	\$ -	\$ -	\$ -						
	Ending Fund Balance	\$ -	\$ -	\$ -						

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

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

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
48600	<u>Interest</u>	\$ 49,375	\$ 43,875
48700	<u>Principal</u>	<u>105,000</u>	<u>115,000</u>
Total Maintenance & Operations		\$ 154,375	\$ 158,875

FY24 - FY25 Budget Notes:
48600 - Payments on the Library Expansion bonds are according to the debt service schedule

**CITY OF SOLDOTNA
FISCAL YEAR 2024 AND 2025 BIENNIAL OPERATING BUDGET**

**FUND 020: DEBT SERVICE FUND
DEPARTMENT 2023: 2023 BOND ISSUANCE**

<u>Acct#</u>	<u>Description</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
48600	<u>Interest</u>	\$ 447,625	\$ 440,750
48700	<u>Principal</u>	<u>135,000</u>	<u>140,000</u>
Total Maintenance & Operations		\$ 582,625	\$ 580,750

FY24 - FY25 Budget Notes:
48600 - Payments on the Field House bonds are according to the debt service schedule