Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Agenda

Tuesday, May 4, 2021

6:00 PM

Zoom ID: 938 6524 5999 Passcode: 886199

Betty J. Glick Assembly Chambers

Assembly

Brent Hibbert, President
Brent Johnson, Vice President
Jesse Bjorkman
Kenn Carpenter
Lane Chesley
Tyson Cox
Richard Derkevorkian
Willy Dunne
Bill Elam

Zoom ID: 938 6524 5999 Passcode: 886199

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

Any invocation that may be offered at the beginning of the assembly meeting shall be a voluntary offering of a private person, to and for the benefit of the assembly. No member of the community is required to attend or participate in the invocation.

[Clerk's Note: The invocation will be offered by Lise Klein Kirsis.]

ROLL CALL

COMMITTEE REPORTS

APPROVAL OF AGENDA AND CONSENT AGENDA

(All items listed with an asterisk (*) are considered to be routine and non-controversial by the Assembly and will be approved by one motion. Public testimony will be taken. There will be no separate discussion of these items unless an Assembly Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

ACTION ITEMS CURRENTLY ON CONSENT AGENDA:
Resolution 2021-034 – Late File Senior Citizen Exemption
Resolution 2021-035 – Soldotna Public Safety Comm Agmt
Ordinance 2020-19-31 – Grant Funds Homeland Security
Ordinance 2021-19 – FY22 Budget
Ordinance 2021-20 – Amending Hazard Mitigation Plan
Ordinance 2021-21 – Amending Code- Advisory Board Rec.
Petition to Vacate – Forest Sub
Petition to Vacate – Mountain Vista Court
Petition to Vacate Green Forest Sub

ACTION ITEMS ELIGIBLE TO BE ADDED TO THE CONSENT AGENDA:
Ordinance 2020-19-28 – Appropriating $46K from SBCFSA for Sediment Mgmt
Ordinance 2020-19-29 – Handicap Accessible Parking lot at CPGH
Ordiance2021-16 – Late File Senior Grant Application, Seward Senior Center

APPROVAL OF MINUTES

***1.** KPB-3091 April 20, 2021 Regular Assembly Meeting Minutes

Attachments: April 20, 2021 Regular Assembly Meeting Minutes

COMMENDING RESOLUTIONS AND PROCLAMATIONS

PRESENTATIONS WITH PRIOR NOTICE

(20 minutes total)

1. KPB-3102 Seward Bear Creek Flood Service Area Annual Report (10 Minutes)

2. KPB-3103 South Peninsula Hospital Quarterly Report (10 Minutes)

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

(3 minutes per speaker; 20 minutes aggregate)

ITEMS NOT COMPLETED FROM PRIOR AGENDA

PUBLIC HEARINGS ON ORDINANCES

(Testimony limited to 3 minutes per speaker)

Ordinances referred to Finance Committee

1. 2020-19-28 An Ordinance Appropriating $46,000 from the Seward-Bear Creek Flood Service Area Fund Balance to Complete Ground Control Surveys, Establish Benchmarks and Channel Design in Three Sites for the Sediment Management and Maintenance Program (Mayor)

Attachments: Ordinance 2020-19-28
Memo

2. 2020-19-29 An Ordinance Appropriating Funding from the Central Peninsula Hospital Plant Replacement and Expansion Fund for Completion of the Mountain Tower Handicap Accessible Parking Lot and Access Upgrade Project (Mayor)

Attachments: Ordinance 2020-19-29
Memo
CPH Resolution 21-06

3. 2021-16 An Ordinance Authorizing the Acceptance of the FY2022 Late-Filed Senior Citizen Grant Application for the Seward Senior Citizen Program (Mayor)

Attachments: Ordinance 2021-16
Memo
Seward Senior Grant FY22 Application
Seward Senior Grant Letter

4. 2021-12 An Ordinance Amending KPB Chapter 5.19, Uniform Remote Seller Sales Tax Code, in Accordance with Updates and Changes Adopted by the Alaska Remote Seller Sales Tax Commission (Hibbert, Mayor)

Attachments: Ordinance 2021-12
Memo
Reference Copy - Ordinance 2020-03

Ordinances referred to Policies and Procedures Committee

5. 2021-15 An Ordinance Amending KPB 21.18, Anadromous Waters Habitat Protection, in Accordance with Recommendations Contained in the Final Report of the Work Group Formed to Provide a Review of Chapter 21.18 (Johnson)

Attachments: Ordinance 2021-15
Memo
AWHPWG CAPD Map Final
AWHPWG Final Report
Reference Copy - Resolution 2019-058
Reference Copy - Resolution 2020-009

UNFINISHED BUSINESS

NEW BUSINESS

1. Resolutions

Resolutions referred to Finance Committee

a. 2021-033 A Resolution Determining the Amount to be Provided from Local Sources for School Purposes During Fiscal Year 2022 and Approving the Kenai Peninsula Borough School District Total Budget (Mayor)

Attachments: Resolution 2021-033
Memo
KPBSD Funding Request Letter

Resolutions referred to Policies and Procedures Committee

***b.** 2021-034 A Resolution Authorizing the Assessor to Accept One Late-Filed Senior Citizen Exemption Application, Two Late-Filed Disabled Veteran Exemption Applications, and Two Late-Filed Disabled Veteran Proof of Disability for 2021 (Mayor)

Attachments: Resolution 2021-034
Memo
Late filed Exemptions

***c.** 2021-035 A Resolution Authorizing the Mayor to Execute an Agreement for Services Provided by the Borough Soldotna Public Safety Communications Center for the Alaska Department of Natural Resources, Division of Parks, and Ratifying the Mayor's Signature on the Agreement with the Alaska Department of Public Safety (Mayor)

Attachments: Resolution 2021-035
Memo
DPS SPSCC 2021 Agr
SPSCC DPS & DNR Agr MEMO
State Parks MOA (FINAL)

2. Ordinances for Introduction

Ordinances for Introduction and referred to Finance Committee

***a.** 2020-19-31 An Ordinance Approving and Appropriating Grant Funds from the State of Alaska Division of Homeland Security & Emergency Management to Reimburse Grant Management Costs in the Amount of $25,818.95 for Project Worksheets Awarded Under Federal Disaster Declaration DR-4413-AK, November 30, 2018 Cook Inlet 7.0 Earthquake (Mayor) (Hearing on 05/18/21) (Mayor) (Hearing on 05/18/21)

Attachments: Ordinance 2020-19-31
Memo
FEMA - DR4413 PW 388 Agreement
Award Letter

***b.** 2021-19 Ordinance 2021-19, Appropriating Funds for Fiscal Year 2022 (Mayor) (Hearings on 05/18/21 and 06/01/21)

[Clerk's Note: Budget Presentation during Finance Committee, Brandi Harbaugh, Finance Director (30 Minutes)]

Attachments: Ordinance 2021-19
Memo
FY22 Mayor Proposed budget

Ordinances for Introduction and referred to the Policies and Procedures Committee

***c.** 2021-20 An Ordinance Amending the Kenai Peninsula Borough Hazard Mitigation Plan by Deleting Existing Annex F, City of Soldotna All Hazard Mitigation Plan and Adopting the City of Soldotna All Hazard Mitigation Plan 2019 Update as the New Annex F (Mayor) (Hearing on 05/18/2021)

Attachments: Ordinance 2021-20
Memo
Hazard Mitigation Plan Update City of Soldotna
Planning Commission Resolution 2021-12

***d.** 2021-21 An Ordinance Amending KPB 22.40.050 to Authorize the Borough Clerk to Insert Advisory Board Recommendations in Pending Legislation (Hibbert) (Hearing on 05/18/21)

Attachments: Ordinance 2021-21
Memo

3. Other

Other items referred to Lands Committee

***a.** KPB-3099 Petition to Vacate a 10' Utility Easement Excluding the West 20 Feet, Adjoining the North Boundary of Lot 17 Block 2, Granted by Forest Subdivision Part 1 (Plat KN 82-76); within Section 10, Township 7 North, Range 12 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-034V. (Referred to Lands Committee)

[Clerk's Note: The Planning Commission approved the referenced petition at its April 12, 2021 meeting by unanimous consent.]

Attachments: Petition to Vacate

***b.** KPB-3100 Petition to Vacate a 10' Utility Easement Adjoining the South Boundary of Lot 2-C Block 1, Excluding the 20 Feet Adjoining Mountain Vista Court, Granted by Mountain Glacier Estates Sub Part 4 Amended, Plat HM 83-20 and

Vacate a 10' by 30' Anchor Easement within the Lot 2-C Block 1 Excluding the 20 Feet Adjoining Mountain Vista Court, Granted by Mountain Glacier Estates Sub Part 2, Plat HM 81-22.

Located within Section 5, Township 5 South, Range 11 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-026V. (Referred to Lands Committee)

[Clerk's Note: The Planning Commission approved the referenced petition at its April 12, 2021 meeting by unanimous consent.]

Attachments: Petition to Vacate

***c.** KPB-3101 Petition to Vacate a 10' by 30' Utility Easement Located within Lot 6 Green Forest Subdivision Adjoining Pembroke Drive, Granted by Green Forest Subdivision KN 84-309; within Section 4 Township 7 North, Range 11 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File No. 2021-010V; Fineline Surveys, Inc./Black, Johnson (Referred to Lands Committee)

[Clerk's Note: The Planning Commission approved the referenced petition at its April 12, 2021 meeting by unanimous consent.]

Attachments: Petition to Vacate

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

MAYOR'S REPORT

KPB-3093 Mayor's Report Cover Memo

Attachments: Cover Memo

1. Assembly Requests/Responses - None.

2. Agreements and Contracts - None.

3. Other

a. KPB-3094 Capital Projects Report - March 31, 2021

Attachments: Capital Projects Report - March 31, 2021

b. KPB-3095 Investment Report Quarter Ended March 31, 2021

Attachments: Investment Report Quarter Ended March 31, 2021

c. KPB-3096 FY21 - 3Q Senior Center Grant Reports

Attachments: FY21 - 3Q Senior Center Grant Reports

d. KPB-3097 FY21 - 3Q Economic Development Grant Reports

Attachments: FY21 - 3Q Economic Development Grant Reports

ASSEMBLY COMMENTS

PENDING LEGISLATION

(This item lists legislation which will be addressed at a later date as noted.)

1. 2020-19-07 An Ordinance Appropriating Refinanced 2013 Bear Creek Fire Service Area General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor) Tabled as amended on 12/01/20

Attachments: Ordinance 2020-19-07

Memo

Admin's Request to Table (Dealt with on 12/01/20)

Amendment Memo (Dealt with 10/13/20)

Reference copy: Resolution 2020-044

Reference copy: Resolution 2012-091

2. 2020-19-08 An Ordinance Appropriating Refinanced 2013 School General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor) Tabled as amended on 12/01/20

Attachments:
Ordinance 2020-19-08
Memo
Admin's Request to Table (Dealt with on 12/01/20)
Amendment Memo (Dealt with 10/13/20)
Reference copy: Resolution 2013-071
Reference copy: Resolution 2020-042

3. 2020-19-09 An Ordinance Appropriating Refinanced 2011 Hospital General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor) Tabled as amended on 12/01/20

Attachments:
Ordinance 2020-19-09
Memo
Admin's Request to Table (Dealt with on 12/01/20)
Amendment Memo (Dealt with 10/13/20)
Reference copy: Resolution 2011-073
Reference copy: Resolution 2020-043

4. 2021-17 An Ordinance Amending KPB 21.06 Floodplain Management to Adopt Flood Depths for Three Neighborhoods in the Seward Mapped Flood Data Area) and to Incorporate the Seward Mapped Flood Data Area into the Minimum National Flood Insurance Standards (Mayor) (Hearing on 05/18/21)

Attachments:
Ordinance 2021-17
Memo
Maps
Reference Copy 2009-09 Sub
Reference Copy Ordinance 2013-29

5. 2021-18 An Ordinance Amending Title 4 Regarding Borough Elections and Enacting a New Chapter of Code, KPB 4.60, Election Security and Integrity, to Ensure Borough Elections are Accessible, Reliable and Secure (Bjorkman, Elam) (Hearing on 05/18/21)

Attachments:
Ordinance 2021-18
Memo

INFORMATIONAL MATERIALS AND REPORTS

ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

1. May 18, 2021 Regular Assembly Meeting
6:00 PM - This meeting will be held through Zoom. Meeting ID: 938 6524 5999 Passcode: 886199 and in person from the Betty J. Glick Assembly Chambers. Borough Administration Building.

ADJOURNMENT

This meeting will be broadcast on KDLL-FM 91.9 (Central Peninsula), KBBI-AM 890 (South Peninsula), K201AO(KSKA)-FM 88.1 (East Peninsula).

The meeting will be held through Zoom, the Meeting ID: 938 6524 5999 Passcode: 886199 and in-person from the Betty J. Glick Assembly Chambers, Borough Administration Building, Soldotna, Alaska. COVID-19 mitigation protocols will be observed. To join the meeting from a computer, visit https://zoom.us/j/93865245999. To attend the Zoom meeting by telephone call toll free 1-888-788-0099 or 1-877-853-5247 and enter the Meeting ID: 938 6524 5999 Passcode: 886199. Detailed instructions will be posted on at the Kenai Peninsula Borough's main page at kpb.us: "Meeting and Public Notices" "Current Assembly Agenda".

Copies of the agenda and ordinances to be considered can be viewed on the website referenced above or at the Public Bulletin Board located on the window right of the double doors in the back of the Borough Administration Building. For further information, please call the Clerk's Office at 714-2160 or toll free within the Borough at 1-800-478-4441, Ext. 2160. Visit our website at www.kpb.us for copies of the agenda, meeting summaries, ordinances and resolutions.

Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Minutes

Assembly

Brent Hibbert, President
Brent Johnson, Vice President
Jesse Bjorkman
Kenn Carpenter
Lane Chesley
Tyson Cox
Richard Derkevorkian
Willy Dunne
Bill Elam

Tuesday, April 20, 2021 **6:00 PM** **Betty J. Glick Assembly Chambers**

Zoom ID: 938 6524 5999 Passcode: 886199

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

[Clerk's Note: The invocation was offered by Willy Dunne.]

ROLL CALL

Present: 9 - Jesse Bjorkman, Kenn Carpenter, Tyson Cox, Willy Dunne, Brent Hibbert, Brent Johnson, Richard Derkevorkian, Bill Elam, and Lane Chesley

Also present were:
James Baisden, Chief of Staff
Colette Thompson, Borough Attorney
Johni Blankenship, Borough Clerk
Michele Turner, Deputy Borough Clerk
Randi Broyles, Borough Clerk Assistant

COMMITTEE REPORTS

Assembly Member Cox stated the Finance Committee met and discussed its agenda items.

Assembly Member Derkevorkian stated the Lands Committee met and discussed its agenda items.

Assembly Member Bjorkman stated the Policies and Procedures Committee met and discussed its agenda items.

President Hibbert stated the Committee of the Whole met to continue the Borough Clerk's evaluation.

MOTION: Johnson moved to approve salary increases for the Clerk and Deputy clerk. The annual increase of the Clerk will be 5% and annual increase of the Deputy Clerk will be 9%. Both increases will be effective on July 1, 2021 for FY22 budget cycle.

The motion to approve the salary increases carried by the following vote:

Yes: 9 - Bjorkman, Carpenter, Cox, Dunne, Hibbert, Johnson, Derkevorkian, Elam, and Chesley

APPROVAL OF AGENDA AND CONSENT AGENDA

KPB-3085 April 6, 2021 Regular Assembly Meeting Minutes

approved.

KPB-3076 A Resolution in Memoriam Commending the Contributions for Jack E. Brown (Bjorkman)

This Commending Resolution was adopted.

2020-19-25 An Ordinance Approving and Appropriating Funding from the State of Alaska in the Amount Up to $2,037,529.59 for COVID-19 Community Funding, a Federal Pass-Thru Program under the Center for Disease Control and Prevention (Mayor)

[Clerk's Note: President Hibbert passed the gavel to Vice President Johnson and declared a possible conflict, as he owns Alaska Cab. $75,000 of these funds have been budgeted for transportation to vaccinated clinics. Vice President Johnson ruled President Hibbert had a conflict. President Hibbert abstained from the discussion adn vote on Ordinance 2020-19-25. Vice President returned the gavel to President Hibbert.

Mr. Elam disclosed he was a network administrator employed at Central Peninsula Hospital. The $200,000 COVID-19 funding appropriated for the hospital in Ordinance 2020-19-25 did not relate to his job.

President Hibbert thanked Assembly Member Elam for his disclosure and ruled there was no conflict.]

This Budget Ordinance was Enacted

2020-19-26 An Ordinance Approving and Accepting Grant Funds from the State of

Alaska Division of Homeland Security & Emergency Management to Reimburse Repairs at the Central Peninsula Landfill Resulting from the November 30, 2018 Cook Inlet 7.0 Earthquake (Mayor)

This Budget Ordinance was enacted.

2020-19-27 An Ordinance Approving and Appropriating Grant Funds Totaling $14,610.43 from the Alaska Department of Natural Resource for the Volunteer Fire Assistance Program on Behalf of Western Emergency Service Area, Kachemak Emergency Service Area, and Nikiski Fire Service Area (Mayor)

[Clerk's Note: The fifth Whereas clause was amended to read, "at its regular meeting on April 14, 2021, the Western Emergency Service Area board recommended approval by unanimous consent; and"

The sixth Whereas clause was amended to read, "at its regular meeting held on April 15, 2021, the Kachemak Emergency Service Area Board recommended approval by unanimous consent; and"

The seventh whereas clause was amended to read, "at its regular meeting held on April 14, 2021, the Nikiski Fire Service Area board recommended approval by unanimous consent;"]

This Budget Ordinance was enacted as amended.

2021-13 An Ordinance Authorizing a Negotiated Lease of Tract C Quartz Creek Subdivision with Kiewit Infrastructure West Company for Project Staging Activities in Support of the Sterling Highway MP 45-60 Construction Project near Cooper Landing (Mayor)

[Clerk's Note: the final Whereas clause was amended to read, "the Kenai Peninsula Borough Planning Commission at its regularly scheduled meeting April 12, 2021 recommended approval by unanimous consent."]

This Ordinance was enacted as amended.

2021-14 An Ordinance Authorizing a Negotiated Lease with Alaska Department of Transportation and Public Facilities for Staging and Material Extraction and Disposal Activities in Support of the Sterling Highway MP 45-60 Construction Project near Cooper Landing (Mayor)

[Clerk's Note: The final Whereas clause was amended to read, "the Kenai Peninsula Borough Planning Commission at its regularly scheduled meeting April 12, 2021 recommended approval by unanimous consent."]

This Ordinance was enacted as amended.

2021-11 An Ordinance Authorizing a Communications Site Lease Agreement to Vertical Bridge Development, LLC (Mayor)

This Ordinance was enacted as amended.

2021-024 A Resolution Approving the Kenai Peninsula Borough's Participation in a Proposed Refinancing by the Alaska Municipal Bond Bank of its General Obligation Bonds that Provided Funds to Purchase the Central Kenai Peninsula Hospital Service Area General Obligation Refunding Bonds, 2011 of the Kenai Peninsula Borough, Under a Loan Agreement Between the Kenai Peninsula Borough and the Alaska Municipal Bond Bank; and Authorizing the Kenai Peninsula Borough Mayor or Designee to Approve a Revised Schedule of Principal and Interest Payments on the Kenai Peninsula Borough's 2011 Bond, in Accordance with the Loan Agreement, if the Alaska Municipal Bond Bank Successfully Refinances its Bonds (Mayor)

Clerk's Note: Mr. Elam disclosed he was a network administrator employed at Central Peninsula Hospital. President Hibbert thanked Assembly Member Elam for his disclosures and ruled there was no conflict.]

This Resolution was adopted.

2021-025 A Resolution Approving the Kenai Peninsula Borough's Participation in a Proposed Refinancing by the Alaska Municipal Bond Bank of its General Obligation Bonds that Provided Funds to Purchase the Bear Creek Fire Service Area General Obligation Bonds, Series 2013 of the Kenai Peninsula Borough, Under a Loan Agreement Between the Kenai Peninsula Borough and the Alaska Municipal Bond Bank; and Authorizing the Kenai Peninsula Borough Mayor or Designee to Approve a Revised Schedule of Principal and Interest Payments on the Kenai Peninsula Borough's 2013 Bond, in Accordance with the Loan Agreement, if the Alaska Municipal Bond Bank Successfully Refinances its Bonds (Mayor)

This Resolution was adopted.

2021-026 A Resolution Approving the Kenai Peninsula Borough's Participation in a Proposed Refinancing by the Alaska Municipal Bond Bank of its General Obligation Bonds that Provided Funds to Purchase the Education Capital Improvement General Obligation Bond, Series 2013 of the Kenai Peninsula Borough, Under a Loan Agreement Between the Kenai Peninsula Borough and the Alaska Municipal Bond Bank; and Authorizing the Kenai Peninsula Borough Mayor or Designee to Approve a Revised Schedule of Principal and Interest Payments on the

Kenai Peninsula Borough's 2013 Bond, in Accordance with the Loan Agreement, if the Alaska Municipal Bond Bank Successfully Refinances its Bonds (Mayor)

This Resolution was adopted.

2021-027 A Resolution Accepting Fitness Equipment from the Nikiski Firefighters Association, Inc. on Behalf of North Peninsula Recreation Service Area (Mayor)

This Resolution was adopted.

2021-028 A Resolution Increasing the Number of Borough Personnel in the 911 Communications Center Using Available FY2021 Funds (Mayor)

This Resolution was adopted.

2021-029 A Resolution Approving Twenty-Seven Unincorporated Communities for Participation in the State's Fiscal Year 2022 Community Assistance Program (Mayor)

This Resolution was adopted.

2021-030 A Resolution Accepting Emergency Response Equipment from the Southern Region Emergency Medical Services Council, Inc. on Behalf of the Anchor Point Fire & Emergency Medical Service Area and Recognizing the Transfer of Assets to the Western Emergency Service Area (Mayor)

[Clerk's Note: The final Whereas clause was amended to read, "at its regularly scheduled meeting held on April 14, 2021, the Western Emergency Service Area Board recommended approval by unanimous consent of the equipment grant transfer from Anchor Point Fire Emergency Medical Service Area."]

This Resolution was adopted as amended.

2021-031 A Resolution Approving an Intergovernmental Cooperative Fire Protection Agreement between the State of Alaska, Department of Natural Resources, Division of Forestry, and the Kenai Peninsula Borough on behalf of the Western Emergency Service Area (Mayor)

[Clerk's Note: The final Whereas clause was amended to read, "at its regularly scheduled meeting held April 14, 2021, the Western Emergency Service Area Board recommended approval by unanimous consent;"]

This Resolution was adopted as amended.

2021-032 A Resolution Adopting a Policy that the Borough Will Conduct a Pre-Election Security Risk and Vulnerability Assessment and Develop a

Security Design for Any Election System Used to Administer Borough Elections (Bjorkman, Elam, Derkevorkian, Mayor)

This Resolution was adopted.

2020-19-28 An Ordinance Appropriating $46,000 from the Seward-Bear Creek Flood Service Area Fund Balance to Complete Ground Control Surveys, Establish Benchmarks and Channel Design in Three Sites for the Sediment Management and Maintenance Program (Mayor)

This Budget Ordinance was introduced and set for public hearing.

2020-19-29 An Ordinance Appropriating Funding from the Central Peninsula Hospital Plant Replacement and Expansion Fund for Completion of the Mountain Tower Handicap Accessible Parking Lot and Access Upgrade Project (Mayor)

[Clerk's Note: Mr. Elam disclosed he was a network administrator employed at Central Peninsula Hospital. President Hibbert thanked Assembly Member Elam for his disclosures and ruled there was no conflict.]

This Budget Ordinance was introduced and set for public hearing.

2021-16 An Ordinance Authorizing the Acceptance of the FY2022 Late-Filed Senior Citizen Grant Application for the Seward Senior Citizen Program (Mayor)

This Ordinance was introduced and set for public hearing.

2021-17 An Ordinance Amending KPB 21.06 Floodplain Management to Adopt Flood Depths for Three Neighborhoods in the Seward Mapped Flood Data Area) and to Incorporate the Seward Mapped Flood Data Area into the Minimum National Flood Insurance Standards (Mayor) (Hearing on 05/18/21)

This Ordinance was introduced and set for public hearing.

2021-18 An Ordinance Amending Title 4 Regarding Borough Elections and Enacting a New Chapter of Code, KPB 4.60, Election Security and Integrity, to Ensure Borough Elections are Accessible, Reliable and Secure (Bjorkman, Elam) (Hearing on 05/18/21)

This Ordinance was introduced and set for public hearing.

KPB-3066 Approving the Issuance of a Letter of Non-Objection to the Marijuana Control Board Regarding the New Retail Marijuana Store, License 23694 filed by Greenstar Flower Outlet, Subject to the Standard Conditions

[Clerk's Note: Standard Conditions for Commercial Marijuana Facilities are as follows: 1. The marijuana establishment shall conduct their operation consistent with the site plan submitted to the Kenai Peninsula Borough. 2. There shall be no parking in the borough rights-of-way generated by the marijuana establishment. 3. The marijuana establishment shall remain current in all Kenai Peninsula Borough tax obligations consistent with KPB 7.30.020 (A). 4. The marijuana establishment shall not conduct any business on, or allow any consumer to access, the retail marijuana store's licensed premises, between the hours of 2:00 a.m. and 8:00 am.]

approved.

KPB-3067 Approving the Issuance of a Letter of Non-Objection to the Marijuana Control Board Regarding the New Marijuana Product Manufacturing Facility, License 23692 filed by Gold Star Concentrates, Subject to the Standard Conditions

[Clerk's Note: Standard Conditions for Commercial Marijuana Facilities are as follows: 1. The marijuana establishment shall conduct their operation consistent with the site plan submitted to the Kenai Peninsula Borough. 2. There shall be no parking in the borough rights-of-way generated by the marijuana establishment. 3. The marijuana establishment shall remain current in all Kenai Peninsula Borough tax obligations consistent with KPB 7.30.020 (A).]

approved.

Approval of the Agenda and Consent Agenda

President Hibbert called for public comment.

Debbie Brown, Soldotna thanked the Assembly for presenting her with a Commending Resolution honoring her late husband, Jack E. Brown.

There being no one else who wished to speak, the public comment period was closed.

The motion to approve the agenda and consent agenda as amended carried by the following vote:

Yes: 9 - Bjorkman, Carpenter, Cox, Dunne, Hibbert, Johnson, Derkevorkian, Elam, and Chesley

COMMENDING RESOLUTIONS AND PROCLAMATIONS

PRESENTATIONS WITH PRIOR NOTICE

1. KPB-3078 Comprehensive Economic Development Strategy for the Borough, Tim Dillon, Executive Director, Kenai Peninsula Economic Development District (10 Minutes)

[Clerk's Note: Tim Dillon gave a presentation to the assembly.]

2. KPB-3079 Shimai Toshi Garden Trails, Inc. dba Kenai Peninsula Peace Crane Garden Trails Update, Sarah Pyhala (10 Minutes)

[Clerk's Note: Sarah Pyhala gave a presentation to the assembly.]

PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

President Hibbert called for public comment.

Christine Hutchinson, Soldotna addressed the assembly regarding the 7th anniversary of the "Conventions of the State Project." She wished Bob Bartlet a happy birthday.

Debbie Cary, Ninilchik addressed the assembly regarding school district funding.

Alex Koplin, Homer read a letter to the Assembly that he wrote to Mayor Pierce.

Winter Marshal-Allen, Homer addressed the assembly regarding school district funding

David Brighton, Soldotna addressed the assembly regarding school district funding

There being no one else who wished to speak, the public comment period was closed.

ITEMS NOT COMPLETED FROM PRIOR AGENDA

PUBLIC HEARINGS ON ORDINANCES

2020-19-24 An Ordinance Appropriating Funds and Authorizing the Borough Clerk to Contract for Necessary Voting Machines, Software, and Related Equipment to Provide an Accessible Voting System for Persons with Disabilities (Hibbert, Johnson)

Cox moved to enact Budget Ordinance 2020-19-24.

President Hibbert called for public comment.

The following people spoke in opposition to Budget Ordinance 2020-19-24:

Annette Pankoski, Soldotna
Dan Pankoski, Soldotna
Nicole Darwin, Nikiski
Bradley Cross, Homer

The following people spoke in support of Budget Ordinance 2020-19-24:

Christine Hutchinson, Soldotna
Carrie Henson, Kalifornsky

There being no one else who wished to speak the public comment period was closed.

Assembly Member Derkevorkian spoke in opposition to Budget Ordinance 2020-19-24.

Assembly Members Elam, Carpenter and Bjorkman spoke in support of Budget Ordinance 2020-19-24.

Cox moved to amend Budget Ordinance 2020-19-24 as follows:

Amend Section 1 to read, "That $100,816 is appropriated from the General Fund fund balance account number 100.27910 to be transferred to the General Government Capital Project Fund to account number 407.11130.21VOT.49999 for the purchase of [SEVEN] ten ADA compliant voting machines pus $5,000 for estimated shipping costs."

and Section 3 to read, "That $100,976 is appropriated from General Fund fund balance account 100.27910 to account number 100.11130.[43011]21VOT.49999 to provide funding for the FY2021 total annual lease cost of $148,976 for the ADA compliant voting system, which includes necessary system hardware, implementation, software licensing, support services and $20,000 in estimated shipping costs."

The motion to amend Budget Ordinance 2020-19-24 carried by the following vote:

Yes: 9 - Bjorkman, Carpenter, Cox, Dunne, Hibbert, Johnson, Derkevorkian, Elam, and Chesley

The motion to enact Budget Ordinance 2020-19-24 as amended carried by the following vote:

Yes: 8 - Bjorkman, Carpenter, Cox, Dunne, Hibbert, Johnson, Elam, and Chesley

No: 1 - Derkevorkian

UNFINISHED BUSINESS

NEW BUSINESS

MAYOR'S REPORT

KPB-3068 Mayor's Report Cover Memo

1. Assembly Requests/Responses - None.

2. Agreements and Contracts

a. KPB-3069 Authorization to Award a Contract for ITB21-021 North Peninsula Recreation Service Area Nikiski Pool Reroof to Earhart Roofing Co. Inc., Anchorage, AK

b. KPB-3070 Authorization to Award a Contract for RFP21-006 Homer High School Roof Professional Design Service's to K+A designstudios, Kenai, AK

3. Other

a. KPB-3071 Revenue - Expenditure Report - March 2021

b. KPB-3072 Budget Revisions - March 2021

c. KPB-3073 Tax Adjustment Request Approval

d. KPB-3074 Litigation Status Report - Quarter Ending 03/31/21

PUBLIC COMMENTS AND PUBLIC PRESENTATIONS

ASSEMBLY COMMENTS

Assembly Member Chesley stated the Homer Chamber of Commerce held a successful Winter King Derby. He spoke on the Winter Shorebird Festival that would take place in Homer May 5th - May 9th. He encouraged people to visit Homer.

Assembly Member Carpenter stated that May 15th was "Kids Fishing Day" in Seward at First Lake.

Assembly Member Johnson thanked Debbie Brown for attending the meeting and Assembly Member Bjorkman for his Commending Resolution for Jack Brown.

Assembly Member Elam stated his appreciation for the dialogue and discussion on Budget Ordinance 2020-19-24. He encouraged public members with continued concerns to contact him. He thanked the assembly for their hard work throughout the evening.

Assembly Member Cox stated the local soccer fields were starting to clear up from snow. He stated that the Soldotna Chamber of Commerce would be hosting their Music in the Park series this summer at Soldotna Creek Park.

Assembly Member Dunne thanked everyone for their testimony. He thanked Borough Directors Johni Blankenship and Ben Hanson for their professionalism and hard work. He thanked Assembly Member Bill Elam for his research on Ordinance 2020-19-24. He stated the Homer Shorebird festival would be held May 5th - 9th in Homer. He stated he missed holding the April assembly meeting in Seward but was thankful for the hybrid solution for assembly meetings.

Assembly Member Derkevorkian thanked the public for their testimony.

Assemly Member Bjorkman thanked members of the public for their participation. He thanked borough employees for their hard work. He reminded everyone that borough would not stop using paper ballots with the upgraded election software. He encouraged people to firewise their property with the increase in dead trees due to spruce bark beetles. He stated he was bringing forward a Resolution to support a fire-break between the Kenai Peninsula Borough and the Kenai National Wildlife Refuge. He wished everyone a good evening.

President Hibbert stated he had a good time fishing in the Homer Winter King Derby. He thanked Assembly Member Bjorkman for sponsoring the Commending Resolution for the late Jack Brown. He spoke on the many attributes of Jack Brown. He stated that he did a lot of research regarding Ordinance 2020-19-24. He congratulated Borough Clerk Johni Blankenship for completing leadership training. He wished everyone a good evening.

PENDING LEGISLATION

1. 2020-19-07 An Ordinance Appropriating Refinanced 2013 Bear Creek Fire Service Area General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor) Tabled as amended on 12/01/20

2. 2020-19-08 An Ordinance Appropriating Refinanced 2013 School General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor) Tabled as amended on 12/01/20

3. 2020-19-09 An Ordinance Appropriating Refinanced 2011 Hospital General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor) Tabled as amended on 12/01/20

4. 2021-12 An Ordinance Amending KPB Chapter 5.19, Uniform Remote Seller Sales Tax Code, in Accordance with Updates and Changes Adopted by the Alaska Remote Seller Sales Tax Commission (Hibbert, Mayor)

5. 2021-15 An Ordinance Amending KPB 21.18, Anadromous Waters Habitat Protection, in Accordance with Recommendations Contained in the Final Report of the Work Group Formed to Provide a Review of Chapter 21.18 (Johnson)

INFORMATIONAL MATERIALS AND REPORTS

ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS

1. May 4, 2021 Regular Assembly Meeting
6:00 PM this meeting will be held through Zoom Meeting ID: 938 6524 5999 Passcode: 886199 and in person from the Betty J. Glick Assembly Chambers Borough Administration Building

ADJOURNMENT

With no further business to come before the assembly, President Hibbert adjourned the meeting at 9:20 p.m.

I certify the above represents accurate minutes of the Kenai Peninsula Borough Assembly meeting of April 21, 2021.

_____
Johni Blankenship, MMC, Borough Clerk

Approved by the Assembly: _____

Introduced by:	Mayor
Date:	04/20/21
Hearing:	05/04/21
Action:	
Vote:	

KENAI PENINSULA BOROUGH
ORDINANCE 2020-19-28

AN ORDINANCE APPROPRIATING $46,000 FROM THE SEWARD-BEAR CREEK FLOOD SERVICE AREA FUND BALANCE TO COMPLETE GROUND CONTROL SURVEYS, ESTABLISH BENCHMARKS AND CHANNEL DESIGN IN THREE SITES FOR THE SEDIMENT MANAGEMENT AND MAINTENANCE PROGRAM

WHEREAS, the Seward-Bear Creek Flood Service Area (SBCFSA) provides flood planning, protection, and mitigation services for flooding within the service area; and

WHEREAS, during high water events, large volumes of sediments and debris are transported throughout the watersheds of Seward, Bear Creek and Lowell Point neighborhoods through channelized stream corridors; and

WHEREAS, the SBCFSA completes periodic channel and embankment maintenance projects at strategic locations in five area creeks; and

WHEREAS, in recent years the SBCFSA has prioritized the development of standardized maintenance and sediment management plans for these project sites; and

WHEREAS, the SBCFSA proposes to establish a sediment management and maintenance program to reduce costs and extend the time between necessary maintenance projects; and

WHEREAS, the SBCFSA has developed maintenance plans in two sites and completed a successful project in Sawmill Creek; and

WHEREAS, to finalize the standardization and maintenance plans for this program, SBCFSA will contract the completion of ground control surveys, establishment of benchmarks and channel design plans for three maintenance sites; and

WHEREAS, at the February 8, 2021 regular meeting, the SBCFSA Board of Directors unanimously recommended approval of this appropriation;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That $46,000 is appropriated from the Seward Bear Creek Flood Service Area Fund, fund balance to account number 259.21212.21SED.49999 to support the standardization and maintenance plans for three sites, Lost Creek, Box Canyon Creek and the Salmon Creek diversion.

SECTION 2. That this ordinance shall be effective immediately upon enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Seward-Bear Creek Flood Service Area

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Piece, Mayor JCB
Brandi Harbaugh, Finance Director BH
John Hedges, Purchasing & Contracting Director JH
Dan Nelson, Emergency Manager DN

FROM: Stephanie Presley, SBCFSA Program Lead SP

DATE: April 8, 2021

RE: Ordinance 2020-19-28, Appropriating $46,000 from the Seward-Bear Creek Flood Service Area Fund Balance to Complete Ground Control Surveys, Establish Benchmarks and Channel Design in Three Sites for the Sediment Management and Maintenance Program (Mayor)

Neighborhoods within the Seward, Bear Creek and Lowell Point communities were developed on alluvial fans with active stream corridors channelized by a series of gravel embankments, armored banks, and bridge infrastructure. During storm events, sediments and debris are mobilized from the mountainsides and transported throughout the watershed, moving large volumes of boulders, cobbles, gravel, and woody debris, and eroding embankments that protect public and private property from flood damages.

The Seward – Bear Creek Flood Service Area (SBCFSA) completes periodic maintenance in five area creeks: Box Canyon, Lost, Kwechak, Salmon, and Sawmill Creeks.

The SBCFSA is establishing a sediment management and maintenance program for these five creeks. Combining channel and embankment maintenance with sediment management at these strategic locations will reduce costs, extend the time between necessary maintenance projects, and allow for quicker mobilization during emerging situations. Removal of streambed materials from active channels improves conveyance of floodwaters and provides a catch basin for debris transported during high water events, decreasing the deposition of sediments in downstream areas.

To finalize the standardization and maintenance plans for this program, SBCFSA will contract the establishment of ground control at Lost and Box Canyon Creeks and complete an initial survey and baseline design plans for the Salmon Creek diversion area.

At the February 8, 2021 regular meeting, the SBCFSA board of directors unanimously recommended approval of $46,000 from fund balance to complete ground control surveys, establish benchmarks and complete channel design in these three project sites for the sediment management and maintenance program.

Your consideration of this ordinance is appreciated.

FINANCE DEPARTMENT
FUNDS/ACCOUNT VERIFIED

Account: 259.27910

Amount: $46,000.00

By: PP Date: 4/5/2021

Introduced by:	Mayor
Date:	04/20/21
Hearing:	05/04/21
Action:	
Vote:	

KENAI PENINSULA BOROUGH
ORDINANCE 2020-19-29

AN ORDINANCE APPROPRIATING FUNDING FROM THE CENTRAL PENINSULA HOSPITAL PLANT REPLACEMENT AND EXPANSION FUND FOR COMPLETION OF THE MOUNTAIN TOWER HANDICAP ACCESSIBLE PARKING LOT AND ACCESS UPGRADE PROJECT

WHEREAS, the Kenai Peninsula Borough has entered into an Operating Agreement with Central Peninsula General Hospital, Inc. for operation of Central Peninsula Hospital ("CPH") and other medical facilities, and to provide other healthcare programs and services, on a nonprofit basis, to ensure the continued availability of services to the service area residents; and

WHEREAS, Central Peninsula General Hospital , Inc. ("CPGH Inc.) recently completed a major expansion to facilities with the addition of new obstetric facilities and cardiac catheterization laboratory ("OB Cath Lab") and many other smaller department changes; and

WHEREAS, plans for the recently completed project include an upgrade to the Americans with Disabilities ("ADA") accessible parking area and access improvements to the Mountain Tower handicap accessible parking area, which includes parking closer to the building, improving sidewalk slope and installing heated sidewalks; and

WHEREAS, heated ADA accessible parking at the CPH's Mountain Tower entrance was identified as a priority need in the development of the OB Cath Lab project; and

WHEREAS, heated ADA accessible parking and other access is a standard at CPH due to the high demand for ADA access at healthcare facilities; and

WHEREAS, the use of heated ADA accessible parking and heated ADA access has also proven to reduce the occurrences of weather related slips, trips and falls on the hospital campus; and

WHEREAS, the estimated cost of the ADA accessible parking project is $1,500,000; and

WHEREAS, additional funds in the amount of $1,500,000 will be needed to complete the project as no funding remains from the OB Cath Lab project; and

WHEREAS, sufficient funds are available in the Central Peninsula Hospital Plant Replacement and Expansion Fund to fund this project; and

WHEREAS, under Section 16(b) of the Operating Agreement, transfers in or out of the Central Peninsula Hospital's Plant Replacement and Expansion Fund shall first be considered by the Central Peninsula General Hospital, Inc. Board and its recommendations forwarded to the assembly; and

WHEREAS, on March 25, 2021, the CPGH Inc. Board approved the transfer of funds from the Plant Replacement and Expansion Fund in the amount of $1,500,000 for the project by the passage of Central Peninsula General Hospital Resolution 2021-06;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. Funds in the amount of $1,500,000 are appropriated from the Central Peninsula Hospital Plant Replacement and Expansion Fund account number 490.20602 to account number 490.81110.21PRK.49999 for the purpose of completing the Mountain Tower ADA Parking and Access Upgrade Project.

SECTION 2. That the appropriations made in this ordinance are project length nature and as such do not lapse at the end of any particular fiscal year.

SECTION 3. This ordinance takes effect immediately upon enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Purchasing & Contracting Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor JCB

FROM: John Hedges, Purchasing & Contracting Director JH
Brandi Harbaugh, Finance Director BH

DATE: April 8, 2021

RE: Ordinance 2020-19-29, Appropriating Funding from the Central Peninsula Hospital Plant Replacement and Expansion Fund for Completion of the Mountain Tower Handicap Accessible Parking Lot and Access Upgrade Project (Mayor)

Improved handicap accessible heated parking at the hospital's Mountain Tower Entrance was identified as a priority need for Central Peninsula Hospital (CPH). A partial reconstruction of the parking lot was designed and bid for construction in 2020, but came in over available budget. It was determined that a better use of funds would be to reconstruct the entire parking area between the Mountain Tower and River Tower entrances to provide an increase in total Americans with Disabilities Act (ADA) accessible parking spaces. These spaces will be heated and provide a heated walkway between the two entrances.

Heated ADA accessible parking and access is a standard at CPH due to the high demand for ADA access at healthcare facilities. The use of heated ADA accessible parking and other heated ADA access has also proven to reduce occurrences of weather related slips, trips and falls on the hospital campus. Currently a design effort is underway to complete the handicap portion of the parking lot in 2021 as described. The estimated cost of the project is $1,500,000.

The Central Peninsula General Hospital, Inc. Board has approved funding of this project. Your consideration of this complete this project is appreciated.

FINANCE DEPARTMENT
FUNDS/ACCOUNT VERIFIED

Account: 490.20602

Amount: $1,500,000

By: PP Date: 4/8/2021

central peninsula general hospital, inc. d/b/a
central peninsula
hospital | heritage place | serenity house
250 Hospital Place, Soldotna, AK 99669

RESOLUTION 2021-06

A RESOLUTION APPROVING THE COMPLETION OF THE MOUNTAIN TOWER PARKING LOT HANDICAP PARKING AND ACCESS UPGRADE PROJECT AND AUTHORIZING THE TRANSFER OF FUNDS FROM THE PLANT REPLACEMENT AND EXPANSION FUND (PREF) IN THE AMOUNT OF $1,500,000

1. **WHEREAS**, the Kenai Peninsula Borough ("Borough") has entered into an Operating Agreement with Central Peninsula General Hospital, Inc. for operation of Central Peninsula Hospital and other Medical Facilities, and to provide other healthcare programs and services, on a nonprofit basis in order to ensure continued availability to the Service Area residents; and,

2. **WHEREAS**, Central Peninsula General Hospital, Inc. recently completed a major expansion to facilities with the addition of new obstetric facilities and cardiac catheterization laboratory in addition to many other smaller department changes; and,

3. **WHEREAS,** plans for the recently completed project included an upgrade to the handicapped parking area and access improvements to the Mountain Tower handicap parking area which includes situating parking closer to the building, improving sidewalk slope and installing heated sidewalks; and

4. **WHEREAS,** heated handicap parking at the CPH's Mountain Tower entrance was identified as a priority need in the development of the OB Cath Lab project; and

5. **WHEREAS,** heated handicap parking and access is a standard at CPH due to the high demand for Americans with Disabilities Act ("ADA") access at healthcare facilities; and

6. **WHEREAS,** the use of heated handicap parking and heated ADA access has also proven to reduce the occurrences of weather related slips, trips and falls on the hospital campus; and

7. **WHEREAS**, the estimated cost of the handicapped parking project is $1,500,000; and

8. **WHEREAS**, additional funds in the amount of $1,500,000 will be needed to complete the project as no funding remains from the OB Cath Lab project; and

9. **WHEREAS,** sufficient funds are available in the Central Peninsula Hospital Plant, Replacement and Expansion Fund to fund this project; and,

10. **WHEREAS,** under Section 16(b) of the Operating Agreement, transfers in or out of the CPH Plant Replacement and Expansion Fund shall first be considered by the CPGH, Inc. Board and its recommendations forwarded to the assembly; and,

11. **WHEREAS,** Administration recommends that the CPGH, Inc. Board of Directors approve and authorize the appropriation of $1,500,000 from the Plant, Replacement and Expansion Fund for this project; and,

THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF CENTRAL PENINSULA GENERAL HOSPITAL, INC., A NOT-FOR-PROFIT ALASKA CORPORATION, THAT:

SECTION 1. The CPGH, Inc. Board of Directors approves the handicap parking and access project at central peninsula hospital and authorizes the transfer of funds from the plant replacement and expansion fund (pref) in the amount of $1,500,000

SECTION 2. The CPGH, Inc. Board of Directors requests the Kenai Peninsula Borough Assembly approve the project and appropriate funds for the project.

SECTION 3. That this resolution takes effect immediately upon approval.

Date: 03/25/21

Carrie Couey

Carrie Couey, Secretary/Treasurer,
CPGH, Inc. Board of Directors

Introduced by:	Mayor
Date:	04/20/21
Hearing:	05/04/21
Action:	
Vote:	

KENAI PENINSULA BOROUGH
ORDINANCE 2021-16

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE FY2022 LATE-FILED SENIOR CITIZEN GRANT APPLICATION FOR THE SEWARD SENIOR CITIZEN PROGRAM

WHEREAS, pursuant to KPB 5.22.010 the Kenai Peninsula Borough may provide for grants to senior citizen centers located within the Kenai Peninsula Borough; and

WHEREAS, KPB 5.22.060 requires grant applications be filled out and submitted not later than March 15 of each year; and

WHEREAS, the Seward Senior Center has historically practiced good grant oversight and requests consideration for its late submission dated March 31, 2021; and

WHEREAS, because the deadline requirement to submit the application is established by ordinance, an exception to code can only be granted by ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the assembly authorizes the acceptance of the FY2022 late-filed Seward Senior Center grant application.

SECTION 2. That this ordinance takes effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Community & Fiscal Projects

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor JCB
Brandi Harbaugh, Finance Director BH

FROM: Brenda Ahlberg, Community & Fiscal Projects Manager BA

DATE: April 8, 2021

RE: Ordinance 2021-16, Authorizing the Acceptance of the FY2022 Late-Filed Senor Citizen Grant Application for the Seward Senior Citizen Program (Mayor)

KPB 5.22.010 authorizes the borough to provide grants to senior citizen centers and adult daycare facilities within the Kenai Peninsula Borough. The grant application must be submitted not later than March 15th annually.

The Seward Senior Center submitted a late filing of the FY2022 application, which included a justification letter for the assembly's consideration. Because the requirement to submit the application is established by ordinance, an exception can only be granted by ordinance.

This ordinance requests that the assembly authorize the acceptance of the late-filed FY2022 grant application for the Seward Senior Center program.

Attachments:
Seward Senior Center FY2022 application 03/31/21
Seward Senior Center Letter 04/05/21

RECEIVED 03/31/21

Pass Due - Ordinance Required

KENAI PENINSULA BOROUGH
FY22 SENIOR CITIZEN GRANT APPLICATION

EMAIL TO: Brenda Ahlberg
Community & Fiscal Projects Manager
bahlberg@kpb.us
907-714-2153 or 800-478-4441

DUE DATE: March 15, 2021
Emailed: March 30, 2021

Seward Senior Citizens, Inc

1. **Applicant Organization** *(Provide legal corporate name as listed on current AK Biennial Report.)*

336 3rd Ave — **907-224-5604**

2. **Business Address:** — 3. **Telephone:**

PO Box 1195, Seward, AK 99664

4. **Mailing Address:**

ssc@seward.net — **N/A**

5. **E-mail address:** — 6. **Fax Number:**

7. **Eligibility** (KPB Code 5.22.020)

X Nonprofit

- o Tax Exempt
- o City Sponsorship
- o Recognized by KPB Assembly
- o Recognized by Older Alaskans Commission of State of Alaska
- o Received 1985-86 Borough funding but do not meet other sponsorship requirements

8. **Date Organization Formed/Date of Incorporation:**

July 28th, 1978

9. **Individuals Authorized to Sign Purchase Orders and Payment Requests:**

	Name	Title	Telephone
a.	Mark Kansteiner	Board Chair	907-224-3589
b.	Nicole Lawrence	Board Vice Chair	907-491-0778
c.	Diane Hunt	Board Sec/Treasure	907-202-2460
d.	Dana Paperman	Executive Director	907-224-5604

Attach the organization's State of Alaska Biennial Report, which lists current officers.

10. **Services to be provided from Borough funding and grant amount requested:** Use attached form "KPB Senior Grant Program - Budget Request."

11. Provide a copy of current State of Alaska Biennial Report listing current officers that are authorized to sign the grant agreement.

Terms and Conditions: The undersigned certifies that the information presented in this application is true and correct and that the applicant agency will abide by the requirements outlined in Kenai Peninsula Borough Code Chapter 5.22.

Mark Fanst — **Board Chair** — 3/31/21

Authorized Signature — **Title** — **Date**

The application can only be signed by a board officer as listed on the current biennial report.

KPB OFFICE USE ONLY

1. Eligible: _____Yes _____No

2. Start-up Grant: _____Yes _____No

3. Activities approved by Assembly _____
Date

4. a. Number of persons eligible to be served by organization per 5.22.050 _____
b. Percentage of total of those eligible to be served _____

5. Amount of Grant Award _____

Kenai Peninsula Borough Senior Grant Program - FY22 Budget Request

Seward Senior Center March 15, 2021

Service or Objective to be completed with Borough Funds	Anticipated Completion Date	Borough Grant Funds Requested	Matching Funds (State/Federal)	Total Program
Briefly describe the service or objective and funding amount.	Indicate Quarter			
Seward Senior Center Labor/Personnel		$ 11,809.50	$ 40,000.00	$ 51,809.50
The Seward Senior Center provides Nutrition, Transporation		$ 11,809.50	$ 40,000.00	$ 51,809.50
and support services to seniors, 60 and older, Seward to Moose Pass.		$ 11,809.50	$ 40,000.00	$ 51,809.50
We support the human service industry, making payroll our greatest		$ 11,809.50	$ 40,000.00	$ 51,809.50
expenses to the organization, which includes:				
Daily meals delivered and curb side pick up until we open again.				
Transportation services will resume by June 1st, 2021, to provide asscess				
to the center, senior shopping, USPO, mental health services, etc.				
Support services include but not limited to: Outreach; health promotion				
programs in alignment with seniors; social security and medicare				
counseling and enrollment; referrals to public assistance, adult protective serivces				
and wellness check referrals to the Seward Police Department		$ 47,238.00	$ 160,000.00	$ 207,238.00
BUDGET CATEGORIES (Eligible expenses per KPB Code 5.22):				
Labor		$ -	$ -	$ -
Contractual Services		$ -	$ -	$ -
Equipment (>$500 must be prior approved)		$ -	$ -	$ -
Supplies		$ -	$ -	$ -
Travel		$ -	$ -	$ -
TOTALS		$ -	$ -	$ -

The borough does not require matching funds; however, other funding sources for the program should be indicated to reflect separation of funds. Borough funds cannot be used to reimburse costs that have been reimbursed by other funding sources.

2021 Board of Directors

Mark Kansteiner, Chair

Nicole Lawrence, V. Chair

Diane Hunt, Sec/Treas.

Sandie Roach

Angie Duncan

Mark Hendsbee

Francis Azzad-Smith

Sharon Dillon

Sharon Ganser

Executive Director
Dana Paperman

Our Mission Statement
To insure honor, dignity, security, and independence for older Alaskans; assistance in maintaining meaningful and quality lives.

Serving senior citizens since 1978

A non-profit agency
TAX ID: 92-0072425

Email: ssc@seward.net
Web: www.sewardsenior.org
Facebook:
www.facebook.com/sewardseniors

April 5, 2021

Mayor Charlie Pierce
144 N. Binkley
Soldotna, AK 99669

RE: Acceptance of the SSCI FY22 Senior Citizen Grant

Dear Mayor Pierce,

The Seward Senior Center has served the community of Seward since 1978, essential and unduplicated senior services, providing valuable nutrition, transportation and a wealth of support services, aiding our senior community between Seward and Moose Pass, the success to live independently in their respective communities.

Please accept this letter as a request to honor the tardy FY22 grant application, due to an oversight from the Executive Director, a first in 20 years. Of all years, this is one of the most important years to not fall short in our strained budget, possibly forcing us to add a wait list to our nutritional services if we lose access to this valuable partnership with the Kenai Peninsula Borough, where senior citizens are taken into consideration in every borough conversation.

Please do not hold this lack of timeliness against Seward's elderly population, whom heavily rely on the center to meet their activities of daily living.

I apologize for this oversight on missing this annual deadline and encourage you to see that this action is out of character of our staff at the Seward Senior Center. We strive daily to serve our senior community empowering and educational services. Together we uphold and strengthen senior citizens ability to age in place.

Thank you for your serious consideration of this request.

Dana Paperman, Executive Director



Introduced by:	Hibbert, Mayor
Date:	04/06/21
Hearing:	05/04/21
Action:	
Vote:	

KENAI PENINSULA BOROUGH
ORDINANCE 2021-12

AN ORDINANCE AMENDING KPB CHAPTER 5.19, UNIFORM REMOTE SELLER SALES TAX CODE, IN ACCORDANCE WITH UPDATES AND CHANGES ADOPTED BY THE ALASKA REMOTE SELLER SALES TAX COMMISSION

WHEREAS, following the U.S. Supreme Court decision in *South Dakota v. Wayfair*, the borough joined with other Alaska municipalities to form an intergovernmental commission and enter into an intergovernmental agreement ("Agreement") to combat the inability to effectively collect sales tax on online retail sales that would otherwise be subject to borough and city sales tax; and

WHEREAS, in enacting Ordinance 2020-03, the assembly determined that the inability to effectively collect sales tax on sales of personal property, products or services transferred or delivered into Alaska by sellers who do not have a physical presence in the borough ("remote seller") was eroding the sales tax base of Alaska communities and resulting in revenue losses that are causing imminent harm to residents through the loss of critical funding for local education; and

WHEREAS, after a recent omnibus review of the Uniform Remote Seller Sales Tax Code, at its meeting on February 24, 2021, the Alaska Remote Sellers Sales Tax Commission ("Commission") unanimously approved updates to the code aimed to improve code inconsistencies and administrative processes; and

WHEREAS, per the governing intergovernmental agreement, to retain full membership status the borough must enact the code amendments within 120 days of the date the Commission adopted the changes; and

WHEREAS, all the incorporated cities within the borough are also members of the Commission and signatories to the Agreement; and

WHEREAS, the incorporated cities have opted to adopt the Chapter 5.19 of the borough's code by reference; and

WHEREAS, failure to enact the Commission's code amendments may impact the ability of the borough and the cities to remain full members of the Commission;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That KPB Chapter 5.19 is amended as follows:

KPB 5.19. Uniform Remote Seller Sales Tax Code

5.19.010. Interpretation.

A. In order to prevent evasion of the sales taxes and to aid in its administration, it is presumed that all sales and services by a person or entity engaging in business are subject to the sales tax.

B. The application of the tax [LEVIED]to be collected under this Code shall be broadly construed and shall favor inclusion rather than exclusion.

C. Exemptions from the tax [LEVIED]to be collected under this Code [OR FROM THE TAXING JURISDICTION] shall be narrowly construed against the claimant and allowed only when such exemption clearly falls within an exemption defined in [THIS CODE OR] the [TAXING]member jurisdiction's Code.

D. The scope of this Code shall apply to remote sellers or marketplace facilitators, delivering products or services into Member municipalities adopting this Code, within the state of Alaska.

5.19.020. Title to Collected Sales Tax.

Upon collection by the remote seller or marketplace facilitator, title to collected sales tax vests in the Commission for remittance to the [TAXING] member jurisdiction. The remote seller or marketplace facilitator remits collected sales tax to the Commission on behalf of the [TAXING] member jurisdiction, from whom that power is delegated, in trust for the [TAXING] member jurisdiction and is accountable to the Commission and [TAXING] member jurisdiction.

5.19.030. [IMPOSITION]Collection – Rate.

A. To the fullest extent permitted by law, [A]the sales tax [IS]levied and assessed by the member jurisdiction shall be collected on all remote sales where delivery is made within [THE LOCAL TAXING JURISDICTION(S) THAT IS A] member jurisdiction, within the state of Alaska.

B. The applicable tax shall be added to the sales price as provided in the member jurisdiction's sales tax code, based on Point of Delivery.

C. The tax rate added to the sale price shall be the tax rate for the [TAXING] member jurisdiction(s) where the property or product is sold, or service that was rendered is received, and based on the date the property or product was sold or the date the service rendered was received.

D. An Address and Tax Rate Database will be made available to remote sellers and marketplace facilitators, indicating the appropriate tax rate to be applied.

E. The tax assessed shall be consistent with relevant jurisdictional tax caps, single unit sales, and exemptions.

F. When a sale is made on an installment basis, the applicable sales tax shall be collected at each payment, calculated at the sales tax rate in effect, and with the cap applied, at the time of the original sale or the date the service is rendered, based on the [LOCAL] member jurisdictions' Code(s).

G. When a sales transaction involves placement of a single order with multiple deliveries made at different points in time that are separately invoiced, the applicable sales tax shall be collected on each separately invoiced delivery, calculated at the sales tax rate in effect, and with the cap applied, at the time of the original sale or the date the service is rendered.

5.19.040. - Obligation to Collect Tax - Threshold Criteria.

A. Any remote seller or marketplace facilitator must collect and remit sales tax in compliance with all applicable procedures and requirements of law, provided the remote seller or marketplace facilitator has met one of the following Threshold Criteria ("Threshold Criteria") in the current or previous calendar year:

1. The remote seller's statewide gross sales, including the seller's marketplace facilitator's statewide gross sales, from the sale(s) of property, products or services delivered in[TO] the state meets or exceeds one hundred thousand dollars ($100,000); or

2. The remote seller, including the seller's marketplace facilitator, sold property, products, or services delivered in[TO] the state in two hundred (200) or more separate transactions.

B. For purposes of determining whether the Threshold Criteria are met, remote sellers or marketplace facilitators shall include all gross sales, from all sales of goods, property, products, or services rendered within the state of Alaska.

5.19.050. - Reporting and remittance requirements for local and remote sales.

A. Sellers with a physical presence in a member jurisdiction conducting only local sales shall report and remit to, and comply with standards of, including audit authority, the member jurisdiction.

B. Sellers with a physical presence in a member jurisdiction that also have remote or internet-based sales where the Point of Delivery is in a different Member Jurisdiction shall (i) report and remit the remote or internet sales to the Commission; and ii) report and remit the local sales to the Member Jurisdiction.

C. Sellers with a physical presence in a Member Jurisdiction that also have remote or internet-based sales where the Point of Delivery is in the same Member Jurisdiction shall report and remit those remote sales to the Member Jurisdiction.

D. Sellers and marketplace facilitators that do not have a physical presence in a Member Jurisdiction must report and remit to the Commission all remote sales where the Point of Delivery is in a Member Jurisdiction.

A marketplace facilitator is considered the remote seller for each sale facilitated through its marketplace and shall collect, report, and remit sales tax to the Commission. A marketplace facilitator is not considered to be the remote seller for each sale or rental of lodging facilitated through its marketplace, wherein the seller is considered to have a physical presence in the member jurisdiction.

5.19.0[5]60. No Retroactive Application.

The obligations to collect and remit sales tax required by this chapter are applicable at the effective date of the member jurisdiction's ordinance adopting the Alaska Remote Seller Sales Tax Code.

5.19.0[6]70. Payment and Collection.

Pursuant to this Code, taxes imposed shall be due and paid by the buyer to the remote seller or marketplace facilitator at the time of the sale of property or product or date service is rendered, or with respect to credit transactions, at the time of collection. It shall be the duty of each remote seller or marketplace facilitator to collect the taxes from the buyer and to hold those taxes in trust for the taxing authority of the [TAXING] member jurisdiction. Failure by the remote seller or marketplace facilitator to collect the tax shall not affect the remote seller's, or marketplace facilitator's, responsibility for payment to the Commission.

5.19.0[7]80. Remote Seller and Marketplace Facilitator Registration Requirement.

A. If a remote seller's gross statewide sales [WITHIN THE LAST CALENDAR YEAR]meets or exceeds the Threshold Criteria under KPB 5.19.040, the remote seller shall register with the Commission. [IF A MARKETPLACE FACILITATOR'S GROSS STATEWIDE SALES WITHIN THE LAST CALENDAR YEAR MEETS OR EXCEEDS THE THRESHOLD CRITERIA, THE MARKETPLACE FACILITATOR SHALL REGISTER WITH THE COMMISSION.] If the remote seller is a marketplace seller and only makes sales in Alaska through a marketplace, the marketplace seller is not required to register with the Commission. The marketplace seller must submit an affidavit attesting to these facts on a form provided by the Commission.

B. If a marketplace facilitator's gross statewide sales meets or exceeds the Threshold Criteria under KPB 5.19.040, the marketplace facilitator shall register with the Commission.

[B]C. A remote seller or marketplace facilitator meeting the Threshold Criteria shall apply for a certificate of sales tax registration within thirty (30) calendar days of the effective date of this Code or within thirty (30) calendar days of meeting the Threshold Criteria whichever occurs second. Registration shall be to the Commission on forms prescribed by the Commission.

[C]D. An extension may be applied for and granted based on criteria established by the Commission, based on evidence produced to describe time necessary to update software or other technical needs, not to exceed ninety (90) days.

[D]E. Upon receipt of a properly executed application, the Commission shall confirm registration, stating the legal name of the remote seller or marketplace facilitator, the primary address, and the primary sales tax contact name and corresponding title. The failure of the Commission to confirm registration does not relieve the remote seller or marketplace facilitator of its duty to collect and remit sales tax.

[E]F. Each business entity shall have a sales tax registration under the advertised name.

G. The sales tax certificate is non-assignable and non-transferable.

H. The sales tax certificate satisfies a member jurisdiction's requirement to obtain a municipal business license, provided the remote seller does not have a physical presence in that member jurisdiction.

5.19.0[8]9<u>0</u>. Tax Filing Schedule.

A. All remote sellers or marketplace facilitators subject to this Code shall file a return on a form or in a format prescribed by the Commission and shall pay the tax due.

B. Filing of sales tax returns are due monthly; quarterly <u>or less frequent</u> filing is optional upon application and approval by the Commission, consistent with the code of the [LOCAL]<u>member</u> jurisdiction.

C. A remote seller or marketplace facilitator who has filed a sales tax return will be presumed to be making sales in successive periods unless the remote seller or marketplace facilitator files a return showing a termination or sale of the business in accordance with this Code.

D. The completed and executed return, together with the remittance in full for

E. the tax due, shall be transmitted to and must be received by the Commission on or before midnight Alaska Standard Time on the due date. Monthly returns are due the last day of the immediate subsequent month. Quarterly returns are due as follows:

Quarter 1 (January – March)	April 30
Quarter 2 (April – June)	July 31
Quarter 3 (July – September)	October 31
Quarter 4 (October – December)	January 31

F. If the last day of the month following the end of the filing period falls on a Saturday, Sunday, federal holiday or Alaska state holiday, the due date will be extended until the next business day immediately following.

G. Any remote seller or marketplace facilitator holding a remote seller registration shall file a sales tax return even though no tax may be due. This return shall show why no tax is due. If the remote seller or marketplace facilitator intends to continue doing business a return shall be filed reflecting no sales and a confirmation of the intent to continue doing business and shall continue to do so each filing period until the entity ceases doing business or sells the business. If the remote seller or marketplace facilitator intends to cease doing business, a final return shall be filed along with a statement of business closure.

H. The remote seller or marketplace facilitator shall prepare the return and remit sales tax to the Commission on the same basis, cash or accrual, which the remote seller or marketplace facilitator uses in preparing its federal income tax return. The remote seller or marketplace facilitator shall sign

the return, and transmit the return, with the amount of sales tax and any applicable penalty, interest or fees that it shows to be due, to the Commission.

I. Remote sellers and marketplace facilitators failing to comply with the provisions of this Code shall, if required by the Commission and if quarterly filing has been chosen, file and transmit collected sales taxes more frequently until such time as they have demonstrated to the Commission that they are or will be able to comply with the provisions of this Code. Six (6) consecutive on-time sales tax filings, with full remittance of the sales taxes collected, shall establish the presumption of compliance and return to quarterly filing.

J. The preparer of the sales tax return shall keep and maintain all documentation supporting any and all claims of exempted sales and purchases. Documentation for exempted sales should include the number of the exemption authorization card presented by the buyer at the time of the purchase; the date of the purchase; the name of the person making the purchase; the organization making the purchase; the total amount of the purchase; and the amount of sales tax exempted. This documentation shall be made available to the Commission upon request. Failure to provide such documentation may invalidate that portion of the claim of exemption for which no documentation is provided.

5.19.[09]<u>10</u>0 Estimated Tax

A. In the event the Commission is unable to ascertain the tax due from a remote seller or marketplace facilitator by reason of the failure of the remote seller or marketplace facilitator to keep accurate books, allow inspection, or file a return, or by reason of the remote seller or marketplace facilitator filing a false or inaccurate return, the Commission may make an estimate of the tax due based on any evidence in their possession.

B. Sales taxes may also be estimated, based on any information available, whenever the Commission has reasonable cause to believe that any information on a sales tax return is not accurate.

C. A remote seller's or marketplace facilitator's tax liability under this Code may be determined and assessed for a period of [SIX (6)] <u>three (3)</u> years after the date the return was filed or due to be filed with the Commission. No civil action for the collection of such tax may be commenced after the expiration of the [SIX (6)] <u>three (3)</u> year period except an action for taxes, penalties and interest due from those filing periods that are the subject of a written demand or assessment made within the [SIX (6)] <u>three (3)</u> year period, unless the remote seller or marketplace facilitator waives the protection of this section.

D. The Commission shall notify the remote seller or marketplace facilitator, in writing, that the Commission has estimated the amount of sales tax that is due from the remote seller or marketplace facilitator. The Commission shall serve the notice on the remote seller or marketplace facilitator by delivering the notice to the remote seller's or marketplace facilitator's place of business, or by mailing the notice by certified mail, return receipt requested, to the remote seller's or marketplace facilitator's last known mailing address. A remote seller or marketplace facilitator who refuses the certified mail will be considered to have accepted the certified mail for purposes of service.

E. The Commission's estimate of the amount of sales tax that is due from a remote seller or marketplace facilitator shall become a final determination of the amount that is due unless the remote seller or marketplace facilitator, within thirty (30) calendar days after service of notice of the estimated tax:

1. Files a complete and accurate sales tax return for the delinquent periods supported by satisfactory records and accompanied by a full remittance of all taxes, interest, penalties, costs and other charges due; or

2. Files a written notice with the Commission appealing the estimated tax amount in accordance with the appeal procedures, under the provisions of KPB 5.19.160.

3. Arguments or reasons for failure to timely file a return and remit taxes collected shall not be considered a valid basis or grounds for granting an appeal. The basis and grounds for granting an appeal of an assessment are:

   a. The identity of the remote seller or marketplace facilitator is in error;

   b. The amount of the debt is erroneous due to a clerical error (and the nature and extent of the error is specified in the request for appeal); or

   c. The remote seller or marketplace facilitator disputes the denial of exemption(s) for certain sales.

F. The amount of sales tax finally determined to be due under this section shall bear interest and penalty from the date that the sales tax originally was due, plus an additional civil penalty of fifty dollars ($50) for each calendar month or partial month for which the amount of sales tax that is due has been determined.

5.19.1[0]10. Returns – Filing Contents.

A. Every remote seller or marketplace facilitator required by this chapter to collect sales tax shall file with the Commission upon forms furnished by the Commission a return setting forth the following information [WITH TOTALS ROUNDED TO THE NEAREST DOLLAR]:

1. Gross sales rounded to the nearest dollar;

2. The nontaxable portions separately stating the amount of sales revenue attributable to each class of exemption, rounded to the nearest dollar;

3. Computation of taxes to be remitted;

4. Calculated discount (if applicable) based on [TAXING] member jurisdiction's code; and

5. Such other information as may be required by the Commission.

B. Each tax return remitted by a remote seller or marketplace facilitator shall be signed (digital or otherwise) by a responsible individual who shall attest to the completeness and accuracy of the information on the tax return.

C. The Commission reserves the right to reject a filed return for failure to comply with the requirements of this Code for up to three (3) months from the date of filing. The Commission shall give written notice to a remote seller or marketplace facilitator that a return has been rejected, including the reason for the rejection.

5.19.1[1]20. Refunds.

A. Upon request from a buyer or remote seller or marketplace facilitator the Commission shall provide a determination of correct tax rate and amount applicable to the transaction. In the case of an overpayment of taxes, the remote seller or marketplace facilitator shall process the refund and amend any returns accordingly.

B. If the claimant is a remote seller or marketplace facilitator, and the tax refund is owed to any buyer, the remote seller or marketplace facilitator submits, and the Commission approves, a refund plan to all affected buyers.

C. Interest will not be paid on tax refund requests filed with the Commission.

[C]D. The [TAXING] Member Jurisdictions may allow a buyer to request a refund directly from the [TAXING] Member Jurisdiction.

5.19.1[2]30. Amended Returns.

A. A remote seller or marketplace facilitator may file an amended sales tax return, with supporting documentation, and the Commission may accept the amended return, but only in the following circumstances:

i. The amended return is filed within one (1) year of the original due date for the return; and

ii. The remote seller or marketplace facilitator provides a written justification for requesting approval of the amended return; and

iii. The remote seller or marketplace facilitator agrees to submit to an audit upon request of the Commission.

B. The Commission shall notify the remote seller or marketplace facilitator in writing (by email or otherwise) whether the Commission accepts or rejects an amended return, including the reasons for any rejection.

C. The Commission may adjust a return for a remote seller or marketplace facilitator if, after investigation, the Commission determines the figure included in the original returns are incorrect; and the Commission adjusts the return within [TWO (2)] three (3) years of the original due date for the return.

D. A remote seller or marketplace facilitator may file a supplemental sales tax return, with supporting documentation, and the Commission may accept the supplemental return, but only in the following circumstances:

i. The remote seller or marketplace facilitator provides a written justification for requesting approval of the supplemental return; and

ii. The remote seller or marketplace facilitator agrees to submit to an audit upon request of the Commission.

5.19.1[3]40. Extension of Time to File Tax Return.

Upon written application of a remote seller or marketplace facilitator, stating the reasons therefor, the Commission may extend the time to file a sales tax return but only if the Commission finds each of the following:

1. For reasons beyond the remote seller's or marketplace facilitator's control, the remote seller or marketplace facilitator has been unable to maintain in a current condition the books and records that contain the information required to complete the return;

2. Such extension is a dire necessity for bookkeeping reasons and would avert undue hardship upon the remote seller or marketplace facilitator;

3. The remote seller or marketplace facilitator has a plan to cure the problem that caused the remote seller or marketplace facilitator to apply for an extension and the remote seller or marketplace facilitator agrees to proceed with diligence to cure the problem;

4. At the time of the application, the remote seller or marketplace facilitator is not delinquent in filing any other sales tax return, in remitting sales tax to the Commission or otherwise in violation of this chapter;

5. No such extension shall be made retroactively to cover existing delinquencies.

5.19.1[4]<u>5</u>0. Audits.

A. Any remote seller or marketplace facilitator who has registered with the Commission, who is required to collect and remit sales tax, or who is required to submit a sales tax return is subject to a discretionary sales tax audit at any time. The purpose of such an audit is to examine the business records of the remote seller or marketplace facilitator in order to determine whether appropriate amounts of sales tax revenue have been collected by the remote seller or marketplace facilitator and remitted to the Commission.

B. The Commission is not bound to accept a sales tax return as correct. The Commission may make an independent investigation of all retail sales or transactions conducted within the State or [TAXING]<u>member</u> jurisdiction.

C. The records that a remote seller or marketplace facilitator is required to maintain under this chapter shall be subject to inspection and copying by authorized employees or agents of the Commission for the purpose of auditing any return filed under this chapter, or to determine the remote seller's or marketplace facilitator's liability for sales tax where no return has been filed.

D. In addition to the information required on returns, the Commission may request, and the remote seller or marketplace facilitator must furnish, any reasonable information deemed necessary for a correct computation of the tax.

E. The Commission may adjust a return for a remote seller or marketplace facilitator if, after investigation or audit, the Commission determines that the figures included in the original return are incorrect, and that additional sales taxes are due; and the Commission adjusts the return within [TWO (2)] three (3) years of the original due date for the return.

F. For the purpose of ascertaining the correctness of a return or the amount of taxes owed when a return has not been filed, the Commission may conduct investigations, hearings and audits and may examine any relevant books, papers, statements, memoranda, records, accounts or other writings of any remote seller or marketplace facilitator at any reasonable hour on the premises of the remote seller or marketplace facilitator and may require the attendance of any officer or employee of the remote seller or marketplace facilitator. Upon written demand by the Commission, the remote seller or marketplace facilitator shall present for examination, in the office of the Commission, such books, papers, statements, memoranda, records, accounts and other written material as may be set out in the demand unless the Commission and the person upon whom the demand is made agree to presentation of such materials at a different place.

G. The Commission may issue subpoenas to compel attendance or to require production of relevant books, papers, records or memoranda. If any remote seller or marketplace facilitator refuses to obey any such subpoena, the Commissioner may refer the matter to the Commission's attorney for an application to the superior court for an order requiring the remote seller or marketplace facilitator to comply therewith.

H. Any remote seller, marketplace facilitator, or person engaged in business who is unable or unwilling to submit their records to the Commission shall be required to pay the Commission for all necessary expenses incurred for the examination and inspection of their records maintained outside the Commission.

I. After the completion of a sales tax audit, the results of the audit will be sent to the business owner's address of record.

J. In the event the Commission, upon completion of an audit, discovers more than five hundred dollars ($500) in additional sales tax due from a remote seller or marketplace facilitator resulting from a remote seller's or marketplace facilitator's failure to accurately report sales and taxes due thereupon, the remote seller or marketplace facilitator shall bear responsibility for the full cost of the audit. The audit fee assessment will be in addition to interest and penalties applicable to amounts deemed to be delinquent by the Commission at the time of the conclusion of the audit.

5.19.1[5]60. Audit or Estimated Tax protest.

A. If the remote seller or marketplace facilitator wishes to dispute the amount of the estimate, or the results of an examination or audit, the remote seller or marketplace facilitator must file a written protest with the Commission, within thirty (30) calendar days of the date of the notice of estimated tax or results of an audit or examination. The protest must set forth:

1. The remote seller's or marketplace facilitator's justification for reducing or increasing the estimated tax amount, including any missing sales tax returns for the periods estimated; or

2. The remote seller's or marketplace facilitator's reasons for challenging the examination or audit results.

B. In processing the protest, the Commission may hold an informal meeting or hearing with the remote seller or marketplace facilitator, either on its own or upon request of the remote seller or marketplace facilitator, and may also require that the remote seller or marketplace facilitator submit to an audit, if one was not previously conducted or a more formal audit, if an estimation audit was previously performed.

C. The Commission shall make a final written determination on the remote seller's or marketplace facilitator's protest and mail a copy of the determination to the remote seller or marketplace facilitator.

D. If a written protest is not filed within thirty (30) days of the date of the notice of estimated tax or the result of a review, audit or examination, then the estimated tax, review, audit or examination result shall be final, due and payable to the Commission.

5.19.1[6]70. Penalties and Interest for Late Filing.

A. A late filing fee of twenty-five dollars ($25) per month [(OR QUARTER) SHALL BE ADDED TO ALL LATE-FILED SALES TAX REPORTS IN ADDITION TO INTEREST AND PENALTIES], or fraction thereof, shall be added to all late-filed sales tax reports, until a total of one-hundred dollars ($100) has been reached. An incomplete return shall be treated as the filling of no return.

B. Delinquent sales tax bear interest at the rate of fifteen percent (15%) per annum until paid.

C. In addition, delinquent sales tax shall be subject to an additional penalty of 5% per month, or fraction thereof, until a total of 20% of delinquent tax has been reached. The penalty does not bear interest.

D. Penalties and interest shall be assessed and collected in the same manner as the tax is assessed and collected, and applied first to penalties and interest, second to past due sales tax.

E. The filing of an incomplete return, or the failure to remit all tax, shall be treated as the filing of no return.

F. A penalty assessed under this section for the delinquent remittance of sales tax or failure to file a sales tax return may be waived by the Commission, upon written application of the remote seller or marketplace facilitator accompanied by a payment of all delinquent sales tax, interest and penalty otherwise owed by the remote seller or marketplace facilitator, within forty-five (45) calendar days after the date of delinquency. A remote seller or marketplace facilitator may not be granted more than one (1) waiver of penalty under this subjection in any one calendar year, in accordance with the Commission's penalty waiver policy. The Commission shall report such waivers of penalty to the [TAXING] member jurisdiction, in writing.

5.19.180. Remote Reseller Certificate of Exemption

A. A remote seller with no physical presence in a member jurisdiction purchasing goods or services for the express purpose of resale to buyer(s) located in that member jurisdiction shall apply for a resale certificate through the Commission.

B. The Remote Reseller Certificate of Exemption will expire at the end of the calendar year it is issued.

5.19.1[7]90. Repayment Plans.

A. The Commission may agree to enter into a repayment plan with a delinquent remote seller or marketplace facilitator. No repayment plan shall be valid unless agreed to by both parties in writing.

B. A remote seller or marketplace facilitator shall not be eligible to enter into a repayment plan with the Commission if the remote seller or marketplace facilitator has defaulted on a repayment plan in the previous two (2) calendar years.

C. The repayment plan shall include a secured promissory note that substantially complies with the following terms:

i. The remote seller or marketplace facilitator agrees to pay a minimum of ten percent (10%) down payment on the tax, interest and penalty amount due. The down payment shall be applied first to penalty, then to accumulated interest, and then to the tax owed.

ii. The remote seller or marketplace facilitator agrees to pay the balance of the tax, penalty and interest owed in monthly installments over a period not to exceed two (2) years.

iii. Interest at a rate of fifteen percent (15%) per annum shall accrue on the principal sum due. Interest shall not apply to penalties owed or to interest accrued at the time the repayment plan is executed or accruing during the term of the repayment plan.

iv. If the remote seller or marketplace facilitator is a corporation or a limited liability entity, the remote seller or marketplace facilitator agrees to provide a personal guarantee of the obligations under the repayment plan.

v. The remote seller or marketplace facilitator agrees to pay all future tax bills in accordance with the provisions of this chapter.

vi. The remote seller or marketplace facilitator agrees to provide a security interest in the form of a sales tax lien for the entire unpaid balance of the promissory note to be recorded by the Commission at the time the repayment plan is signed. The remote seller or marketplace facilitator shall be responsible for the cost of recording the tax lien.

D. If a remote seller or marketplace facilitator fails to pay two (2) or more payments [AS REQUIRED BY] in accordance with the terms of the repayment plan agreement, the remote seller or marketplace facilitator shall be in default and the entire amount owed at the time of default shall become immediately due. The Commission will send the remote seller or marketplace facilitator a notice of default. The Commission may immediately foreclose on the sales tax lien or take any other remedy available under the law.

5.19.[18]200. Remote Seller or Marketplace Facilitator Record Retention.

Remote sellers or marketplace facilitators shall keep and preserve suitable records of all sales made and such other books or accounts as may be necessary to determine the amount of tax which the remote seller or marketplace facilitator is obliged to collect. Remote sellers or marketplace facilitators shall preserve suitable records of sales for a period of [SIX (6)] three (3) years from the date of the return reporting

such sales, and shall preserve for a period of [SIX (6)] three (3) years all [INVOICES] documentation supporting exempted sales of goods [AND MERCHANDISE PURCHASED FOR RESALE] or services, and all such other books, invoices and records as may be necessary to accurately determine the amount of taxes which the remote seller or marketplace facilitator was obliged to collect under this chapter.

5.19.[19]210. Cessation or Transfer of Business.

A. A remote seller or marketplace facilitator who sells, leases, conveys, forfeits, assigns, gifts or otherwise, transfers [OR ASSIGNS](collectively, a "transfer") the majority of their business interest, including to a creditor or secured party, shall make a final sales tax return within thirty (30) days after the date of such conveyance.

B. At least ten (10) business days before any such [SALE] transfer is completed, the remote seller or marketplace facilitator shall send to the Commission, by approved communication (email confirmation, certified first-class mail, postage prepaid) a notice that the remote seller's or marketplace facilitator's interest is to be conveyed and shall include the name, address and telephone number of the person or entity to whom the interest is to be conveyed.

C. Upon notice of [SALE] transfer and disclosure of buyer, the Commission shall be authorized to disclose the status of the remote seller's or marketplace facilitator's sales tax account to the named buyer or assignee.

D. Upon receipt of notice of a [SALE OR] transfer, the Commission shall send the transferee a copy of this Code with this section highlighted.

E. Neither the Commission's failure to give the notice nor the transferee's failure to receive the notice shall relieve the transferee of any obligations under this section.

F. Following receipt of the notice, the Commission shall have sixty (60) days in which to perform a final sales tax audit and assess sales tax liability against the remote seller [OF THE BUSINESS] or marketplace facilitator. If the notice is not mailed at least ten (10) business days before the [SALE] transfer is completed, the Commission shall have twelve (12) months from the date of the completion of the [SALE] transfer or the Commission's knowledge of the completion of the [SALE] transfer within which to begin a final sales tax audit and assess sales tax liability against the remote seller [OF THE BUSINESS] or marketplace facilitator. The Commission may also initiate an estimated assessment if the requirements for such an assessment exist.

G. A person acquiring any interest of a remote seller or marketplace facilitator in a business required to collect the tax under this chapter assumes the liability of the remote seller or marketplace facilitator for all taxes due the Commission, whether current or delinquent, whether known to the Commission or discovered later, and for all interest, penalties, costs and charges on such taxes.

H. Before the effective date of the transfer, the transferee of a business shall obtain from the Commission an estimate of the delinquent sales tax, penalty and interest, if any, owed by the remote seller or marketplace facilitator as of the date of the transfer, and shall withhold that amount from the consideration payable for the transfer, until the remote seller or marketplace facilitator has produced a receipt from the Commission showing that all tax obligations imposed by this chapter have been paid. A transferee that fails to withhold the amount required under this subsection shall be liable to the Commission and [TAXING] member jurisdiction for the lesser of the amount of delinquent sales tax, penalty and interest due from the remote seller or marketplace facilitator as of the date of transfer, and the amount that the transferee was required to withhold.

I. In this section, the term "transfer" includes the following:

1. A change in voting control, or in more than fifty percent (50%) of the ownership interest in a remote seller or marketplace facilitator that is a corporation, limited liability company or partnership; or

2. A sale of all or substantially all the assets used in the business of the remote seller or marketplace facilitator; or

3. The initiation of a lease, management agreement or other arrangement under which another person becomes entitled to the remote seller's or marketplace facilitator's gross receipts from sales, rentals or services.

J. Subsection H of this section shall not apply to any person who acquires their ownership interest in the ongoing business as a result of the foreclosure of a lien that has priority over the Commission's sales tax lien.

K. Upon termination, dissolution or abandonment of a [CORPORATE] business entity, any officer having control or supervision of sales tax funds collected, or who is charged with responsibility for the filing of returns or the payment of sales tax funds collected, shall be personally liable for any unpaid taxes, interest, administrative costs and penalties on those taxes if such [OFFICER] person willfully fails to pay or cause to be paid any taxes due from the corporation. In addition, regardless of willfulness, each director, member, or general partner of the [CORPORATION] entity shall

be jointly and severally liable for unpaid amounts. The [OFFICER] person shall be liable only for taxes collected which became due during the period he or she had the control, supervision, responsibility or duty to act for the corporation. This section does not relieve the [CORPORATION] entity of other tax liabilities or otherwise impair other tax collection remedies afforded by law.

L. A remote seller or marketplace facilitator who terminates the business without the benefit of a purchaser, successor or assign shall make a final tax return and settlement of tax obligations within thirty (30) days after such termination. If a final return and settlement are not received within thirty (30) days of the termination, the remote seller or marketplace facilitator shall pay a penalty of one hundred dollars ($100), plus an additional penalty of twenty-five dollars ($25) for each additional thirty- (30-) day period, or part of such a period, during which the final return and settlement have not been made, for a maximum of six (6) additional periods.

5.19.2[0]20. Use of Information on Tax Returns.

A. Except as otherwise provided in this chapter, all returns, reports and information required to be filed with the Commission under this Code, and all information contained therein, shall be kept confidential and shall be subject to inspection only by:

1. Employees and agents of the Commission and [TAXING] member jurisdiction whose job responsibilities are directly related to such returns, reports and information;

2. The person supplying such returns, reports and information; and

3. Persons authorized in writing by the person supplying such returns, reports and information.

B. The Commission will release information described in subsection A of this section pursuant to subpoena, order of a court or administrative agency of competent jurisdiction, and where otherwise required by law to do so.

C. Notwithstanding subsection A of this section, the following information is available for public inspection:

1. The name and address of sellers and marketplace facilitators;

2. Whether a business is registered to collect taxes under this chapter;

3. The name and address of businesses that are sixty (60) days or more delinquent in filing returns or in remitting sales tax, or both filing returns and remitting sales tax; and, if so delinquent, the amount of estimated sales tax due, and the number of returns not filed.

D. The Commission may provide the public statistical information related to sales tax collections, provided that no information identifiable to a particular remote seller or marketplace facilitator is disclosed.

E. Nothing contained in this section shall be construed to prohibit the delivery to a person, or their duly authorized representative, of a copy of any return or report filed by them, nor to prohibit the publication of statistics so classified as to prevent the identification of particular buyers, remote sellers, or marketplace facilitators, nor to prohibit the furnishing of information on a reciprocal basis to other agencies or political subdivisions of the state or the United States concerned with the enforcement of tax laws.

F. Nothing contained in this section shall be construed to prohibit the disclosure through enforcement action proceedings or by public inspection or publication of the name, estimated balance due, and current status of payments, and filings of any remote seller or marketplace facilitator or agent of any remote seller or marketplace facilitator required to collect sales taxes or file returns under this chapter, who fails to file any return and/or remit in full all sales taxes due within thirty (30) days after the required date for that business. Entry into any agreement whether pursuant to the provisions of this chapter or otherwise shall not act as any prohibition to disclosure of the records of that remote seller or marketplace facilitator as otherwise provided in this chapter.

G. A prospective lessee or purchaser of any business or business interest may inquire as to the obligation or tax status of any business upon presenting to the Commission a release of tax information request signed by the authorized agent of the business.

H. Except as otherwise provided herein, [A]all returns referred to in this chapter, and all data taken therefrom, shall be kept secure from public inspection, and from all private inspection.

5.19.2[1]30. Violations.

A. A remote seller or marketplace facilitator that fails to file a sales tax return or remit sales tax when due, in addition to any other liability imposed by this Code, shall pay to the Commission all costs incurred by the Commission to determine the amount of the remote seller's or marketplace facilitator's liability or to collect the sales tax, including, without

limitation, reviewing and auditing the remote seller's or marketplace facilitator's business records, collection agency fees, and actual reasonable attorney's fees.

B. A person who causes or permits a corporation of which the person is an officer or director, a limited liability company of which the person is a member or manager, or a partnership of which the person is a partner, to fail to collect sales tax or to remit sales tax to the Commission as required by this Code shall be liable to the Commission for the amount that should have been collected or remitted, plus any applicable interest and penalty.

C. Notwithstanding any other provision of law, and whether or not the Commission initiates an audit or other tax collection procedure, the Commission may bring a declaratory judgment action against a remote seller or marketplace facilitator believed to meet the criteria to establish that the obligation to remit sales tax is applicable and valid under local, state and federal law. The action shall be brought in the judicial district of the [TAXING] <u>member</u> jurisdiction.

D. The Commission may cause a sales tax lien to be filed and recorded against all real and personal property of a remote seller or marketplace facilitator where the remote seller or marketplace facilitator has:

1. Failed to file sales tax returns for two (2) consecutive filing periods as required by the Code; or

2. Failed within sixty (60) days of the end of the filing period from which taxes were due to either (a) remit all amounts due or (b) to enter into a secured payment agreement as provided in this Code.

3. Prior to filing a sales tax lien, the Commission shall cause a written notice of intent to file to be mailed to the last known address of the delinquent remote seller or marketplace facilitator.

E. In addition to other remedies discussed in this Code, the Commission may bring a civil action to:

1. Enjoin a violation of this Code. On application for injunctive relief and a finding of a violation or threatened violation, the superior court shall enjoin the violation.

2. Collect delinquent sales tax, penalty, interest and costs of collection, either before or after estimating the amount of sales tax due.

3. Foreclose a recorded sales tax lien as provided by law.

F. All remedies hereunder are cumulative and are in addition to those existing at law or equity.

5.19.2[2]40. Penalties for Violations.

A. In the event that a penalty provided below is different from the same penalty in a member jurisdiction's sales tax code, the penalty prescribed in the member jurisdiction's sales tax code will apply.

[A]B. A buyer, remote seller, or marketplace facilitator who knowingly or negligently submits false information in a document filed with the Commission pursuant to this Code is subject to a penalty of five hundred dollars ($500).

[B]C. A remote seller or marketplace facilitator who knowingly or negligently falsifies or conceals information related to its business activities with the Commission or [TAXING] member jurisdiction is subject to a penalty of five hundred dollars ($500).

[C]D. A person who knowingly or negligently provides false information when applying for a certificate of exemption is subject to a penalty of five hundred dollars ($500).

[D. ANY REMOTE SELLER OR MARKETPLACE FACILITATOR WHO FAILS TO FILE A RETURN REQUIRED UNDER THIS CHAPTER BY THE DUE DATE, REGARDLESS OF WHETHER ANY TAXES WERE DUE FOR THE REPORTING PERIOD FOR WHICH THE RETURN WAS REQUIRED, SHALL BE SUBJECT TO A PENALTY OF TWENTY-FIVE DOLLARS ($25) FOR THE FIRST SALES TAX RETURN NOT TIMELY FILED. THE FILING OF AN INCOMPLETE RETURN SHALL BE TREATED AS THE FILING OF NO RETURN.]

E. A remote seller or marketplace facilitator who fails or refuses to produce requested records or to allow inspection of their books and records shall pay to the Commission a penalty equal to three (3) times any deficiency found or estimated by the Commission with a minimum penalty of five hundred dollars ($500).

F. A remote seller or marketplace facilitator who falsifies or misrepresents any record filed with the Commission is guilty of an infraction and subject to a penalty of five hundred dollars ($500) per record.

G. Misuse of an exemption card is a violation and subject to a penalty of fifty dollars ($50) per incident of misuse;

H. Nothing in this chapter shall be construed as preventing the Commission from filing and maintaining an action at law to recover any taxes, penalties, interest and/or fees due from a remote seller or marketplace facilitator. The Commission may also recover attorney's fees in any action against a delinquent remote seller or marketplace facilitator.

[5.19.230. -REMOTE SELLERS WITH A PHYSICAL PRESENCE IN THE TAXING JURISDICTION.

A. SELLERS WITH A PHYSICAL PRESENCE IN A TAXING JURISDICTION AND NO REMOTE OR INTERNET-BASED SALES SHALL REPORT, REMIT, AND COMPLY WITH STANDARDS, INCLUDING AUDIT AUTHORITY, OF THE TAXING JURISDICTION.

B. SELLERS WITH A PHYSICAL PRESENCE IN A TAXING JURISDICTION THAT ALSO HAVE REMOTE OR INTERNET-BASED SALES WHERE THE POINT OF DELIVERY IS IN A DIFFERENT TAXING JURISDICTIONS SHALL (I) REPORT AND REMIT THE REMOTE OR INTERNET SALES TO THE COMMISSION; AND (II) REPORT AND REMIT THE IN-STORE SALES TO THE TAXING JURISDICTION.

C. SELLERS WITH A PHYSICAL PRESENCE IN A TAXING JURISDICTION THAT ALSO HAVE REMOTE OR INTERNET-BASED SALES WHERE THE POINT OF DELIVERY IS IN THE SAME TAXING JURISDICTIONS SHALL REPORT AND REMIT THOSE REMOTE SALES TO THE TAXING JURISDICTION.

D. REMOTE SELLERS AND MARKETPLACE FACILITATORS THAT DO NOT HAVE A PHYSICAL PRESENCE IN A TAXING JURISDICTION MUST REPORT AND REMIT ALL REMOTE SALES TO THE COMMISSION.

E. FOR ALL PURCHASES THE TAX RATE ADDED TO THE SALE PRICE SHALL BE AS PROVIDED IN THE TAXING JURISDICTION'S SALES TAX CODE, BASED ON POINT OF DELIVERY.

F. A MARKETPLACE FACILITATOR IS CONSIDERED THE REMOTE SELLER FOR EACH SALE FACILITATED THROUGH ITS MARKETPLACE AND SHALL COLLECT, REPORT, AND REMIT SALES TAX TO THE COMMISSION. A MARKETPLACE FACILITATOR IS NOT CONSIDERED TO BE THE REMOTE SELLER FOR EACH SALE OR RENTAL OF LODGING

FACILITATED THROUGH ITS MARKETPLACE, WHEREIN THE SELLER IS CONSIDERED TO HAVE A PHYSICAL PRESENCE IN THE TAXING JURISDICTION.]

5.19.2[4]50. Remittance of Tax; Remote Seller Held Harmless.

A. Any remote seller or marketplace facilitator that collects and remits sales tax to the Commission as provided by law may use an electronic database of state addresses that is certified by the Commission pursuant to subsection (C) of this section to determine the member jurisdictions to which tax is owed.

B. Any remote seller or marketplace facilitator that uses the data contained in an electronic database certified by the Commission pursuant to subsection (C) of this section to determine the jurisdictions to which tax is owed shall be held harmless for any tax, charge, or fee liability to any [TAXING] member jurisdiction that otherwise would be due solely as a result of an error or omission in the database.

C. Any electronic database provider may apply to the Commission to be certified for use by remote sellers or marketplace facilitators pursuant to this section. Such certification shall be valid for three years. In order to be certified, an electronic database provider shall have a database that satisfies the following criteria:

1. The database shall designate each address in the state, including, to the extent practicable, any multiple postal address applicable to one location and the taxing jurisdictions that have the authority to impose a tax on purchases made by purchasers at each address in the state.

2. The information contained in the electronic database shall be updated as necessary and maintained in an accurate condition. In order to keep the database accurate, the database provider shall provide a convenient method for [TAXING] member jurisdictions that may be affected by the use of the database to inform the provider of apparent errors in the database. The provider shall have a process in place to promptly correct any errors brought to the provider's attention.

5.19.260. Savings Clause.

If any provision of Chapter 5.19, the Uniform Remote Seller Sales Tax Code, and Chapter 5.18, Sales Tax Code, is determined by the Commission or an adjudicatory body of competent jurisdiction to discriminate against a remote seller in favor of a local seller with a physical presence in the taxing jurisdiction, the discriminatory

provision shall continue in effect only to the extent such provision does not discriminate against a remote seller, and the comparable code provision applicable to a local seller will apply to a remote seller, and the remainder of Chapter 5.19 and Chapter 5,18 shall continue in full force and effect.

5.19.2[5]7[0]0. Definitions.

For purposes of this chapter, the following definitions shall apply:

"Buyer" or "purchaser" means a person to whom a sale of property or product is made or to whom a service is furnished.

"Commission" means the Alaska [INTERGOVERNMENTAL] Remote Seller Sales Tax Commission established by Agreement between local government taxing jurisdictions within Alaska, and delegated tax collection authority.

"Delivered electronically" means delivered to the purchaser by means other than tangible storage media.

"Delivery Charges" means charges by the seller of personal property or services for preparation and delivery to a location designated by the purchaser of personal property or services including, but not limited to, transportation, shipping, postage, handling, crating and packing.

"Entity-based exemption" means an exemption based on who purchases the product or who sells the product. An exemption that is available to all individuals shall not be considered an entity-based exemption.

"Goods for resale" means:

A. The sale of goods by a manufacturer, wholesaler or distributor to a retail vendor; sales to a wholesale or retail dealer who deals in the property sold, for the purpose of resale by the dealer.

B. Sales of personal property as raw material to a person engaged in manufacturing components for sale, where the property sold is consumed in the manufacturing process of, or becomes an ingredient or component part of, a product manufactured for sale by the manufacturer.

C. Sale of personal property as construction material to a licensed building contractor where the property sold becomes part of the permanent structure.

"Lease" or "rental" means any transfer of possession or control of tangible personal property for a fixed or indeterminate term for consideration. A lease or rental may include future options to purchase or extend.

"Local Sale" means a sale by a seller with a physical presence in a taxing jurisdiction, where the point of delivery is a location within the same taxing jurisdiction.

"Marketplace" means a physical or electronic place, platform or forum, including a store, booth, internet website, catalog or dedicated sales software application, where products or services are offered for sale.

"Marketplace facilitator" means a person that contracts with remote sellers to facilitate for consideration, regardless of whether deducted as fees from the transaction, the sale of the remote seller's property, product, or services through a physical or electronic marketplace operated by the person, and engages:

A. Directly or indirectly, through one or more affiliated persons in any of the following:

(i) Transmitting or otherwise communicating the offer or acceptance between the buyer and remote seller;

(ii) Owning or operating the infrastructure, electronic or physical, or technology that brings buyers and remote sellers together;

(iii) Providing a virtual currency that buyers are allowed or required to use to purchase products from the remote seller; or

(iv) Software development or research and development activities related to any of the activities described in (b) of this subsection [(3)], if such activities are directly related to a physical or electronic marketplace operated by the person or an affiliated person; and

B. In any of the following activities with respect to the seller's products:

(i) Payment processing services;

(ii) Fulfillment or storage services;

(iii) Listing products for sale;

(iv) Setting prices;

(v) Branding sales as those of the marketplace facilitator;

(vi) Order taking;

(vii) Advertising or promotion; or

(viii) Providing customer service or accepting or assisting with returns or exchanges.

"Marketplace seller" means a person that makes retail sales through any physical or electronic marketplace that is operated by a marketplace facilitator.

"Member Jurisdiction" means a taxing jurisdiction that is a signatory of the Alaska Remote Seller Sales Tax [INTERGOVERNMENTAL]Agreement, thereby members of the Commission, and who have adopted the Alaska Uniform Remote Seller Sales Tax Code.

"Monthly" means occurring once per calendar month.

"Nonprofit organization" means a business that has been granted tax-exempt status by the Internal Revenue Service [(IRS); MEANS AN ASSOCIATION, CORPORATION, OR OTHER ORGANIZATION WHERE NO PART OF THE NET EARNINGS OF THE ORGANIZATION INURES TO THE BENEFIT OF ANY MEMBER, SHAREHOLDER, OR OTHER INDIVIDUAL, AS CERTIFIED BY REGISTRATION WITH THE IRS].

"Person" means an individual, trust, estate, fiduciary, partnership, limited liability company, limited liability partnership, corporation, or any other legal entity.

"Physical presence" for the purposes of KPB 5.19.050 means a seller who establishes any one or more of the following within a [LOCAL TAXING] member jurisdiction:

1. Has any office, distribution or sales house, warehouse, storefront, or any other place of business within the boundaries of the [LOCAL TAXING] member jurisdiction;

2. Solicits business or receiving orders through any employee, agent, salesman, or other representative within the boundaries of the [LOCAL TAXING] member jurisdiction [OR ENGAGES IN ACTIVITIES IN THIS STATE THAT ARE SIGNIFICANTLY ASSOCIATED WITH THE SELLER'S ABILITY TO ESTABLISH OR MAINTAIN A MARKET FOR ITS PRODUCTS IN THIS STATE];

3. Provides services or holds inventory within the boundaries of the [LOCAL TAXING] member jurisdiction;

4. Rents or Leases property located within the boundaries of the [LOCAL TAXING] member jurisdiction.

A seller that establishes a physical presence within the local taxing jurisdiction in any calendar year will be deemed to have a physical presence within the [LOCAL TAXING] member jurisdiction for the following calendar year.

"Point of delivery" means the location at which property or a product is delivered or service is rendered.

A. When the product is not received or paid for by the purchaser at a business location of a remote seller in a [TAXING]Member Jurisdiction, the sale is considered delivered to the location where receipt by the purchaser (or the purchaser's recipient, designated as such by the purchaser) occurs, including the location indicated by instructions for delivery as supplied by the purchaser (or recipient) and as known to the seller.

B. When the product is received or paid for by a purchaser who is physically present at a business location of a Remote Seller in a [TAXING] Member Jurisdiction the sale is considered to have been made in the [TAXING] Member Jurisdiction where the purchaser is present even if delivery of the product takes place in another [TAXING]Member Jurisdiction. Such sales are reported and tax remitted directly to the [TAXING] Member Jurisdiction not to the Commission.

[B]C. When the service is not received by the purchaser at a business location of a remote seller, the service is considered delivered to the location where the purchaser receives the service.

[C]D. For products or services transferred electronically, or other sales where the remote seller or marketplace facilitator lacks a delivery address for the purchaser, the remote seller or marketplace facilitator shall consider the point of delivery of the sale to be the billing address of the buyer.

"Product-based exemptions" means an exemption based on the description of the product and not based on who purchases the product or how the purchaser intends to use the product.

"Professional services" means services performed by architects, attorneys-at-law, certified public accountants, dentists, engineers, land surveyors, surgeons, veterinarians, and practitioners of the healing arts (the arts and sciences dealing with the prevention, diagnosis, treatment and cure or alleviation of human physical or mental ailments, conditions, diseases, pain or infirmities) and such occupations that require a professional license under Alaska Statute

"Property" and "product" and "good" means both tangible property, an item that can be seen, weighed, measured, felt, or touched, or that is in any other manner perceptible to the senses; and intangible property, anything that is not physical in

nature (i.e.; intellectual property, brand recognition, goodwill, trade, copyright and patents).

"Quarter" means trimonthly periods of a calendar year; January-March, April-June, July-September, and October-December.

"Receive" or "receipt" for purposes of section .030 and the definition of "Point of Delivery" means

A. Taking possession of property or product;

B. Making first use of services; or

C. Taking possession or making first use of digital goods, whichever comes first.

The terms "receive" and "receipt" do not include temporary possession by a shipping company on behalf of the purchaser.

"Remote sales" means sales of goods or services by a remote seller or marketplace facilitator.

"Remote seller" means a seller or marketplace facilitator making sales of goods or services [DELIVERED] for delivery within the State of Alaska, without having a physical presence in [A TAXING] the member jurisdiction in which deliver is made[, OR CONDUCTING BUSINESS BETWEEN TAXING JURISDICTIONS, WHEN SALES ARE MADE BY INTERNET, MAIL ORDER, PHONE OR OTHER REMOTE MEANS. A MARKETPLACE FACILITATOR SHALL BE CONSIDERED THE REMOTE SELLER FOR EACH SALE FACILITATED THROUGH ITS MARKETPLACE].

"Resale of services" means sales of intermediate services to a business where the charge for which will be passed directly by that business to a specific buyer.

"Sale" or "retail sale" means any transfer of property or product or any provision of service(s) for consideration for any purpose other than for resale.

"Sales price or purchase price" means the total amount of consideration, including cash, credit, property, products, and services, for which property, products, or services are sold, leased, or rented, valued in money, whether received in money or otherwise, without any deduction for the following:

A. The seller's cost of the property or product sold;

B. The cost of materials used, labor or service cost, interest, losses, all costs of transportation to the seller, all taxes imposed on the seller, and any other

expense of the seller;

C. Charges by the seller for any services necessary to complete the sale, other than delivery and installation charges;

D. Delivery charges;

E. Installation charges; and

F. Credit for any trade-in, as determined by state law.

"Seller" means a person making sales of property, products, or services, or a marketplace facilitator facilitating sales on behalf of a seller.

"Services" means all services of every manner and description, which are performed or furnished for compensation, and delivered electronically or otherwise [OUTSIDE THE TAXING] into a member jurisdiction [(BUT EXCLUDING ANY THAT ARE RENDERED PHYSICALLY WITHIN THE TAXING JURISDICTION,] including but not limited to:

A. Professional services;

B. Services in which a sale of property or product may be involved, including property or products made to order;

C. Utilities and utility services not constituting a sale of property or products, including but not limited to sewer, water, solid waste collection or disposal, electrical, telephone services and repair, natural gas, cable or satellite television, and Internet services;

D. The sale of transportation services;

E. Services rendered for compensation by any person who furnishes any such services in the course of his trade, business, or occupation, including all services rendered for commission;

F. Advertising, maintenance, recreation, amusement, and craftsman services.

"Tax cap" means a maximum taxable transaction.

"Taxing jurisdiction" means a local government in Alaska that has a sales tax [AND IS A MEMBER OF THE ALASKA REMOTE SELLERS SALES TAX COMMISSION].

"Transferred electronically" means obtained by the purchaser by means other than tangible storage media.

5.19.2[6]80 Supplemental Definitions.

For purposes of this Chapter, [T]the Commission [SHALL] may promulgate Supplemental Definitions that are incorporated into this Remote Seller Sales Tax Code, provided they are not in conflict with or contrary to definitions set forth in the general sales tax ordinance of the member jurisdiction. Supplemental Definitions are available at **www.arsstc.org.** Provisions of the Supplemental Definitions that are amended, deleted, or added prior to or after the effective date of the latest amendment to this chapter shall be applicable for purposes of this chapter on the effective date provided for such amendments, deletions, or additions, including retroactive provisions.

SECTION 2. This ordinance is effective immediately upon enactment.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

DocuSign Envelope ID: 679FB346-5F4E-4563-9A03-D44328A9CF44

Kenai Peninsula Borough
Legal Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Brent Hibbert, Assembly President BH
Charlie Pierce, Mayor CP

FROM: Sean Kelley, Deputy Borough Attorney CT
Brandi Harbaugh, Finance Director BH

DATE: March 25, 2021

RE: Ordinance 2021-12, Amending KPB Chapter 5.19, Uniform Remote Seller Sales Tax Code, in Accordance with Updates and Changes Adopted by the Alaska Remote Seller Sales Tax Commission (Hibbert, Mayor)

Following the U.S. Supreme Court decision in *South Dakota v. Wayfair*, the borough joined with other Alaska municipalities to form an intergovernmental commission and enter into an intergovernmental agreement ("Agreement") to combat the inability to effectively collect sales tax on online retail sales that would otherwise be subject to borough and city sales tax.

After a recent omnibus review of the Uniform Remote Seller Sales Tax Code, at its meeting on February 24, 2021, the Alaska Remote Sellers Sales Tax Commission ("Commission") unanimously approved updates to the code aimed to improve code inconsistencies and administrative processes.

A review by the borough's finance and legal departments revealed that the changes will not substantively or negatively impact remote sellers or residents in the borough who purchase products, goods, or services online.

The borough is a signatory to the Agreement and per the Agreement, in order to retain full membership status, the borough must enact the code amendments within 120 days of the date the Commission adopted the changes. All the incorporated cities within the borough are also members of the Commission and signatories to the Agreement. Therefore, failure to enact the Commission's amendments to Chapter 5.19 may impact the ability of the borough and the cities to remain full members of the Commission.

Your consideration of this ordinance is appreciated.

Introduced by:	Cooper, Smalley
Date:	01/21/20
Hearing:	02/25/20
Action:	Enacted as Amended
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
ORDINANCE 2020-03

AN ORDINANCE AMENDING KPB 5.18 SALES TAX CODE AND ENACTING KPB 5.19 UNIFORM REMOTE SELLER SALES TAX CODE

WHEREAS, the inability to effectively collect sales tax on sales of personal property, products or services transferred or delivered into Alaska by sellers who do not have a physical presence in the borough ("remote seller") is eroding the sales tax base of Alaska communities and resulting in revenue losses that are causing imminent harm to residents through the loss of critical funding for local education; and

WHEREAS, the harm from the loss of revenue is especially problematic in Alaska because the state has no broad-based sales tax, and sales tax revenues are essential in funding the provision of services by local governments; and

WHEREAS, the failure to collect tax on remote sales creates artificial market distortions and competitive advantages for remote sellers by perpetuating tax shelters for businesses that limit their physical presence in the state or its municipalities but still sell goods and services to local consumers without collecting sales tax, something that becomes easier and more prevalent as technology continues to advance; and

WHEREAS, the structural advantages for remote sellers, including the absence of point-of-sale tax collection, combined with the general growth of online retail sales, means that the erosion of the sales tax base is a growing problem that will only worsen in the near future if the borough is not able to legally collect remote seller sales tax within the framework of current United States Supreme Court case law; and

WHEREAS, the failure to effectively collect sales tax on remote or internet-based sales results in the creation of incentives for businesses to avoid a physical presence in the borough, resulting in less jobs and increasing the share of taxes paid by those consumers who buy from competitors with a physical presence in the borough; and

WHEREAS, remote sellers who make a substantial number of deliveries into or have large gross revenues from Alaska benefit extensively from the Alaska market, affecting the economy generally, as well as local infrastructure; and

WHEREAS, the recent decision by the United States Supreme Court in *South Dakota v. Wayfair* ("*Wayfair*") allows for the amendment of the sales tax code to account for remote sellers who do not have a physical presence in the borough, but do have a taxable connection with the borough; and

WHEREAS, the *Wayfair* decision provides guidance that includes the defensibility of a single-level statewide administration of remote sales tax collection and remittance so long as the law is not retroactive in its application and provides a safe harbor to sellers who have limited sales or transactions in Alaska; and

WHEREAS, in order to implement a single-level statewide sales tax administration, numerous local taxing jurisdictions within Alaska worked together to establish an intergovernmental entity known as the Alaska Remote Seller Sales Tax Commission (the "Commission"); and

WHEREAS, currently 23 municipalities in Alaska are members of the Commission; and

WHEREAS, the function and powers of the Commission are set forth in the Alaska Intergovernmental Remote Seller Sales Tax Agreement (the "Agreement"), a cooperative agreement between Commission members; and

WHEREAS, as part of the process to implement a remote seller sales tax code and pursuant to Resolution 2019-056, the borough signed the Agreement and is currently a full member of the Commission; and

WHEREAS, five of the incorporated cities within the borough are members of the Commission; and

WHEREAS, representatives from the borough, the City of Soldotna, and the City of Kenai also currently hold three of the seven Board of Director seats on the Commission; and

WHEREAS, under the terms of the Agreement, in order to maintain membership in the Commission, local governments must enact the Uniform Remote Seller Sales Tax Code ("Uniform Code") as adopted by the Commission's Board of Directors;

WHEREAS, the Board of Directors adopted the Uniform Code at its meeting on January 6, 2020; and

WHEREAS, the Uniform Code will govern the collection and remittance of municipal sales tax applicable to remote or internet-based sales; and

WHEREAS, the purpose of the Uniform Code is to comply with guidance in *Wayfair* by providing statewide threshold criteria, streamlined single-level tax administration for remote sellers, and no retroactive application; and

WHEREAS, the Uniform Code will provide for streamlined remote sales tax collection and remittance process which is necessary to avoid claims that local municipal tax unduly burdens interstate sellers; and

WHEREAS, this ordinance will adopt the Uniform Code, amend current borough sales tax code for consistency, and authorize the Commission to administer the remote sales tax collection and remittance for the borough; and

WHEREAS, this is the culmination of a process that began in June of 2019 and is the last step before municipal tax collected by remote sellers can be remitted to the borough through the Commission; and

WHEREAS, in light of the *Wayfair* decision, failure to adopt a uniform, streamlined, remote seller sales tax code will jeopardize the ability of the borough and its cities to collect tax on remote sales;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That KPB 5.18.450(A) is hereby amended as follows:

5.18.450. Tax jurisdiction Point of Taxation.

A. The rate of tax to be added to the sale price is based on the place of sale. The place of sale of goods, services, and merchandise is the location of the seller's [RETAIL OUTLET] physical presence at which or from which delivery was made, including installation charges and in-store pickups. If a seller has a physical presence in the borough, any remote sales delivered within the borough shall be taxed at the rate of the point of delivery. [THIS PROVISION APPLIES TO GOODS DELIVERED TO BUYERS WITHIN THE BOROUGH AND TO GOODS DELIVERED TO BUYERS OUTSIDE THE BOROUGH BUT WITHIN THE STATE OF ALASKA. IF THE INVOICE INCLUDES A CHARGE FOR INSTALLATION, THEN THE PLACE OF THE SALE FOR THE GOODS AND SERVICE IS THE RETAIL OUTLET AT WHICH OR FROM WHICH DELIVERY WAS MADE. WHEN GOODS ARE DELIVERED INTO THE BOROUGH FROM A POINT OUTSIDE OF THE BOROUGH AND THE SELLER MAINTAINS AN ONGOING PHYSICAL PRESENCE IN THE BOROUGH, THEN THE LOCATION OF THE SELLER'S IN-BOROUGH PRESENCE WILL DETERMINE THE PLACE OF SALE. IF A SELLER HAS NO ONGOING PHYSICAL PRESENCE IN THE BOROUGH BUT HAS ESTABLISHED NEXUS WITH THE BOROUGH, THE POINT OF DELIVERY WILL DETERMINE THE PLACE OF SALE. IF THE SELLER HAS NO ONGOING PHYSICAL PRESENCE IN, OR NEXUS WITH, THE BOROUGH THE SALE IS NOT SUBJECT TO THE BOROUGH SALES TAX. FOR PURPOSES OF THIS SECTION THE FOLLOWING TERMS ARE DEFINED AS SHOWN BELOW:

1. "NEXUS" MEANS THE SELLER HAS ESTABLISHED A TAXABLE CONNECTION WITHIN THE BOROUGH BY USE OF MARKETING TECHNIQUES, SUCH AS DIRECTED ADVERTISING IN THE BOROUGH VIA TELEPHONE OR INTERNET, OR DOOR-TO-DOOR SALES WITHIN THE BOROUGH, OR BY USE OF CONTRACT WORKERS OR CONTRACT OR COMMISSION AGENTS OR BUSINESSES, WHICH ARE ASSOCIATED WITH THE SELLER'S EFFORTS TO ESTABLISH OR MAINTAIN A MARKET FOR ITS GOODS OR SERVICES, DELIVER THOSE GOODS OR SERVICES, OR PROVIDE WARRANTY OR OTHER REPAIR OR RETURN SERVICES IN THE BOROUGH.

2. THE "POINT OF DELIVERY" WHERE THERE IS NO ONGOING PHYSICAL PRESENCE IN THE BOROUGH IS THE PLACE WHERE PHYSICAL POSSESSION OF THE GOODS IS TRANSFERRED TO THE CUSTOMER.]

…

SECTION 2. That KPB 5.18.680 is hereby enacted as follows:

5.18.680 Uniform Remote Seller Sales Tax Code

Sellers with no physical presence in the borough that have remote or internet-based sales in the borough are subject to KPB 5.19 instead of KPB 5.18.

Sellers with a physical presence in the borough that have remote or internet-based sales delivered to a taxing jurisdictions in Alaska outside the borough boundaries are subject to KPB 5.18 and KPB 5.19.

Sellers with a physical presence in the borough that have remote or internet-based sales delivered within the borough boundaries are subject to KPB 5.18.450.

SECTION 3. That KPB 5.18.900 is hereby amended to include a definition of "Physical presence" as follows:

…

"**Physical presence**" means a seller who establishes any one or more of the following within the borough:

1. Has any office, distribution or sales house, warehouse, storefront, or any other place of business within the boundaries of the local taxing jurisdiction;
2. Solicits business or receiving orders through any employee, agent, salesman, or other representative within the boundaries of the borough or engages in activities in the borough that are significantly associated with the seller's ability to establish or maintain a market for its products in the borough;
3. Provides services or holds inventory within the borough;
4. Rents or Leases property located within the boundaries of the borough.

A seller that establishes a physical presence within the borough in any calendar year will be deemed to have a physical presence within the borough for the following calendar year.

…

SECTION 4. That KPB 5.19 is enacted as follows:

KPB 5.19. Uniform Remote Seller Sales Tax Code
5.19.010. Interpretation.

A. In order to prevent evasion of the sales taxes and to aid in its administration, it is presumed that all sales and services by a person or entity engaging in business are subject to the sales

tax.

B. The application of the tax levied under this Code shall be broadly construed and shall favor inclusion rather than exclusion.

C. Exemptions from the tax levied under this Code or from the taxing jurisdiction shall be narrowly construed against the claimant and allowed only when such exemption clearly falls within an exemption defined in this Code or the taxing jurisdiction's Code.

D. The scope of this Code shall apply to remote sellers or marketplace facilitators, delivering products or services to Member municipalities adopting this Code, within the state of Alaska.

5.19.020. Title to Collected Sales Tax.

Upon collection by the remote seller or marketplace facilitator, title to collected sales tax vests in the Commission for remittance to the taxing jurisdiction. The remote seller or marketplace facilitator remits collected sales tax to the Commission on behalf of the taxing jurisdiction, from whom that power is delegated, in trust for the taxing jurisdiction and is accountable to the Commission and taxing jurisdiction.

5.19.030. Imposition – Rate.

A. To the fullest extent permitted by law, a sales tax is levied and assessed on all remote sales where delivery is made within the local taxing jurisdiction(s) that is a Member, within the state of Alaska.

B. The applicable tax shall be added to the sales price.

C. The tax rate added to the sale price shall be the tax rate for the taxing jurisdiction(s) where the property or product is sold, or service that was rendered is received, and based on the date the property or product was sold or the date the service rendered was received.

D. An Address and Tax Rate Database will be made available to remote sellers and marketplace facilitators, indicating the appropriate tax rate to be applied.

E. The tax assessed shall be consistent with relevant jurisdictional tax caps, single unit sales, and exemptions.

F. When a sale is made on an installment basis, the applicable sales tax shall be collected at each payment, calculated at the sales tax rate in effect, and with the cap applied, at the time of the original sale or the date the service is rendered, based on the local jurisdictions' Code(s).

G. When a sales transaction involves placement of a single order with multiple deliveries made at different points in time that are separately invoiced, the applicable sales tax shall be collected on each separately invoiced delivery, calculated at the sales tax rate in effect, and with the cap applied, at the time of the original sale or the date the service is rendered.

5.19.040. Obligation to Collect Tax - Threshold Criteria.

A. Any remote seller or marketplace facilitator must collect and remit sales tax in compliance with all applicable procedures and requirements of law, provided the remote seller or marketplace facilitator has met one of the following Threshold Criteria ("Threshold Criteria") in the previous calendar year:

1. The remote seller's statewide gross sales, including the seller's marketplace facilitator's statewide gross sales, from the sale(s) of property, products or services delivered into the state meets or exceeds one hundred thousand dollars ($100,000); or

2. The remote seller, including the seller's marketplace facilitator, sold property, products, or services delivered into the state in two hundred (200) or more separate transactions.

B. For purposes of determining whether the Threshold Criteria are met, remote sellers or marketplace facilitators shall include all gross sales, from all sales of goods, property, products, or services rendered within the state of Alaska.

5.19.050. No Retroactive Application.

The obligations to collect and remit sales tax required by this chapter are applicable at the effective date of the ordinance adopting the Alaska Remote Seller Sales Tax Code.

5.19.060. Payment and Collection.

Pursuant to this Code, taxes imposed shall be due and paid by the buyer to the remote seller or marketplace facilitator at the time of the sale of property or product or date service is rendered, or with respect to credit transactions, at the time of collection. It shall be the duty of each remote seller or marketplace facilitator to collect the taxes from the buyer and to hold those taxes in trust for the taxing authority of the taxing jurisdiction. Failure by the remote seller or marketplace facilitator to collect the tax shall not affect the remote seller's, or marketplace facilitator's, responsibility for payment to the Commission.

5.19.070. Remote Seller and Marketplace Facilitator Registration Requirement.

A. If a remote seller's gross statewide sales within the last calendar year meets or exceeds the Threshold Criteria, the remote seller shall register with the Commission. If a marketplace facilitator's gross statewide sales within the last calendar year meets or exceeds the Threshold Criteria, the marketplace facilitator shall register with the Commission.

B. A remote seller or marketplace facilitator meeting the Threshold Criteria shall apply for a certificate of sales tax registration within thirty (30) calendar days of the effective date of this Code or within thirty (30) calendar days of meeting the Threshold Criteria whichever occurs second. Registration shall be to the Commission on forms prescribed by the Commission.

C. An extension may be applied for and granted based on criteria established by the Commission, based on evidence produced to describe time necessary to update software or other technical needs, not to exceed ninety (90) days.

D. Upon receipt of a properly executed application, the Commission shall confirm registration, stating the legal name of the remote seller or marketplace facilitator, the primary address, and the primary sales tax contact name and corresponding title. The failure of the Commission to confirm registration does not relieve the remote seller or marketplace facilitator of its duty to collect and remit sales tax.

E. Each business entity shall have a sales tax registration under the advertised name.

F. The sales tax certificate is non-assignable and non-transferable.

5.19.080. Tax Filing Schedule.

A. All remote sellers or marketplace facilitators subject to this Code shall file a return on a form or in a format prescribed by the Commission and shall pay the tax due.

B. Filing of sales tax returns are due monthly; quarterly filing is optional upon application and approval by the Commission, consistent with the code of the local jurisdiction.

C. A remote seller or marketplace facilitator who has filed a sales tax return will be presumed to be making sales in successive periods unless the remote seller or marketplace facilitator files a return showing a termination or sale of the business in accordance with this Code.

D. The completed and executed return, together with the remittance in full for the tax due, shall be transmitted to and must be received by the Commission on or before midnight Alaska Standard Time on the due date. Monthly returns are due the last day of the immediate subsequent month. Quarterly returns are due as follows:

Quarter 1 (January – March)	April 30
Quarter 2 (April – June)	July 31
Quarter 3 (July – September)	October 31
Quarter 4 (October – December)	January 31

E. If the last day of the month following the end of the filing period falls on a Saturday, Sunday, federal holiday or Alaska state holiday, the due date will be extended until the next business day immediately following.

F. Any remote seller or marketplace facilitator holding a remote seller registration shall file a sales tax return even though no tax may be due. This return shall show why no tax is due. If the remote seller or marketplace facilitator intends to continue doing business a return shall be filed reflecting no sales and a confirmation of the intent to continue doing business and shall continue to do so each filing period until the entity ceases doing

business or sells the business. If the remote seller or marketplace facilitator intends to cease doing business, a final return shall be filed along with a statement of business closure.

G. The remote seller or marketplace facilitator shall prepare the return and remit sales tax to the Commission on the same basis, cash or accrual, which the remote seller or marketplace facilitator uses in preparing its federal income tax return. The remote seller or marketplace facilitator shall sign the return, and transmit the return, with the amount of sales tax and any applicable penalty, interest or fees that it shows to be due, to the Commission.

H. Remote sellers and marketplace facilitators failing to comply with the provisions of this Code shall, if required by the Commission and if quarterly filing has been chosen, file and transmit collected sales taxes more frequently until such time as they have demonstrated to the Commission that they are or will be able to comply with the provisions of this Code. Six (6) consecutive on-time sales tax filings, with full remittance of the sales taxes collected, shall establish the presumption of compliance and return to quarterly filing.

I. The preparer of the sales tax return shall keep and maintain all documentation supporting any and all claims of exempted sales and purchases. Documentation for exempted sales should include the number of the exemption authorization card presented by the buyer at the time of the purchase; the date of the purchase; the name of the person making the purchase; the organization making the purchase; the total amount of the purchase; and the amount of sales tax exempted. This documentation shall be made available to the Commission upon request. Failure to provide such documentation may invalidate that portion of the claim of exemption for which no documentation is provided.

5.19.090 Estimated Tax

A. In the event the Commission is unable to ascertain the tax due from a remote seller or marketplace facilitator by reason of the failure of the remote seller or marketplace facilitator to keep accurate books, allow inspection, or file a return, or by reason of the remote seller or marketplace facilitator filing a false or inaccurate return, the Commission may make an estimate of the tax due based on any evidence in their possession.

B. Sales taxes may also be estimated, based on any information available, whenever the Commission has reasonable cause to believe that any information on a sales tax return is not accurate.

C. A remote seller's or marketplace facilitator's tax liability under this Code may be determined and assessed for a period of six (6) years after the date the return was filed or due to be filed with the Commission. No civil action for the collection of such tax may be commenced after the expiration of the six (6) year period except an action for taxes, penalties and interest due from those filing periods that are the subject of a written demand or assessment made within the six (6) year period, unless the remote seller or marketplace facilitator waives the protection of this section.

D. The Commission shall notify the remote seller or marketplace facilitator, in writing, that the Commission has estimated the amount of sales tax that is due from the remote seller or marketplace facilitator. The Commission shall serve the notice on the remote seller or marketplace facilitator by delivering the notice to the remote seller's or marketplace facilitator's place of business, or by mailing the notice by certified mail, return receipt requested, to the remote seller's or marketplace facilitator's last known mailing address. A remote seller or marketplace facilitator who refuses the certified mail will be considered to have accepted the certified mail for purposes of service.

E. The Commission's estimate of the amount of sales tax that is due from a remote seller or marketplace facilitator shall become a final determination of the amount that is due unless the remote seller or marketplace facilitator, within thirty (30) calendar days after service of notice of the estimated tax:

1. Files a complete and accurate sales tax return for the delinquent periods supported by satisfactory records and accompanied by a full remittance of all taxes, interest, penalties, costs and other charges due; or

2. Files a written notice with the Commission appealing the estimated tax amount in accordance with the appeal procedures.

3. Arguments or reasons for failure to timely file a return and remit taxes collected shall not be considered a valid basis or grounds for granting an appeal. The basis and grounds for granting an appeal of an assessment are:

a. The identity of the remote seller or marketplace facilitator is in error;

b. The amount of the debt is erroneous due to a clerical error (and the nature and extent of the error is specified in the request for appeal); or

c. The remote seller or marketplace facilitator disputes the denial of exemption(s) for certain sales.

F. The amount of sales tax finally determined to be due under this section shall bear interest and penalty from the date that the sales tax originally was due, plus an additional civil penalty of fifty dollars ($50) for each calendar month or partial month for which the amount of sales tax that is due has been determined.

5.19.100. Returns – Filing Contents.

A. Every remote seller or marketplace facilitator required by this chapter to collect sales tax shall file with the Commission upon forms furnished by the Commission a return setting forth the following information with totals rounded to the nearest dollar:

1. Gross sales;

2. The nontaxable portions separately stating the amount of sales revenue attributable to each class of exemption;

3. Computation of taxes to be remitted;

4. Calculated discount (if applicable) based on taxing jurisdiction's code; and

5. Such other information as may be required by the Commission.

B. Each tax return remitted by a remote seller or marketplace facilitator shall be signed (digital or otherwise) by a responsible individual who shall attest to the completeness and accuracy of the information on the tax return.

C. The Commission reserves the right to reject a filed return for failure to comply with the requirements of this Code for up to three (3) months from the date of filing. The Commission shall give written notice to a remote seller or marketplace facilitator that a return has been rejected, including the reason for the rejection.

5.19.110. Refunds.

A. Upon request from a buyer or remote seller or marketplace facilitator the Commission shall provide a determination of correct tax rate and amount applicable to the transaction. In the case of an overpayment of taxes, the remote seller or marketplace facilitator shall process the refund and amend any returns accordingly.

B. If the claimant is a remote seller or marketplace facilitator, and the tax refund is owed to any buyer, the remote seller or marketplace facilitator submits, and the Commission approves, a refund plan to all affected buyers.

C. The Taxing Jurisdictions may allow a buyer to request a refund directly from the Taxing Jurisdiction.

5.19.120. Amended Returns.

A. A remote seller or marketplace facilitator may file an amended sales tax return, with supporting documentation, and the Commission may accept the amended return, but only in the following circumstances:

i. The amended return is filed within one (1) year of the original due date for the return; and

ii. The remote seller or marketplace facilitator provides a written justification for requesting approval of the amended return; and

iii. The remote seller or marketplace facilitator agrees to submit to an audit upon request

of the Commission.

B. The Commission shall notify the remote seller or marketplace facilitator in writing (by email or otherwise) whether the Commission accepts or rejects an amended return, including the reasons for any rejection.

C. The Commission may adjust a return for a remote seller or marketplace facilitator if, after investigation, the Commission determines the figure included in the original returns are incorrect; and the Commission adjusts the return within two (2) years of the original due date for the return.

D. A remote seller or marketplace facilitator may file a supplemental sales tax return, with supporting documentation, and the Commission may accept the supplemental return, but only in the following circumstances:

i. The remote seller or marketplace facilitator provides a written justification for requesting approval of the supplemental return; and

ii. The remote seller or marketplace facilitator agrees to submit to an audit upon request of the Commission.

5.19.130. Extension of Time to File Tax Return.

Upon written application of a remote seller or marketplace facilitator, stating the reasons therefor, the Commission may extend the time to file a sales tax return but only if the Commission finds each of the following:

1. For reasons beyond the remote seller's or marketplace facilitator's control, the remote seller or marketplace facilitator has been unable to maintain in a current condition the books and records that contain the information required to complete the return;

2. Such extension is a dire necessity for bookkeeping reasons and would avert undue hardship upon the remote seller or marketplace facilitator;

3. The remote seller or marketplace facilitator has a plan to cure the problem that caused the remote seller or marketplace facilitator to apply for an extension and the remote seller or marketplace facilitator agrees to proceed with diligence to cure the problem;

4. At the time of the application, the remote seller or marketplace facilitator is not delinquent in filing any other sales tax return, in remitting sales tax to the Commission or otherwise in violation of this chapter;

5. No such extension shall be made retroactively to cover existing delinquencies.

5.19.140. Audits.

A. Any remote seller or marketplace facilitator who has registered with the Commission, who is required to collect and remit sales tax, or who is required to submit a sales tax return is subject to a discretionary sales tax audit at any time. The purpose of such an audit is to examine the business records of the remote seller or marketplace facilitator in order to determine whether appropriate amounts of sales tax revenue have been collected by the remote seller or marketplace facilitator and remitted to the Commission.

B. The Commission is not bound to accept a sales tax return as correct. The Commission may make an independent investigation of all retail sales or transactions conducted within the State or taxing jurisdiction.

C. The records that a remote seller or marketplace facilitator is required to maintain under this chapter shall be subject to inspection and copying by authorized employees or agents of the Commission for the purpose of auditing any return filed under this chapter, or to determine the remote seller's or marketplace facilitator's liability for sales tax where no return has been filed.

D. In addition to the information required on returns, the Commission may request, and the remote seller or marketplace facilitator must furnish, any reasonable information deemed necessary for a correct computation of the tax.

E. The Commission may adjust a return for a remote seller or marketplace facilitator if, after investigation or audit, the Commission determines that the figures included in the original return are incorrect, and that additional sales taxes are due; and the Commission adjusts the return within two (2) years of the original due date for the return.

F. For the purpose of ascertaining the correctness of a return or the amount of taxes owed when a return has not been filed, the Commission may conduct investigations, hearings and audits and may examine any relevant books, papers, statements, memoranda, records, accounts or other writings of any remote seller or marketplace facilitator at any reasonable hour on the premises of the remote seller or marketplace facilitator and may require the attendance of any officer or employee of the remote seller or marketplace facilitator. Upon written demand by the Commission, the remote seller or marketplace facilitator shall present for examination, in the office of the Commission, such books, papers, statements, memoranda, records, accounts and other written material as may be set out in the demand unless the Commission and the person upon whom the demand is made agree to presentation of such materials at a different place.

G. The Commission may issue subpoenas to compel attendance or to require production of relevant books, papers, records or memoranda. If any remote seller or marketplace facilitator refuses to obey any such subpoena, the Commissioner may refer the matter to the Commission's attorney for an application to the superior court for an order requiring the remote seller or marketplace facilitator to comply therewith.

H. Any remote seller, marketplace facilitator, or person engaged in business who is unable or unwilling to submit their records to the Commission shall be required to pay the Commission for all necessary expenses incurred for the examination and inspection of their records maintained outside the Commission.

I. After the completion of a sales tax audit, the results of the audit will be sent to the business owner's address of record.

J. In the event the Commission, upon completion of an audit, discovers more than five hundred dollars ($500) in additional sales tax due from a remote seller or marketplace facilitator resulting from a remote seller's or marketplace facilitator's failure to accurately report sales and taxes due thereupon, the remote seller or marketplace facilitator shall bear responsibility for the full cost of the audit. The audit fee assessment will be in addition to interest and penalties applicable to amounts deemed to be delinquent by the Commission at the time of the conclusion of the audit.

5.19.150. Audit protest.

A. If the remote seller or marketplace facilitator wishes to dispute the amount of the estimate, or the results of an examination or audit, the remote seller or marketplace facilitator must file a written protest with the Commission, within thirty (30) calendar days of the date of the notice of estimated tax or results of an audit or examination. The protest must set forth:

1. The remote seller's or marketplace facilitator's justification for reducing or increasing the estimated tax amount, including any missing sales tax returns for the periods estimated; or

2. The remote seller's or marketplace facilitator's reasons for challenging the examination or audit results.

B. In processing the protest, the Commission may hold an informal meeting or hearing with the remote seller or marketplace facilitator, either on its own or upon request of the remote seller or marketplace facilitator, and may also require that the remote seller or marketplace facilitator submit to an audit, if one was not previously conducted or a more formal audit, if an estimation audit was previously performed.

C. The Commission shall make a final written determination on the remote seller's or marketplace facilitator's protest and mail a copy of the determination to the remote seller or marketplace facilitator.

D. If a written protest is not filed within thirty (30) days of the date of the notice of estimated tax or the result of a review, audit or examination, then the estimated tax, review, audit or examination result shall be final, due and payable to the Commission.

5.19.160. Penalties and Interest for Late Filing.

A. A late filing fee of twenty-five dollars ($25) per month (or quarter) shall be added to all late-filed sales tax reports in addition to interest and penalties.

B. Delinquent sales tax bear interest at the rate of fifteen percent (15%) per annum until paid.

C. In addition, delinquent sales tax shall be subject to an additional penalty of 5% per month, or fraction thereof, until a total of 20% of delinquent tax has been reached. The penalty does not bear interest.

D. Penalties and interest shall be assessed and collected in the same manner as the tax is assessed and collected, and applied first to penalties and interest, second to past due sales tax.

E. The filing of an incomplete return, or the failure to remit all tax, shall be treated as the filing of no return.

F. A penalty assessed under this section for the delinquent remittance of sales tax or failure to file a sales tax return may be waived by the Commission, upon written application of the remote seller or marketplace facilitator accompanied by a payment of all delinquent sales tax, interest and penalty otherwise owed by the remote seller or marketplace facilitator, within forty-five (45) calendar days after the date of delinquency. A remote seller or marketplace facilitator may not be granted more than one (1) waiver of penalty under this subsection in any one calendar year. The Commission shall report such waivers of penalty to the taxing jurisdiction, in writing.

5.19.170. Repayment Plans.

A. The Commission may agree to enter into a repayment plan with a delinquent remote seller or marketplace facilitator. No repayment plan shall be valid unless agreed to by both parties in writing.

B. A remote seller or marketplace facilitator shall not be eligible to enter into a repayment plan with the Commission if the remote seller or marketplace facilitator has defaulted on a repayment plan in the previous two (2) calendar years.

C. The repayment plan shall include a secured promissory note that substantially complies with the following terms:

    i. The remote seller or marketplace facilitator agrees to pay a minimum of ten percent (10%) down payment on the tax, interest and penalty amount due. The down payment shall be applied first to penalty, then to accumulated interest, and then to the tax owed.

ii. The remote seller or marketplace facilitator agrees to pay the balance of the tax, penalty and interest owed in monthly installments over a period not to exceed two (2) years.

iii. Interest at a rate of fifteen percent (15%) per annum shall accrue on the principal sum due. Interest shall not apply to penalties owed or to interest accrued at the time the repayment plan is executed or accruing during the term of the repayment plan.

iv. If the remote seller or marketplace facilitator is a corporation or a limited liability entity the remote seller or marketplace facilitator agrees to provide a personal guarantee of the obligations under the repayment plan.

v. The remote seller or marketplace facilitator agrees to pay all future tax bills in accordance with the provisions of this chapter.

vi. The remote seller or marketplace facilitator agrees to provide a security interest in the form of a sales tax lien for the entire unpaid balance of the promissory note to be recorded by the Commission at the time the repayment plan is signed. The remote seller or marketplace facilitator shall be responsible for the cost of recording the tax lien.

D. If a remote seller or marketplace facilitator fails to pay two (2) or more payments as required by the repayment plan agreement, the remote seller or marketplace facilitator shall be in default and the entire amount owed at the time of default shall become immediately due. The Commission will send the remote seller or marketplace facilitator a notice of default. The Commission may immediately foreclose on the sales tax lien or take any other remedy available under the law.

5.19.180. Remote Seller or Marketplace Facilitator Record Retention.

Remote sellers or marketplace facilitators shall keep and preserve suitable records of all sales made and such other books or accounts as may be necessary to determine the amount of tax which the remote seller or marketplace facilitator is obliged to collect. Remote sellers or marketplace facilitators shall preserve suitable records of sales for a period of six (6) years from the date of the return reporting such sales, and shall preserve for a period of six (6) years all invoices of goods and merchandise purchased for resale, and all such other books, invoices and records as may be necessary to accurately determine the amount of taxes which the remote seller or marketplace facilitator was obliged to collect under this chapter.

5.19.190. Cessation or Transfer of Business.

A. A remote seller or marketplace facilitator who sells, leases, conveys, forfeits, transfers or assigns the majority of their business interest, including a creditor or secured party, shall make a final sales tax return within thirty (30) days after the date of such conveyance.

B. At least ten (10) business days before any such sale is completed, the remote seller or marketplace facilitator shall send to the Commission, by approved communication (email confirmation, certified first-class mail, postage prepaid) a notice that the remote seller's or marketplace facilitator's interest is to be conveyed and shall include the name, address and telephone number of the person or entity to whom the interest is to be conveyed.

C. Upon notice of sale and disclosure of buyer, the Commission shall be authorized to disclose the status of the remote seller's or marketplace facilitator's sales tax account to the named buyer or assignee.

D. Upon receipt of notice of a sale or transfer, the Commission shall send the transferee a copy of this Code with this section highlighted.

E. Neither the Commission's failure to give the notice nor the transferee's failure to receive the notice shall relieve the transferee of any obligations under this section.

F. Following receipt of the notice, the Commission shall have sixty (60) days in which to perform a final sales tax audit and assess sales tax liability against the seller of the business. If the notice is not mailed at least ten (10) business days before the sale is completed, the Commission shall have twelve (12) months from the date of the completion of the sale or the Commission's knowledge of the completion of the sale within which to begin a final sales tax audit and assess sales tax liability against the seller of the business. The Commission may also initiate an estimated assessment if the requirements for such an assessment exist.

G. A person acquiring any interest of a remote seller or marketplace facilitator in a business required to collect the tax under this chapter assumes the liability of the remote seller or marketplace facilitator for all taxes due the Commission, whether current or delinquent, whether known to the Commission or discovered later, and for all interest, penalties, costs and charges on such taxes.

H. Before the effective date of the transfer, the transferee of a business shall obtain from the Commission an estimate of the delinquent sales tax, penalty and interest, if any, owed by the remote seller or marketplace facilitator as of the date of the transfer, and shall withhold that amount from the consideration payable for the transfer, until the remote seller or marketplace facilitator has produced a receipt from the Commission showing that all tax obligations imposed by this chapter have been paid. A transferee that fails to withhold the amount required under this subsection shall be liable to the Commission and taxing jurisdiction for the lesser of the amount of delinquent sales tax, penalty and interest due from the remote seller or marketplace facilitator as of the date of transfer, and the amount that the transferee was required to withhold.

I. In this section, the term "transfer" includes the following:

1. A change in voting control, or in more than fifty percent (50%) of the ownership interest in a remote seller or marketplace facilitator that is a corporation, limited

liability company or partnership; or

2. A sale of all or substantially all the assets used in the business of the remote seller or marketplace facilitator; or

3. The initiation of a lease, management agreement or other arrangement under which another person becomes entitled to the remote seller's or marketplace facilitator's gross receipts from sales, rentals or services.

J. Subsection H of this section shall not apply to any person who acquires their ownership interest in the ongoing business as a result of the foreclosure of a lien that has priority over the Commission's sales tax lien.

K. Upon termination, dissolution or abandonment of a corporate business, any officer having control or supervision of sales tax funds collected, or who is charged with responsibility for the filing of returns or the payment of sales tax funds collected, shall be personally liable for any unpaid taxes, interest, administrative costs and penalties on those taxes if such officer willfully fails to pay or cause to be paid any taxes due from the corporation. In addition, regardless of willfulness, each director of the corporation shall be jointly and severally liable for unpaid amounts. The officer shall be liable only for taxes collected which became due during the period he or she had the control, supervision, responsibility or duty to act for the corporation. This section does not relieve the corporation of other tax liabilities or otherwise impair other tax collection remedies afforded by law.

L. A remote seller or marketplace facilitator who terminates the business without the benefit of a purchaser, successor or assign shall make a final tax return and settlement of tax obligations within thirty (30) days after such termination. If a final return and settlement are not received within thirty (30) days of the termination, the remote seller or marketplace facilitator shall pay a penalty of one hundred dollars ($100), plus an additional penalty of twenty-five dollars ($25) for each additional thirty- (30-) day period, or part of such a period, during which the final return and settlement have not been made, for a maximum of six (6) additional periods.

5.19.200. Use of Information on Tax Returns.

A. Except as otherwise provided in this chapter, all returns, reports and information required to be filed with the Commission under this Code, and all information contained therein, shall be kept confidential and shall be subject to inspection only by:

1. Employees and agents of the Commission and taxing jurisdiction whose job responsibilities are directly related to such returns, reports and information;

2. The person supplying such returns, reports and information; and

3. Persons authorized in writing by the person supplying such returns, reports and

information.

B. The Commission will release information described in subsection A of this section pursuant to subpoena, order of a court or administrative agency of competent jurisdiction, and where otherwise required by law to do so.

C. Notwithstanding subsection A of this section, the following information is available for public inspection:

1. The name and address of sellers;

2. Whether a business is registered to collect taxes under this chapter;

3. The name and address of businesses that are sixty (60) days or more delinquent in filing returns or in remitting sales tax, or both filing returns and remitting sales tax; and, if so delinquent, the amount of estimated sales tax due, and the number of returns not filed.

D. The Commission may provide the public statistical information related to sales tax collections, provided that no information identifiable to a particular remote seller or marketplace facilitator is disclosed.

E. Nothing contained in this section shall be construed to prohibit the delivery to a person, or their duly authorized representative, of a copy of any return or report filed by them, nor to prohibit the publication of statistics so classified as to prevent the identification of particular buyers, remote sellers, or marketplace facilitators, nor to prohibit the furnishing of information on a reciprocal basis to other agencies or political subdivisions of the state or the United States concerned with the enforcement of tax laws.

F. Nothing contained in this section shall be construed to prohibit the disclosure through enforcement action proceedings or by public inspection or publication of the name, estimated balance due, and current status of payments, and filings of any remote seller or marketplace facilitator or agent of any remote seller or marketplace facilitator required to collect sales taxes or file returns under this chapter, who fails to file any return and/or remit in full all sales taxes due within thirty (30) days after the required date for that business. Entry into any agreement whether pursuant to the provisions of this chapter or otherwise shall not act as any prohibition to disclosure of the records of that remote seller or marketplace facilitator as otherwise provided in this chapter.

G. A prospective lessee or purchaser of any business or business interest may inquire as to the obligation or tax status of any business upon presenting to the Commission a release of tax information request signed by the authorized agent of the business.

H. All returns referred to in this chapter, and all data taken therefrom, shall be kept secure from public inspection, and from all private inspection.

5.19.210. Violations.

A. A remote seller or marketplace facilitator that fails to file a sales tax return or remit sales tax when due, in addition to any other liability imposed by this Code, shall pay to the Commission all costs incurred by the Commission to determine the amount of the remote seller's or marketplace facilitator's liability or to collect the sales tax, including, without limitation, reviewing and auditing the remote seller's or marketplace facilitator's business records, collection agency fees, and actual reasonable attorney's fees.

B. A person who causes or permits a corporation of which the person is an officer or director, a limited liability company of which the person is a member or manager, or a partnership of which the person is a partner, to fail to collect sales tax or to remit sales tax to the Commission as required by this Code shall be liable to the Commission for the amount that should have been collected or remitted, plus any applicable interest and penalty.

C. Notwithstanding any other provision of law, and whether or not the Commission initiates an audit or other tax collection procedure, the Commission may bring a declaratory judgment action against a remote seller or marketplace facilitator believed to meet the criteria to establish that the obligation to remit sales tax is applicable and valid under local, state and federal law. The action shall be brought in the judicial district of the taxing jurisdiction.

D. The Commission may cause a sales tax lien to be filed and recorded against all real and personal property of a remote seller or marketplace facilitator where the remote seller or marketplace facilitator has:

1. Failed to file sales tax returns for two (2) consecutive filing periods as required by the Code; or

2. Failed within sixty (60) days of the end of the filing period from which taxes were due to either (a) remit all amounts due or (b) to enter into a secured payment agreement as provided in this Code.

3. Prior to filing a sales tax lien, the Commission shall cause a written notice of intent to file to be mailed to the last known address of the delinquent remote seller or marketplace facilitator.

E. In addition to other remedies discussed in this Code, the Commission may bring a civil action to:

1. Enjoin a violation of this Code. On application for injunctive relief and a finding of a violation or threatened violation, the superior court shall enjoin the violation.

2. Collect delinquent sales tax, penalty, interest and costs of collection, either before or after estimating the amount of sales tax due.

3. Foreclose a recorded sales tax lien as provided by law.

F. All remedies hereunder are cumulative and are in addition to those existing at law or equity.

5.19.220. Penalties for Violations.

A. A buyer, remote seller, or marketplace facilitator who knowingly or negligently submits false information in a document filed with the Commission pursuant to this Code is subject to a penalty of five hundred dollars ($500).

B. A remote seller or marketplace facilitator who knowingly or negligently falsifies or conceals information related to its business activities with the Commission or taxing jurisdiction is subject to a penalty of five hundred dollars ($500).

C. A person who knowingly or negligently provides false information when applying for a certificate of exemption is subject to a penalty of five hundred dollars ($500).

D. Any remote seller or marketplace facilitator who fails to file a return required under this chapter by the due date, regardless of whether any taxes were due for the reporting period for which the return was required, shall be subject to a penalty of twenty-five dollars ($25) for the first sales tax return not timely filed. The filing of an incomplete return shall be treated as the filing of no return.

E. A remote seller or marketplace facilitator who fails or refuses to produce requested records or to allow inspection of their books and records shall pay to the Commission a penalty equal to three (3) times any deficiency found or estimated by the Commission with a minimum penalty of five hundred dollars ($500).

F. A remote seller or marketplace facilitator who falsifies or misrepresents any record filed with the Commission is guilty of an infraction and subject to a penalty of five hundred dollars ($500) per record.

G. Misuse of an exemption card is a violation and subject to a penalty of fifty dollars ($50) per incident of misuse;

H. Nothing in this chapter shall be construed as preventing the Commission from filing and maintaining an action at law to recover any taxes, penalties, interest and/or fees due from a remote seller or marketplace facilitator. The Commission may also recover attorney's fees in any action against a delinquent remote seller or marketplace facilitator.

5.19.230. Remote Sellers with a physical presence in the taxing jurisdiction.

A. Sellers with a physical presence in a Taxing Jurisdiction and no remote or internet-based sales shall report, remit, and comply with standards, including audit authority, of the

Taxing Jurisdiction.

B. Sellers with a physical presence in a Taxing Jurisdiction that also have remote or internet-based sales where the Point of Delivery is in a different Taxing Jurisdictions shall (i) report and remit the remote or internet sales to the Commission; and (ii) report and remit the in-store sales to the Taxing Jurisdiction.

C. Sellers with a physical presence in a Taxing Jurisdiction that also have remote or internet-based sales where the Point of Delivery is in the same Taxing Jurisdictions shall report and remit those remote sales to the Taxing Jurisdiction.

D. Remote Sellers and marketplace facilitators that do not have a physical presence in a Taxing Jurisdiction must report and remit all remote sales to the Commission.

E. For all purchases the tax rate added to the sale price shall be as provided in the Taxing Jurisdiction's sales tax code, based on point of delivery.

F. A marketplace facilitator is considered the remote seller for each sale facilitated through its marketplace and shall collect, report, and remit sales tax to the Commission. A marketplace facilitator is not considered to be the remote seller for each sale or rental of lodging facilitated through its marketplace, wherein the seller is considered to have a physical presence in the Taxing Jurisdiction.

5.19.240. Remittance of Tax; Remote Seller Held Harmless.

A. Any remote seller or marketplace facilitator that collects and remits sales tax to the Commission as provided by law may use an electronic database of state addresses that is certified by the Commission pursuant to subsection (C) of this section to determine the jurisdictions to which tax is owed.

B. Any remote seller or marketplace facilitator that uses the data contained in an electronic database certified by the Commission pursuant to subsection (C) of this section to determine the jurisdictions to which tax is owed shall be held harmless for any tax, charge, or fee liability to any taxing jurisdiction that otherwise would be due solely as a result of an error or omission in the database.

C. Any electronic database provider may apply to the Commission to be certified for use by remote sellers or marketplace facilitators pursuant to this section. Such certification shall be valid for three years. In order to be certified, an electronic database provider shall have a database that satisfies the following criteria:

1. The database shall designate each address in the state, including, to the extent practicable, any multiple postal address applicable to one location and the taxing jurisdictions that have the authority to impose a tax on purchases made by purchasers at each address in the state.

2. The information contained in the electronic database shall be updated as necessary and maintained in an accurate condition. In order to keep the database accurate, the database provider shall provide a convenient method for taxing jurisdictions that may be affected by the use of the database to inform the provider of apparent errors in the database. The provider shall have a process in place to promptly correct any errors brought to the provider's attention.

5.19.250. Definitions.

For purposes of this chapter, the following definitions shall apply:

"Buyer or purchaser" means a person to whom a sale of property or product is made or to whom a service is furnished.

"Commission" means the Alaska Intergovernmental Remote Sales Tax Commission established by Agreement between local government taxing jurisdictions within Alaska, and delegated tax collection authority.

"**Delivered electronically**" means delivered to the purchaser by means other than tangible storage media.

"Entity-based exemption" means an exemption based on who purchases the product or who sells the product. An exemption that is available to all individuals shall not be considered an entity-based exemption.

"**Goods for resale**" means:

A. the sale of goods by a manufacturer, wholesaler or distributor to a retail vendor; sales to a wholesale or retail dealer who deals in the property sold, for the purpose of resale by the dealer.

B. Sales of personal property as raw material to a person engaged in manufacturing components for sale, where the property sold is consumed in the manufacturing process of, or becomes an ingredient or component part of, a product manufactured for sale by the manufacturer.

C. Sale of personal property as construction material to a licensed building contractor where the property sold becomes part of the permanent structure.

"Marketplace facilitator" means a person that contracts with remote sellers to facilitate for consideration, regardless of whether deducted as fees from the transaction, the sale of the remote seller's property or services through a physical or electronic marketplace operated by the person, and engages:

A. Directly or indirectly, through one or more affiliated persons in any of the following:

(i) Transmitting or otherwise communicating the offer or acceptance between the buyer and remote seller;

(ii) Owning or operating the infrastructure, electronic or physical, or technology that brings buyers and remote sellers together;

(iii) Providing a virtual currency that buyers are allowed or required to use to purchase products from the remote seller; or

(iv) Software development or research and development activities related to any of the activities described in (b) of this subsection (3), if such activities are directly related to a physical or electronic marketplace operated by the person or an affiliated person; and

B. In any of the following activities with respect to the seller's products:

(i) Payment processing services;

(ii) Fulfillment or storage services;

(iii) Listing products for sale;

(iv) Setting prices;

(v) Branding sales as those of the marketplace facilitator;

(vi) Order taking;

(vii) Advertising or promotion; or

(viii) Providing customer service or accepting or assisting with returns or exchanges.

"**Member**" means a taxing jurisdiction that is a signatory of the Alaska Remote Sales Tax Intergovernmental Agreement, thereby members of the Commission, and who have adopted the Remote Seller Sales Tax Code.

"**Monthly**" means occurring once per calendar month.

"**Nonprofit organization"** means a business that has been granted tax-exempt status by the Internal Revenue Service (IRS); means an association, corporation, or other organization where no part of the net earnings of the organization inures to the benefit of any member, shareholder, or other individual, as certified by registration with the IRS.

"**Person**" means an individual, trust, estate, fiduciary, partnership, limited liability company, limited liability partnership, corporation, or any other legal entity.

"**Physical presence**" means a seller who establishes any one or more of the following within a local taxing jurisdiction:

5. Has any office, distribution or sales house, warehouse, storefront, or any other place of business within the boundaries of the local taxing jurisdiction;

6. Solicits business or receiving orders through any employee, agent, salesman, or other representative within the boundaries of the local taxing jurisdiction or engages in activities in this state that are significantly associated with the seller's ability to establish or maintain a market for its products in this state;

7. Provides services or holds inventory within the boundaries of the local taxing jurisdiction;

8. Rents or Leases property located within the boundaries of the local taxing jurisdiction.

A seller that establishes a physical presence within the local taxing jurisdiction in any calendar year will be deemed to have a physical presence within the local taxing jurisdiction for the following calendar year.

"Point of delivery" means the location at which property or a product is delivered or service rendered.

A. When the product is not received or paid for by the purchaser at a business location of a remote seller in a Taxing Jurisdiction, the sale is considered delivered to the location where receipt by the purchaser (or the purchaser's recipient, designated as such by the purchaser) occurs, including the location indicated by instructions for delivery as supplied by the purchaser (or recipient) and as known to the seller.

B. When the product is received or paid for by a purchaser who is physically present at a business location of a Remote Seller in a Taxing Jurisdiction the sale is considered to have been made in the Taxing Jurisdiction where the purchaser is present even if delivery of the product takes place in another Taxing Jurisdiction. Such sales are reported and tax remitted directly to the Taxing Jurisdiction not to the Commission.

C. For products transferred electronically, or other sales where the remote seller or marketplace facilitator lacks a delivery address for the purchaser, the remote seller or marketplace facilitator shall consider the point of delivery the sale to the billing address of the buyer.

"**Product-based exemptions"** means an exemption based on the description of the product and not based on who purchases the product or how the purchaser intends to use the product.

"**Property**" and **"product"** means both tangible property, an item that can be seen, weighed, measured, felt, or touched, or that is in any other manner perceptible to the senses; and intangible property, anything that is not physical in nature (i.e.; intellectual property, brand recognition, goodwill, trade, copyright and patents).

"Quarter" means trimonthly periods of a calendar year; January-March, April-June, July-September, and October-December.

"Receive or receipt" means

A. Taking possession of property;

B. Making first use of services; or

C. Taking possession or making first use of digital goods, whichever comes first.

The terms "receive" and "receipt" do not include temporary possession by a shipping company on behalf of the purchaser.

"**Remote sales**" means sales of goods or services by a remote seller or marketplace facilitator.

"Remote seller" means a seller or marketplace facilitator making sales of goods or services delivered within the State of Alaska, without having a physical presence in a taxing jurisdiction, or conducting business between taxing jurisdictions, when sales are made by internet, mail order, phone or other remote means. A marketplace facilitator shall be considered the remote seller for each sale facilitated through its marketplace.

"**Resale of services"** means sales of intermediate services to a business the charge for which will be passed directly by that business to a specific buyer.

"Sale" or "retail sale" means any transfer of property for consideration for any purpose other than for resale.

"Sales or purchase price" means the total amount of consideration, including cash, credit, property, products, and services, for which property, products, or services are sold, leased, or rented, valued in money, whether received in money or otherwise, without any deduction for the following:

A. The seller's cost of the property or product sold;

B. The cost of materials used, labor or service cost, interest, losses, all costs of transportation to the seller, all taxes imposed on the seller, and any other expense of the seller;

C. Charges by the seller for any services necessary to complete the sale, other than delivery and installation charges;

D. Delivery charges;

E. Installation charges; and

F. Credit for any trade-in, as determined by state law.

"**Seller**" means a person making sales of property, products, or services, or a marketplace facilitator facilitating sales on behalf of a seller.

"**Services**" means all services of every manner and description, which are performed or furnished for compensation, and delivered electronically or otherwise outside the taxing jurisdiction (but excluding any that are rendered physically within the taxing jurisdiction, including but not limited to:

A. Professional services;

B. Services in which a sale of property or product may be involved, including property or products made to order;

C. Utilities and utility services not constituting a sale of property or products, including but not limited to sewer, water, solid waste collection or disposal, electrical, telephone services and repair, natural gas, cable or satellite television, and Internet services;

D. The sale of transportation services;

E. Services rendered for compensation by any person who furnishes any such services in the course of his trade, business, or occupation, including all services rendered for commission;

F. Advertising, maintenance, recreation, amusement, and craftsman services.

"Tax cap" means a maximum taxable transaction.

"Taxing jurisdiction" means a local government in Alaska that has a sales tax and is a member of the Alaska Remote Sellers Sales Tax Commission.

"**Transferred electronically**" means obtained by the purchaser by means other than tangible storage media.

5.19.260 Supplemental Definitions.

The Commission shall promulgate Supplemental Definitions that are incorporated into this Remote Seller Sales Tax Code. Supplemental Definitions are available at www.arsstc.org. Provisions of the Supplemental Definitions that are amended, deleted, or added prior to or after the effective date of the latest amendment to this chapter shall be applicable for purposes of this chapter on the effective date provided for such amendments, deletions, or additions, including retroactive provisions.

SECTION 5. That the Alaska Intergovernmental Remote Sales Tax Commission is hereby authorized to implement, administer, and enforce the provisions of KPB 5.19 Uniform Remote Seller Sales Tax Code. This authority remains in full force and effect until the assembly revokes this authorization or otherwise withdraws from the Alaska Remote Seller Sales Tax Commission.

SECTION 6. This ordinance is effective March 1, 2020.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 25TH DAY OF FEBRUARY, 2020.

Kelly Cooper, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

KENAI PENINSULA BOROUGH 1964

Yes:	Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper
No:	None
Absent:	None

Introduced by:	Johnson
Date:	04/06/21
Hearing:	05/04/21
Action:	
Vote:	

KENAI PENINSULA BOROUGH
ORDINANCE 2021-15

AN ORDINANCE AMENDING KPB 21.18, ANADROMOUS WATERS HABITAT PROTECTION, IN ACCORDANCE WITH RECOMMENDATIONS CONTAINED IN THE FINAL REPORT OF THE WORK GROUP FORMED TO PROVIDE A REVIEW OF CHAPTER 21.18

WHEREAS, Resolution 2019-058, as amended by Resolution 2020-09, established the Anadromous Waters Habitat Protection Work Group (work group), for the purpose of examining the current anadromous waters habitat protection permit process and potentially recommending amendments to KPB 21.18; and

WHEREAS, the first work group meeting occurred on March 12, 2020;

WHEREAS, in total the work group held eight meetings which were all noticed and open to the public in accordance with Alaska's Open Meetings Act; and

WHEREAS, at its final meeting on January 28, 2021, the work group approved its final report; and

WHEREAS, the only work group recommendation not incorporated into this ordinance is recommendation #10, Education Recommendation, because it relates to budgetary matters and did not recommend a change to borough code; and

WHEREAS, the work group's final report is available on the borough's website and accompanies this ordinance; and

WHEREAS, the Kenai Peninsula Borough Planning Commission, at its regular meeting of March 15, 2021, recommended approval by unanimous consent;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That KPB 21.18.010(G) is hereby amended as follows:

KPB 21.18.010. Findings.

…

G. The assembly finds that it is in the public interest to further public knowledge of, and the maintenance of safe and healthful conditions; prevent and control water pollution; protect anadromous fish spawning grounds, rearing waters, and migration corridors and aquatic life; control building sites, placement of structures, and land uses; and to preserve [NATIVE SHORE COVER] the riparian habitat and natural beauty. These responsibilities are hereby recognized by the Kenai Peninsula Borough.

SECTION 2. That KPB 21.18.020(A)(2) is hereby amended as follows:

KPB 21.18.020. Purpose.

A. Protect and preserve the stability of anadromous fish through:

1. Controlling shoreline alterations and disturbances;

2. Preserving nearshore habitat and restricting the removal of [NATURAL RIPARIAN] native vegetation;

3. Controlling pollution sources; and

4. Prohibiting certain uses and structures detrimental to anadromous waters and habitat.

5. Decreasing significant erosion, sedimentation, damage to the habitat protection district, ground or surface water pollution, and damage to riparian wetlands and riparian ecosystems.

…

SECTION 3. That KPB 21.18.025(B) is hereby amended as follows:

KPB 21.18.025. Application.

…

B. The reach of streams subject to this Chapter shall be defined by the beginning points and end points of the anadromous waters as identified in the Catalog at the time they are approved by the assembly and as indicated by published borough GIS data, unless otherwise specified in KPB 21.18. To the extent the borough's mapping of the location of waters subject to this Chapter conflict with the location identified in the Catalog, the borough's published mapping data controls.

…

SECTION 4. That KPB 21.18.065 is hereby amended as follows:

21.18.065. - Activities not requiring a permit.

[A. THE PERMIT REQUIRED BY THIS CHAPTER IS NOT REQUIRED FOR NONCOMMERCIAL RECREATIONAL AND OTHER NON-INTRUSIVE ACTIVITIES WHICH DO NOT INVOLVE CONSTRUCTION, EXCAVATION, OR FILL OF LAND AND DO NOT RESULT IN SIGNIFICANT EROSION, SEDIMENTATION, DAMAGE TO THE HABITAT PROTECTION DISTRICT, AN INCREASE IN GROUND OR SURFACE WATER POLLUTION, AND DAMAGE TO THE RIPARIAN WETLANDS AND RIPARIAN ECOSYSTEMS.]

A permit required under this chapter is not required for:

A. Listed vegetation removal activities. Natural vegetation on land abutting lakes and streams protects scenic beauty, controls erosion, provides fish and wildlife habitat, moderates temperature, stabilizes the banks, and reduces the flow of effluents and nutrients from the shoreland into the water. Vegetation removal and land disturbing activities within the habitat protection district are prohibited, with the following exceptions [WHICH DO NOT REQUIRE A PERMIT]:

1. Routine maintenance of existing legally established landscaping and landscape features developed prior to regulation by KPB 21.18, in the habitat protection district, may be continued without a permit. To be considered routine maintenance, activities must have been consistently carried out so that lawns or ornamental plants predominate over native or invasive species. Maintenance is performed with hand tools or light equipment only. Tree removal is not included. "Routine maintenance" activities include mowing; pruning; weeding; planting annuals, perennials, fruits and vegetables; and other activities associated with an ornamental landscape.

2. Pruning of trees and woody shrubs for the health and/or renewal of vegetation shall not result in removal of more than 25% of the living crown of a tree, nor jeopardize the health and natural shape of a tree or shrub.

3. The removal of trees downed by force of nature.

4. The planting of native vegetation does not require a permit provided runoff and erosion are controlled and do not enter the water body.

B. A single flagpole with a surface area footprint not to exceed 4 square feet and above ground height not to exceed 30 feet.

…

SECTION 5. That KPB 21.18.071(A) and (A)(1) are hereby amended as follows:

21.18.071. Staff permits.

A. An application for a permit shall be made and a permit issued before commencement of certain activities, uses, and structures set forth in this section if they do not result in significant erosion, sedimentation, damage to the habitat protection district, an increase in ground or surface water pollution, and damage to the riparian wetlands and riparian ecosystems. Property owners are encouraged to contact the Kenai River Center staff to determine if these impacts are likely to occur before starting the project. An application for a permit shall be made to the Kenai Peninsula Borough planning department central office or at the river center. Upon determination that the submitted information of record supporting the permit application meets the requirements of this section, staff shall issue a permit for the following activities, uses, and structures in the habitat protection district:

1. Tree and Shrub Management

a. A tree or shrub, or portion thereof, may be removed for one or more of the following reasons:

(i) The tree or shrub, or portion thereof, is dead[.];

(ii) The tree or shrub is a safety hazard to persons or property[.]; or

(iii) The tree or shrub removal is for the purpose of preventing the spread of disease to other trees.

Whenever a tree is removed, it shall be replaced with two seedlings less than 5.5 feet tall of a species native to the region.

…

SECTION 6. That KPB 21.18.072 is hereby repealed and replaced as follows:

21.18.072. Limited commercial activity within habitat protection district.

Within the habitat protection district and subject to the requirements of this chapter, the planning commission may issue a permit for commercial activities to be

conducted within a line parallel to and 900 feet west of the section line common to Section 4 and Section 5 of Township 5N, Range 11 W, Seward Meridian (approximately near river mile 1) to the north 1/16th aliquot division line of Section 17, T5N, R11W, Seward Meridian (approximately near river mile 3.5). Commercial activities are operations, uses, structures or other activities implemented for a private business purpose. Public parks, docks, and other public infrastructure are not considered commercial activities for purposes of this section.

A. Activities not requiring permit. Commercial activities of the same nature as those allowed under KPB 21.18.065 do not require a permit under this section.

B. Allowed Activities. The following commercial activities, uses or structures may be permitted under this section:

1. Dock and boat launch.

2. Stairs and pedestrian use boardwalks.

3. Gas, electric, water or other utility connections, lines, or poles.

4. Other activities, uses, or structures that either do not expand the applicant's surface area footprint within the habitat protection district or are necessary to the operation of the applicant's business and cannot be located outside of the habitat protection district due to conditions specific to the property. The burden is on the applicant, through a registered professional engineer, to show that conditions specific to the property exist.

C. General standards. The following standards apply to permits issued under this section:

1. The use or structure will not damage the riparian ecosystem or riparian wetlands. If substantial evidence supports a finding that the use or structure will damage the riparian ecosystem or riparian wetlands, then mitigation shall be required.

2. Granting of the permit shall be consistent with the purposes of this chapter, the borough comprehensive plan, other applicable chapters of the borough code, and other applicable planning documents adopted by the borough;

3. The development of the use or structure shall not physically damage the adjoining property;

4. The proposed use or structure is water-dependent or does not expand the surface area footprint of the structure or use in the habitat protection district.

5. Applicant or owner's compliance with other borough permits and ordinance requirements.

6. If the use or structure expands the applicant's surface area footprint within the habitat protection district, then appropriate mitigation shall be required in order to offset impacts to the habitat protection district.

D. General Conditions. The planning commission may impose permit conditions that it finds are necessary to meet the standards under this section and establish such conditions on the commercial activity, use or structure, for which the permit is granted as it determines necessary to prevent erosion, sedimentation, ground or surface water pollution, or damage to the habitat protection district, riparian wetlands, or riparian ecosystems. The planning commission may require the performance of appropriate mitigation to offset impacts that the planning commission finds may occur as a result of the proposed project or activity.

E. Prohibited activity. A commercial activity, use or structure, that is not allowed under this section and does not qualify for prior existing status under KPB 21.18.090 is prohibited.

F. Application procedure. A person seeking a permit under this section must complete the application and pay any applicable filing fee(s) to the river center on a form provided by the river center and receive planning commission approval prior to commencement of the project. An applicant's failure to abide by the terms and conditions of the planning commission's resolution approving the permit is grounds for revocation of the permit and removal of all non-compliant uses or structures.

SECTION 7. That KPB 21.18.075 is hereby amended as follows:

21.18.075. Prohibited uses and structures.

Any use or structure within the habitat protection district that is not permitted [IN] or allowed under KPB 21.18.065, KPB 21.18.071, KPB 21.18.072, or KPB 21.18.081 is prohibited.

SECTION 8. That KPB 21.18.100(B) is hereby amended as follows:

21.18.100. Administration by cities – Delegation – Legal proceedings.

A. The administration and enforcement of this ordinance may be undertaken by a city.

B. A city may adopt the standards established in this chapter or prescribe standards more stringent than those established in this chapter for the areas of the city within the habitat protection [AREA] district or other areas regulated by this chapter. A conditional use permit issued by a city planning commission may serve to satisfy the requirements of 21.18.072 and 21.18.080.

…

SECTION 9. That KPB 21.18.140 is hereby amended as follows:

21.18.140. Definitions.

As used in this chapter:

"100-year floodplain" means the land area susceptible to being inundated by water from any source during a 100-year flood, which is a flood event that has a 1 percent change of being equaled or exceed in any year.

…

"Conditional use" shall mean a use that would not be appropriate without restrictions throughout the habitat protection district[AREA] but which, if controlled as to number, area, location, relation to the habitat or method of operation, would not cause or lead to significant erosion, sedimentation, damage to the habitat protection district, an increase in ground or surface pollution and damage to riparian wetlands and riparian ecosystems.

…

"Elevated light penetrating structures" mean structures, including walkways, that are off the ground, allow for sunlight ingress, and constructed in such a manner that allow vegetation to grow up to prevent vegetation trampling and increased sedimentation caused by recreational use activities within the habitat protection district.

…

"Ground or water pollution" shall mean the discharge, application, spread or release of chemicals, toxic materials, fuels, pesticides, petroleum based fuels on or into the soil and waters within the habitat protection [AREA] district.

“Habitat protection district” shall mean the anadromous waters habitat protection district land area as established in KPB 21.18.040.

...

“Impervious Material” means material that impedes or prevents natural infiltration of water into soil.

...

"Mitigation" means the reduction of adverse effects of a proposed project by considering:

1. Avoiding the impact altogether by not taking a certain action or parts of an action;

2. Minimizing impacts by limiting the degree or magnitude of the action and its implementation;

3. Rectifying the impact by repairing, rehabilitating or restoring the affected environment;

4. Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action by monitoring and taking appropriate measures; and

5. Compensating for the impact by replacing or providing a comparable substitute.

"Native vegetation" means [NATIVE PLANT COMMUNITIES THAT ARE UNDISTURBED OR MIMICKED] the indigenous flora, to include all plant life, which naturally and historically occur in the Kenai Peninsula Borough region. A species shall be considered non-native if it is tracked and listed on the Alaska Center for Conservation Science’s Non-Native Plant Species List.
“Riparian” means land abutting anadromous waters subject to this chapter.

…

“Shrub” means a woody perennial plant differing from a tree by its low stature and by generally producing several basal stems instead of a single bole and from a perennial herb by its persistent and woody stems.

...

"Wetlands" [SHALL HAVE THE MEANING GIVEN IN 16 USC § 1302 AS APPLIED TO LAND WITHIN THE HABITAT PROTECTION AREA] means land areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

SECTION 10. That this ordinance shall become effective immediately upon enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

DocuSign Envelope ID: 00BA614B-10AF-4388-8C6D-FD022BD53963

Kenai Peninsula Borough
Legal Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Brent Johnson, Assembly Vice-President BJ
Melanie Aeschliman, Planning Director MA

FROM: Sean Kelley, Deputy Borough Attorney SK
Samantha Lopez, Acting River Center Manager SL

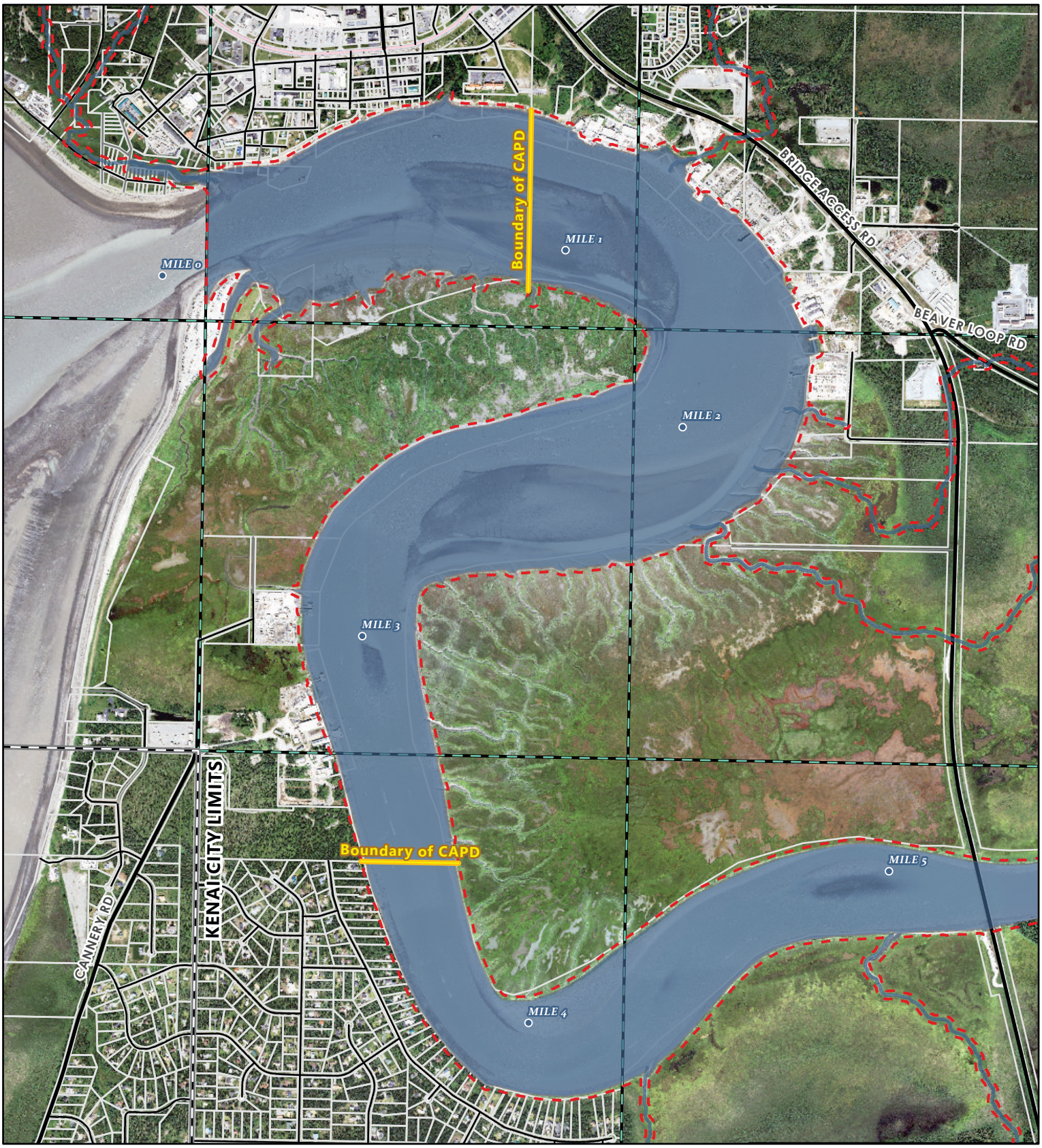
DATE: March 25, 2021

RE: Ordinance 2021-15, Amending KPB 21.18, Anadromous Waters Habitat Protection, in Accordance with Recommendations Contained in the Final Report of the Work Group Formed to Provide a Review of Chapter 21.18 (Johnson)

The assembly formed the Anadromous Waters Habitat Protection Work Group (work group) via Resolution 2019-058, as amended by Resolution 2020-09, for the purpose of examining the current anadromous waters habitat protection permit process and potentially recommending amendments to KPB 21.18.

The final report, approved by the work group January 28, 2021, provides discussion and justification for the recommendations. The recommendations range from a flagpole exemption to "housekeeping" items that are aimed to clean up and clarify code to repeal and replace KPB 21.18.072 concerning limited commercial activity within the habitat protection district. A map provided by GIS that depicts the recommended commercial activity permit area and the final report accompanies this ordinance.

Your consideration of this ordinance is appreciated.



Commercial Activity Permit District (CAPD)

- Boundary Of CAPD
- Approximate River Mile
- 21.18 Anadromous Streams
- Approximate Boundary of 21.18 Habitat Protection District
- City Limits
- Section Lines
- Tax Parcels

N
W E
S

0 0.5 Miles

Kenai Peninsula Borough
Anadromous Waters Habitat Protection Work Group

Final Report and Recommendations

(Approved January 28, 2021)



Committee Members: Robert Ruffner (Chair), Branden Bornemann (Vice Chair), Brent Johnson, Ed Oberts, Wayne Ogle, Kaitlin Vadla, Bob White, Dawson Slaughter

Staff Support: Melanie Aeschliman (Planning Director), Morgan Aldridge (River Center), Johni Blankenship (Borough Clerk), Randi Broyles (Clerk's Office), Nancy Carver (River Center), Charles Combs (River Center), Sean Kelley (Legal Department), Bobbi Lay (GIS), Samantha Lopez (River Center).

Kenai Peninsula Borough
Anadromous Waters Habitat Protection Work Group
Final Report and Recommendations
(Approved January 28, 2021)

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PURPOSE

The Anadromous Waters Habitat Protection Work Group was established to examine the current anadromous waters habitat protection permit process and potentially recommend amendments to KPB 21.18.

The establishing resolution provides that the work group shall provide a final report to the planning commission.

Resolution 2019-058, and as amended by Resolution 2020-009, established the Anadromous Waters Habitat Protection Work Group (hereinafter "work group"), "for the purpose of examining the current anadromous [waters] habitat protection permit process and potentially recommending amendments to KPB 21.18." Per the establishing resolution, the work group "shall provide a final report" to the planning commission which may include recommendations for ordinance amendments.

KPB 21.18.010 through KPB 21.18.145 are the code sections within the borough's Anadromous Waters Habitat Protection Chapter. The habitat protection district was established to: (A) Protect and preserve the stability of anadromous fish; (B) Provide a guide for growth and development along anadromous waters in accordance with the Kenai Peninsula Borough Comprehensive Plan; (C) Achieve the goals and implement the policies of the Kenai Peninsula Borough Comprehensive Plan; (D) Protect and enhance real property values; and (E) Continuing to enjoy the prosperity and abundance provided by anadromous fish to the citizens of the Kenai Peninsula Borough.[1]

The work group was comprised of one assembly member (Johnson), one planning commission member (Ruffner), and six other members of the public appointed by the mayor and confirmed by the assembly – though one member (Slaughter) was unable to attend the meetings due to the timing of the meetings and therefore did not participate in any of the work group meetings. The group was staffed by the Borough Clerk's Office, the Legal Department, the River Center, and GIS.

The first work group meeting was held on March 13, 2020. Due to the COVID-19 pandemic, the work group was on hiatus for approximately 7 months, reconvening on December 3, 2020. Subsequent meetings were held weekly, but for a change of schedule and two week break of the Christmas/New Years

[1] See KPB 21.18.020. – Purpose.

holiday. The meetings were noticed in accordance with the Open Meetings Act and the public was encouraged to attend; however due to the ongoing COVID-19, public health emergency all meetings were via tele/video-conference held over Zoom.

Upon reconvening the work group met via Zoom on the following dates: December 3, 2020, December 10, 2020, December 17, 2020, January 7, 2021, January 14, 2021, January 21, 2021, and January 28, 2021.

RECOMMENDATIONS

Recommendation #1 – Amendment to KPB 21.18.025(B) (GIS DATA)

Recommendation #1 carried by unanimous consent recommending an amendment to KPB 21.18.025(B) to clarify that the borough's published GIS data controls as to the location and application of waters that are subject to KPB 21.18.

Code Change: KPB 21.18.025. –Application.

…

B. The reach of streams subject to this Chapter shall be defined by the beginning points and end points of the anadromous waters as identified in the Catalog **at the time they are approved by assembly and as indicated by published borough GIS data**, unless otherwise specified in KPB 21.18. **To the extent the borough's mapping of the location of waters subject to this Chapter conflict with the location identified in the Catalog, the borough's published mapping data controls**.

Justification and Discussion: This amendment clarifies that the borough's published GIS maps control as to the location and jurisdiction of waters subject to KPB 21.18. Currently, KPB 21.18.025 does not say anything about borough published mapping data and instead indicates that the "Atlas and Catalog of Waters Important for Spawning, Rearing, or Migration of Anadromous Fish" (Catalog) published by the Alaska Department of Fish and Game (ADF&G) controls regarding the location and description of the waters subject to KPB 21.18. Unfortunately, the Catalog does not contain accurate descriptions or clearly identified mapping of streams subject to KPB 21.18. The borough's GIS division does provide updated and clearly identified mapping of the waters subject to KPB 21.18. Input was provided by River Center staff, and Bobbi Lay, GIS Specialist,

highlighting the need for the proposed amendment to align with current best practice. The group discussed if this would change practices on the ground. River center staff assured the group that on-the-ground measurements and real-time identification of locations of streams and rivers would always be most accurate to determine KPB 21.18 jurisdiction boundaries.

Recommendation #2 – Amendment to KPB 21.18.071(A) (Encouraging pre-project consultation with River Center staff).

Recommendation #2 carried by unanimous consent recommending an amendment to KPB 21.18.071(A) encouraging property owners to consult with River Center staff prior to starting a project under KPB 21.18.071(A) and/or going through the permitting process.

Code Change: 21.18.071. - Staff permits.

A. An application for a permit shall be made and a permit issued before commencement of certain activities, uses, and structures set forth in this section if they do not result in significant erosion, sedimentation, damage to the habitat protection district, an increase in ground or surface water pollution, and damage to the riparian wetlands and riparian ecosystems. **Property owners are encouraged to contact the Kenai River Center staff to determine if these impacts are likely to occur before starting the project.** An application for a permit shall be made to the Kenai Peninsula Borough planning department central office or at the river center. Upon determination that the submitted information of record supporting the permit application meets the requirements of this section, staff shall issue a permit for the following activities, uses, and structures in the habitat protection district:

…

Justification and Discussion: This amendment was brought forward by River Center staff. The purpose of the change is to reduce "after the fact" permitting needs because land owners didn't think they needed a permit after performing their own assessment. River Center staff stated that they commonly receive permit requests after the fact where the property owners contact the river center after they find out their projects required permit, either due to complaints or a misreading of ordinances. River Center staff stated its belief that this amendment to KPB 21.18.071(A) would result in increased voluntary compliance and positive partnering with borough property owners.

Recommendation #3 – Amendment to KPB 21.18.065 - (Flagpole exemption amendment, Repeal of Subsection A)

Recommendation #3 was handled as two separate amendments, each of which carried by unanimous consent, recommending amendments to KPB 21.18.065 to repeal subsection "A", to improve the formatting of this section of code, and to provide a new item – known as the flagpole exception - to allow a single flagpole within the Habitat Protection District as an activity not requiring a permit under KPB 21.18.

Code Change: 21.18.065. - Activities not requiring a permit.

[A.] [THE]**A** permit required **under**[by] this chapter is not required for:

[A. NONCOMMERCIAL RECREATIONAL AND OTHER NON-INTRUSIVE ACTIVITIES WHICH DO NOT INVOLVE CONSTRUCTION, EXCAVATION, OR FILL OF LAND AND DO NOT RESULT IN SIGNIFICANT EROSION, SEDIMENTATION, DAMAGE TO THE HABITAT PROTECTION DISTRICT, AN INCREASE IN GROUND OR SURFACE WATER POLLUTION, AND DAMAGE TO THE RIPARIAN WETLANDS AND RIPARIAN ECOSYSTEMS.]

A. **Listed vegetation removal activities.** Natural vegetation on land abutting lakes and streams protects scenic beauty, controls erosion, provides fish and wildlife habitat, moderates temperature, stabilizes the banks, and reduces the flow of effluents and nutrients from the shoreland into the water. Vegetation removal and land disturbing activities within the habitat protection district are prohibited, with the following exceptions**:** [WHICH DO NOT REQUIRE A PERMIT:]

1. Routine maintenance of existing legally established landscaping and landscape features developed prior to regulation by KPB 21.18, in the habitat protection district, may be continued without a permit. To be considered routine maintenance, activities must have been consistently carried out so that lawns or ornamental plants predominate over native or invasive species. Maintenance is performed with hand tools or light equipment only. Tree removal is not included. "Routine maintenance" activities include mowing; pruning; weeding; planting annuals, perennials, fruits and vegetables; and other activities associated with an ornamental landscape.
2. Pruning of trees and woody shrubs for the health and/or renewal of vegetation shall not result in removal of more than

25% of the living crown of a tree, nor jeopardize the health and natural shape of a tree or shrub.

3. The removal of trees downed by force of nature.

4. The planting of native vegetation does not require a permit provided runoff and erosion are controlled and do not enter the water body.

B. A single flagpole with a surface area footprint not to exceed 4 square feet and above ground height not to exceed 30 feet.

Justification and Discussion: The proposed amendment repealing KPB 21.18.065(A) will eliminate language related to non-intrusive activities and undefined terms therein, such as "significant erosion," "damage to the habitat," "increase in ground or surface water pollution," "damage to the riparian wetlands," and "damage to riparian ecosystems". In the past 5 years, the river center is not aware of any activities that landowners performed under this "non-intrusive activities" paragraph. The group therefore determined that repealing this paragraph of KPB 21.18.065 would not appear to impact landowners, aligns with the intent of KPB 21.18, and would improve the overall readability of this chapter. The recommendation is to repeal subsection A as a measure of code clean-up, to make the entire chapter easier to read and understand. Additionally, an objective stated by a few group members during this KPB 21.18 review process was to provide a streamlined process for landowners desiring to install a single flagpole within the habitat protection district on their property. The flagpole amendment provides lists a single flagpole, that meets the not to exceed language provided, as an activity that does not require a permit under KPB 21.18.

Recommendation #4 – Amendment to KPB 21.18.010(G) ("Housekeeping Amendment #1")

Recommendation #4 carried by unanimous consent recommending an amendment to KPB 21.18.010(G) to delete the term "native shore cover" and replace it with "the riparian habitat)

Code Change: KPB 21.18.010. – Findings.

G. The assembly finds that it is in the public interest to further public knowledge of, and the maintenance of safe and healthful conditions; prevent and control water pollution; protect anadromous

fish spawning grounds, rearing waters, and migration corridors and aquatic life; control building sites, placement of structures, and land uses; and to preserve **the riparian habitat** [NATIVE SHORE COVER] and natural beauty. These responsibilities are hereby recognized by the Kenai Peninsula Borough.

Justification and Discussion: The term "native shore cover" is not used elsewhere in KPB 21.18 and is not defined. Using riparian habitat instead appears to fit better within the overall purpose and intent of KPB 21.18. This amendment was introduced at the work group's meeting on January 7, 2021 and voted on at the work group's meeting on January 14, 2021.

Recommendation #5 – Amendment to KPB 21.18.020 ("Housekeeping Amendment #2")

Recommendation #5 carried by unanimous consent recommending an amendment to KPB 21.18.020 deleting the word "natural" and replacing it with the word "native" (vegetation) to align better with other references in code to native vegetation.

Code Change:

KPB 21.18.020. – Purpose.

A. Protect and preserve the stability of anadromous fish through:

1. Controlling shoreline alterations and disturbances;

2. Preserving nearshore habitat and restricting the removal of [NATURAL] **native** [RIPARIAN] vegetation;

Justification and Discussion: The term "natural riparian vegetation" is not defined in code and is not used anywhere else in the chapter. The term native vegetation is defined in KPB 21.18.140. This amendment was introduced at the work group's meeting on January 7, 2021 and voted on at the work group's meeting on January 14, 2021.

Recommendation #6 – Amendment to KPB 21.18.071(A) (add the term "shrub")

Recommendation #6 carried by unanimous consent recommending an amendment to KPB 21.18.071(A) to add the term "shrub".

Code Change: KPB 21.18.071. – Staff permits.

A. An application for a permit shall be made and a permit issued before commencement of certain activities, uses, and structures set forth in this section if they do not result in significant erosion, sedimentation, damage to the habitat protection district, an increase in ground or surface water pollution, and damage to the riparian wetlands and riparian ecosystems. An application for a permit shall be made to the Kenai Peninsula Borough planning department central office or at the river center. Upon determination that the submitted information of record supporting the permit application meets the requirements of this section, staff shall issue a permit for the following activities, uses, and structures in the habitat protection district:

1. Tree **and Shrub** Management

a. A tree **or shrub**, or portion thereof, may be removed for one or more of the following reasons:

(i) The tree **or shrub**, or portion thereof, is dead[.]**;**

(ii) The tree **or shrub** is a safety hazard to persons or property[.]**; or**

(iii) The tree **or shrub** removal is for the purpose of preventing the spread of disease to other trees.

Whenever a tree is removed, it shall be replaced with two seedlings less than 5.5 feet tall of a species native to the region.

Justification and Discussion: This amendment addresses public comments that raised confusion about whether shrubs can also be removed when they are dead or pose a safety hazard.

Recommendation #7 – Amendment to KPB 21.18 throughout to replace the term "habitat protection area" with term "habitat protection district" (7 total changes in code)

Recommendation #7 carried by unanimous consent recommending replacing the term "habitat protection area" with "habitat protection district"

Code Change: There are seven instances in KPB 21.18 where this amendment would change "habitat protection area" to habitat protection district. The Impacted code sections are KPB 21.18.072 (limited commercial activity) (3 reference changes), KPB 21.18.100 (administration by cities) (1 reference change), KPB 21.18.140 (definitions) (3 reference changes).

Justification and Discussion: In KPB 21.18, "habitat protection area" is used 7 times. It is apparent that the use of "habitat protection area" was intended to have the same meaning as "habitat protection district". This change would delete the word AREA and replace it with the word DISTRICT in all 7 places that is used as "habitat protection area"

Recommendation #8 – Amend KPB 21.18.075 (Clarify prohibited uses and structures section)

Recommendation #8 carried by unanimous consent recommending amendment to KPB 21.18.075 adding clarifying language regarding the prohibition of uses and structures under KPB 21.18 and to add a section of code to the list in this section.

Code Change: 21.18.075. - Prohibited uses and structures.

Any use or structure **within the habitat protection district** that is not permitted **or allowed under[**IN] KPB 21.18.065, KPB 21.18.071, **KPB 21.18.072**, or **KPB** 21.18.081 is prohibited.

Justification and Discussion: Current code omits KPB 21.18.072 from the list in this section. The additions aim to clarify that any use or structure within the HPD that is not allowed under code is prohibited. The phrase "not permitted in" may have been a source of confusion so that language is adjusted with this change. The group considered trying to develop a non-exhaustive list of prohibited uses or structures but determined such a list may only increase confusion.

Recommendation #9 – Amendment to KPB 21.18.140 (adds 7 definitions for unique terms used within KPB 21.18 but not defined in code)

Recommendation #9 carried by unanimous consent recommending 9 definition changes to KPB 21.18.140.

Code Change: 21.18.140. - Definitions.

9 definition additions or adjustments to code:

- **"100-year floodplain" means the land area susceptible to being inundated by water from any source during a 100-year flood, which is a flood event that has a 1 percent change of being equaled or exceed in any year**.
- **"Habitat protection district" shall mean the anadromous waters habitat protection district land area as established in KPB 21.18.040.**
- **"Elevated light penetrating structures" mean structures, including walkways, that are off the ground, allow for sunlight ingress, and constructed in such a manner that allow vegetation to grow up to prevent vegetation trampling and increased sedimentation caused by recreational use activities within the habitat protection district**
- **"Impervious Material" means material that impedes or prevents natural infiltration of water into soil.**
- **"Mitigation" means the reduction of adverse effects of a proposed project by considering:**
    1. **Avoiding the impact altogether by not taking a certain action or parts of an action;**
    2. **Minimizing impacts by limiting the degree or magnitude of the action and its implementation;**
    3. **Rectifying the impact by repairing, rehabilitating or restoring the affected environment;**
    4. **Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action by monitoring and taking appropriate measures; and**
    5. **Compensating for the impact by replacing or providing a comparable substitute.**

- "Native vegetation" means **the indigenous flora, to include all plant life, which naturally and historically occur in the Kenai Peninsula Borough region. A species shall be considered non-native if it is tracked and listed on the Alaska Center for Conservation Science's**

Non-Native Plant Species List. [NATIVE PLANT COMMUNITIES THAT ARE UNDISTURBED OR MIMICKED.]

- "**Riparian" means land abutting anadromous waters subject to this chapter.**
- **"Shrub" means a woody perennial plant differing from a tree by its low stature and by generally producing several basal stems instead of a single bole and from a perennial herb by its persistent and woody stems.**
- "Wetlands" **means land areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.** [SHALL HAVE THE MEANING GIVEN IN 16 USC § 1302 AS APPLIED TO LAND WITHIN THE HABITAT PROTECTION AREA.]

Justification and Discussion: The above terms are either undefined in code or could benefit from some fine-tuning. Sources: Chester L. Arnold, Jr. & C. James Gibbons, Impervious Surface Coverage: The Emergence of a Key Environmental Indicator, 62 J. Am. Plan. Ass'n 244 (1996)(impervious surfaces/material); Alaska Department of Natural Resources, Division of Agriculture, Strategic Plan (invasive species, non-native vegetation) Alaska Center for Conservation Science (native vegetation); United Stated Department of Agriculture, The Alaska Vegetation Classification, Viereck et al (Shrub); U.S. Army Corps of Engineers (Corps) and the U.S. Environmental Protection Agency (EPA) (Wetlands); Oregon City, Oregon (Mitigation).

Recommendation #10 – Education Recommendation

Recommendation #10 carried by majority vote recommending that the KPB River Center Staff prioritize education opportunities and partner with local non-profits and other organizations or agencies to accomplish education outreach goals. The recommendation adopted by the work group is as follows:

> "*Recommendation for consideration regarding education at the Kenai River Center*
>
> *The working group recognizes the value in providing education on riparian habitat and the 21.18 habitat ordinance, including direct landowner outreach. Further we perceive a gap in services that would provide meaningful public engagement and help defray costs incurred*

by existing River Center staff. At the same time the working group does not wish to recommend to the Assembly that the Kenai Peninsula Borough create a new position due to the current fiscal climate. To accomplish this we recommend seeking partnership through local and willing non-profit organizations.

To enhance education and outreach to landowners the working group provides the following recommendation:

- *Establish a mechanism to provide for a dedicated education/ outreach position in the Kenai River Center, in conjunction with a non-profit as the employer*
- *Work with a local non-profit to develop an education/ outreach work plan and budget, with regular reporting back to the Assembly*
- *Include funding in the KPB budget to support education/ outreach to be used only if outside matching funds can be secured and only as a portion of the total budget for services provided. We suggest 25% of 1 full-time employee (FTE), approximately $25,000.*
- *(Vadla Amendment, passed by majority vote) Historically the river center has operated with 5 FTE and in last two years has gone from 5 to 3 FTE. Recommendation is full staff of 5 FTE as normal operating capacity for river center. However, recognizing current budget issues 4 FTE is reasonable in short-term to achieve education outreach goals.*

Seek outside funding in collaboration with non-profit to fund the remaining 75% of the budget."

Code Change: No code change required.

Justification and Discussion: The group's objective was to highlight the importance of education and outreach to borough residents, and specifically property owners who own property abutting waters that are subject to KPB 21.18.

Recommendation #11– Re-Write of KPB 21.18.072 (Limited Commercial Activities)

Recommendation #11 carried by unanimous consent recommending a re-write (repeal and replace) of KPB 21.18.072 to provide for certain industrial activities from approximately near river mile 3.5 (West of Ames Bridge) to approximately near river mile 1 on the Kenai River.

Code Change: **21.18.072. - Limited commercial activity within habitat protection district [AREA].**

Within the habitat protection district and subject to the requirements of this chapter, the planning commission may issue a permit for commercial activities to be conducted within a line parallel to and 900 feet west of the section line common to Section 4 and Section 5 of Township 5N, Range 11 W, Seward Meridian (approximately near river mile 1) to the north 1/16th aliquot division line of Section 17, T5N, R11W, Seward Meridian (approximately near river mile 3.5). Commercial activities are operations, uses, structures or other activities implemented for a private business purpose. Public parks, docks, and other public infrastructure are not considered commercial activities for purposes of this section.

A. Activities not requiring permit. Commercial activities of the same nature as those allowed under KPB 21.18.065 do not require a permit under this section.

B. Allowed Activities. The following commercial activities, uses or structures may be permitted under this section:

1. Dock and boat launch.

2. Stairs and pedestrian use boardwalks.

3. Gas, electric, water or other utility connections, lines, or poles.

4. Other activities, uses, or structures that either do not expand the applicant's surface area footprint within the habitat protection district or are necessary to the operation of the applicant's business and cannot be located outside of the habitat protection district due to conditions specific to the property. The burden is on the applicant, through a registered professional engineer, to show that conditions specific to the property exist.

C. General standards. The following standards apply to permits issued under this section:

1. The use or structure will not damage the riparian ecosystem or riparian wetlands. If substantial evidence supports a finding that

the use or structure will damage the riparian ecosystem or riparian wetlands, then mitigation shall be required.

2. **Granting of the permit shall be consistent with the purposes of this chapter, the borough comprehensive plan, other applicable chapters of the borough code, and other applicable planning documents adopted by the borough;**

3. **The development of the use or structure shall not physically damage the adjoining property;**

4. **The proposed use or structure is water-dependent or does not expand the surface area footprint of the structure or use in the habitat protection district.**

5. **Applicant or owner's compliance with other borough permits and ordinance requirements.**

6. **If the use or structure expands the applicant's surface area footprint within the habitat protection district, then appropriate mitigation shall be required in order to offset impacts to the habitat protection district.**

D. General Conditions. The planning commission may impose permit conditions that it finds are necessary to meet the standards under this section and establish such conditions on the commercial activity, use or structure, for which the permit is granted as it determines necessary to prevent erosion, sedimentation, ground or surface water pollution, or damage to the habitat protection district, riparian wetlands, or riparian ecosystems. The planning commission may require the performance of appropriate mitigation to offset impacts that the planning commission finds may occur as a result of the proposed project or activity.

E. Prohibited activity. A commercial activity, use or structure, that is not allowed under this section and does not qualify for prior existing status under KPB 21.18.090 is prohibited.

F. Application procedure. A person seeking a permit under this section must complete the application and pay any applicable filing fee(s) to the river center on a form provided by the river center and receive planning commission approval prior to commencement of the project. An applicant's failure to abide by the terms and conditions of the planning commission's resolution approving the permit is grounds for revocation of the permit and removal of all non-compliant uses or structures.

[THE PLANNING COMMISSION MAY ISSUE A PERMIT FOR ACTIVITIES TO BE CONDUCTED WITHIN OR USING THE HABITAT PROTECTION AREA AS PROVIDED IN THIS SECTION. PERMITS ARE REQUIRED FOR COMMERCIAL ACTIVITIES OF THE SAME NATURE AS THOSE ALLOWED UNDER KPB 21.18.065 FOR PRIVATE NON-COMMERCIAL USE UPON CONDITIONS THAT THE ACTIVITY IS LIMITED TO PEDESTRIAN USE OVER BOARDWALKS, STAIR AND DOCKS NECESSARY TO ALLEVIATE THE INCREASED LEVELS OF ACTIVITY ATTENDANT TO THE COMMERCIAL ACTIVITY. A PERMIT MAY NOT BE ISSUED UNLESS THE PLANNING COMMISSION DETERMINES THE ACTIVITY WILL BE CONDUCTED IN A MANNER THAT DOES NOT RESULT IN SIGNIFICANT EROSION, SEDIMENTATION, DAMAGE TO THE HABITAT PROTECTION DISTRICT, AN INCREASE IN GROUND OR SURFACE WATER POLLUTION, AND DAMAGE TO RIPARIAN WETLANDS AND RIPARIAN ECOSYSTEMS. IN GRANTING A PERMIT, THE PLANNING COMMISSION MAY ESTABLISH SUCH CONDITIONS ON THE DEVELOPMENT, USE OR OPERATION OF THE ACTIVITY OR FACILITY FOR WHICH THE CONDITIONAL USE PERMIT IS GRANTED AS IT DETERMINES NECESSARY TO PREVENT SIGNIFICANT EROSION, SEDIMENTATION, DAMAGE TO THE HABITAT PROTECTION DISTRICT, AN INCREASE IN GROUND OR SURFACE WATER POLLUTION, AND DAMAGE TO RIPARIAN WETLANDS AND RIPARIAN ECOSYSTEMS. THE ACTIVITY MUST BE CONDUCTED ON A PORTION OF PROPERTY ADJACENT TO THE PROPERTY WITHIN THE HABITAT PROTECTION AREA FOR WHICH THE PERMIT IS SOUGHT.]

Justification and Discussion: KPB 21.18.072 (Limited commercial activity within the habitat protection area) is the only section of code within KPB 21.18 specific to commercial or business activities, uses or structures with the HPD. The current wording of this section is difficult to interpret, often open to debate, and has proven to have little useful, practical application. For example, in the past 5 years, it appears that no permits have been issued under this section of code.

The proposed amendment repeals current KPB 21.18.072 and replaces it with a standard-driven permitting process specific to commercial activities. The opening paragraph establishes a permit process for commercial activities within the area described. Subsection A provides for activities that do not require a permit pursuant to KPB 21.18.065. Subsection B provides 4 categories of allowed commercial activities with the HPD. Subsection C provides the general standards applicable to a permit application under this section. Subsection D sets out the general conditions. Subsection E provides that commercial activities not permitted under this section are prohibited, unless the use or structure otherwise qualifies for prior existing status under KPB 21.18.090.

This proposed amendment provides the planning commission authority to impose permit conditions necessary to meet the general standards. The proposed amendments will require mitigation when the proposed activity seeks to expand the applicant's surface footprint within the HPD.

This amendment was requested by and worked on in collaboration with the City of Kenai Administration to allow for commercial activities permitting within the industrialized area of the Kenai River within the City of Kenai. For all intents and purposes, this would create a permitting process similar to the conditional use permit process except that it is specific to commercial activities. There was discussion about extending the permit area west to the near the mouth of the Kenai River, but that amendment did not receive a second. There was also discussion about putting this under KPB 21.18.081 as a conditional use permit but no amendment was put on the floor and the group ultimately unanimously voted to recommend this re-write of KPB 21.18.072 to provide for a clearer permitting process for commercial activities within the area described.

Code Amendments Considered by Work Group but Not Passed

1. Flagpole amendment "option 2".
   Proposed code amendment language considered by the group:
   21.18.065. - Activities not requiring a permit.

   C. A single flagpole with a surface area footprint not to exceed 8 square feet and above ground height not to exceed 30 feet, installed per manufacture instructions. The flagpole may be lighted by solar or 12-gauge direct burial cable from the existing residence. The cable shall be buried in a trench not to exceed 6 inches in depth or 4 inches in width using hand tools only.

   Action: No action taken. A motion was not put on the floor. The work group unanimously passed the flagpole amendment language reflected in Recommendation #3 above.

2. Staff proposed amendment to KPB 21.18.071 (A) adding new number 6
   Proposed code amendment language considered by the group:
   21.18.071. - Staff permits.

   Adding a new (A)(6):

   6. **Projects disturbing no more than 1 cubic yard of material that will not have significant negative impacts within the HPD as 21.18.020 provides protection against may be permitted if staff deems appropriate based on project design and/or mitigating native vegetation restoration**

Action: Motion to recommend failed by unanimous consent. The expressed concern was providing too much discretion to permitting decisions at the staff level.

3. Housekeeping amendment #3 to KPB 21.18.071 (A)
   Proposed code amendment language considered by the group:
   21.18.065. - Activities not requiring a permit.

   A. [n]Noncommercial recreational and other non-intrusive activities which do not involve construction, excavation, or fill of land and do not result in significant erosion, sedimentation, damage to the habitat protection district, an increase in ground or surface water pollution, and damage to the riparian wetlands and riparian ecosystems. **Whether or not a proposed noncommercial recreational activity or other non-intrusive activity may proceed without a permit under this subsection shall be determined by river center staff after consultation with the applicant and appropriate local, state or federal regulatory authorities.**

   Action: Motion to recommend failed by unanimous consent. The group discussing adding a new (A)(6) to this section, the expressed concern was providing too much discretion to permitting decisions at the staff level. Alternatively, the group instead voted to repeal KPB 21.18.065(A) to address potential issues with open-to-interpretation terms that are used in this subsection of code.

4. KPB 21.18.075 (Specific reference to Private Boat Launches)
   Proposed code amendment language considered by the group:
   21.18.075. - Prohibited uses and structures.

   Any use or structure within the habitat protection district that is not permitted or allowed under[IN] KPB 21.18.065, KPB 21.18.071, KPB 21.18.072, or **KPB** 21.18.081 is prohibited. **A developed private boat launch that does not meet the criteria for a conditional use permit under KPB 21.18.081 or under KPB 21.18.072 is prohibited.**

   Action: Motion to recommend failed by unanimous consent. The group expressed concern that the public might see this as a major change and was concerned with singling out boat launches specifically, especially because as far as the group was concerned there does not appear to be an ongoing proliferation of prohibited boat launches and because state parks already regulates boat launches in the water.

5. Amending KPB 21.18.090 (Specific reference to Prior Existing Status for Private Boat Launches)

   Code change: **21.18.090. – Prior Existing uses and structures.**

   E. Impervious materials placed in the habitat protection district which are not structures are not allowed as either prior existing uses or prior existing structures. The planning department may require removal of these materials. **For the purposes of this subsection, the term "impervious materials" does not include a private boat launch established prior to July 2, 2013, that otherwise meets the criteria for prior existing uses under KPB 21.18.090(D).**

   Action: No action taken. A motion was not put on the floor.

6. Repealing lakes from KPB 21.18 jurisdiction
   Proposed code amendment language considered by the group: The action would amend KPB 21.18.025 and the appendix to remove all lakes from KPB 21.18 jurisdiction.

   Action: Motion to recommend failed. The expressed concern was that the science and majority of public comments did not support repealing lakes.

Final Report and Completion of Purpose

This report was first provided as a draft in the work group's January 21, 2021, meeting packet. The draft report was published online in advance of the meeting as part of the work group's packet. The work group held a final meeting on January 28, 2021 for the sole purpose of discussing and approving this final report. On January 28, 2021, the work group unanimously approved the final report reflecting the recommendations passed or considered by the work group. Upon approval of the final report, the Anadromous Waters Habitat Protection Work Group completed its purpose as set out in the assembly's establishing legislation and then discontinued its work pursuant to Resolution 2019-058.

Introduced by:	Mayor
Date:	11/05/19
Action:	Adopted as Amended
Vote:	7 Yes, 2 No, 0 Absent

KENAI PENINSULA BOROUGH
RESOLUTION 2019-058

A RESOLUTION ESTABLISHING AN ANADROMOUS STREAMS HABITAT PROTECTION WORK GROUP

WHEREAS, in 1996 the Kenai Peninsula Borough Assembly enacted KPB Chapter 21.18 which established areas for regulation of activities for habitat protection within the Kenai River watershed; and

WHEREAS, through Ordinance 2000-08 the assembly expanded the scope of KPB 21.18 to apply to ten tributaries of the Kenai River and 14 additional streams within the east side of Cook Inlet; and

WHEREAS, through Ordinance 2011-12 the assembly expanded the protection area to anadromous waterbodies as listed in the "Atlas and Catalogue of Waters Important for Spawning, Rearing, or Migration of Anadromous Fish"; and

WHEREAS, through Ordinance 2013-18 the assembly identified regulated waterbodies as those in the "Atlas and Catalogue of Waters Important for Spawning, Rearing, or Migration of Anadromous Fish" and in the KPB 21.18 Appendix; and

WHEREAS, on April 6, 2010, May 4, 2010, June 8, 2010, June 21, 2012, May 15, 2102, and April 7, 2013 the assembly enacted amendments to KPB 21.18; and

WHEREAS, KPB 21.18.030 requires a staff review of KPB 21.18 to be presented to the planning commission and assembly every five years beginning in 2015; and

WHEREAS, this work group would establish a public process to fully review this chapter; and

WHEREAS, the review shall recommend whether it is advisable to amend the regulations to make them consistent with the purpose and findings of KPB 21.18 and the comprehensive plan, to take advantage of new information and techniques, to correct deficiencies or difficulties which may have developed in administration, or for other reasons as staff may determine;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the work group is established for the purpose of examining the current anadromous stream habitat protection permit process and potentially recommending amendments to KPB 21.18.

SECTION 2. Staff support for the work group shall include a representative from the Kenai Peninsula Borough clerk's office, legal department, and the planning department.

SECTION 3. That the work group shall consist of at least one assembly member; one planning commissioner; and, five members of the public. The group shall elect from among its members a chair and vice-chair who may serve in the absence of the chair. The meetings will be conducted under Roberts Rules of Order. The assembly member shall be appointed by the assembly. The mayor will provide a list of 5 members of the public to be approved by the assembly with representation from the north, south, central, east and west regions of the borough.

SECTION 4. That each meeting time and place shall be advertised, open to the public and subject to the Open Meetings Act.

SECTION 5. The anadromous streams work group shall have no authority to act on behalf of the assembly or the administration or communicate on the borough's behalf other than to make recommendations to the planning commission, administration and assembly.

SECTION 6. The work group shall provide a final report to the planning commission, which may include recommendations for ordinance amendments, by March 23, 2020 and then discontinue unless extended by the assembly.

SECTION 7. That this resolution shall become effective immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 5TH DAY OF NOVEMBER, 2019.

Kelly Cooper, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

KENAI PENINSULA BOROUGH 1964

Yes:	Bjorkman, Blakeley, Carpenter, Cox, Hibbert, Johnson, Smalley
No:	Cooper, Dunne
Absent:	None

Introduced by:	Carpenter, Mayor
Date:	01/21/20
Action:	Adopted
Vote:	8 Yes, 0 No, 1 Absent

KENAI PENINSULA BOROUGH
RESOLUTION 2020-009

A RESOLUTION AMENDING RESOLUTION 2019-058 TO INCLUDE AN AT-LARGE SEAT ON THE ANADROMOUS WATERS HABITAT PROTECTION WORK GROUP

WHEREAS, the assembly adopted Resolution 2019-058 establishing an Anadromous Streams Habitat Protection Work Group to examine the current anadromous stream habitat protection permit process and potentially recommend amendments to KPB 21.18; and

WHEREAS, in discussions of potential members during the December 3, 2019 meeting the assembly considered adding an at-large member of the public to the work group; and

WHEREAS, this resolution amends Resolution 2019-058 to change the word "streams" to "waters" in the title and to increase the number of public members from five to six, with the sixth member representing the borough at-large;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the title of Resolution 2019-058 is hereby amended as follows:

A RESOLUTION AMENDING RESOLUTION 2019-058 TO INCLUDE AN AT-LARGE SEAT ON THE ANADROMOUS [STREAMS] <u>WATERS</u> HABITAT PROTECTION WORK GROUP

SECTION 2. That Section 3 of Resolution 2019-058 is hereby amended as follows:

SECTION 3. That the work group shall consist of at least one assembly member; one planning commissioner; and, [FIVE]<u>six</u> members of the public. The group shall elect from among its members a chair and vice-chair who may serve in the absence of the chair. The meetings will be conducted under Roberts Rules of Order. The assembly member shall be appointed by the assembly. The mayor will <u>appoint a member of the planning commission and</u> provide a list of [5] <u>six</u> members of the public to be approved by the assembly with representation from <u>one at-large member and one each from</u> the north, south, central, east and west regions of the borough.

SECTION 3. That this resolution shall become effective immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST DAY OF JANUARY, 2020.

Kelly Cooper, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

KENAI PENINSULA BOROUGH 1964

Yes:	Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Cooper
No:	None
Absent:	Smalley

Introduced by: Mayor
Date: 05/04/21
Action:
Vote:

KENAI PENINSULA BOROUGH
RESOLUTION 2021-033

A RESOLUTION DETERMINING THE AMOUNT TO BE PROVIDED FROM LOCAL SOURCES FOR SCHOOL PURPOSES DURING FISCAL YEAR 2022 AND APPROVING THE KENAI PENINSULA BOROUGH SCHOOL DISTRICT TOTAL BUDGET

WHEREAS, in accordance with Alaska Statute 14.14.060(c) and KPB 5.04.021 the Kenai Peninsula Borough School District ("KPBSD") shall submit the school budget for approval of the total amount and the assembly must determine the total amount of money to be made available from local sources for school purposes and must furnish to the school board a statement of the sum to be made available within 30 days of receipt of the budget; and

WHEREAS, the KPBSD submitted its budget to the assembly for approval on April 6, 2021; and

WHEREAS, the borough is proposing that school funding from local sources for FY2022 be $45,000,000;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the assembly approves a total education budget for the Fiscal Year July 1, 2021 to June 30, 2022 as follows:

A. School District Operations	$134,818,612
B. Borough Maintenance	8,029,231
C. School District Utilities	80,000
D. Insurance	3,131,278
E. Audit	97,132
F. Custodial Services	125,045
Total Education Budget	$ 146,281,298

Note: Item (A) is budgeted and controlled by the Board of Education. Items (B) through (F) are budgeted and controlled by the assembly as in-kind services.

SECTION 2. That $45,000,000 shall be made available from local sources to fund school district operations for Fiscal Year 2022 as follows:

A. Local Effort	$ 33,537,314
B. Borough Maintenance	8,029,231
C. School District Utilities	80,000
D. Insurance	3,131,278
E. Audit	97,132
F. Custodial Services	125,045
TOTAL LOCAL FUNDING PER AS 14.17.410	$ 45,000,000

SECTION 3. That an ordinance appropriating funds specified in Section 2, items (A) through (F) will be enacted prior to June 30, 2021.

SECTION 4. That a copy of this resolution will be sent to the President of the Board of Education upon its adoption.

SECTION 5. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 4TH DAY OF MAY, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor JCB

FROM: Brandi Harbaugh, Finance Director BH

DATE: April 22, 2021

RE: Resolution 2021-033, Determining the Amount to be Provided from Local Sources for School Purposes During Fiscal Year 2022 and Approving the Kenai Peninsula Borough School District Total Budget (Mayor)

The Kenai Peninsula Borough School District ("KPBSD") submitted its FY2022 budget to the assembly on April 6, 2021, in accordance with AS 14.14.060(c), which requires the school board to submit the school budget to the borough assembly by May 1 for approval of the total amount. In addition, within 30 days after receipt of the budget the assembly shall determine the total amount of money to be made available from local sources. If the assembly does not furnish the school board with a statement of the sum to be made available within 30 days, the amount requested in the budget is automatically approved.

The attached resolution approves the total KPBSD's FY2022 budget and confirms the amount from local sources that will be provided to fund the FY2022 school budget. The amount provided from local sources is $45,000,000.

FINANCE DEPARTMENT
ACCOUNT / FUNDS VERIFIED

Acct. No. 100.94910.00000.50241

Amount $45,000,000

By: PP Date: 4/22/2021

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent
Mr. John O'Brien, Superintendent of Schools
148 North Binkley Street Soldotna, Alaska 99669-7520
Phone (907) 714-8888 Fax (907) 262-9132

April 6, 2021

Mr. Brent Hibbert, President
Kenai Peninsula Borough Assembly
144 North Binkley Street
Soldotna, AK 99669

RE: FY22 Budget Approval

Dear Mr. Hibbert:

Transmitted herein is the 2021-2022 Kenai Peninsula Borough School District Annual Budget as approved by the Board of Education at its meeting on April 5, 2021.

The total budget for all funds is $146,281,298. The general fund request, including expenditures and transfers, is for $134,081,112 and the special revenue fund requests for Food Service and Pupil Transportation budgets total $12,200,186.

The revenue projection is based on the Base Student Allocation of $5,930, which is the same level as FY17, FY18, FY19, FY21 and FY22, from the State of Alaska and the Kenai Peninsula Borough contribution is requested in the amount of $48,000,000. This would be a decrease of $2,000,000 over the current FY21 budgeted local effort total of $50,000,000.

Please see the link below for the FY22 preliminary general fund budget, approved by the School Board at the April 5, 2021 meeting.

https://www.kpbsd.k12.ak.us/WorkArea/DownloadAsset.aspx?id=42654

The Kenai Peninsula Borough Assembly is respectfully requested to approve the 2021-2022 School District Budget as presented in accordance with current foundation calculations. The administration is available to discuss the budget as it relates to the educational program and community for the coming year.

I would like to take this opportunity to thank the Assembly for their participation in this process through the community budget hearings, attendance at board work sessions, board meetings and other events, as well as the joint work session held with the School Board. The Assembly's continued support of public education is appreciated!

Sincerely,

John O'Brien

Mr. John O'Brien
Superintendent

CC: Charlie Pierce, Mayor
Johni Blankenship, Borough Clerk

Introduced by: Mayor
Date: 05/04/21
Action:
Vote:

KENAI PENINSULA BOROUGH
RESOLUTION 2021-034

A RESOLUTION AUTHORIZING THE ASSESSOR TO ACCEPT ONE LATE-FILED SENIOR CITIZEN EXEMPTION APPLICATION, TWO LATE-FILED DISABLED VETERAN EXEMPTION APPLICATIONS, AND TWO LATE-FILED DISABLED VETERAN PROOF OF DISABILITY FOR 2021

WHEREAS, KPB 5.12.105(E) provides that an application for a senior citizen/disabled veteran exemption must be filed by March 31 of the year for which the exemption is sought; and

WHEREAS, KPB 5.12.105(E) provides that a disabled veteran who has less than a permanent disability must submit an official disability percentage letter each year prior to March 31 showing a 50 percent or greater disability; and

WHEREAS, in accordance with AS 29.45.030(f) and KPB 5.12.105(E) the assembly may, for good cause shown, waive the claimant's failure to make timely application and authorize the assessor to accept the application as if timely filed; and

WHEREAS, in accordance with KPB 5.12.105(E)(4) if an otherwise qualified claimant is unable to comply with the March 31 deadline for filing an application or proof of disability, and the inability to comply is caused by a serious condition or extraordinary event beyond the taxpayer's control, the assembly may, by resolution, waive the claimant's failure to file the application by such date, and authorize the assessor to accept the application as if timely filed; and

WHEREAS, all applicants have submitted an affidavit stating that they had extraordinary circumstances which prevented them from timely filing a 2021 senior citizen or disabled veteran exemption application, or timely filing a 2021 Disabled Veteran proof of disability;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. Upon reviewing the senior citizen/disabled veteran exemption applications and documentation or affidavit submitted with this resolution, the assembly hereby waives the March 31 deadline for filing an application for the 2021 senior citizen and disabled veteran exemption, or proof of disability for the 2021 disabled veteran exemptions, based upon a finding that the applicants were unable to comply with that deadline due to a serious condition or extraordinary event beyond

their control.

SECTION 2. That the assessor shall process the application in accordance with standard assessing department procedures for processing such applications.

SECTION 3. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 4TH DAY OF MAY, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Assessing Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor JCB

FROM: Adeena Wilcox, Borough Assessor aw

DATE: April 22, 2021

SUBJECT: Resolution 2021-034, Authorizing the Assessor to Accept One Late-Filed Senior Citizen Exemption, Two Late-Filed Disabled Veteran Exemption Applications, and Two Late-Filed Proof of Disability for 2021 (Mayor)

One applicant for the Senior Citizen Exemption and two applicants for the Disabled Veteran Exemption have requested the assembly to allow the assessor to accept their late-filed real property tax exemption applications filed after March 31, 2021. Two Disabled Veterans have requested the assembly allow the assessor to accept a late-filed proof of 50% disability or greater verification filed after March 31, 2021.

KPB 5.12.105 and AS 29.45.030(f) allow late-filed exemptions to be granted by the assembly. For an application filed after March 31, the applicant must file an affidavit stating good cause for failure to comply with the deadline. Good cause is defined by KPB 5.12.105(E)(4) as:

> . . . an inability to comply with the March 31 deadline that was caused by a serious condition or extraordinary event beyond the taxpayer's control. A serious condition or extraordinary event may include a serious medical condition or other similar serious condition or extraordinary event.

Senior Citizen Exemption Applicant (1): Jim Lee purchased the property in June 2019. Due to a clerical error, on the part of a borough employee, the deed was not processed. Mr. Lee was unaware of the error and believed he did not

receive tax bills because he was a senior, age 72, and automatically exempt. Once the error was corrected, he realized he did not have a property tax exemption. He applied for the $50,000 Residential Exemption timely, believing it was the same as the Senior Citizen Exemption. He discovered the Senior Citizen Exemption had not been applied for when he arrived to pay his taxes in person on April 14, 2021, after the filing deadline had expired.

Based upon a review of Mr. Lee's exemption application he would qualify for exemption if the assembly authorizes his late-filed request.

Disabled Veteran Exemption Applicant (1): William White has been waiting for surgery to help correct a service related injury, which had been postponed due to the Covid-19 pandemic. March 5, 2021, the Department of Veteran Affairs suddenly scheduled his surgery at an out of state VA hospital and he left state quickly. He was unable to apply for his Disabled Veteran Exemption timely due to his surgery, recovery, and the medication that he was on post-surgery.

Based upon a review of Mr. White's exemption application and VA documentation he would qualify for exemption if the assembly authorizes his late-filed request.

Disabled Veteran Exemption Applicant (2): Daren Hill received his initial VA disability determination after the Disabled Veteran Exemption filing deadline had passed. He was unaware that he could apply for the exemption prior to receiving his disability rating determination.

Based upon a review of Mr. Hill's exemption application and VA documentation he would qualify for exemption if the assembly authorizes his late-filed request.

Disabled Veteran Exemption Applicant (3): Garrett Todd, a Disabled Veteran Exemption recipient since 2020, is required to provide current proof of disability of 50% or greater from the Department of Veterans Affairs each year. His 2021 VA letter was received after the March 31, 2021, deadline. He states in his late-filed affidavit that he works full-time, attends school and is a parent to two young children and supplying the documentation simply "fell through the cracks".

Based upon a review of Mr. Todd's proof of disability, he will qualify for the Disabled Veteran Exemption for 2021, if the assembly authorizes his late-filed request.

Disabled Veteran Exemption Applicant (4): Marcus Lopez has had the Disabled Veteran Exemption since 2019. He states he requested the Department of Veteran Affairs to fax his VA Disability Rating Letter to the Assessing Department in both November 2020 and February 2021. He assumed the Assessing Department had received his documentation and did not realize otherwise until he received a March 5, 2021, letter reminding him to supply it for the 2021 year. He requested another VA letter be mailed but because he receives his mail at his parents' home in Anchorage, there was even further delay and he was two-days late submitting his documentation.

Based upon a review of Mr. Lopez's proof of disability, he will qualify for the Disabled Veteran Exemption for 2021, if the assembly authorizes his late-filed request.

Your consideration of this resolution is appreciated.

SENIOR CITIZEN EXEMPTION

2021

DUE ON OR BEFORE MARCH 31 OF THE EXEMPTION YEAR
APPLICANTS MUST BE AGE 65 ON OR BEFORE DECEMBER 31 OF THE PRECEDING YEAR.
Proof of age is required prior to application approval.

PIN: 15701204

RECEIVED
APR 14 2021
KPB ASSESSING DEPT

JIM R LEE
[redacted]

Physical Address: 63736 NOEL CT

Legal Description: T 1S R 13W SEC 7 Seward Meridian HM 0860045 SUMMERSET ACRES SUB LOT 1

Home Phone: ____

Cell Phone: ____

Spouse's Name: ____

Applicant's Date

Spouse's Date of B

Applicant's SSN: _____

Spouse's SSN: _____

I am applying as a:
___ Senior age 65 and spouse
X Individual age 65 or older
___ Surviving spouse age 60 or older

Dwelling Type:
X Single Family
___ Multi-Family Dwelling
___ Mobile Home
___ Other
___ Condominium

Is any portion of this property used for:
Commercial Use? ___ YES X NO
Rental Purposes? ___ YES X NO
Explain: _____

Is occupancy shared with someone other than your spouse and/or minor children? ___ YES X NO

If yes, when did shared occupancy begin? _____

What portion of the home do they occupy? _____

If live-in care is medically necessary, attach a letter from a physician recommending need for live-in care.

Do you or your spouse own property in another Borough or State?
X YES X NO
If YES, does the property receive an exemption? X YES X NO

Please list your other property address, city & state:
sold property in Willow, AK several years ago. answered incorrectly per T/C

Alaska Permanent Fund Eligibility

When was the last year you applied for the Alaska Permanent Fund Dividend? 2021

Will you apply for the next Permanent Fund Dividend? X YES ___ NO What year will that be? 2022

Applicants who do not receive an Alaska Permanent Fund Dividend must complete KPB Supplemental Form #1 or the application will be denied. (Supplemental forms are available at the Assessing Department or on-line.)

I CERTIFY: This property is my primary residence and permanent place of abode. I occupied it as my primary residence for a minimum of 185 days in the year prior to the year of this application. (If you do not meet this requirement, you must provide satisfactory evidence that you meet the statutory criteria for an allowable absence under AS 43.23.008.) I hereby attest that the information above is true and correct to the best of my knowledge, and I will notify the borough assessing department if I do not meet this requirement in any future year for the duration of this exemption.

Jim R. LEE — **PRINT OWNER NAME**

Jim R. Lee — **SIGNATURE**

4-14-2021 — **DATE**

+50K
15MV

1948

****** ASSESSOR'S USE ONLY ******

NEW FILING	OCCUPANCY	AGE	FULL	VARIABLE	APPROVED	ENTERED BY
X		AKDL				
PRIOR FILING	OWNERSHIP	PERM FUND	CONTIG		DENIED	
	6-14-19	2020 YES				

RECEIVED
APR 14 2021
KPB ASSESSING DEPT

AFFIDAVIT OF Jim R. LEE
(Senior Citizen or Disabled Veteran Applicant Name)

AND APPLICATION FOR APPROVAL OF LATE FILING FOR SENIOR CITIZEN OR DISABLED VETERAN EXEMPTION

This application is made pursuant to A.S. 29.45.030 Required Exemptions and KPB Code 5.12.105. Real Property Tax - Exemptions - Senior Citizens, Disabled Veterans and surviving spouses thereof.

Good cause means an inability to comply with the March 31 deadline that was caused by a serious condition or extraordinary event beyond the taxpayer's control. A serious condition or extraordinary event may include a serious medical condition or other similar serious condition or extraordinary event. (Absent extraordinary circumstances, a mere failure to pick up or read mail or to make arrangements for an appropriate and responsible person to pick up and read mail or a failure to provide a current address to the Department of Assessing will not be deemed good cause). Failure to meet the filing deadline is based upon the following good cause:

Please describe the serious condition or extraordinary event that caused your failure to meet the March 31st filing deadline. (Please attach any documentation you may have that supports your request).

I Thought I was already EXEMPT since I AM 72 years OLD AND DID NOT receive A TAX BILL I received your LETTER dated 2-22-21 and FILED For My SENior Exemption

FURTHER AFFIANT SAITH NAUGHT.

Dated at 4-14-2021, Alaska, this 4 day of 14, 2021

Jim R. Lee
Applicant Signature

SUBSCRIBED AND SWORN to before me this 14 day of April, 20 21

OFFICIAL SEAL
STATE OF ALASKA
SUSAN L. GUZMAN
NOTARY PUBLIC
My Comm. Exp. w/ office

Susan L Guzman
Notary Public
My Commission Expires: w/ office

Exemption applications submitted for consideration for late-file acceptance will be forwarded to the Assembly by the Mayor's Office.

Assembly Action: APPROVED _____ DENIED _____

Property Tax
PO Box 3040, Soldotna, Alaska 99669 • (907) 714-2304 • (907) 714-2376 Fax

A Division of the Finance Department

Charlie Pierce
Borough Mayor

February 22, 2021

RECEIVED
APR 14 2021
KPB ASSESSING DEPT

Jim R Lee
[redacted]

Re: Parcel 15701204

Tax Year's: 2019 and 2020

Mr. Lee,

The Assessing Department notified me of a clerical error on parcel 15701204, 63736 Noel Ct. It was discovered that the deed was not posted so you did not receive the 2019 or 2020 property tax bills. The enclosed property tax bill reflects taxes owing for 2019 and 2020. Please contact me if you have any questions.

Sincerely,

Jennifer VanHoose

Jennifer VanHoose

Kenai Peninsula Borough
Property Tax and Collections Manager
jvanhoose@kpb.us
907-714-2173

enc

RECEIVED
APR 5 2021
KPB ASSESSING DEPT

DISABLED VETERAN EXEMPTION 2021

DUE ON OR BEFORE MARCH 31 OF THE EXEMPTION YEAR
APPLICANTS MUST PROVIDE DOCUMENTATION EACH YEAR OF 50% OR MORE SERVICE CONNECTED DISABILITY TO QUALIFY

Name: william GA White
Mailing Address: [redacted]
City: [redacted]
Home Phone
Cell Phone:
Applicant's D
Applicant's S

Property ID (PIN): 06501206
Physical Address: 38094 Great Land St. Sterling
Legal Description: T 5N R 8W SEC7 SEWARD MERIDAN KN SOUTH 110FT OF GOVT LOT14
Spouse's Name
Spouse's Date
Spouse's SSN:

I am applying as a:
X Disabled Veteran ___ Surviving spouse age 60 or older

Dwelling Type:
X Single Family ___ Multi-Family Dwelling
___ Mobile Home ___ Other
___ Condominium

Is any portion of this property used for:
Commercial Use? ___ YES X NO
Rental Purposes? ___ YES X NO
Explain:

Is occupancy shared with someone other than your spouse and/or minor children? ___ YES X NO
If yes, when did shared occupancy begin? (Date)
What portion of the home do they occupy? (%)
If live-in care is medically necessary, attach a letter from a physician recommending need for live-in care.

Do you or your spouse own property in another Borough or State?
___ YES ___ NO
If YES, does the property receive an exemption? X YES ___ NO

Please list your other property address, city & state:
38110 Great Land St. Syerling, Ak

Disability Eligibility
Have you applied for this exemption before? ___ YES X NO
If YES, list the account/parcel number for the previous exemption:
Do you have a disability rated 50% or greater by the VA? X YES ___ NO
Is disability "service connected"? X YES ___ NO

I CERTIFY: This property is my primary residence and permanent place of abode. I occupied it as my primary residence for a minimum of 185 days in the year prior to the year of this application. (If you do not meet this requirement, you must provide satisfactory evidence that you meet the statutory criteria for an allowable absence under AS 43.23.008.)

I hereby attest that the information above is true and correct to the best of my knowledge, and I will notify the borough assessing department if I do not meet this requirement in any future year for the duration of this exemption.

William G A White	william GA White	3/31/2021
PRINT OWNER NAME	**SIGNATURE**	**DATE**

SBV

****** ASSESSOR'S USE ONLY ******

NEW FILING	OCCUPANCY	DISABILITY 100 90	FULL	VARIABLE	APPROVED	ENTERED BY
PRIOR FILING	OWNERSHIP 8.2.2016	PERMANENT NOT PERM	CONTIG		DENIED	revised 6/18/2019

(see reverse side)

http://intranet.borough.kenai.ak.us/Assessing/Reports/Blanks

RECEIVED
APR 6 2021
KPB ASSESSING DEPT

AFFIDAVIT OF William G.A. White
(Senior Citizen or Disabled Veteran Applicant Name)

AND APPLICATION FOR APPROVAL OF LATE FILING FOR SENIOR CITIZEN OR DISABLED VETERAN EXEMPTION

This application is made pursuant to A.S. 29.45.030 Required Exemptions and KPB Code 5.12.105. Real Property Tax - Exemptions - Senior Citizens, Disabled Veterans and surviving spouses thereof.

Good cause means an inability to comply with the March 31 deadline that was caused by a serious condition or extraordinary event beyond the taxpayer's control. A serious condition or extraordinary event may include a serious medical condition or other similar serious condition or extraordinary event. (Absent extraordinary circumstances, a mere failure to pick up or read mail or to make arrangements for an appropriate and responsible person to pick up and read mail or a failure to provide a current address to the Department of Assessing will not be deemed good cause). Failure to meet the filing deadline is based upon the following good cause:

Please describe the serious condition or extraordinary event that caused your failure to meet the March 31st filing deadline. (Please attach any documentation you may have that supports your request).

I have [redacted] which the VA has been planning surgery on for over a year. Due to covid & not life threating it was delayed. I was notified Feb 28 that surgeory would be March 5. [redacted] unable to do my affairs,

FURTHER AFFIANT SAITH NAUGHT.

Dated at Humble, ~~Alaska~~ Texas, this 5 day of April, 2021

Wm G A White
Applicant Signature

SUBSCRIBED AND SWORN to before me this 5 day of April, 2021

VERONICA VASQUEZ
NOTARY PUBLIC STATE OF TEXAS
MY COMM. EXP. 03/17/2024
NOTARY ID 12528221-0

Veronica Vasquez
Notary Public
My Commission Expires: 03/17/2024

Exemption applications submitted for consideration for late-file acceptance will be forwarded to the Assembly by the Mayor's Office.

Assembly Action: APPROVED _____ DENIED _____

R:\Forms\Late File Affidavit Senior Vet.docx

DISABLED VETERAN EXEMPTION

DUE ON OR BEFORE MARCH 31 OF THE EXEMPTION YEAR
APPLICANTS MUST PROVIDE DOCUMENTATION EACH YEAR OF 50% OR MORE SERVICE CONNECTED DISABILITY TO QUALIFY

2021

PIN: 17372011

RECEIVED
APR 14 2021
KPB ASSESSING DEPT.

DAREN EDWARD HILL
[redacted]

Physical Address: 2281 SPRUCEWOOD DR

Legal Description: T 6S R 14W SEC 14 Seward Meridian HM 0820009 RAVEN RIDGE SUB LOT 7

Home Phone: /

Cell Phone: /

Applicant's Dc

Applicant's SSI

Spouse's Nam

Spouse's Date

Spouse's SSN:

I am applying as as: ___ Disabled Veteran ___ Surviving spouse age 60 or older

Dwelling Type:		**Is any portion of this property used for:**	
✓ Single Family	___ Multi-Family Dwelling	Commercial Use?	___ YES ✓ NO
___ Mobile Home	___ Other	Rental Purposes?	___ YES ✓ NO
___ Condominium		*Explain:*	

Is occupancy shared with someone other than your spouse and/or minor children? ___ YES ✓ NO

If yes, when did shared occupancy begin? (Date) _____

What portion of the home do they occupy? (%) _____

If live-in care is medically necessary, attach a letter from a physician recommending need for live-in care.

Do you or your spouse own property in another Borough or State?	**Please list your other property address, city & state:**
___ YES ✓ NO	
If YES, does the property receive an exemption? ___ YES ___ NO	

Disability Eligibility

Have you applied for this exemption before? ___ YES ✓ NO

If YES, list the account/parcel number for the previous exemption: _____

Do you have a disability rated 50% or greater by the VA? ✓ YES ___ NO

Is disability "service connected"? ✓ YES ___ NO

I CERTIFY: This property is my primary residence and permanent place of abode. I occupied it as my primary residence for a minimum of 185 days in the year prior to the year of this application. (If you do not meet this requirement, you must provide satisfactory evidence that you meet the statutory criteria for an allowable absence under AS 43.23.008.)

I hereby attest that the information above is true and correct to the best of my knowledge, and I will notify the borough assessing department if I do not meet this requirement in any future year for the duration of this exemption.

Daren Hill — **PRINT OWNER NAME**

[signature] — **SIGNATURE**

5/12/2021 — **DATE**

****** ASSESSOR'S USE ONLY ******

SBV

NEW FILING	OCCUPANCY	DISABILITY	FULL	VARIABLE	APPROVED	ENTERED BY
		80%				
PRIOR FILING	OWNERSHIP	PERMANENT	CONTIG		DENIED	
	10-23-08	NOT PERM				

http://intranet.borough.kenai.ak.us/Assessing/Reports/Counter /Disabled Veteran Exemption - PIN.rdl

AFFIDAVIT OF Daren Hill

(Senior Citizen or Disabled Veteran Applicant Name)

AND APPLICATION FOR APPROVAL OF LATE FILING FOR SENIOR CITIZEN OR DISABLED VETERAN EXEMPTION

RECEIVED
APR 14 2021
KPB ASSESSING DEPT.

This application is made pursuant to A.S. 29.45.030 Required Exemptions and KPB Code 5.12.105. Real Property Tax - Exemptions - Senior Citizens, Disabled Veterans and surviving spouses thereof.

Good cause means an inability to comply with the March 31 deadline that was caused by a serious condition or extraordinary event beyond the taxpayer's control. A serious condition or extraordinary event may include a serious medical condition or other similar serious condition or extraordinary event. (Absent extraordinary circumstances, a mere failure to pick up or read mail or to make arrangements for an appropriate and responsible person to pick up and read mail or a failure to provide a current address to the Department of Assessing will not be deemed good cause). Failure to meet the filing deadline is based upon the following good cause:

Please describe the serious condition or extraordinary event that caused your failure to meet the March 31st filing deadline. (Please attach any documentation you may have that supports your request).

I was injured while deployed 12/19-7/20. After a lengthy application period I received my VA determination on 4/10/21. This determination was back dated to 12/01/20.

FURTHER AFFIANT SAITH NAUGHT.

Dated at Kenai, Alaska, this 12 day of April, 2021

Applicant Signature

SUBSCRIBED AND SWORN to before me this 12TH day of APRIL, 2021

State of Alaska
NOTARY PUBLIC
Adam Stover
My Commission Expires Mar 6, 2024

Notary Public
My Commission Expires: MARCH 6TH, 2024

Exemption applications submitted for consideration for late-file acceptance will be forwarded to the Assembly by the Mayor's Office.

Assembly Action: APPROVED _____ DENIED _____

R:\Forms\Late File Affidavit Senior Vet.docx

060-021-13

AFFIDAVIT OF Garrett Todd
(Senior Citizen or Disabled Veteran Applicant Name)

AND APPLICATION FOR APPROVAL OF LATE FILING
FOR SENIOR CITIZEN OR DISABLED VETERAN EXEMPTION

This application is made pursuant to A.S. 29.45.030 Required Exemptions and KPB Code 5.12.105. Real Property Tax - Exemptions - Senior Citizens, Disabled Veterans and surviving spouses thereof.

Good cause means an inability to comply with the March 31 deadline that was caused by a serious condition or extraordinary event beyond the taxpayer's control. A serious condition or extraordinary event may include a serious medical condition or other similar serious condition or extraordinary event. (Absent extraordinary circumstances, a mere failure to pick up or read mail or to make arrangements for an appropriate and responsible person to pick up and read mail or a failure to provide a current address to the Department of Assessing will not be deemed good cause). Failure to meet the filing deadline is based upon the following good cause:

Please describe the serious condition or extraordinary event that caused your failure to meet the March 31st filing deadline. (Please attach any documentation you may have that supports your request).

The only reason I can give is that I work full time, go to School and am a parent of two young children. I hate to say it, but sometimes these things fall through the cracks. I do hope you take this into consideration. Thank you.

FURTHER AFFIANT SAITH NAUGHT.

Dated at Soldotna, Alaska, this 12 day of April, 20 21

Applicant Signature

SUBSCRIBED AND SWORN to before me this 12 day of April, 20 21

OFFICIAL SEAL
STATE OF ALASKA
SUSAN L. GUZMAN
NOTARY PUBLIC
My Comm. Exp.:

Notary Public
My Commission Expires: w/ office

Exemption applications submitted for consideration for late-file acceptance will be forwarded to the Assembly by the Mayor's Office.

Assembly Action: APPROVED _____ DENIED _____

RECEIVED
APR 02 2021
KPB ASSESSING DEPT

AFFIDAVIT OF Marcus R Lopez
(Senior Citizen or Disabled Veteran Applicant Name)

AND APPLICATION FOR APPROVAL OF LATE FILING
FOR SENIOR CITIZEN OR DISABLED VETERAN EXEMPTION

This application is made pursuant to A.S. 29.45.030 Required Exemptions and KPB Code 5.12.105. Real Property Tax - Exemptions - Senior Citizens, Disabled Veterans and surviving spouses thereof.

Good cause means an inability to comply with the March 31 deadline that was caused by a serious condition or extraordinary event beyond the taxpayer's control. A serious condition or extraordinary event may include a serious medical condition or other similar serious condition or extraordinary event. (Absent extraordinary circumstances, a mere failure to pick up or read mail or to make arrangements for an appropriate and responsible person to pick up and read mail or a failure to provide a current address to the Department of Assessing will not be deemed good cause). Failure to meet the filing deadline is based upon the following good cause:

Please describe the serious condition or extraordinary event that caused your failure to meet the March 31st filing deadline. (Please attach any documentation you may have that supports your request).

US postal service does not deliver to my Home address. I got letter to late

I requested VA send letter February + November I Assumed it was sent Already

FURTHER AFFIANT SAITH NAUGHT.

Dated at Soldatna, Alaska, this 2 day of April, 2021

Applicant Signature

SUBSCRIBED AND SWORN to before me this 2nd day of April, 2021

OFFICIAL SEAL
STATE OF ALASKA
SUSAN L. GUZMAN
NOTARY PUBLIC
My Comm. Exp.: w/office

Susan Guzman
Notary Public
My Commission Expires: w/office

Exemption applications submitted for consideration for late-file acceptance will be forwarded to the Assembly by the Mayor's Office.

Assembly Action: APPROVED _____ DENIED _____

Introduced by: Mayor
Date: 05/04/21
Action:
Vote:

KENAI PENINSULA BOROUGH
RESOLUTION 2021-035

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR SERVICES PROVIDED BY THE BOROUGH SOLDOTNA PUBLIC SAFETY COMMUNICATIONS CENTER FOR THE ALASKA DEPARTMENT OF NATURAL RESOURCES, DIVISION OF PARKS, AND RATIFYING THE MAYOR'S SIGNATURE ON THE AGREEMENT WITH THE ALASKA DEPARTMENT OF PUBLIC SAFETY

WHEREAS, the Kenai Peninsula Borough ("borough") and the State of Alaska Department of Public Safety ("DPS") have cooperatively operated a multi-agency E911 dispatch center staffed by both borough and state employees for over 32 years, initially located in the Alaska State Trooper E Detachment headquarters building in Soldotna, Alaska and since 2007 located in the Emergency Operations Center in Soldotna; and

WHEREAS, throughout the history of that relationship, both the borough and DPS have employed roughly half of the public safety dispatchers, and the SPSCC has been managed by a borough employee, the SPSCC Manager; and

WHEREAS, in 2019 the DPS informed the borough it was intending to make significant changes to its provision of dispatch services at the SPSCC, and thereafter stopped filling vacant state positions at the center, which resulted in much higher overtime costs for the borough, which the DPS subsequently paid to the borough pursuant to the existing agreement; and

WHEREAS, after numerous discussions between the parties, on February 28, 2020, the borough gave the DPS notice of its intent to withdraw from the agreement with the state as of June 30, 2021, with the intent to continue to discuss the transition and work towards a new agreement that would meet both parties' needs for a successful outcome; and

WHEREAS, as a part of this process the borough conducted an audit of the services it provides to the DPS as well as numerous other agencies and borough service areas so it could more accurately identify services provided and costs associated with the services provided to each such agency; and

WHEREAS, in addition to the DPS, the SPSCC provides services to three other Alaska State agencies, five borough fire and emergency medical service ("EMS") areas, three private volunteer fire and EMS organizations in the borough, the Soldotna Police

Department, and the US Forestry Service, US Fish and Wildlife Protection, and the National Oceanic and Atmospheric Administration; and

WHEREAS, following numerous negotiations the DPS and KPB negotiated a new agreement in which the KPB will provide SPSCC emergency call taking, dispatching and other related services to the DPS for a fee, and all personnel in the SPSCC shall be KPB personnel; and

WHEREAS, that newly negotiated agreement was executed April 12, 2021 but assembly ratification of the signed agreement is necessary for the agreement to become effective; and

WHEREAS, the administration is also preparing draft agreements to be negotiated with the other agencies served by the SPSCC that will be provided to the assembly for review and authorization to sign when agreements are reached with each agency;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the assembly ratifies the mayor's execution of the attached Dispatch Services Agreement between the DPS and the Kenai Peninsula Borough signed April 12, 2021.

SECTION 2. That the mayor is authorized to execute a Memorandum of Agreement with the Alaska Department of Natural Resources, Division of Parks & Outdoor Recreation substantially in the form of the MOA accompanying this resolution.

SECTION 3. That this resolution shall take effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 4TH DAY OF MAY, 2021.

_____
Brent Hibbert, Assembly President

ATTEST:

_____
Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

DocuSign Envelope ID: 3D923347-0174-4B82-8913-F5EA9205109E

Kenai Peninsula Borough
Legal Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor JCB

FROM: Colette Thompson, Borough Attorney CT
Tammy Goggia-Cockrell, Emergency Communications Coordinator TG

DATE: April 22, 2021

SUBJECT: Resolution 2021-035, Authorizing the Mayor to Execute an Agreement for Services Provided by the Borough Soldotna Public Safety Communications Center for the Alaska Department of Natural Resources, Division of Parks, and Ratifying the Mayor's Signature on the Agreement with the Alaska Department of Public Safety (Mayor)

Since 2019, the borough and the Alaska Department of Public Services have been discussing ways to revise the current contract concerning the Soldotna Public Safety Communications Center ("SPSCC"). The state was considering options for centralizing emergency dispatch services, which prompted these discussions. Ultimately, it was agreed that the state would remove all state positions from the SPSCC, the parties reached an agreement on the services to be provided by the SPSCC and the state's responsibilities including paying an agreed-upon.

The negotiated agreement was signed by the state on April 8, 2021 and by the borough on April 12, 2021. For the agreement to be binding, assembly ratification of the borough signing the agreement is required. The agreement is scheduled to be effective as of July 1, 2021.

This resolution would also authorize the mayor to execute an agreement with the Alaska Department of Natural Resources, Division of Parks, substantially in the form of the agreement accompanying this resolution.

As a part of this change, the borough administration has conducted an analysis to identify costs attributable to each agency it serves. The borough has notified those agencies of its intent to charge fees accordingly, beginning July 1, 2021. Any agreements reached with those agencies will be presented to the assembly for approval.

Your consideration of this resolution is appreciated.

DISPATCH SERVICES AGREEMENT

BETWEEN

STATE OF ALASKA DEPARTMENT OF PUBLIC SAFETY AND

THE KENAI PENINSULA BOROUGH

ARTICLE 1. PARTIES

The parties to this agreement are the State of Alaska Department of Public Safety (DPS) and the Kenai Peninsula Borough (KPB).

ARTICLE 2. PURPOSE

The Kenai Peninsula Borough, Soldotna Public Safety Communications Center (SPSCC) will provide dispatch services to DPS in accordance with the terms and conditions of this agreement.

ARTICLE 3. DEFINITIONS

"24/7" means twenty-four hours a day, seven days a week.

"CJIS Security Policy" means the US Department of Justice Federal Bureau of Investigation Criminal Justice Information Services (CJIS) Security Policy version 5.9 dated June 1, 2020.

"Continuous" means without interruption or delay.

"Dispatch" and "Dispatching" means the interpretation of request for service information and the transmission of that information to an agency for their response, as well as the recording of communications related to that response.

"DPS" means the organization and functions of the State of Alaska Department of Public Safety.

"DPS Dispatch Service Area" means the Kenai Peninsula Borough and the geographic area served by only the Soldotna, Seward, and Anchor Point posts of DPS A Detachment. "DPS" means the organization and functions of

the State of Alaska Department of Public Safety to include Alaska State Troopers, Alaska Wildlife Troopers and Judicial Services.

"SPSCC" means the regional dispatch center facility and organization owned and operated by the Kenai Peninsula Borough located at 253 Wilson Lane, Soldotna, AK 99669".

"Monitoring" means the attention of dispatch personnel to a radio communications channel and responding in a prompt and affirmative manner when the dispatch center designator is called; it also refers to the constant observation and response to a computer screen or terminal for time-sensitive messages.

ARTICLE 4. EFFECTIVE DATE AND PERIOD OF AGREEMENT

The effective date of this agreement is July 1, 2021. This agreement shall expire on June 30, 2022 unless otherwise amended in accordance with this agreement. This agreement also includes four – one-year renewal options exercisable by either party. All renewal options shall be exercised in writing with nine months' advance notice to the other party. All exercised renewal options shall be executed via written amendment to the agreement. Renewal rates shall be negotiated based upon the COLA, call volumes and other services provided.

ARTICLE 5. SCOPE OF SERVICES TO BE PERFORMED BY SPSCC

SPSCC will provide the services described in this agreement in a manner that does not discriminate concerning the level of service provided based on calls from the public or the agency to which the call is directed, but which may be prioritized based on the nature of the call.

SPSCC is required to affirmatively identify any questions or issues with DPS methods, means, procedures or communications protocols that impact SPSCC's ability to provide services. DPS will respond in a timely manner with specific clarification or will undertake consideration of proposed changes to operating procedures.

a. Facility

SPSCC will provide a secure facility for its operations and will comply with the applicable requirements of CJIS Security Policy section.

b. Requests for Service

SPSCC will receive calls from the public and requests for service from any source on a 24 hour per day, seven days a week basis originating from telephone calls, radio communications, or other electronic means including the National Crime Information Center ("NCIC")/National Law Enforcement Telecommunications ("NLETS"), electronic mail and facsimile.

Nothing in this provision authorizes SPSCC to respond to calls outside the DPS Dispatch Service Area. Should that occur, additional fees may be incurred.

All requests for service, regardless of geographic location or source, will be communicated to the appropriate public safety entity, DPS post or officer whether or not located within the Dispatch Service Area, using the same screening and prioritization criteria as requests received from or within the Dispatch Service Area.

c. 911 Calls

DPS shall not otherwise direct the routing of 911 calls outside the DPS Dispatch Service Area to be received by SPSCC unless both parties first reach a signed written agreement to amend services as such.

d. Administrative Calls

SPSCC will answer and appropriately route administrative calls on behalf of DPS. DPS will be responsible for forwarding administrative calls to interface with the KPB-owned phone lines integrated into the 911-management software system. DPS will also be responsible for insuring DPS recipients of returned calls are provisioned with voicemail services for the purpose of message taking. Any changes made to the DPS administrative phone lines call forwarding must be discussed with KPB no less than 30 days before the change is made.

e. Dispatch Services

SPSCC will dispatch DPS resources consistent with DPS's statutory law enforcement and public safety responsibilities.

SPSCC staff will capture in CAD incident history all DPS staff or unit activities and status changes directed to SPSCC via radio or telephone, as well as

service requests directed to SPSCC originating from DPS.

SPSCC will receive and record the availability and activity of any DPS member communicated through radio channels. This will include an off-duty DPS member using a radio to relay a call for service requirement for assignment to an on-duty DPS officer or a request for another agency to respond.

SPSCC will relay any priority support request ('officer needs assist') immediately to DPS units as well as adjacent jurisdiction's law enforcement agencies. Coordination of subsequent communications shall occur according to adopted inter-agency procedures.

f. Radio Channels

All CJIS-related information will only be transmitted on encrypted talk groups. SPSCC will exercise due diligence when broadcasting Personally Identifiable Information (PII) over radio channels.

SPSCC will have the following A Detachment talk groups on 'Selected' audio and monitored by dispatch personnel at one or more console positions 24 hours per day:

AST E (A) Dispatch

SPSCC will monitor A Detachment talk groups on "Unselected" audio and monitored by dispatch personnel at one or more console positions 24 hours per day:

AST E (A) NCIC AST E (A) TRAF

AST E (A) TAC

DPS will provide SPSCC with a DPS-recommended list of Ten Code abbreviations for use by and with SPSCC over DPS radio talk groups.

As operational requirements change and demand for services increases, DPS may request that one or more additional talk groups be monitored on a temporary basis. DPS will be required to provide advance notification when possible, but SPSCC will otherwise provide their reasonable best efforts to allocate staffing to accommodate surges in radio communications demands.

Computer Aided Dispatch

All calls for service that conform to DPS incident types shall be recorded in SPSCC's CAD system. SPSCC may codify and enter other incident types at its own discretion.

g. Database Inquiry and Update

SPSCC will query available law enforcement database systems as requested by DPS personnel. These queries may include subject, vehicle, location, property or other law enforcement databases.

SPSCC will monitor at least one APSIN/NCIC terminal position 24 hours a day. SPSCC will reply to APSIN/NCIC confirmation requests as received. Confirmation requests may be received through APSIN/NCIC/NLETS messaging or via telephone call. Confirmations to requesting entities will be provided within ten minutes or one hour as required by applicable CJIS standards.

Courts operate on Saturdays and after-hours magistrate orders may occur; for these circumstances, recording of warrants and protective orders in APSIN & NCIC within the Dispatch Service Area will be supported by SPSCC.

The origination of documents may include Kenai Courts as well as DPS Judicial Services. Court documents arriving with a known court facsimile number (header) and/or a judge's signature will be considered valid.

If an officer receives and serves a warrant (i.e., goes directly from the magistrate, arrests the individual and then remands to jail), it is not necessary to enter and update the warrant in APSIN/NCIC after the fact. Warrant entry is only necessary if there is any likelihood that another agency may need to know and act on the warrant.

h. ARMS Incident Entry

SPSCC staff will perform data entry of incident report information into ARMS based on the DPS-provided incident types and officer activity within the DPS Dispatch Service Area. SPSCC will make best efforts consistent with established policies, procedures and protocols to obtain and record incident information.

This information entry will include the following: CAD incident number, incident classification (type and priority), incident location, reporting party name, officer assigned, and, any involved vehicles. This data entry will only be required once per ARMS incident number (i.e., updates to ARMS incidents once created by SPSCC will be made by DPS personnel).

DPS will endeavor to support integration between SPSCC's CAD system and ARMS. Until such time the integration is established, SPSCC's data entry duties will remain as they are currently as mentioned in the above paragraph.

i. Special Operations

On occasion, DPS may deploy special operations teams that require specific dispatch support in terms of temporary modifications to SPSCC's staffing requirements. These teams may consist of entirely DPS personnel or multi-agency teams. DPS will include SPSCC staff in pre-operation planning to communicate specific roles and expectations of dispatch center support.

j. Surges in SPSCC Demands

If SPSCC experiences an unexpected demand for service, a manager or supervisor may contact DPS and request specific relief such as a pause in targeted enforcement activities.

DPS will not unreasonably refuse these requests, but the parties recognize that public safety and DPS operational requirements may occasionally preclude any short-term changes to radio protocols.

k. SPSCC Personnel

SPSCC will recruit, train and schedule sufficient qualified personnel to perform the call taking and dispatch tasks required of this agreement. SPSCC will determine the specific minimum performance criteria for their staffing requirements.

SPSCC will determine the necessary number of positions and specific qualifications for shift tasking.

ARTICLE 6. SPSCC PROVIDED TECHNOLOGY

SPSCC will be the primary point of contact for its contractors and technology providers, including the management of vendor scope of services, configuration change requests, trouble reporting, updates, upgrades and quotations for additional services.

a. Telephone System

SPSCC will provide a telephone system sufficient to accept and place telephone calls to and from the public switched (carrier) telephone network.

b. Radio Consoles

SPSCC will own and maintain all radio console equipment established at SPSCC's facilities.

c. Computer Aided Dispatch

SPSCC will provide a redundant computer aided dispatch capability that supports incident entry, incident tracking, unit tracking, unit status, APSIN/NCIC inquiry, call taking and dispatch protocols.

d. Remote Access

SPSCC will provide remote, read-only access to the KPB-owned CAD system (CADView) to DPS personnel.

This access is intended to allow DPS at A Detachment to query CAD history for the purpose of incident research and unit activity.

e. ARMS Access

SPSCC will provide for and support the installation of ARMS-capable computers and displays in the dispatch center.

f. Logging Recorder

SPSCC will provide for an audio recording system that will record and archive telephone calls and voice radio traffic. Communications to be recorded for DPS purposes include:

- All inbound and outbound 911 calls
- Inbound and outbound telephone calls identified specifically for DPS Radio talk groups to be recorded for DPS purposes include:
  - AST E (A) Dispatch
  - AST E (A) TAC
  - ASTE (A) TRAF
  - ASTE (A) NCIC

SPSCC will provide access to a logging recorder to copy selected telephone and radio talk group recordings onto transportable electronic media such as a CD-ROM or thumb drive. DPS will be responsible for costs associated with making copies for all DPS related audio records.

g. Geographic Information

SPSCC will utilize the authoritative GIS data maintained by the Kenai borough within the calling area for use in determining the origin of calls for service and the location of DPS personnel and the public.

This may include wall maps, map books and other electronic references.

ARTICLE 7. RELEASE OF INFORMATION

a. Records Requests

SPSCC will route any DPS public records information requests to DPS. Public requests for DPS information shall be forwarded to DPS within one business day of receipt. Public record requests will continue to be processed by allowing DPS personnel access to information within the secure SPSCC Public Safety network

b. Public Information Office

SPSCC will provide information to members of the DPS Public Information Office (PIO) upon request.

Requests for information from news outlets, press and journalists shall be forwarded to the DPS PIO as soon as possible.

c. Public Reports

All records kept by SPSCC in support of this agreement shall be the property of SPSCC and these records shall be made available to DPS upon reasonable notice.

d. Records Retention

The ability for DPS to review written or electronic records held by SPSCC continues for five years after the termination of this agreement.

SPSCC will otherwise comply with state and federal criminal justice requirements for retention of access logs, database maintenance (edits) and audit trails, in particular State of Alaska Records Retention and Disposition Schedule No. 12-391.1.

Audio recordings of telephone calls and radio traffic shall be maintained by SPSCC for three years unless otherwise required by law.

ARTICLE 8. EQUIPMENT AND SERVICES TO BE PROVIDED BY DPS

a. Inter-Agency Communications

DPS will identify a primary and secondary point of contact for SPSCC to use with formal administrative communications. This is intended to provide a reliable and consistent means of transmitting and receiving technical and operational information as well as accountability for complaints and contractual issues.

b. Contact Information

DPS will provide a comprehensive listing of members to SPSCC to include telephone contact information and assigned radio designators. The list will be updated by DPS as changes occur, but no less than monthly. This list contains confidential information and will be protected from disclosure or further dissemination by SPSCC.

DPS will facilitate the provision of a list containing the statewide radio designators of all units using ALMR resources.

c. Operational Directives and Protocols

SPSCC will incorporate DPS policies and procedures as appropriate into SPSCC Policy and Procedures documentation as well as internal training and reference materials. SPSCC may at its discretion incorporate DPS protocols into automated (CAD) call taking screens.

d. APSIN/NCIC

SPSCC will continue to conform and comply with prior agreements relating to CJIS information including:

- CJIS Systems User Agreement
- Holder of Record Agreements for DPS

e. ARMS

DPS will provide SPSCC with user (application) access to ARMS for each dispatch and admin workstation position. DPS will issue and maintain access credentials for SPSCC employees.

DPS will provide initial and on-going ARMS application training and workflow familiarization to SPSCC employees. Candidates for training will be previously APSIN-certified.

Subsequent CJIS audits of SPSCC may include ARMS data management activities performed by SPSCC.

f. Electronic Mail

All SPSCC employees will maintain KPB email accounts as their primary email communications system.

g. Technical Trouble Reporting

SPSCC will promptly notify DPS of any outage or interruption in service of any DPS or Office of Information Technology provided technology or telecommunications service.

ARTICLE 9. SPSCC MANAGEMENT REPORTING

a. DPS CAD Incidents

Monthly statistics that fall within SPSCC CAD reporting capabilities to include:

Call date
Call time
Call duration
Unit assigned
Call for Service Number (CFS)
Location/Address
Call Type (Problem/Nature Code)

- Monthly statistics that fall within SPSCC CAD reporting capabilities.

ARTICLE 10. COMPLIANCE WITH LAWS AND PERMITS

The KPB shall comply with all statutes, ordinances, rules, regulations, and requirements of all federal, state, and local governments and agencies and departments thereof which are applicable to the KPB for the services provided under this agreement.

ARTICLE 11. APPLICABLE LAW

This agreement shall be governed by and construed in accordance with the laws of the State of Alaska.

ARTICLE 12. NO ASSIGNMENT OR DELEGATION

The Kenai Peninsula Borough shall not assign or delegate this agreement, or any part of it, or any right to any of the money to be paid under it except with the written approval of DPS.

ARTICLE 13. INDEMNIFICATION

Subject to the appropriation of available funds to pay the costs of the borough obligations incurred in this paragraph, which the parties agree is legally at the sole discretion of the borough assembly and that this contract imposes no duty to appropriate funds upon the assembly, the Kenai Peninsula Borough agrees to indemnify, hold harmless, and defend DPS from and

against any claim of, or liability for error, omission or negligent act of the Kenai Peninsula Borough under this agreement. The Kenai Peninsula Borough shall not be required to indemnify DPS for a claim of, or liability for, the independent negligence of DPS. If there is a claim of, or liability for, the joint negligent error or omission of the Kenai Peninsula Borough and the independent negligence of DPS, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Kenai Peninsula Borough" and "DPS", as used within this article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in DPS's selection, administration, monitoring, or controlling of the Kenai Peninsula Borough and in approving or accepting the Kenai Peninsula Borough's work.

ARTICLE 14. INSURANCE

The Kenai Peninsula Borough maintains a self-insured retention for physical damage and liability exposures that is supported by the financial resources of the Kenai Peninsula Borough. Additionally, the Kenai Peninsula Borough shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Kenai Peninsula Borough's policy contains higher limits, DPS shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to DPS prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this agreement and shall be grounds for termination of the Kenai Peninsula Borough's services under this agreement. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under Alaska Statutes (AS) Title 21.

Workers' Compensation Insurance: The Kenai Peninsula Borough shall provide and maintain, for all employees engaged in work under this agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements.

Commercial General Liability Insurance: covering all business premises and operations used by the Kenai Peninsula Borough in the performance of

services under this agreement with minimum coverage limits of $300,000 combined single limit per claim.

Commercial Automobile Liability Insurance: covering all vehicles used by the Kenai Peninsula Borough in the performance of services under this agreement with minimum coverage limits of $300,000 combined single limit per claim.

Professional liability Insurance: covering all errors, omissions or negligent acts in the performance of professional services under this agreement with minimum coverage limits of $1,000,000 combined single limit per claim.

ARTICLE 15. CHANGES AND AMENDMENTS

Changes and/or amendments to this agreement shall be formalized by a written amendment that will outline in detail the exact nature of the change. Any amendment to this agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person shall be interpreted as amending or otherwise affecting the terms of this agreement. Any party to this agreement may request that it be amended, whereupon the parties will consult to consider such amendment.

This agreement includes four – one-year renewal options, to be exercised solely at the discretion of DPS. If a renewal option is not exercised by DPS, the agreement shall be considered expired on the expiration date noted in Article 4 and does not require notification of such by DPS. All exercised renewal options shall be executed via written amendment to the agreement. DPS may enter into a month-to-month holdover extension, prior to the expiration of the current agreement term. All exercised month-to-month holdover extensions shall be executed via written amendment to the agreement. DPS will provide the Kenai Peninsula Borough written notice 30 calendar days prior to cancellation of any month-to-month holdover extension.

ARTICLE 16. PAYMENT FOR SERVICES

The compensation for the following periods of the agreement shall equal the dollar amounts identified below:

July 1, 2021 to June 30, 2022	$1,819,370.76

The price for this agreement will remain firm and not fluctuate for the entire term of the agreement. Any request for an adjustment to the time, scope, or cost of the agreement must be negotiated between the KPB and DPS.

The DPS is not responsible for and will not pay local, state, or federal taxes. All costs associated with the agreement must be stated in U.S. currency.

The DPS is a government entity and it is understood and agreed that the DPS's payments herein provided for may be paid from Alaska State Legislative appropriations; and approval or continuation of an agreement is contingent upon Legislative appropriation. The state reserves the right to terminate the agreement in whole or part if, in its sole judgment, the Legislature of the State of Alaska fails, neglects, or refuses to appropriate sufficient funds as may be required for the state to continue such payments; or if the Executive Branch mandates any cuts or holdbacks in spending, or if funds are not budgeted or otherwise available. Further, in the event of non-appropriation, the state shall not be liable for any penalty, expense, or liability; or for general, special, incidental, consequential, or other damages resulting therefrom.

ARTICLE 17. INVOICES

The KPB shall submit a properly documented invoice the first month of every quarterly period in accordance with the State of Alaska fiscal year. The State of Alaska fiscal year starts July 1st and ends June 30th. Payment for services provided under this agreement shall be made as indicated below:

Payment to the Kenai Peninsula Borough is contingent upon the Kenai Peninsula Borough delivering a properly documented invoice to DPS.

Every invoice shall include the following information:

- Agreement number;
- Identification of the billing period;
- Total amount billed;
- Date invoice was submitted for payment;
- Entity name, contact information, and Alaska vendor number.

The Kenai Peninsula Borough shall send invoices to:

State of Alaska
Department of Public Safety
Office of the Commissioner
5700 East Tudor Road
Anchorage, AK 99507-1225
Email: DPS.AST.DIRECTORS.OFFICE@alaska.gov

Questions concerning payment must be addressed to the DPS point of contact identified above. Invoices from the KPB will be paid by DPS within 30 days of the date of invoice or interest will apply. Invoicing will occur within the first 15 days of the period covered.

Period Covered	**Amount**
July 1, 2021 -September 30, 2021	$454,842.69
October 1, 2021 – December 31, 2021	$454,842.69
January 1, 2022 – March 31, 2022	$454,842.69
April 1, 2022 -June 30, 2022	$454,842.69

ARTICLE 18. NOTICES.

Notices: Notices by the parties pursuant to this agreement shall be sent to the following addresses:

Borough Mayor
144 N. Binkley Street
Soldotna, AK 99669
Email: cpierce@kpb.us

State of Alaska
Department of Public Safety
Office of the Commissioner
5700 East Tudor Road
Anchorage, AK 99507-1225
Email: DPS.AST.DIRECTORS.OFFICE@alaska.gov

ARTICLE 19. TERMINATION

Either party may terminate this agreement at any time prior to its expiration date, with or without cause, by giving the other party at least nine months' prior written notice of termination. The party initiating the written notice of termination will not incur any liability or obligation to the terminated party, other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date. The party receiving the written notice of termination will take immediate steps to stop the accrual of any additional obligations that might require payment. All funds due after termination will be established based on payments issued prior to termination and, as appropriate, a refund or bill will be issued.

ARTICLE 20. DISPUTES

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, before a party files a superior court action, the dispute will proceed to alternative dispute resolution using a method and mediator mutually agreed upon by the parties, with the costs shared equally.

ARTICLE 21. ENTIRE AGREEMENT

This document is the entire agreement of the parties, who accept the terms of this agreement as shown by their signatures below. In the event the parties duly execute any amendment to this agreement, the terms of such amendment will supersede the terms of this agreement to the extent of any inconsistency.

Signed and sealed by the parties on the dates shown:

STATE OF ALASKA
DEPARTMENT OF PUBLIC SAFETY

Leon Morgan
Deputy Commissioner

KENAI PENINSULA BOROUGH

Charlie Pierce
Mayor

KENAI PENINSULA BOROUGH 1964

ATTEST:

Deputy Borough Clerk for:

Johni Blankenship,
Borough Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Colette Thompson,
Borough Attorney

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this 12th day of April 2021, by James Baisden for Charlie Pierce, Mayor of the Kenai Peninsula Borough, an Alaska Municipal Corporation, for and on behalf of the Corporation.

OFFICIAL SEAL
Tatyanah Shassetz
Notary Public - State of Alaska

Notary Public in and for Alaska
My Commission Expires: 10/23/2022

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this 8th day of April, 2021, by Leon Morgan, Deputy Commissioner, State of Alaska, Department of Public Safety.

STATE OF ALASKA
NOTARY PUBLIC
Brandy L. See
My Commission Expires with office.

Notary Public in and for Alaska
My Commission Expires: w/ office

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor

FROM: Colette Thompson, Borough Attorney
Tammy Goggia-Cockrell, Emergency Communications Coordinator

DATE: April 22, 2021

SUBJECT: Resolution 2021-_____, Authorizing the Mayor to Execute an Agreement for Services Provided by the Borough Soldotna Public Safety Communications Center for the Alaska Department of Natural Resources, Division of Parks, and Ratifying the Mayor's Signature on the Agreement with the Alaska Department of Public Safety (Mayor)

Since 2019, the borough and the Alaska Department of Public Services have been discussing ways to revise the current contract concerning the Soldotna Public Safety Communications Center ("SPSCC"). The state was considering options for centralizing emergency dispatch services, which prompted these discussions. Ultimately, it was agreed that the state would remove all state positions from the SPSCC, the parties reached an agreement on the services to be provided by the SPSCC and the state's responsibilities including paying an agreed-upon.

The negotiated agreement was signed by the state on April 8, 2021 and by the borough on April 12, 2021. For the agreement to be binding, assembly ratification of the borough signing the agreement is required. The agreement is scheduled to be effective as of July 1, 2021.

This resolution would also authorize the mayor to execute an agreement with the Alaska Department of Natural Resources, Division of Parks, substantially in the form of the agreement accompanying this resolution.

As a part of this change, the borough administration has conducted an analysis to identify costs attributable to each agency it serves. The borough has notified those agencies of its intent to charge fees accordingly, beginning July 1, 2021. Any agreements reached with those agencies will be presented to the assembly for approval.

Your consideration of this resolution is appreciated.

MEMORANDUM OF AGREEMENT
BETWEEN THE ALASKA DEPARTMENT OF NATURAL RESOURCES, DIVISION OF PARKS & OUTDOOR RECREATION AND THE KENAI PENINSULA BOROUGH FOR DISPATCH SERVICES

This Memorandum of Agreement (MOA) is hereby entered into by and between the Alaska Department of Natural Resources, Division of Parks & Outdoor Recreation (State Parks), and the Kenai Peninsula Borough (KPB) on behalf of the Soldotna Public Safety Communications Center (SPSCC).

A. Purpose

The purpose of this MOA is to provide for the continuation of dispatch services for state park rangers on the Kenai Peninsula and southern portion of Chugach State Park. State park rangers conduct law enforcement patrols, participate in search and rescues, and respond to public safety incidents. The SPSCC, a KPB department, provides dispatch services to the KPB and other agencies. This MOA will establish a partnership between State Parks and the KPB, on behalf of the SPSCC, that will enhance communication and interaction with these organizations.

B. SPSCC Shall:

1. Provide radio dispatch coverage for state park rangers on the Kenai Peninsula and southern portion of Chugach State Park. The area that SPSCC will provide service will be from Mile 115 Seward Highway beginning at the Chugach State Park Office extending southbound on Seward Highway to include State Park facilities and trailheads off the Seward Highway and the Kenai Peninsula/Prince William Sound State Park facilities/area to include Homer and Seward. In addition, SPSCC will provide dispatch services extending to Eagle River for search and rescue services only.
2. Be responsible for entries of locates into the Alaska Public Safety Information Network (APSIN) on behalf of the State Park rangers covered by this agreement.
3. Conduct regular welfare checks on State Park rangers consistent with SPSCC Policy and Procedure Manual, section 2016.

C. State Parks Shall:

1. Provide SPSCC with a list of all commissioned park rangers that includes contact information.

2. Provide SPSCC with a schedule of when park rangers are working. State Parks will provide this schedule to SPSCC monthly. Any changes to the schedule will be communicated to SPSCC in a timely manner by providing SPSCC an updated shift calendar.

3. Require each park ranger to contact SPSCC and identify when they are in and out of service.

4. Require each park ranger to report the area and duration of specialized patrols such as boat and snow machine patrols.

5. Assign and track case numbers for law enforcement and public safety activities.

6. Be responsible for all clerical support, excluding that which is stated in Section B(2).

D. It is Mutually Agreed by All Parties That:

1. State Parks shall pay the KPB the equivalent of $51,631.87 for the borough's fiscal year 2022. The KPB will submit an invoice to State Parks by July 1 each year thereafter in an amount based upon the estimated cost incurred by SPCSS attributable to services provided by the SPSCC for State Parks. The payment will be due in full by September 30 each year. If the payment is not received in full by the due date then this agreement shall terminate by the close of business the next business day.

2. The KPB's fiscal year, and the basis for this agreement, is July 1 to June 30.

3. State Parks and SPSCC shall prepare a Department of Public Safety Holder of Record Agreement so SPSCC is the primary agency for entering and clearing locates in APSIN.

4. This MOA is effective July 1, 2021 and valid through June 30, 2022. The MOA may be extended for one additional one-year term upon mutual written agreement of both parties.

5. Except for termination for non-payment, in the event that either party desires to withdraw from this Agreement before the end of the term, or any extensions thereof, written notice of termination must be provided no later than January 1 for the subsequent KPB fiscal year.

6. Each person signing this Agreement warrants that he or she has authority to sign the Agreement and bind their respective entities. This Agreement may be executed in counterparts and may be executed by way of facsimile or electronic signature in compliance with AS 09.80, and each of which when executed shall constitute an original and all of which together shall constitute one and the same instrument. This agreement may be modified in writing with the consent of all parties.

KENAI PENINSULA BOROUGH

_____
Charlie Pierce, Mayor

STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES

_____
Ricky Gease, Director
Division of Parks & Outdoor Recreation

ATTEST:

_____
Johni Blankenship, Borough Clerk

AGREEMENT APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
Colette Thompson, Borough Attorney

(KPB Seal)

KPB ACKNOWLEGEMENT

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by **Charlie Pierce**, **Mayor** of the Kenai Peninsula Borough, an Alaska municipal corporation, for and on behalf of the corporation.

_____
Notary Public for the State of Alaska
My Commission Expires _____

STATE ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by **Ricky Gease, Director,** State of Alaska Department of Natural Resources, Division of Parks and Outdoor Recreation.

_____
Notary Public for the State of Alaska
My Commission Expires _____

Introduced by: Mayor
Date: 05/04/21
Hearing: 05/18/21
Action:
Vote:

KENAI PENINSULA BOROUGH
ORDINANCE 2020-19-31

AN ORDINANCE APPROVING AND APPROPRIATING GRANT FUNDS FROM THE STATE OF ALASKA DIVISION OF HOMELAND SECURITY & EMERGENCY MANAGEMENT TO REIMBURSE GRANT MANAGEMENT COSTS IN THE AMOUNT OF $25,818.95 FOR PROJECT WORKSHEETS AWARDED UNDER FEDERAL DISASTER DECLARATION DR-4413-AK, NOVEMBER 30, 2018 COOK INLET 7.0 EARTHQUAKE

WHEREAS, on November 30, 2018 at 8:29 a.m. a 7.0 earthquake shook from an epicenter five miles north of Anchorage which was felt across Southcentral Alaska and tsunami warnings were issued for coastal communities, including Seward and the Kachemak Bay communities of Homer, Seldovia, Nanwalek and Port Graham; and

WHEREAS, the Federal Disaster Declaration DR-4413 approved eligible expenses associated with response, recovery and mitigation to be reimbursed by the Federal Emergency Management Agency and the State of Alaska through the Public Assistance Program (FEMA PA); and

WHEREAS, the borough has submitted eight project applications through the FEMA PA program for damages sustained to borough facilities; and

WHEREAS, grant management costs dedicated to individual project worksheet may be eligible for reimbursement to the borough as a 100 percent federal pass-through grant awarded by the State of Alaska Division of Homeland Security & Emergency Management;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the mayor is authorized to accept grant funds totaling $25,818.95 from the State of Alaska Division of Homeland Security & Emergency Management for the November 30, 2018 Cook Inlet 7.0 Earthquake, Federal Disaster Declaration DR4413.

SECTION 2. That grant funds in the amount of $25,818.95 are appropriated to account numbers 260.11251.19EQ1.49999 for grant management cost.

SECTION 3. That the mayor is authorized to negotiate, administer and execute on behalf of the borough the applicant agreement package for the disaster presently identified as the November 30, 2018 Cook Inlet 7.0 Earthquake, Federal Disaster Declaration DR4413, and to negotiate, execute, and administer any other documents, agreements, and contracts required under or related to the grant agreements including without limitation the Assurances and Agreements, the Summary of Grant Conditions for All Applicants, and the Indemnity and Hold Harmless Agreement required as a condition of the grant agreements and any subsequent grant amendments.

SECTION 4. The Kenai Peninsula Borough agrees that upon award assistance through the Alaska Division of Homeland Security & Emergency Management as described in this ordinance it shall waive its sovereign immunity to the extent required by paragraph 27 of the DHS&EM Form 30-57f State Assurance and Agreements and be subject to suit for actions arising out of the project activities for the November 30, 2018 Cook Inlet 7.0 Earthquake disaster in the same manner, and to the same extent as any person and shall not be immune or exempt from any administrative or judicial process, sanction or judgement.

SECTION 5. That this ordinance shall be effective upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Community & Fiscal Projects

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor JCB
Brandi Harbaugh, Finance Director BH
Dan Nelson, Emergency Manager JCB

FROM: Brenda Ahlberg, Community & Fiscal Projects Manager BA

DATE: April 22, 2021

SUBJECT: Ordinance 2020-19-31, Approving and Appropriating Grant Funds from the State of Alaska Division of Homeland Security & Emergency Management to Reimburse Grant Management Costs for Project Worksheets Awarded Under Federal Disaster Declaration DR-4413-AK, November 30, 2018 Cook Inlet 7.0 Earthquake (Mayor)

This ordinance accepts $25,818.95 from the State of Alaska Division of Homeland Security & Emergency Management (AKDHSEM) for management costs incurred for eight project worksheets (PW) approved for public facilities damaged as a result of the November 30, 2018 Cook Inlet 7.0 Earthquake, Federal Disaster Declaration DR4413. Approved PWs include: Hope Elementary School, Central Peninsula Landfill leachate tank, Kenai Middle School, Tebughna School, Skyview Middle School, North Peninsula Recreation pool facility, Nikiski Jr/Sr High School, and Kenai Central High School.

The performance period is January 31, 2019 to January 31, 2027 to reimburse eligible expenses through the Federal Emergency Management Agency, Public Assistance Program under PW388 "Management Costs – Category Z" (100% federal).

Attachment: Award Letter 04/07/21; PW388 Cover sheet

FINANCE DEPARTMENT
ACCOUNT VERIFIED

Account 260.11251.19EQ1.49999

Amount N/A

By: PP Date: 4/21/2021

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

Obligating Award Document for

Disaster - Public Assistance Presidentially Declared

FAIN: (Disaster Number) DR-4413-AK **CFDA No.** *97.036* ***Date of Disaster Declaration*** 01/31/2019

1. Project Worksheet #	2. DUNS #	3. Award ■ Amendment ☐	4. Employer Tax ID #
0388	071845168	Amendment Number	92-0030894

5. Recipient Name and Address	6. Issuing Office and Address
Kenai Peninsula Borough 144 North Binkley Street Soldotna, Alaska 99669	Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505–5750 http://www.ready.alaska.gov
7. PW Obligation Date: 03/08/2021	Agency: Federal Emergency Management Agency (FEMA)

9. Purpose of Award/Amendment:

Initial Award

10. Grant Award and Terms and Conditions: ***(see attached Grant Terms and Conditions)***

Total Approved Amount:	**$ 25,818.95**
Total Awarded Amount:	**$ 25,818.95**
Federal Share:	**$ 25,818.95**
State Share:	**$ 0.00**
Sub-Grantee Share:	**$ 0.00**

See attached: Approved PAGP Project Worksheet ***Grant Performance Period:*** **01/31/2019 through 01/31/2023**

11. Grant Requirements, Assurances and Agreements: ***(see attached Grant Requirements, Assurances and Agreements)***

The acceptance of a grant from the United States creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. (GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8[c]). Federal awarding agency is the Federal Emergency Management Agency (FEMA).

12. Project Award Title:

Management Costs - CAT Z

13. Recipient is required to sign and return one (1) copy of this document with the terms and conditions to the issuing address in Block 6, within 30 days from the date in Block 17.

14. DHS&EM Project Manager **Printed Name of SPAO: Duane Ruch**	**Phone: (907) 428-7076** **Fax: (907) 428-7009** **Email: duane.ruch@alaska.gov**
15. Signature of Jurisdiction Project Manager **Printed Name: Dan Nelson**	**Phone: 907- 252-0369** **Fax: 907-714-2395** **Email: dnelson@kpb.us**
16. Signature of Jurisdiction Chief Financial Officer **Printed Name: Brandi Harbaugh**	**Phone: 907-714-2176** **Fax: 907-714-2376** **Email: bharbaugh@kpb.us**
17. Signature of Jurisdiction Signatory Official **Printed Name and Title: Charlie Pierce, Mayor**	**Date:** **Phone: (907) 714-2150** **Fax: 907-714-2377** **Email: mayor@kpb.us**
18. DHS&EM Signatory Official **William A. Dennis** **Alternate Governor's Authorized Representative**	**Date:** 4-7-21 **Phone: (907) 428-7000** **Fax: (907) 428-7009** **Email: bill.dennis@alaska.gov**

Turn over to complete instruction acknowledgement.

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Military and Veterans Affairs

Division of Homeland Security and Emergency Management

P.O. Box 5750
JBER, AK 99505-0800
Main: 907.428.7000
Fax: 907.428.7009
ready.alaska.gov

April 7, 2021

Dan Nelson, Emergency Manager
Kenai Peninsula Borough
253 Wilson Lane
Soldotna, AK 99669

RE: Obligating Award Document
Disaster: DR-4413-AK, 2018 Cook Inlet Earthquake
Subrecipient: Kenai Peninsula Borough
PA ID: 122-00276-00
Project Worksheet(s): 0388

Mr. Nelson:

Enclosed is your initial Grant Award Package for Project Worksheet (PW) 0388 under DR-4413-AK, 2018 Cook Inlet Earthquake. A pre-signed Obligating Award Document (OAD) and Grant Requirements Form are enclosed. Please return by email once signed to our office no later than two weeks after receipt.

Please note the following signature guide:

- Obligating Award Document: Three subrecipient signatures on the front page plus one subrecipient signature on the back page.
- Grant Requirements Form: Three subrecipient signatures on the back page.

No payments will be processed until we receive our copy of the signed forms. A current quarterly report (DHS&EM 30-60) is also due for the current quarter of this obligation and every quarter until the project is closed. Please use the table below when submitting your quarterly reports in the future.

Period	Date Due	Period	Date Due
Jan 1 – Mar 31	April 15	Apr 1 – Jun 30	July 15
Jul 1 – Sep 30	October 15	Oct 1 – Dec 31	January 15

If you have any questions, please contact Duane Ruch, your assigned Division Representative at (907) 428-7076 or by email at duane.ruch@alaska.gov.

Sincerely,

William A. Dennis
Alternate Governor's Authorized Representative

Enclosure(s): Obligating Award Document
Grant Requirements Forms
Project Report
Project Worksheet 0388

Introduced by:	Mayor
Date:	05/04/21
Hearing:	05/18/21 & 06/01/21
Action:	
Vote:	

KENAI PENINSULA BOROUGH
ORDINANCE 2021-19

AN ORDINANCE APPROPRIATING FUNDS FOR FISCAL YEAR 2022

WHEREAS, Alaska Statute 29.35.100 and KPB 05.04.020 require that the mayor present a budget proposal to the assembly for the next fiscal year during or prior to the eighth week preceding the first day of the fiscal year; and

WHEREAS, the assembly is empowered with making appropriations for the General Fund, the Special Revenue Funds, the Debt Service Funds, the Capital Projects Funds, the Enterprise Funds, the Internal Service Funds of the borough, setting the Salary Range Schedule for Appendix A Personnel and fee schedule;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That $87,776,043 is appropriated in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022 as follows:

General Government Operations	$18,705,074
Transfer to School District for Operations and In-kind Services	48,000,000
Transfer to School Debt Service	3,660,125
Transfer to Special Revenue Funds:	
Solid Waste	12,704,857
Post-Secondary Education	851,747
911 Communications Fund	151,673
Eastern Peninsula Highway Emergency Service Area	215,067
Transfer to Capital Projects Funds:	
School Revenue	2,250,000
General Government	250,000
General Government – OEM – PILT	112,500
Nikiski Fire Service Area – PILT	175,000
Bear Creek Fire Service Area – PILT	175,000
Central Emergency Service Area – PILT	175,000
Western Emergency Service Area – PILT	175,000
Kachemak Emergency Service Area – PILT	175,000

SECTION 2. The following is appropriated to the School Fund from local sources for operations purposes and in-kind services:

A. Local Effort	$36,537,314
B. Maintenance	8,029,231
C. School District Utilities	80,000
D. School District Insurance	3,131,278
E. School District Audit	97,132
F. Custodial Services	125,045
Total Local Contribution per AS 14.17.410	$48,000,000

SECTION 3. Disbursements from Section 2 item (A) shall be made monthly, and only as needed to supplement other revenues available and received by the school district to fund the operations portion of the school district budget. Any available balance remaining at the end of the fiscal year shall then be disbursed to the school district, provided that the total amount disbursed shall not exceed the amount allowed under AS 14.17.410 as determined after actual enrollment numbers are known.

SECTION 4. That $18,589 of the total General Fund operations appropriation of $18,705,074 is appropriated from the General Fund River Center major repairs restricted fund balance for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 5. That the appropriations for the Special Revenue Funds for the fiscal year beginning July 1, 2021 and ending June 30, 2022 are as follows:

Nikiski Fire Service Area	$6,026,827
Bear Creek Fire Service Area	834,345
Western Emergency Service Area	2,521,702
Central Emergency Service Area	11,783,889
Central Peninsula Emergency Medical Service Area	7,455
Kachemak Emergency Service Area	1,613,602
Eastern Peninsula Highway Emergency Area	395,777
Seward Bear Creek Flood Service Area	444,265
911 Communications	3,548,465
Kenai Peninsula Borough Road Service Area	10,486,175
Engineer's Estimate Fund	12,300
North Peninsula Recreation Service Area	2,418,430
Seldovia Recreational Service Area	65,369
Post-Secondary Education	851,747
Land Trust	1,353,742
Nikiski Senior Service Area	400,219
Solid Waste	13,629,341
Central Kenai Peninsula Hospital Service Area	9,817,970
South Kenai Peninsula Hospital Service Area (Prior Debt Fund 601)	2,219,369
South Kenai Peninsula Hospital Service Area (Operations Fund 602)	1,979,988

SECTION 6. That $3,660,125 is appropriated in the School Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 7. That $571,063 is appropriated in the Central Emergency Services Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 8. That $95,320 is appropriated in the Bear Creek Fire Service Area Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 9. That $9,473,351 is appropriated in the Central Kenai Peninsula Hospital Service Area Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 10. That $2,219,369 is appropriated in the South Kenai Peninsula Hospital Service Area Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 11. That $1,063,750 is appropriated in the Solid Waste Service Area Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 12. That appropriations for the Capital Projects Funds for the fiscal year beginning July 1, 2021 and ending June 30, 2022 are as follows:

School Revenue	$2,250,000
General Government	485,000
Solid Waste	4,710,000
Service Areas:	
Nikiski Fire	675,000
Bear Creek Fire	192,500
Western Emergency Service Area	661,000
Central Emergency Services	1,662,500
Kachemak Emergency Service Area	260,000
North Peninsula Recreation	397,000
Road Service Area	2,961,000
South Kenai Peninsula Hospital	2,494,965

SECTION 13. That appropriations for the Internal Service Funds for the fiscal year beginning July 1, 2021 and ending June 30, 2022 are as follows:

Insurance and Litigation	$4,562,066
Health Insurance Reserve	8,761,484
Equipment Replacement	624,479

SECTION 14. That the FY2022 budget of the Kenai Peninsula Borough, as submitted to the assembly on May 4, 2021, is incorporated as a part of this ordinance to establish the appropriations assigned to the various departments and accounts and the positions authorized therein.

SECTION 15. That funds reserved for outstanding encumbrances as of June 30, 2021 are reappropriated for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 16. That the Salary Range Schedule for Appendix A Personnel presented in the budget document is approved.

SECTION 17. That the fee schedule presented in the budget document is approved.

SECTION 18. That this ordinance takes effect at 12:01 a.m. on July 1, 2021.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor JCB

FROM: Brandi Harbaugh, Finance Director BH

DATE: April 22, 2021

RE: Ordinance 2021-19, Appropriating Funds for Fiscal Year 2022 (Mayor)

Ordinance 2021-19 appropriates the money necessary to fund the Kenai Peninsula Borough's annual budget for fiscal year July 1, 2021 to June 30, 2022 (FY2022.) The amounts included in the ordinance correspond with those appearing in the FY2022 Kenai Peninsula Borough Proposed Budget as presented to the assembly on May 4, 2021.

Public hearings on May 18, 2021 and June 1, 2021 are requested.

KENAI PENINSULA BOROUGH
ALASKA



MAYOR PROPOSED

FY 2022
ANNUAL BUDGET
JULY 1, 2021 TO JUNE 30, 2022

CHARLIE PIERCE
BOROUGH MAYOR

ANNUAL BUDGET

OF THE

KENAI PENINSULA BOROUGH

ALASKA

FOR THE FISCAL YEAR BEGINNING

JULY 1, 2022

CHARLIE PIERCE
BOROUGH MAYOR

PREPARED BY FINANCE DEPARTMENT

BRANDI HARBAUGH
DIRECTOR OF FINANCE

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Kenai Peninsula Borough
Annual Budget for Fiscal Year 2022

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THE
KENAI PENINSULA BOROUGH
ASSEMBLY

ASSEMBLY MEMBERS	DISTRICT	TERM EXPIRES
Brent Hibbert	1 – Kalifornsky	2021
Richard Derkevorkian	2 – Kenai	2023
Jesse Bjorkman	3 – Nikiski	2022
Tyson Cox	4 – Soldotna	2022
Bill Elam	5 – Sterling/Funny River	2023
Kenn Carpenter	6 – East Peninsula	2021
Brent Johnson	7 – Central	2022
Lane Chesley	8 – Homer	2023
Willy Dunne	9 – South Peninsula	2021

The legislative power of the Kenai Peninsula Borough is vested in an assembly of nine members. This assembly meets in regular session every first and third Tuesday of the month in the Assembly Chambers located in the Borough Administration Building at 144 North Binkley Street, Soldotna, Alaska.

Office of the Borough Mayor
144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

Charlie Pierce
Borough Mayor

DATE: June 1, 2021

TO: Brent Hibbert, Assembly President
Kenai Peninsula Borough Assembly
Residents of the Kenai Peninsula Borough
Other Users of Borough Financial Information

Key Budget Principles

The FY2022 budget is based on policies developed to maintain the stewardship of public funds and reflects the Borough's commitment to prudent financial planning. The principles that guided development of the budget are:

- Basic services will be maintained at current levels and will be adequately funded
- Program cost will be developed to reflect a true picture of the cost of operations
- Revenues are estimated at realistic to guarded optimistic levels
- Fees for services will be adjusted based on the cost of service provision
- The recommended budget will comply with provisions of Alaska Statutes and Borough Code

Goals & Objectives

The Borough's major budgetary goals for FY2022 include:

- The highest level of local educational funding borough residents can reasonably afford and sustain
- A high quality capital and operational maintenance program ensuring the continued use and economic value of borough assets
- Support for the needs of the Borough Service Areas as communicated by service area residents and their boards
- A sufficient level of funding for borough departments to ensure their continued ability to meet the needs of borough residents, visitors, and the communities served
- A balancing of revenue sources in the Borough's General Fund
- Stabilization of the borough's financial condition including compliance with the borough's fund balance policy

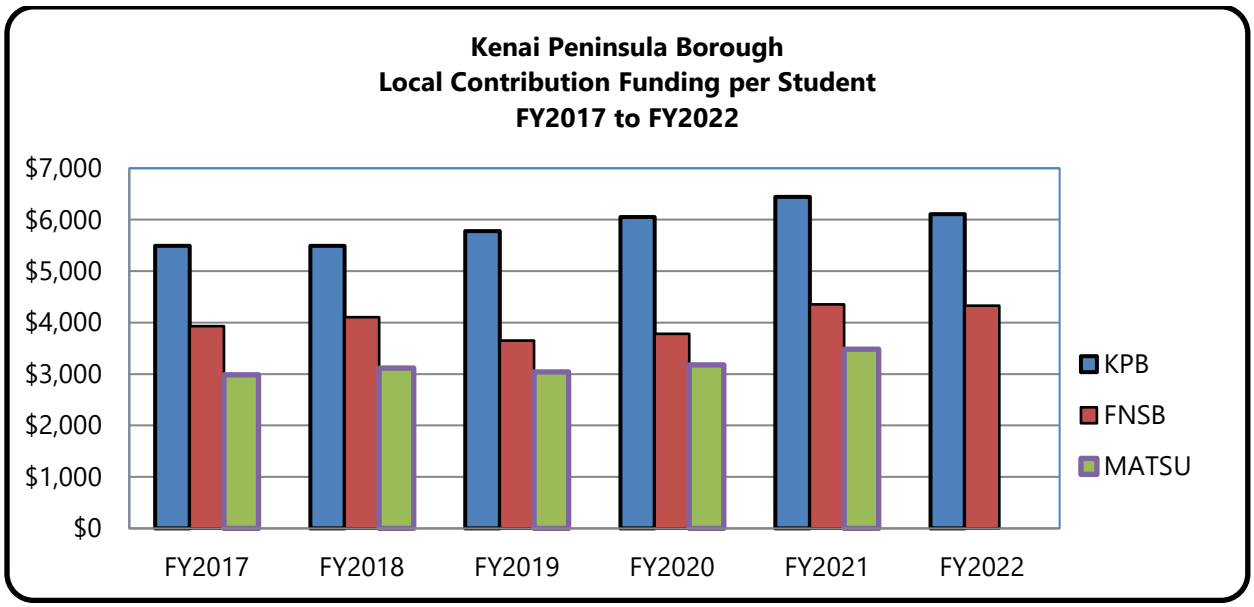
Major budget issues/highlights

- The Kenai Peninsula Borough, like boroughs and counties throughout the world, was effected by the human and economic impacts of the COVID-19 Pandemic. The effects of these impacts are anticipated to continue through the FY2022 budget cycle at a slowly inclining recovery rate. Fortunately, the Borough's commitment to financial sustainability policies, timely response to the changing economic reality and strong future planning coupled with conservative budget practices have allowed the Borough to weather these changes and maintain future fiscal sustainability. Our response to the economic challenges included an immediate transition of borough services to our community and citizens from physical to virtual delivery if allowable, position need assessments for all vacancies to determine rehire necessity, delaying one time expenditures, and capital project analysis on proper timing and priority of critical infrastructure and major maintenance spend. With $37.4 million dollars in U.S. Treasury Coronavirus grant funds, the borough immediately redirected resources and developed programs to deliver improved rural broadband for telework and distant learning, small business and nonprofit grants to assist those who experienced business interruption during the COVID-19 Pandemic, emergency protective and preparedness measures funding for senior citizens centers, hospitals, and nonprofits, air purification units for school and borough facilities, support for first responders and the costs associated with COVID-19 related response, grant distributions to our six incorporated cities within the borough, remote meeting integration, school transportation and COVID-19 related education expenditures, and touchless fixtures and physical separation barriers for school and borough facilities. With this foundation, our focus for FY2022 is to continue to deliver high priority public services, maintaining what we have, and meeting our commitments to the community with services that directly support them. To do this, we are proposing to use approximately $8 million of fund balance to backfill projected short-term reductions in ongoing operations and revenues. The borough will use $8 million of fund balance reserves and while this still leaves acceptable reserves, the fund balance will be below the minimum fund balance policy level and will require the borough to come back into compliance by FY2025.

- Also considered during the borough's FY2022 budget development was the Governor's proposed FY2022 State budget with partial reestablishment of the debt reimbursement program, providing the borough 50% of the 70% agreed upon debt reimbursement on Bonded School Capital Projects, and decreases in Commercial Passenger Vessel Taxes and Community Assistance (previously Revenue Sharing) programs when compared to FY2020 and FY2021.

- Operational funding for the School District. The largest component of the borough's budget is the contribution the borough makes to fund the Kenai Peninsula Borough School District. The borough's local contribution is governed by AS 14.17.410. This statute outlines the minimum and maximum amounts that can be contributed to the school district. The **required minimum local contribution** is estimated to be **$29,804,313** and the maximum amount is **$53,080,444.** The amount the Borough has appropriated for FY2022 is **$48,000,000,** or 90.4% of the maximum allowed by statute.

  The projected number of students for FY2022 is 7,861 and the Borough's funding per student is approximately **$6,106** For comparative purposes for FY2022, the Fairbanks North Star Borough's estimated local contribution per student is $4,327 and the Mat-Su Borough's estimated contribution per student is $_*not available*_.



Total funds provided for school purposes are $53.9 million; the Borough portion is $52.6 million and the State of Alaska is forecasted to provide $1.3 million for debt reimbursement. Funding provided by the borough, net of the State's contribution for debt service, for school purposes is equivalent to 6.16 mills. Sales tax revenue is expected to cover $30.7 million, which represents a 12% reduction in sales tax revenue from the forecasted amount of sales tax revenue anticipated for FY2022; the balance of funding of $21.9 million (equivalent to 2.6 mills) comes from property taxes, federal and state revenue, and other sources. Total funding provided for schools (not including post-secondary education funding) represents an amount equal to 61.39% of the Borough's General Fund budget.

- Quality public services require adequate facilities that are suitable for their use. The adopted budget includes a continued effort to address the borough's major maintenance and capital facility needs. The adopted FY2022 budget provides a $250,000 transfer to the general government capital project fund and $2.25 million to the school facilities capital project fund to address the borough facilities' (including school district buildings, all of which the borough owns) major maintenance and capital replacement needs.

- Borough Emergency Services and Public Safety require current and adequate equipment and tools to communicate and provide sufficient services. The proposed budget includes a one-time PILT (Department of Interior, Payment in Lieu of Taxes) funding of $1.86 million over a two-year period to provide for expiring communications and SCBA equipment crucial to the continuity of emergency services across the borough.

- Funding for the Borough's Solid Waste program. A majority of the FY2022 increase is related to a one-time leachate improvements construction and implementation capital project, with other increases associated with contractual obligation for ongoing maintenance and operations of the solid waste facilities. The General Fund contribution for FY2022 is budgeted at $12.7 million, a one-time increase of $4.7 million from FY2021. The General Fund contribution to the Solid Waste program represents an amount equal to approximately 15% of total General Fund expenditures. The equivalent of 1.49 mills of the Borough's General Fund mill rate of 4.70 mills goes to support the Borough's Solid Waste program.

- The FY2022 budget includes local funding for the Road Service Area Capital Project Fund of $3.8 million, with reduced transfers of $2.3 million annually for FY2023-FY2025, the increased FY2022 transfer is necessary to support the current 5-year capital projects plan. Prior to FY2021, grant funds were utilized to

support a significant portion of the annual capital project spend to upgrade numerous roads in the Borough, all grant funds have been fully expended shifting the required burden to be supported by local funds, thus property taxes collected through the Roads Service Area mill rate.

- Positions that were added or deleted when compared to last year's budget are as follows: In the General Fund, there is only .25 FTE added to the General Fund Print Shop as a result of a part-time employee becoming full-time while deletions include 2 FTE Appraisal Technicians in Assessing Appraisal. In other funds; Solid Waste added a .5 FTE landfill operator, making the current ½ time operator a fulltime operator, Nikiski Fire Service Area added 3 FTE Fire fighters, and 1 FTE Assistant Chief, Central Emergency Services added 3 FTE Firefighters, and 1 FTE Senior Captain, Western Emergency Service Area added 5 FTE Firefighters (effective in FY2021 through Resolution 2021-01 as part of the transition plan to expand the previous Anchor Point Fire Service Area to Western Emergency Service Area including the Ninilchik area), Kachemak Emergency Service Area added 2 FTE Firefighter Technicians, the 911 Communication Center added 4 FTE Dispatchers, 1 CAD Specialist and 1 FTE Alternate Manager, the Roads Service Area reduced the Roads Service Area Director position by .6 FTE, the Maintenance Department is reducing temp wages and adding one FTE foreman position of equivalent dollar value and the Director's position reduced by .4 FTE.

Financial Condition Summary

For FY2022, Borough-wide real and personal taxable assessed values increased 1.7%, compared to FY2021 which increased 2.2% when compared to FY2020. Oil and gas property is assessed by the State of Alaska under AS 43.56, and is subject to significant fluctuations in value and plays a vital role in the borough's economy, although the players are changing. Large national and multinational companies have been replaced by independents, which resulted in a resurgence in exploration and production. This has led to new wells in the Anchor Point and Kenai area, jackup rigs being used in Cook Inlet, along with increased exploration in other areas of the borough, resulting in an increase in assessed value for oil and gas properties. Assessed values for oil and gas properties increased from $612 million for FY2013, to $1.42 billion in FY2022. During this same timeframe, oil production for the borough has increased from approximately 4 million barrels per day to approximately 4.1 million barrels per day. Since 1988 oil production for the borough has decreased from 15.9 million barrels per day to 4.1 million barrels per day. The impact to the Borough if the global reduction in the price of gas and oil continues is unknown at this time.

Traditionally the borough's unemployment rate has been 2% to 3% higher than the statewide rate, much of this due to the seasonality of work in the fishing and tourism industry. In FY2020, the Covid-19 worldwide pandemic created temporary increases in unemployment across the nation and in the Borough as high as 17.2% in April 2020. Unemployment rates in the borough have come down to 8.8% as of February 2021 and it is anticipated that unemployment rates will slowly recover and continue to decrease in 2021.

Fiscal Year	Unemployment Rate	Increase (Decrease)	Fiscal Year	Unemployment Rate	Increase (Decrease)
2013	8.60%	-0.50%	2017	8.50%	0.70%
2014	8.00%	-0.90%	2018	8.20%	-0.30%
2015	7.90%	-0.60%	2019	7.50%	-0.50%
2016	7.80%	-0.10%	2020	6.80%	-0.90%

Data is provided by the State of Alaska, Department of Labor and Workforce Development, and reflects the average for the prior 12 months as of December prior to the fiscal year end.

Financial Plans

General Fund

Revenues and other financing sources of $78,595,220 support the FY2022 general fund budget. This total consists of $41.3 million in property tax revenue, $30.7 million in sales tax revenue, $2.3 million in state revenue, $3.7 million in federal revenue, and $514,673 in other revenues and financing sources. Expenditures exceed projected revenues by $9.2 million; net of a projected lapse, the projected change in fund balance is a decrease of $8.2 million.

Overall expenditures increased $4.9 million when compared to the original FY2021 adopted budget. Factors impacting the budget for FY2022 are as follows:

- The total amount appropriated for school purposes is $53.9 million, a $1.1 million decrease when compared to FY2021. Local educational funding for FY2022 includes $48 million for school district operations, $3.7 million for school related debt service, and $2.25 million for capital projects. It should be noted that the borough expects to receive $1.3 million from the State of Alaska under the school debt reimbursement program, which decreases the Borough's expense. In 1964 the Borough citizens voted to implement an areawide sales tax which would be 100% dedicated to funding education. In FY2021 and FY2022, sales tax revenues are estimated to be down in aggregate $8.6 million less than would have originally received had we not experienced the significant economic impact of COVID-19, reducing the borough's ability to fund education. The lost revenues in sales taxes over the two-year period is estimated at 12.4% compared to the two-year aggregate proposed reduction in educational funding of 7.0%.

- Personnel costs increased $128,717, less than 1%; which includes contractual increases per the Collective Bargaining Agreement, a .25 FTE increase in the Print Shop offset by reductions for 2 FTEs in Assessing Appraisal for FY2022.

- Supplies are down by approximately $14,670 or 7.16% due to removal of one-time items purchased in FY2021 and an overall effort to reduce supply expenditures and find efficiencies in the existing processes reducing the need in the General Fund.

- Services are up by approximately $688,220 or 14.65%; which includes $300,000 in remotes sales tax collection and administration fees, $90,000 for the annual cost to lease a voting system, $110,000 for GIS imagery and surveys, $100,000 increase for borough public relations and marketing, $50,000 increase to the disaster contingency amount and for other operation and maintenance (O&M) contractual increases and maintenance items required in various General Fund Departments.

- The General Fund's contribution to the Solid Waste department increased $4.7 million, of which $4.4 million is related to leachate improvements construction and implementation.

The FY2022 General Fund property tax rate remained at 4.70 mills. Sales tax revenue for FY2022 is expected to have a significant gap of $4.1 million from the FY2022 extrapolated sales tax revenue. Prior to the COVID-19 Pandemic, the borough estimated that approximately $34.8 million in sales tax revenues would have been collected in each respective year; FY2021 and FY2022. The estimated FY2022 sales tax revenue generates the equivalent of 3.6 mills in property tax revenue. State revenues include $300,000 for Community Assistance (Revenue Sharing) and $1.3 million for school debt reimbursement, an increase of $1.3 million from FY2021, however still only representing 50% of the 70% State of Alaska obligation, fish tax of $500,000, $50,000 for facility rental, and $155,000 from co-op distributions. Federal revenues consist of $3.1 million for PILT receipts, $500,000 for National Forest Receipts, and a civil defense grant of $140,000.

Local Contribution for Kenai Peninsula Borough School District:

Fiscal Year	Local Contribution	Increase (Decrease)	Mill Rate Equivalent
2015	$ 44,000,000	$ -	-
2016	48,238,432	4,238,432	0.58
2017	48,238,432	-	-
2018	49,738,432	1,500,000	0.21
2019	49,738,432	-	-
2020	52,512,091	2,773,659	0.38
2021	50,000,000	(2,512,091)	(0.35)
2022	48,000,000	(2,000,000)	(0.28)

Service Areas and Special Revenue Funds

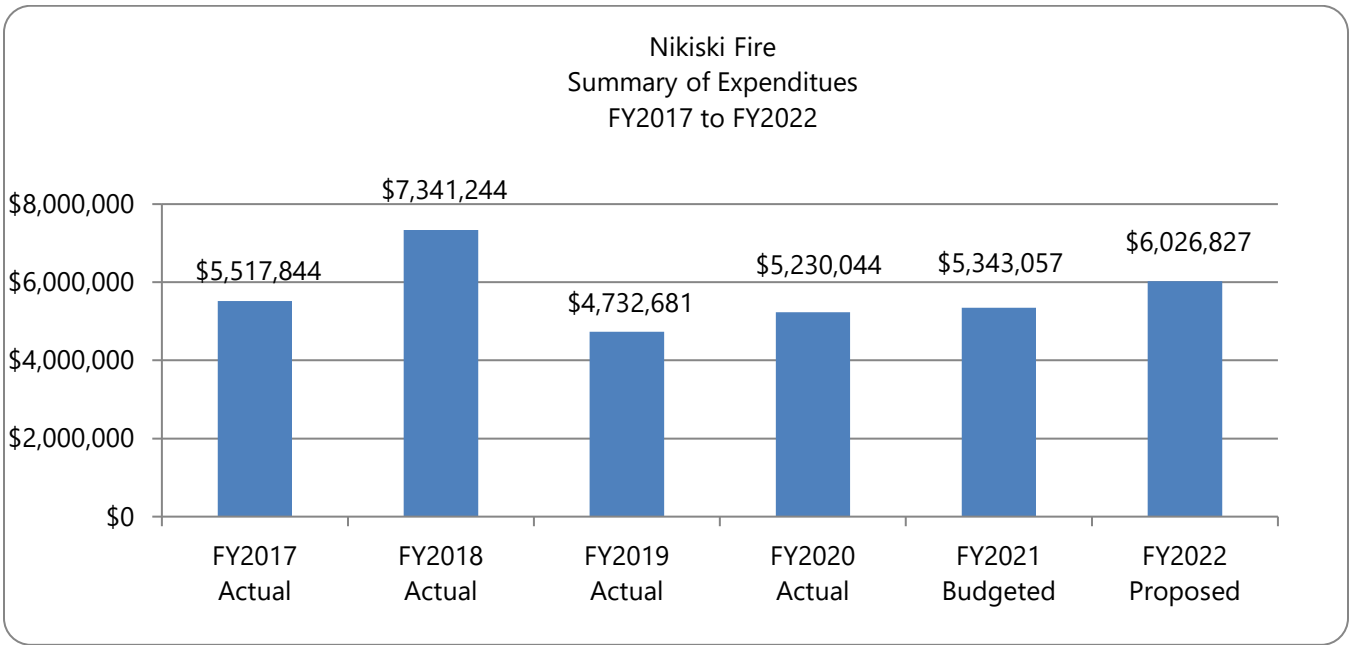
As a whole, the FY2022 service area budgets are comparable to FY2021. Selected individual funds are as follows:

911 Communications

The 911 Communications Center expenditure budget is up $727,611 or 25.79% as a result of establishing a fees for services structure in FY2022 where agencies receiving dispatch services at the Soldotna Public Safety Communications Center are charged a negotiated fee based on call volume and use of dispatch time and other services. Prior to this change, the center was operated with shared borough and State of Alaska staff, utilizing borough facilities and assets. The new structure only has borough employees and therefore six additional positions are being proposed to provide the appropriate level of services for the agencies being served.

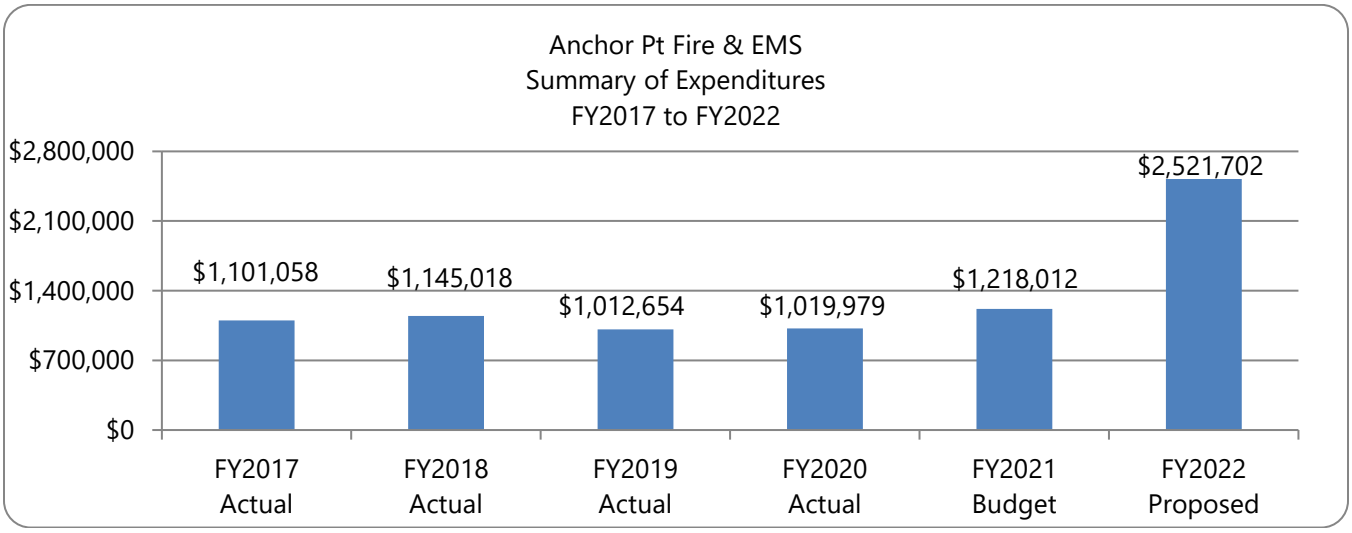
Nikiski Fire Service Area

The Nikiski Fire Service Area (NFSA) expenditure budget is up $683,770 or 12.8% when compared to the prior year. The increase in expenditures is primarily related to the addition of four positions; three firefighters and one assistant chief. Other increases include additional firefighting foam supplies, collective bargaining agreement requirements, CPI operational contract obligation, and insurance premium increases associated with the new Station # 3. Oil tax revenues, the largest revenue source for the Service Area, have increased approximately 71.5% since FY2013, with reductions over the past couple fiscal years. This increase in assessed values also allowed the Service Area to decrease their mill rate from 3.00 mills in FY2013 to 2.90 mills FY2014, then to 2.8 in FY2015, then to 2.70 in FY2018 through FY2022.



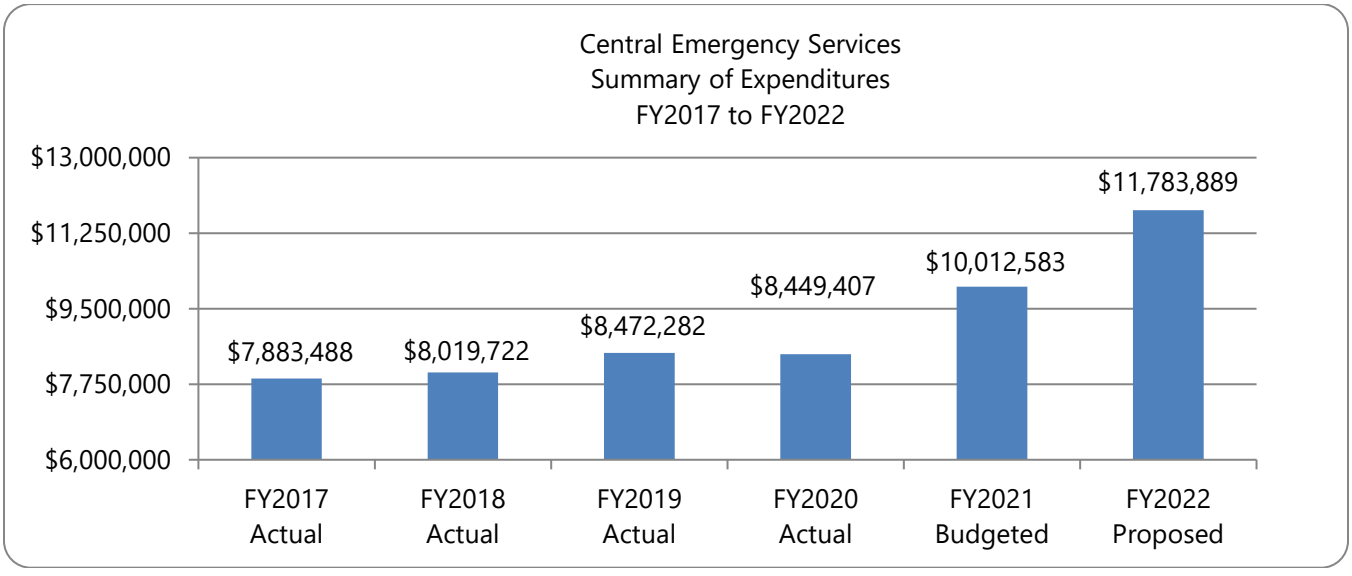
Western Emergency Service Area

The Western Emergency Service Area (previously Anchor Point Fire and Emergency Service Area) expenditure budget is up $1,303,690 or 107.03% when compared to FY2021 due to the Fall 2020 election where the area voters passing the expansion of the Anchor Point Fire and Emergency Service Area to include the Ninilchik area. As a result of this expansion to the area served, Ninilchik Emergency Services' facilities and assets were transferred to Western Emergency Services, personnel was increased by five, and additional expenditures are anticipated for added supplies, services and minor capital assets.



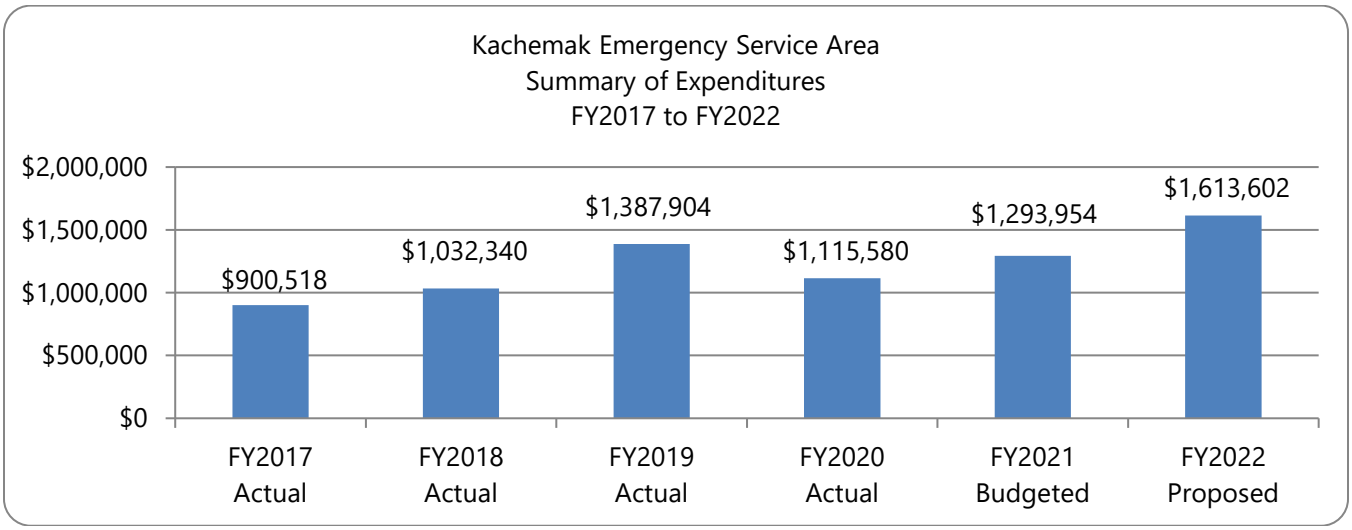
Central Emergency Services

The Central Emergency Service Area (CES) expenditure budget is up $1,765,706 or 17.63% when compared to FY2021. This increase is primarily related to a one-time increase to the capital transfer to support the new station acquisition and related costs and the addition of four positions; three firefighters and one senior captain. Other increases include additional firefighting foam supplies, collective bargaining agreement requirements, CPI operational contract obligations, and one-time capital expenditures, such as hose roller system and educational fire extinguisher system.



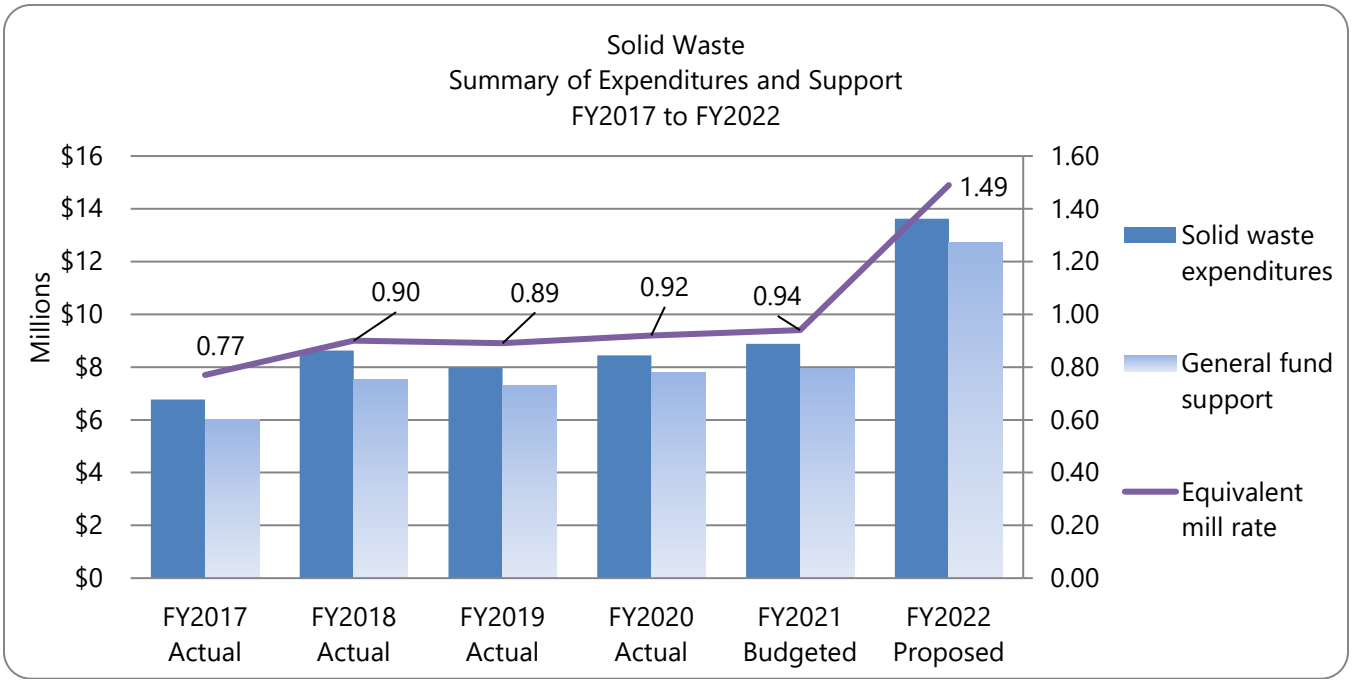
Kachemak Emergency Service Area

The Kachemak Emergency Service Area expenditure budget is up $319,648 or 24.7% when compared to FY2021. The increase in expenditures is primarily related to the addition of two firefighter technician positions, along with increased vehicle and equipment maintenance costs as a result of the change in personnel in 2021 removing the mechanic and adding a firefighter technician.



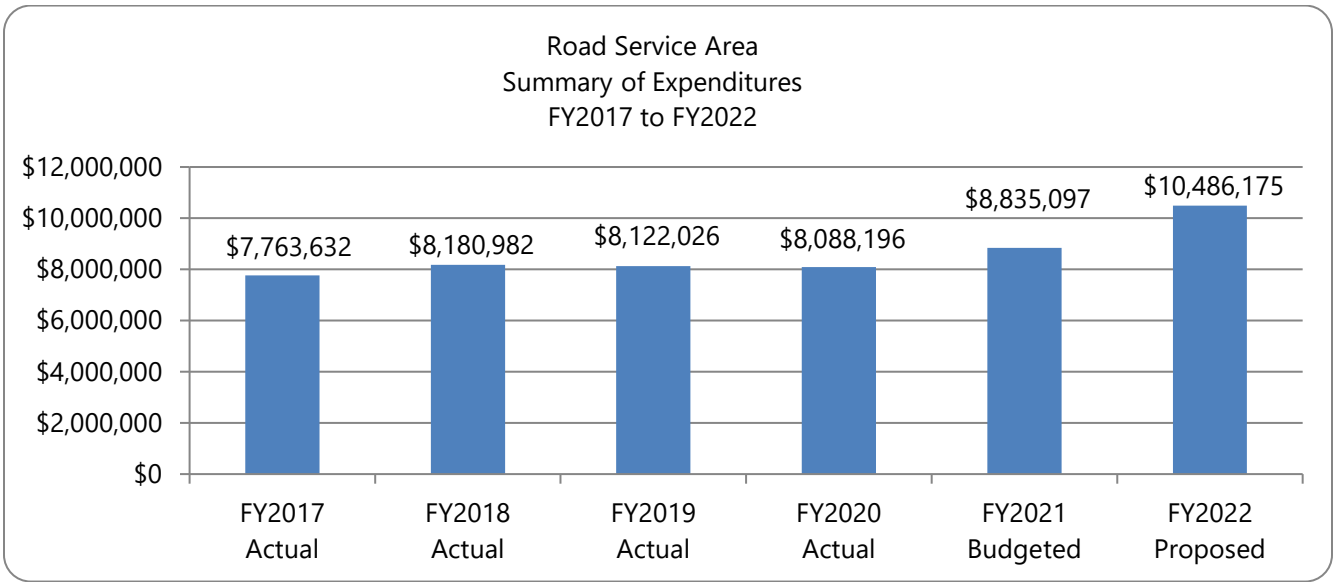
Solid Waste

The Solid Waste expenditure budget is up $4,751,584 when compared to FY2021 primarily due to a one-time leachate improvements construction and implementation capital project, with other increases associated with CPI contractual obligation for ongoing maintenance and operations of the solid waste facilities. The Borough's General Fund continues to provide the majority of the funding necessary to operate the landfill. For FY2022, this amount is $12,704,857 or approximately 93.2% of the revenue necessary to fund the solid waste program; this is equal to 1.49 mills or 14.5% of the General Fund budget an increase of .55 mills or 4.88% from FY2021.



Road Service Area

The Road Service Area expenditure budget is up $1,651,078 or 18.69% when compared to FY2021 primarily due to an increased transfer of $3.8 million to the capital project fund to support future capital requirements and increased dust control. The increased capital transfer was anticipated and has been consistently growing for the last several years in an effort to prepare for anticipated decreases in state grant funding that had previously supported the Road Service Area capital projects. The service area does not anticipate receiving grant funds in the near future for road capital improvements.



Capital Projects

The FY2022 Capital Budget includes $2,250,000 for school district major maintenance projects and $250,000 for general government projects. Several major school maintenance projects have been accomplished over the past couple fiscal years due to additional capital funding provided, such as heating ventilation and air conditioning (HVAC), boiler upgrades that will reduce utility costs, security and safety in school facilities, windows, siding, flooring replacements, and electrical and lighting upgrade projects in school facilities.

Service Area capital budgets include funding for facility improvements and equipment purchases of $675,000 at Nikiski Fire Service Area for SCBA's, radios, an ambulance in Beluga and a utility plow truck, $661,000 at Western Emergency Service Area for SCBA's, radios, a heart monitor and a utility vehicle, $192,500 at Bear Creek Fire for SCBA's, $1,662,500 at Central Emergency Services for SCBA's, radios, design and other costs associated with a new relocated station #1 and an ambulance, a utility vehicle, and training simulators, $260,000 at Kachemak Emergency Service Area for SCBA's and radios, $397,000 at North Peninsula Recreation Service Area for an ice resurfacer, utility loader with accessories, and replacement of supply and return headers for the recreational center, and $2,494,965 at South Peninsula Hospital for medical equipment.

Tax Rates

The Borough Code of Ordinances, section 5.12.010 (A), establishes a maximum 8.00 mill tax levy for operations of the Borough general government, including the local effort for education. Per the Code, the maximum is increased for the tax equivalent of the local payments for voter approved debt, or to meet an emergency threatening the public peace, health, or safety. The maximum mill rate that could be levied for FY2022 is 8.4 mills. It is our goal to keep the general fund mill rate at or below the current level unless borough voters authorize significant additional debt.

The General Fund property tax rate for FY2022 remains at 4.70 mills. Proposed service area property tax rate increases are to Kachemak Emergency Service Area, increasing .35 mill to 2.95 mills, and Western Emergency Service Area increasing .10 mills to 2.95 mills, all other service areas are proposed to stay at their FY2021 levels.

Summary Data - Governmental Functions

The following schedule is a summary of the FY2022 estimated revenues for the General Fund, special revenue funds, debt service funds, capital projects funds, and internal service funds including the amount and increases or decreases in relation to the original FY2021 budget.

Revenues:	FY2021 Original Revenues	FY2022 Estimated Revenues	Increase (Decrease)
General Property Taxes	$69,455,902	$75,021,022	5,565,120
Sales Tax	27,431,594	30,709,937	3,278,343
Intergovernmental:			
Federal	3,985,714	3,740,000	(245,714)
State	705,000	2,282,544	1,577,544
Other Revenue	29,065,598	32,070,628	3,005,030
Fund Balance Appropriated, net	16,783,443	14,750,641	(2,032,802)
	$147,427,251	$158,574,772	11,147,521

Property and sales tax revenues are up by a combined 9.0% and represents approximately 73% of total revenues (not including fund balance), this compares to 74% for FY2021 and 75.25% for FY2020. Other information is as follows:

- Property taxes are projected to increase approximately $5.5 million due to the FY2021 revenues being originally being projected at 6% down from FY2020 in anticipation of the COVID-19 economic impact on taxpayers. The revised projections for FY2021 property tax collection is now estimated to be 1-3% down from FY2020 as a result of additional cash flow opportunities such as early permanent funds dividend distribution by the State of Alaska, and stimulus payments by the federal government providing needed cash flow. The FY2022 property tax revenue estimate is up 2.3% compared to the revised FY2021 property tax revenue projection.
- Sales taxes are projected to increase approximately $3.3 million due to the FY2021 revenues being originally being projected at 15% down from FY2020 in anticipation of the COVID-19 economic impact on local businesses. The revised projections for FY2021 sales tax collection is now estimated to be 5-8% down from FY2020 as a result of additional cash flow opportunities such as business impact grant payments, payroll protection programs, and over COVID-19 financing, loan programs from the federal government, and some lines of businesses' such as retail and communications had increased sales as a result of a surge in essential commodity spending during the shut down. The FY2022 sales tax revenue estimate is up 1.5% compared to the revised FY2021 sales tax revenue projection.
- Other revenues are projected to increase $3 million as a result of South Peninsula Hospital Plant Replacement and Expansion Fund (PREF) proposed use of $796,197 in FY2022 and increases of $1.9 million in 911 Communications revenues due to the new fee for service model being utilized in FY2022, this model was developed to have agencies receiving dispatch services at the Soldotna Public Safety Communications Center pay a negotiated fee based on call volume and use of dispatch time and other services.
- State revenues are expected to increase $1.5 million as a result of the State of Alaska partial funding of the school debt reimbursement program and Community Assistance programs, these were budgeted at zero for FY2021.

- The use of fund balance as a revenue source decreased for the General Fund primarily due to a reduction in funding for the School District and prolonged recovery in sales tax and property tax collections as a result of the Covid19 federally declared disaster.

The following schedule presents a summary of the General Fund, special revenue funds, debt service funds, capital project funds, and internal service funds appropriations for FY2022. Please note that the FY2021 amounts are based on the original assembly approved budget and do not include encumbrances and certain contingency balances carried forward from the prior year, or supplemental appropriations.

Expenditures:	FY2021 Original Appropriation	FY2022 Proposed	Increase (Decrease)
General Government	$18,622,199	$19,921,429	1,299,230
Solid Waste	8,906,757	13,939,341	5,032,584
Public Safety	22,631,526	29,112,303	6,480,777
Recreation	2,495,038	2,630,799	135,761
Education	56,248,511	54,761,872	(1,486,639)
Road Maintenance	8,894,497	9,447,475	552,978
Hospitals	15,797,442	14,813,524	(983,918)
Internal Service	13,831,281	13,948,029	116,748
	$147,427,251	$158,574,772	11,147,521

Total FY2022 appropriations are up 7.41% when compared to the FY2021 original budget. For comparative purposes, the FY2021 budget was down 1.67% when compared to the original FY2020 budget. The primary drivers of this change include:

- General Government increases of $1.3 million are primarily due to a $300,000 increase to pay remote sales tax collection fees, $90,000 for the cost to lease a voting system, $110,000 for GIS imagery and surveys, $100,000 increase for borough public relations and marketing, $485,000 increase to capital spend associated with building security, major building maintenance at the Emergency operations building and emergency communication needs, and other personnel increases associated with the collective bargaining agreement.
- Solid waste costs have increased $5 million due to annual CPI contractual obligations, renewed operations and maintenance contracts that were bid at a higher cost than in previous years. The other increase is related a one-time $4.4 increased capital transfer to meet leachate project costs.
- Public safety increases of $6.5 million are primarily due to increased capital project needs in FY2022 of $3 million; such as SCBA and communications equipment, station design, and equipment. The remainder of the increase is associated with personnel increases of 21 additional emergency service and dispatch personnel and a $50,000 increase for the Office of Emergency Management's disaster relief contingency. Six FTE were added to 911 Communications as part of establishing a new fee for service structure where agencies receiving dispatch services are charged based on call volume and use of dispatch time and other services. Five FTE were added to Western Emergency Services as part of the transition process to expand the existing service area boundaries to include the Ninilchik area. Four FTE were added to Nikiski Fire Service Areas, four FTE were added to Central Emergency Services, and two FTE added to Kachemak Emergency Services to accommodate needed to support public safety.
- Education costs indicate a decrease of approximately $1.5 million. This decrease is primarily due to a decrease to the local contribution of $2 million, a $1 million increase to the FY2022 capital contribution, and a $339,844 decrease to the FY2022 school debt contribution.
- Hospital expenditures have decreased due to a decrease in capital projects for South Peninsula Hospital when compared to FY2021.

- Internal Services have increased due to decreased premiums and claim projections for both healthcare and property, liability and workers' compensation of $121,893, decreased depreciation expense in the Equipment Replacement Fund of $25,521, offset by increases in healthcare premium expenditures of $264,162.

The Future

In reviewing the department and service area budget requests, the Mayor considered carefully the thoughts of the management staff, service area boards, and the assembly and borough citizens. In the end, relatively few changes were made to the budgets as submitted. We believe that this budget is consistent with the Mayor's budget priorities that include:

- Delivery of Borough services at a standard of excellence.
- The highest level of local educational funding borough residents can reasonably afford and sustain.
- Providing consistent and reliable emergency services throughout the Borough.
- A high quality capital and operational maintenance program that ensures the continued use and economic value of borough assets.
- Support for the needs of borough service areas as communicated by service area residents and their elected service area boards.
- A budget that can be supported by the borough's current area-wide revenues.
- Maintenance of the borough's financial condition.

Acknowledgement

Credit is given to those who have participated in the preparation of the FY2022 budget. Service area boards, department heads, and their staffs have all worked hard to develop department/service area budgets that will provide residents with a high level of service at a reasonable cost. Finance Department staff deserving recognition include: Financial Planning Manager Penny Pickarsky (who coordinated this year's budget process), Controller Sara Dennis, Sales Tax Supervisor Lauri Lingafelt, Property Tax Supervisor Jennifer VanHoose, Auditor Accountant Nolan Scarlett, Treasury Analyst Chad Friedersdorff and Finance Department Administrative Assistant Barbara Prestwick. All have put in long hours preparing this document.

We look forward to working with the borough assembly, the borough business community and all residents of the borough in making the Kenai Peninsula a great place to live, work, visit and conduct business.

Respectfully submitted,

Charlie Pierce

Charlie Pierce
Borough Mayor

Brandi Harbaugh

Brandi Harbaugh, CPA CPFO
Director of Finance

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Kenai Peninsula Borough
FY2022 Budget

User Guide



This user guide is a tool to guide you through the budget document. It provides some basic information about the area and its government structure. It explains the formatting of individual departmental budget sections, and the process of creating and adopting the Borough's primary planning and policy tool - the annual budget.

The user guide has been developed to answer some of the more commonly asked questions regarding the Kenai Peninsula Borough's budget and other topics.

- Under what type of government structure does the Borough operate?
- What are the Borough's areas of responsibilities or powers?
- How does the Borough and School District interrelate?
- When is the budget prepared, and how does the budget cycle operate?
- What is the Borough's basis of budgeting?
- How is the budget data organized?

Brief Introduction to the Borough

The Kenai Peninsula Borough was incorporated in 1964 as a second-class borough. It occupies a geographic area of approximately 24,750 miles and is located in the south central part of the state of Alaska. Per the State of Alaska, Department of Commerce, Community and Economic Development, the borough's population for July 2021 is estimated to be 58,671.

Structure

The Borough operates under an assembly-mayor form of government. Policy-making and legislative authority are vested in a governing assembly consisting of nine members. The assembly is responsible, among other things, for passing ordinances, adopting the budget, and appointing committees. The mayor is the Borough's executive officer and is responsible for carrying out the policies and ordinances of the Borough, for overseeing the day-to-day operations of the government, and for appointing the heads of the various departments. The assembly and mayor are elected on a non-partisan basis. Assembly members serve three-year staggered terms, with 3 members elected each year and are elected by district. The mayor is elected at large and serves a three-year term.

Powers/Areas of Responsibilities

State of Alaska law mandates that second-class boroughs provide certain services on an areawide basis to all taxpayers. Initially, the Borough exercised three mandatory powers; assessment and tax collection, schools, and zoning. All other services must be approved by a majority of voters who are to receive the services. This gives taxpayers control over the type and level of services they receive and pay for.

Currently, the Borough has the following powers: (see page 26 for more detail)

- Areawide powers: assessment and collection of property taxes and sales tax collection for the Borough and cities within the Borough, planning, solid waste disposal, education, post secondary education, 911 emergency communications, emergency management and general administrative services.

- Nonareawide services provided by the Borough include fire protection, hospital services, emergency medical and ambulance services, recreation, senior citizen funding, road maintenance, economic development, tourism promotion, and special assessment authority for utility extensions and road improvement districts.

- The Borough also has nonareawide powers of port and harbor that are authorized but not exercised.

School District

The Kenai Peninsula Borough School District is a component unit of the Borough. The School District has its own elected board which is responsible for setting policy and expenditure appropriations. More information regarding the School District is available at their website, www.kpbsd.k12.ak.us or can be obtained from them at 148 North Binkley St., Soldotna, AK 99669.

The Borough does assume various funding responsibility for the School District. State of Alaska statutes require the Borough to contribute to the School District a minimum contribution in an amount equal to 2.65 mills of the full and true assessed value of property. The State has also established a maximum contribution, which is equal to the minimum contribution plus 23% of basic need. Basic need is defined as total of the adjusted average daily membership times the base student allocation. For FY2022, the Borough's proposed contribution is $48,000,000; the cap amount is $53,080,444. The Borough's sales tax revenue is estimated to fund $30,709,937 of that amount; the balance or $17,290,063 will come from other sources including property taxes, state and federal sources, and interest earnings.

The Borough is also responsible for the construction and capital improvement of all facilities used by the School District as well as the issuance and repayment of school construction debt.

Total funding for borough schools for FY2022 is $53,910,125; an amount equal to 61.39% of the Borough's General Fund budget.

Basis of Accounting & Budgeting

The basis of budgeting is explained here to assist readers of the budget document, and to provide a bridge between the budget presentation in this document and the accounting presentation in the Comprehensive Annual Financial Report.

The Borough's governmental funds consist of the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds. Governmental fund budgets are developed using the modified accrual basis of accounting. Under this basis, revenues are estimated for the fiscal year if they are susceptible to accrual, e.g. amounts can be determined and will be collected within the current period. Principal and interest on general long-term debt are budgeted as expenditures when due, whereas other expenditures are budgeted for liabilities expected to be incurred during the current period.

The Borough's budgets are prepared and adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP) for all governmental funds and proprietary funds except capital project funds, which are adopted on a project length basis and the Solid Waste Special Revenue Fund, which is prepared on a budgetary basis. The Borough utilizes encumbrance accounting for its governmental fund types under which purchase orders, contracts and other commitments are recorded in order to set budget aside for that specific use. Encumbrances lapse and are automatically reappropriated and reencumbered as part of the subsequent year's budget. Encumbrances are recognition of commitments that will subsequently become expenditures when the goods or services are received.

The Proprietary Funds (Internal Service) budgets use a different budgetary basis from their accounting basis. Proprietary Funds use the accrual basis of accounting; however, their budgets more closely follow the modified accrual method used for governmental funds. For example, the proprietary fund budgets include capital outlay amounts for the initial purchase of fixed assets, but do not include budget amounts for depreciation of those fixed assets. For the CAFR, capital outlays are not recognized but depreciation is.

Budget Process

The annual budget, which includes both operating and capital budgets, is the mechanism through which the Borough Assembly establishes the appropriations for the Borough. Ordinance 2021-19, a copy of which is included on pages 34 - 37, authorizes spending for the operating and capital budgets indicated in this document. The appropriations are by the fund level for operating funds and at the project level for capital funds.

The budget process begins in January with a meeting of all department heads and service area representatives. The Mayor makes a presentation on the financial condition of the Borough and a projection for the coming year, considering the economy and the legislature. The Mayor outlines his general budget policies and goals at this time, and budget preparation packets are distributed to the departments.

Throughout the remainder of January and February, the Finance Director, Controller, or Financial Planning Manager attends the various service areas budget workshop meetings and present related information. Completed department and capital budget requests are then submitted to the finance department in late February or early March. After draft budgets are prepared, budget review meetings are held with the Mayor, the Finance Director, and the appropriate department head or service area representatives. A proposed budget is then prepared and submitted to the assembly in May.

The ordinance setting the level of appropriation for the fiscal year is introduced at the first Assembly meeting in May; the resolution setting the mill rates for the General Fund and the Service Areas is presented at the first meeting in June. After holding public work sessions, the Borough Assembly approves the budgets and set the tax rates for the General Fund and Service Areas prior to June 15th.

Mill Levy

A resolution setting the mill rates is submitted to the assembly at the first Assembly meeting in June for approval as mill rates must be established prior to June 15th in accordance with Alaska Statutes. The Borough voters have approved a tax cap of 8.0 mills not including the amount needed for debt service or to meet an emergency threatening public peace, health or safety. The maximum mill rate calculation for FY2022 is 8.40 mills. The mill rate proposed for FY2022 is 4.70 mills.

Amending the Budget

After the budget has been established, the Assembly may transfer appropriations between major classifications or departments by resolution; however, transfer of appropriations between funds must be done by ordinance. The Borough Mayor has the authority to transfer amounts within a department. Supplemental appropriations, except emergency appropriations, may be made by ordinance only after public hearings and Assembly approval has taken place. Emergency appropriations may be done by Assembly ordinance without a public hearing, but are only effective for 60 days. Extensions of such appropriations must go through the public hearing process.

Budget Presentation and Fund Structure

The budget document is divided into various sections: Introduction, Overview, Individual Fund detail, and the Appendix.

- The introduction section includes the table of contents, the transmittal letter, a user guide, major financial policies, the budget calendar, an organizational chart, Kenai Peninsula Borough departmental staff chart, and the appropriating ordinance.

- The overview section includes data on the Borough as a whole.

- The Fund section includes individual budgets for the General Fund, the Special Revenue Funds, Capital Project Funds, Debt Service Funds, and Internal Service Funds. The Special Revenue Funds include Service Area Funds and other special revenue funds that are established when there are legal requirements restricting specific revenue sources to expenditures for specific purposes, which are not appropriately budgeted elsewhere.

    - Operating budgets for the General Fund, Service Area Funds, Debt Service Funds, and Internal Service Funds present detailed expenditure plans. These plans contain a mission/program description, major long term issues and concerns, current year objectives, and previous year accomplishments and performance measures. Expenditure detail is provided for each division and in summary for each department. All detail pages contain historical data for the current year budget and two prior fiscal years.

    - Capital Project budgets include detailed expenditure plans that include general objectives, a description of the current year projects that have been authorized including a brief description of the impact on future operating budgets, and a five-year plan of expenditures.

- The appendix section includes data on salary schedules, full-time equivalent employees, a glossary of terms and acronyms, various analytical data, and a schedule of fees.

Powers of the Kenai Peninsula Borough

The Assembly of the Kenai Peninsula Borough has provided funding for the services and programs it has determined to be a priority in this budget. The left hand column (title Power) provides some sources of the legal authority for the governing body to exercise its appropriation and prioritization authority. The right hand column (titled Department), are the departments where the appropriation amount and the expenditure authority can be found that reflect the governing body's priorities. Most additional optional powers may be found in Title 29 of the Alaska Statutes and in a few additional statutes outside of Title 29.

Power	Date of Acquisition	Statutory Reference	Method of Acquisition	Department(s)
Mandatory Areawide Powers				
Public Schools	01/01/1964	AS 29.35.160	Mandated	Education
Assessment & Collection of Taxes	01/01/1964	AS Ch. 29.45	Mandated	Assessing/Finance
Planning, Platting, Land Use	01/01/1964	AS Ch. 29.40	Mandated	Planning
Acquired Areawide Powers				
Solid Waste	05/21/1974	AS 29.35.050	Ordinance	Solid Waste
Postsecondary Funding	10/02/1990	KPB 5.24.010	Election	Non-departmental
Senior Citizen Funding	10/01/1985	KPB 5.22.010	Election	Non-departmental
E911 Call taking	06/30/1985	AS 29.35.130 KPB Ord. 84-75	Ordinance	Emergency Services
Transportation	09/26/2000	AS 29.35.210(b)(1) KPB 13.10	Ordinance	Non-departmental
Acquired Service Area Powers				
Emergency Services	Various	AS 29.35.450	Election	Emergency Services
Road Maintenance, Improvement & Construction	10/06/1981, 10/08/1985 & 10/10/2000	AS.29.35.490 KPB 16.41	Election	Roads
Special Assessment Districts for Road Improvements	06/03/1997	AS 29.46.010 KPB 14.31	Ordinance	Assessing/Roads
Hospital	04/08/1969	AS 29.35.450 KPB 16.08 &16.24	Election	Hospital Service Areas
Recreation	07/30/1974 & 10/11/2011	AS 29.35.450 KPB 16.16 & 16.55	Election	Recreation
Senior Citizen Services	10/05/1993	AS 29.35.450	Election	Nikiski Senior Service Area
Flood Protection, Planning & Mitigation	10/14/2003	AS 29.35.450 KPB 16.50	Election	Emergency Services
Acquired Nonareawide Powers				
Tourism Promotion	05/15/1990	AS 29.35.210(8) KPB 19.10	Ordinance	Non-departmental
Port & Harbor	10/13/1981	AS 29.35.220(c) KPB Res. 81-128	Election	Non-departmental
Special Assessment Districts to Finance Certain Public Utility Services	04/07/1992	AS Ch. 29.46 KPB 5.35	Election & Ordinance	Assessing/Finance
Rural Development Fund Program	12/11/1990	AS 29.35.210(a)(8) KPB 19.20	Ordinance	Mayor's Office
Economic Development	02/04/1997	AS 29.35.210(a)(8) KPB 19.30	Ordinance	Mayor's Office

Fund Structure

The accounts of the Borough are organized on the basis of funds and account groups, each of which is considered a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped in this report into six generic fund types and three broad fund categories as follows:

GOVERNMENTAL FUNDS

General Fund (100): The General Fund is the general operating fund of the Borough. This fund accounts for all transactions not recorded in other funds and receives financial support from such sources as general property taxes, sales taxes, fees and intergovernmental revenues. Expenditures are authorized in the general budget and include such areas as administration, assessing, emergency management, river center, senior citizen funding, and planning and zoning.

Special Revenue Funds (200-299, 600-602): Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. State grants, education, fire and emergency medical service areas, a road service area, two road improvement funds, two recreation service area funds, the Land Trust Fund, the School Fund, the Nikiski Senior Service Area Fund, the 911 Communication Fund, the Central Kenai Peninsula Hospital Service Area, and the South Kenai Peninsula Hospital Service Areas are included in the special revenue funds.

Debt Service Funds (300-399): The debt service funds are used to account for the payment of principal and interest on general obligation debt incurred to finance construction. Each bond issue is accounted for in a separate fund, but these separate funds are included in the budget document as one fund since the appropriation is for the single purpose of debt service on general obligation bonds.

Capital Projects Funds (400-499): Capital projects funds account for financial resources used for the acquisition or construction of capital projects.

PROPRIETARY FUNDS

Internal Service Funds (700-799): The Borough's internal service funds (Insurance and Litigation Fund, Health Insurance Reserve Fund and the Equipment Replacement Fund) are used to account for the financing of goods and services provided to other departments of the Borough. The Insurance and Litigation fund provides the insurance requirements of the Borough and is financed through interfund charges. The Equipment Replacement Fund is used to finance the major purchases of user departments. The departments are charged an annual fee over the expected life of the vehicle or piece of equipment. This manner of financing major purchases eliminate the substantial impact such purchases would otherwise have on annual operating budgets.

FIDUCIARY FUNDS

Agency Funds (800-899): The Borough maintains two Agency Funds. One of the funds, the Tax Agency Fund, is used to account for resources received by the Borough as an agent for other governmental units. The Borough is responsible for the collection and disbursement of taxes levied by the cities located within the Borough. These cash receipts and disbursements are recorded in the Tax Fund. The second agency fund, Special Assessment Agency Fund, was established to account for monies collected from property owners by the Borough for the construction of natural gas pipeline distribution systems and road improvements, which benefits these property owners.

FUNDS OMITTED FROM THE BUDGET

Funds that are included in our audited financial statements but not included in this budget document are the Fiduciary Funds, the Environmental Protection Program Fund, the Disaster Relief Fund, Land Trust Investment Fund, and the Miscellaneous Grants Fund as they are budgeted on a project length basis and funding is usually dependent on outside agencies or events.

Financial Policies

The financial policies establish the framework for overall fiscal planning and management and sets forth guidelines for both current and long-term planning. These policies are reviewed annually to assure the highest standards of fiscal management. The Mayor and the Department Director's have the primary role of reviewing financial actions and providing guidance on financial issues to the Borough Assembly.

Overall Goals

The overall financial goals underlying these policies are:

1. **Fiscal Conservatism:** To ensure that the Borough is in a solid financial condition at all times. This can be defined as:

    A. Cash Solvency – the ability to pay bills
    B. Budgetary Solvency – the ability to balance the budget
    C. Solvency – the ability to pay future costs
    D. Service Level Solvency – the ability to provide needed and desired services

2. **Flexibility:** To ensure that the Borough is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.

3. **Adherence to the Highest Accounting and Management Practices:** As set by the Government Finance Officers' Association (GFOA) standards for financial reporting and budgeting, the Governmental Accounting Standards Board, and other professional standards.

Based on the overall goals listed above the following Financial Policies are provided:

1. Operating Budget Policies

The budget is a plan for allocating resources. The objective is to enable service delivery with allocated resources. Services must be delivered to the citizens at a level that will meet real needs as efficiently and effectively as possible.

- The Borough's goal is to pay for all recurring expenditures with recurring revenues and to use non-recurring revenues for non-recurring expenditures.
- It is important that a positive undesignated fund balance and a positive cash balance be shown in all governmental funds at the end of each fiscal year.
- When deficits appear to be forthcoming within a fiscal year, spending during the fiscal year must be reduced sufficiently to create a positive undesignated fund balance and a positive cash balance.
- The budget must be structured so that the Assembly and the general public can readily establish the relationship between expenditures and the achievement of service objectives.
- The individual department budget submissions must be prepared with the basic assumption that the Assembly will always attempt to maintain the current tax rates.
- The budget will provide for adequate maintenance of capital plant and equipment and for its orderly replacement.
- The Borough will develop and annually update a long-range (three to five years) financial forecasting system, which will include projections of revenues, expenditures, and future costs and financing of capital improvements that are included in the capital budget.
- A balanced budget is defined as revenues, including the use of fund balance as a revenue source, equaling expenditures as long as fund balance remains within fund balance policy limits.

2. Debt Policies

- The Borough will not fund current operations from the proceeds of borrowed funds.
- The Borough will consider short-term borrowing or lease/purchase contracts for financing major operating capital equipment when the Finance Director, along with the Borough's Financial Advisor, determines that this is in the Borough's best financial interest. Lease/purchase decisions should have the concurrence of the appropriate operating Manager.
- When the Borough finances capital projects by issuing bonds, it will repay the debt within a period not to exceed the expected useful life of the project.
- The Borough will maintain good communication about its financial condition with bond and credit institutions.
- The Borough will follow a policy of full disclosure in every annual financial statement and bond official statement.
- The Borough will avoid borrowing on tax anticipation and maintain an adequate fund balance.
- The Borough will endeavor to maintain a minimum bond rating for all debt issues of A or better by Moody's and Standard & Poor's rating agencies. Credit enhancements will be used to achieve higher ratings when there is an economic benefit.
- The Borough does not have a debt limit.

3. Revenue Policies

- The Borough will try to maintain a diversified and stable revenue structure to shelter it from short-run fluctuations in any one-revenue source.
- The Borough will attempt to maintain a diversified and stable economic base by supporting policies that promote tourism, agriculture, commercial, and industrial employment.
- The Borough will estimate its annual revenues by an objective, analytical process.
- The Borough, where possible and reasonable, will institute user fees and charges for specialized programs and services. Rates will be established to recover operational, as well as capital or debt service costs.
- The Borough will regularly review user fee charges and related expenditures to determine if pre-established recovery goals are being met.
- The Borough should routinely identify governmental aide funding possibilities. However, before applying for and accepting intergovernmental aide, the Borough will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aide without first reviewing the program and its merits as a budgetary increment.

4. Investment Policies

- The Borough will maintain an investment policy based on the Government Finance Officers Association (GFOA) model investment policy.
- The Borough will conduct an analysis of cash flow needs on an ongoing basis. Disbursements, collections, and deposits of all funds will be scheduled to ensure maximum cash availability and investment potential.
- The Borough will invest public funds in a manner that will best meet the objective specified in Chapter 5.10.010 of the Borough code of Ordinances. The relative order of importance are as follows; safety of principal, maintaining sufficient liquidity to meet the borough's cash flow requirements, and achieving a reasonable market rate of return.

5. Accounting, Auditing and Reporting Policies

- The Borough will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principals (GAAP).
- The accounting system will maintain records on a basis consistent with accepted standards for government accounting according to the Government Accounting Standards Board (GASB).
- An independent firm of certified public accountants will perform an annual financial and compliance audit and will publicly issue an opinion, which will be incorporated into the Comprehensive Annual Financial Report (CAFR).
- The Borough will annually strive for the GFOA Certificate of Achievement for Excellence in Financial Reporting and the GFOA Distinguished Budget Presentation Award.

6. Capital Budget Policies

- The Borough will make all capital improvements in accordance with an adopted capital improvements program.
- The Borough will develop a multi-year plan for capital improvements that considers its development policies and links the development process with the capital plan.
- The Borough will enact an annual capital budget based on the multi-year capital improvements program.
- The Borough will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital projects will be projected and included in operating budget forecasts.
- The Borough will maintain all its assets at a level adequate to protect its capital investments and to minimize future maintenance and replacement costs.

7. Fund Balance Policy

- The Borough will maintain the fund balances and retained earnings of the various Borough operating funds at levels sufficient to maintain the borough's creditworthiness, liquidity needs, and to provide financial resources for unforeseeable emergencies.
- The Borough will not approve an appropriation from the general fund that would cause the unrestricted general fund balance to be less than the minimum unrestricted fund balance, except in an emergency expenditure or a major capital purchase.

FY2022 Budget Calendar

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	31

November 2020

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29	30					

December 2020

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27	28	29	30	31		

January 2021

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31						

February 2021

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28						

March 2021

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28	29	30	31			

October 2020

15-31 Start budget document prep for new fiscal year.

November 2020

13-16 Send departments/service areas the forms to request staffing changes for the new fiscal year.
15-30 Meetings with Mayor and Finance staff to discuss budget process and budget guidelines
15-30 Load current year budget information into budget excel spreadsheets and update personnel information into budgeting system and worksheets.
25 Due date for additional staffing changes from departments/service areas due to Mayor.

December 2020

01 Send notice of kickoff meeting.
01 Personnel requests for Overtime & Temporary employees due to Finance
01-15 Schedule budget informational meetings with Service Area boards for January meeting.
08-31 Review of personnel requests submitted to Mayor including fiscal impact.
11-30 Update budget preparation instructions, guidelines and forms to be used in submitting budget requests.

January 2021

02-31 Internal budget development process begins.
04-08 Begin scheduling budget review meetings with Mayor & administrators.
04 Get preliminary assessed value estimates from Assessor.
12 Budget kickoff meeting: Mayor/Department Heads/Service Area Administrators.
12 Send Mayor's budget guidelines memo and Finance's budget preparation information memo to all department heads and administrators.
12-14 Send budget calendars, preliminary personnel budgets, and budget forms to all Departments and Service Areas.
05-27 Finance Director/Controller/Planning Manager meet with Service Area Boards to provide results of operation of prior year activity, fund balance information and to discuss their 10-year CIP needs and projections.
21 Equipment replacement payment information provided to departments.
22 Provide preliminary insurance costs to departments and Service Areas.
29 Department budgets submitted to Finance, including department function page (mission, program description, major long term issues and concerns, current year accomplishments, new initiatives, and performance measures) and inventory of rolling stock, travel requests, budget detail, and capital project requests.

February 2021

01-14 Review department budget requests. Prepare packets for meetings with the Mayor and his administrative staff.
17-22 Begin department budget review meetings with Mayor & administrators.
28 Service Area Board approved budget requests submitted to Finance.
28 Request proposed fee changes from departments/service areas.

March 2021

01 Real Property assessment notices mailed.
01-14 Review Service Area budget requests and get packets ready for preliminary budget review meeting with the Mayor and his administrative Staff.
15 Senior Citizens grant applications due.
15-17 Service Area Budget review meetings with Mayor and administrators.

April 2021

01-12 Strategic budget planning with administration and departments/service areas.
01-20 Prepare preliminary budget document for printing and update minimum/maximum fund balance ranges for all funds.
12-20 Review draft of preliminary budget document.
22 Resolution setting school local effort amount to Assembly packet.
22 FY2022 Appropriating Ordinance to assembly packet.
20 Service area budget presentations to the Assembly begin.
21-27 Preliminary budget completed and to the printer.
27 Mayor's proposed budget documents presented to the Assembly.

May 2021

04 Introduce appropriating budget ordinance.
04 Department/Service Area budget presentations to the Assembly.
20 Resolution setting the mill levy to the Assembly packet.
17-18 Department/Service Area budget presentations to the Assembly continue.
07-23 Complete input of budget into Financial system.

June 2021

01 Assessor certifies final assessment roll
01 Public hearing and final adoption of budgets and setting of mill rates.
02-22 Update budget document to reflect final adopted budget.
22 Roll FY2022 budget into financial system
25-30 Finalize budget document for publication and distribute.

April 2021

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				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

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23	24	25	26	27	28	29
30	31					

June 2021

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

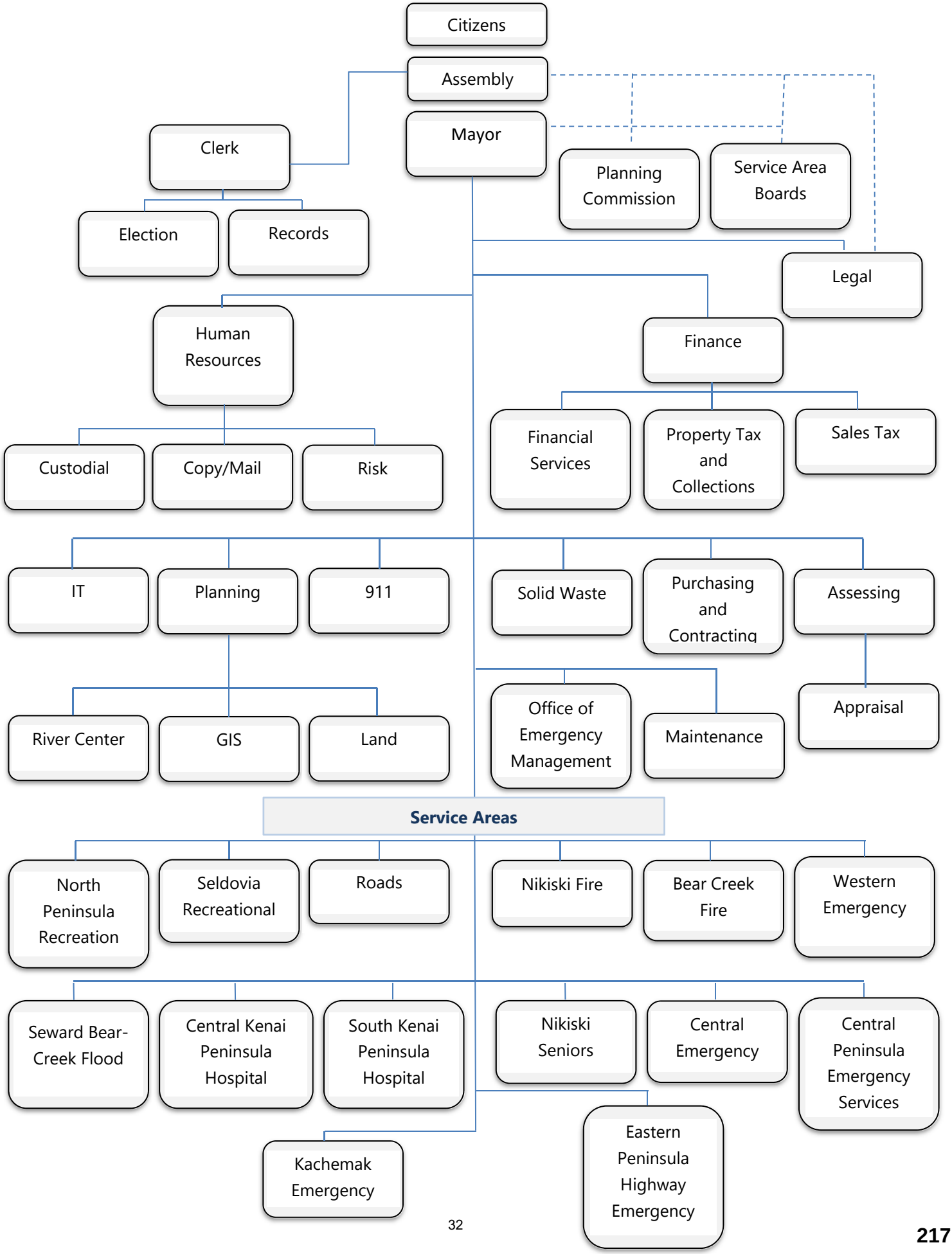
August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Kenai Peninsula Borough - Organizational Chart



Kenai Peninsula Borough Staff

Charlie Pierce
Mayor

James Baisden
Chief of Staff

Roy Browning
Acting Chief of Emergency Services

Borough Departments

Johni Blankenship
Borough Clerk

Colette Thompson
Borough Attorney

Kim Saner
Director of
Human Resources

Brandi Harbaugh
Director of
Finance

Adeena Wilcox
Borough Assessor

John Hedges
Purchasing and
Contracting Director

Melanie Aeschliman
Director
of Planning

Ben Hanson
Director of
Information Technology

Dan Kort
Director of
Solid Waste

Dil Uhlin
Director of
Maintenance

Dan Nelson
Senior Manager
Office of Emergency
Management

Tammy Goggia-Cockrell
Senior Manager
911 Operations

Borough Service Areas

Bryan Crisp
Fire Chief
Nikiski Fire
Service Area

Richard Brackin
Fire Chief
Bear Creek Fire
Service Area

Jon Marsh
Fire Chief
Western Emergency
Service Area

Roy Browning
Fire Chief
Central Emergency
Service Area

Robert Cicciarella
Fire Chief
Kachemak
Emergency Service
Area

Riley Shurtleff
Board Chair
Eastern Highway
Peninsula Emergency
Service Area

Mark Janes
Board Chair
Seldovia Recreational
Service Area

Rachel Parra
Recreation Director
North Peninsula
Recreation Service Area

Ryan Kapp
Board Chair
Central Emergency
Medical Service Area

Dil Uhlin
Roads Director
Road Service
Area

Mark Ganser
Board Chair
Seward Bear Creek
Flood Service Area

Borough Assembly
Central Kenai
Peninsula Hospital
Service Area

Helen Armstrong
Board Chair
South Kenai
Peninsula Hospital
Service Area

Pat Clark
Board Chair
Nikiski Senior
Service Area

,Introduced by: Mayor
Date: 05/04/21
Hearings: 05/18/21 & 06/01/21
Action:
Vote:

KENAI PENINSULA BOROUGH
ORDINANCE 2021-19

AN ORDINANCE APPROPRIATING FUNDS FOR FISCAL YEAR 2022

WHEREAS, Alaska Statute 29.35.100 and KPB 05.04.020 require that the mayor present a budget proposal to the assembly for the next fiscal year during or prior to the eighth week preceding the first day of the fiscal year; and

WHEREAS, the assembly is empowered with making appropriations for the General Fund, the Special Revenue Funds, the Debt Service Funds, the Capital Projects Funds, the Enterprise Funds, the Internal Service Funds of the borough, setting the Salary Range Schedule for Appendix A Personnel and fee schedule;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That $87,776,043 is appropriated in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022 as follows:

General Government Operations	$18,705,074
Transfer to School District for Operations and In-kind Services	48,000,000
Transfer to School Debt Service	3,660,125
Transfer to Special Revenue Funds:	
Solid Waste	12,704,857
Post-Secondary Education	851,747
911 Communications Fund	151,673
Eastern Peninsula Highway Emergency Service Area	215,067
Transfer to Capital Projects Funds:	
School Revenue	2,250,000
General Government	250,000
General Government – OEM – PILT	112,500
Nikiski Fire Service Area – PILT	175,000
Bear Creek Fire Service Area – PILT	175,000
Central Emergency Service Area – PILT	175,000
Western Emergency Service Area – PILT	175,000
Kachemak Emergency Service Area – PILT	175,000

SECTION 2. The following is appropriated to the School Fund from local sources for operations purposes and in-kind services:

A. Local Effort	$36,537,314
B. Maintenance	8,029,231
C. School District Utilities	80,000
D. School District Insurance	3,131,278
E. School District Audit	97,132
F. Custodial Services	125,045
Total Local Contribution per AS 14.17.410	$48,000,000

SECTION 3. Disbursements from Section 2 item (A) shall be made monthly, and only as needed to supplement other revenues available and received by the school district to fund the operations portion of the school district budget. Any available balance remaining at the end of the fiscal year shall then be disbursed to the school district, provided that the total amount disbursed shall not exceed the amount allowed under AS 14.17.410 as determined after actual enrollment numbers are known.

SECTION 4. That $18,589 of the total General Fund operations appropriation of $18,705,074 is appropriated from the General Fund River Center major repairs restricted fund balance for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 5. That the appropriations for the Special Revenue Funds for the fiscal year beginning July 1, 2021 and ending June 30, 2022 are as follows:

Nikiski Fire Service Area	$6,026,827
Bear Creek Fire Service Area	834,345
Western Emergency Service Area	2,521,702
Central Emergency Service Area	11,783,889
Central Peninsula Emergency Medical Service Area	7,455
Kachemak Emergency Service Area	1,613,602
Eastern Peninsula Highway Emergency Area	395,777
Seward Bear Creek Flood Service Area	444,265
911 Communications	3,548,465
Kenai Peninsula Borough Road Service Area	10,486,175
Engineer's Estimate Fund	12,300
North Peninsula Recreation Service Area	2,418,430
Seldovia Recreational Service Area	65,369
Post-Secondary Education	851,747
Land Trust	1,353,742
Nikiski Senior Service Area	400,219
Solid Waste	13,629,341
Central Kenai Peninsula Hospital Service Area	9,817,970
South Kenai Peninsula Hospital Service Area (Prior Debt Fund 601)	2,219,369
South Kenai Peninsula Hospital Service Area (Operations Fund 602)	1,979,988

SECTION 6. That $3,660,125 is appropriated in the School Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 7. That $571,063 is appropriated in the Central Emergency Services Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 8. That $95,320 is appropriated in the Bear Creek Fire Service Area Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 9. That $9,473,351 is appropriated in the Central Kenai Peninsula Hospital Service Area Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 10. That $2,219,369 is appropriated in the South Kenai Peninsula Hospital Service Area Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 11. That $1,063,750 is appropriated in the Solid Waste Service Area Debt Service Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 12. That appropriations for the Capital Projects Funds for the fiscal year beginning July 1, 2021 and ending June 30, 2022 are as follows:

School Revenue	$2,250,000
General Government	485,000
Solid Waste	4,710,000
Service Areas:	
Nikiski Fire	675,000
Bear Creek Fire	192,500
Western Emergency Service Area	661,000
Central Emergency Services	1,662,500
Kachemak Emergency Service Area	260,000
North Peninsula Recreation	397,000
Road Service Area	2,961,000
South Kenai Peninsula Hospital	2,494,965

SECTION 13. That appropriations for the Internal Service Funds for the fiscal year beginning July 1, 2021 and ending June 30, 2022 are as follows:

Insurance and Litigation	$4,562,066
Health Insurance Reserve	8,761,484
Equipment Replacement	624,479

SECTION 14. That the FY2022 budget of the Kenai Peninsula Borough, as submitted to the assembly on May 4, 2021, is incorporated as a part of this ordinance to establish the appropriations assigned to the various departments and accounts and the positions authorized therein.

SECTION 15. That funds reserved for outstanding encumbrances as of June 30, 2021 are reappropriated for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 16. That the Salary Range Schedule for Appendix A Personnel presented in the budget document is approved.

SECTION 17. That the fee schedule presented in the budget document is approved.

SECTION 18. That this ordinance takes effect at 12:01 a.m. on July 1, 2021.

ENACTED BY THE KENAI PENINSULA BOROUGH ASSEMBLY THIS 1st DAY OF JUNE, 2021.

_____
Brent Hibbert, Assembly President

ATTEST:

_____
Johni Blankenship, MMC, Borough Clerk

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Kenai Peninsula Borough

Alaska

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morrill

Executive Director

DISTINGUISHED BUDGET PRESENTATION AWARD

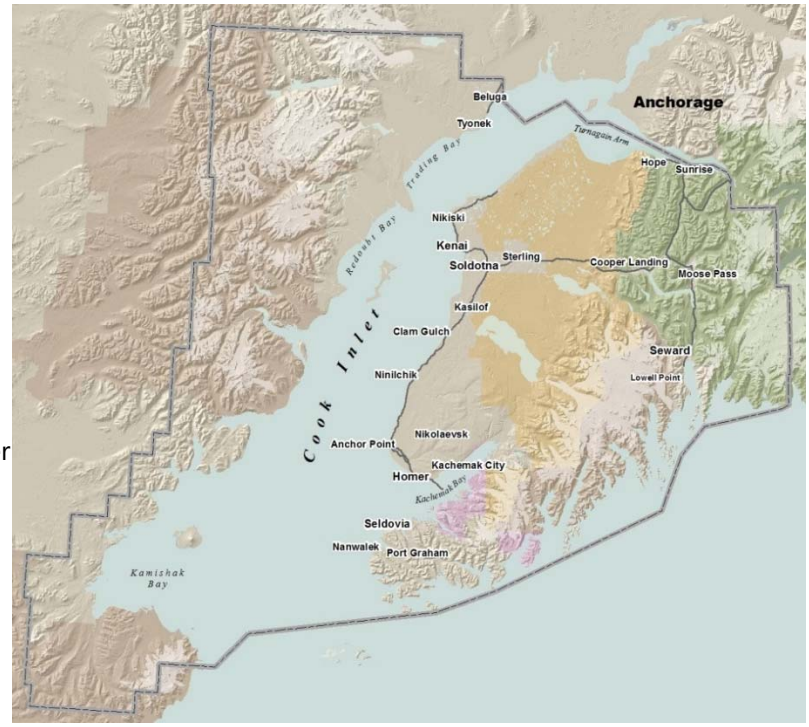
The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Kenai Peninsula Borough, Alaska, for its annual budget for the fiscal year beginning July 1, 2020.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Kenai Peninsula Borough

Date of Incorporation	January 1, 1964
Authority for Incorporation	State of Alaska Borough Act of 1961
Form of Government	Second class borough, elected mayor and 9-member assembly
Areawide Powers	Tax assessment and collection, education, planning and zoning, solid waste disposal, 911 emergency communications, emergency management, senior citizen grant funding, postsecondary education funding, general administrative services
Service Area Powers	Hospital, fire protection, emergency medical and ambulance services, recreation, senior citizen, and road maintenance and construction
Non-Areawide Powers	Ports and harbors, tourism promotion, and special assessment authority for utility line extensions
Area	24,750 square miles
Population	58,671
Emergency Services	18 fire stations
Hospitals	2 hospitals
Roads	646 miles maintained
Education	44 schools in operation
Solid Waste Disposal	8 landfills; 5 manned transfer facilities; and 8 drop box transfer sites



Overview

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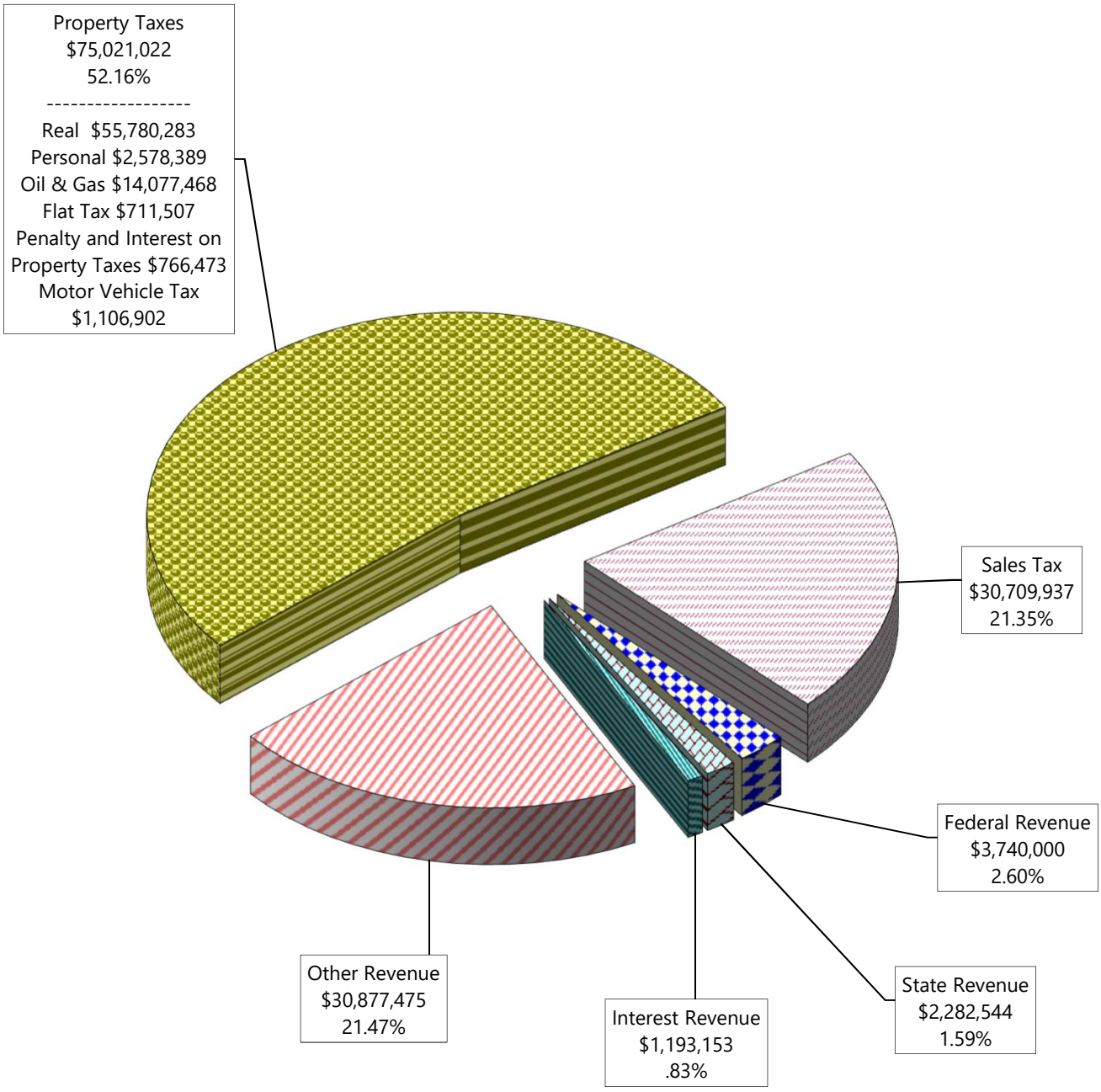
Kenai Peninsula Borough
Combined Revenues and Appropriations
All Fund Types
Fiscal Year 2022

	FY2022 General Fund	FY2022 Special Revenue Fund	FY2022 Debt Service Fund	FY2022 Capital Projects Fund	FY2022 Internal Service Fund	FY2022 Total (Memorandum Only)	FY2021 Forecast Total All Fund Types	FY2020 Actual Total All Fund Types
Revenues:								
Property Taxes:								
Real	31,395,950	24,384,333	-	-	-	55,780,283	$ 52,584,147	$ 53,460,094
Personal	1,444,253	1,134,136	-	-	-	2,578,389	2,791,949	2,673,052
Oil & Gas (AS 43.56)	6,684,331	7,393,137	-	-	-	14,077,468	14,553,090	15,155,740
Penalty & Interest	697,431	69,042	-	-	-	766,473	658,374	819,981
Flat Tax	483,521	227,986	-	-	-	711,507	711,458	792,323
Motor Vehicle Tax	642,580	464,322	-	-	-	1,106,902	1,182,464	1,044,304
Total Property Taxes	41,348,066	33,672,956	-	-	-	75,021,022	72,481,482	73,945,494
Sales Tax	30,709,937	-	-	-	-	30,709,937	30,256,095	32,964,904
Federal Revenue	3,740,000	-	-	-	-	3,740,000	8,326,382	6,585,615
State Revenue	2,282,544	-	-	-	-	2,282,544	11,262,613	5,109,925
Interest Revenue	289,673	627,240	-	119,988	156,252	1,193,153	1,037,199	4,788,966
Other Revenue	225,000	16,508,918	-	856,197	13,287,360	30,877,475	29,496,640	34,962,153
Total Revenues	78,595,220	50,809,114	-	976,185	13,443,612	143,824,131	152,860,411	158,357,057
Other Financing Sources/Transfers	-	62,397,974	17,082,978	15,911,268	-	95,392,220	84,134,766	91,345,871
Total Revenue and Other Financing Sources	78,595,220	113,207,088	17,082,978	16,887,453	13,443,612	239,216,351	236,995,177	249,702,928
Appropriations:								
Expenditures/Expenses								
Personnel	14,473,602	29,198,726	-	-	589,593	44,261,921	40,853,435	35,054,885
Supplies	190,176	2,667,014	-	-	4,225	2,861,415	2,704,322	2,191,872
Services	5,384,783	22,000,609	-	-	13,349,211	40,734,603	40,419,468	33,054,716
Debt Service	-	-	17,082,978	-	-	17,082,978	17,100,832	17,372,355
Capital Outlay	113,707	859,652	-	15,592,603	5,000	16,570,962	42,895,624	27,841,587
Payment to School District	-	36,537,314	-	-	-	36,537,314	38,626,108	41,440,829
Interdepartmental Charges	(1,457,194)	326,411	-	1,156,362	-	25,579	(1,286,901)	(995,904)
Transfer to Bond Capital Project fund	-	-	-	-	-	-	705,000	-
Transfer to Disaster Relief Fund	-	-	-	-	-	-	1,268,100	116,334
Transfer to Land Trust Investment Fund	-	500,000	-	-	-	500,000	612,342	285,505
Total Expenditures/Expenses	18,705,074	92,089,726	17,082,978	16,748,965	13,948,029	158,574,772	183,898,330	156,362,179
Other Financing Uses/Transfers	69,070,969	26,321,251	-	-	-	95,392,220	84,134,766	91,345,871
Total Appropriations and Other Financing Uses	87,776,043	118,410,977	17,082,978	16,748,965	13,948,029	253,966,992	268,033,096	247,708,050
Net Results From Operations	(9,180,823)	(5,203,889)	-	138,488	(504,417)	(14,750,641)	(31,037,919)	1,994,878
Projected Lapse	977,899	1,562,629	-	-	-	2,540,528	4,226,860	-
Change in Fund Balance/ Retained Earnings	(8,202,924)	(3,641,260)	-	138,488	(504,417)	(12,210,113)	(26,811,059)	1,994,878
Beginning Fund Balance/ Retained Earnings	19,311,521	33,268,124	-	9,884,984	12,952,475	75,417,104	102,228,163	100,233,285
Ending Fund Balance/ Retained Earnings	11,108,597	29,626,864	-	10,023,472	12,448,058	63,206,991	$ 75,417,104	$ 102,228,163

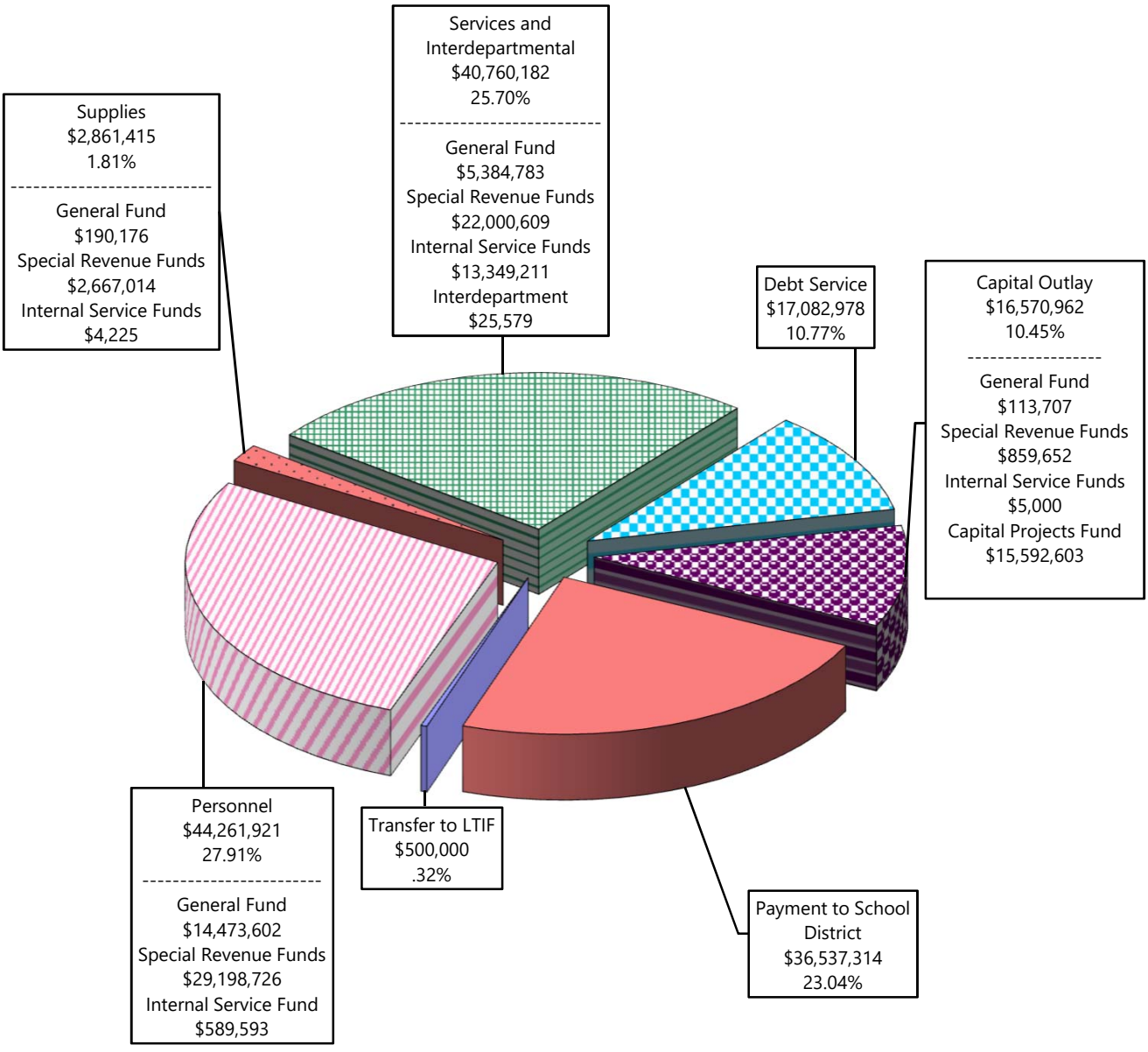
Kenai Peninsula Borough
Summary of Major Funds and Non-Major Funds in the Aggregate
Prior Year, Current Year and Adopted Budget

	Major Fund			All Other Non-Major Funds - Aggregate		
	General Fund					
	FY2020 Actual	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2020 Actual	FY2021 Forecast Budget	FY2022 Mayor Proposed
Revenues:						
Property Taxes:						
Real	$ 30,613,444	$ 30,150,107	$ 31,395,950	$ 22,846,650	$ 22,434,040	$ 24,384,333
Personal	1,555,526	1,610,688	1,444,253	1,117,526	1,181,261	1,134,136
Oil & Gas (AS 43.56)	7,343,975	7,025,200	6,684,331	7,811,765	7,527,890	7,393,137
Penalty and Interest	739,759	590,931	697,431	80,222	67,443	69,042
Flat Tax	531,429	483,521	483,521	260,894	227,937	227,986
Motor Vehicle Tax	613,446	676,400	642,580	430,858	506,064	464,322
Total Property Taxes	41,397,579	40,536,847	41,348,066	32,547,915	31,944,635	33,672,956
Sales Tax	32,964,904	30,256,095	30,709,937	-	-	-
Federal Revenue	4,027,586	3,740,000	3,740,000	2,558,029	4,586,382	-
State Revenue	3,372,383	1,105,000	2,282,544	1,737,542	10,157,613	-
Interest Revenue	1,718,007	341,960	289,673	3,070,959	695,239	903,480
Other Revenue	201,479	225,000	225,000	34,760,674	29,271,640	30,652,475
Total Revenues	83,681,938	76,204,902	78,595,220	74,675,119	76,655,509	65,228,911
Other Financing Sources:						
Transfers From Other Funds:	175,000	-	-	91,170,871	84,134,766	95,392,220
Total Other Financing Sources	175,000	-	-	91,170,871	84,134,766	95,392,220
Total Revenues and Other Financing Sources	83,856,938	76,204,902	78,595,220	165,845,990	160,790,275	160,621,131
Expenditures:						
Personnel	12,934,624	14,344,885	14,473,602	22,120,261	26,508,550	29,788,319
Supplies	148,760	204,892	190,176	2,043,112	2,499,430	2,671,239
Services	3,925,365	5,342,688	5,384,783	87,942,535	90,803,720	88,970,112
Capital Outlay	108,037	108,941	113,707	27,733,550	42,786,683	16,457,255
Interdepartmental Charges	(1,057,633)	(1,517,146)	(1,457,194)	61,729	230,245	1,482,773
Total Expenditures	16,059,153	18,484,260	18,705,074	139,901,187	162,828,628	139,369,698
Other Financing Uses:						
Operating Transfers Out	68,795,775	65,291,641	69,070,969	22,550,096	18,843,125	26,321,251
Total Other Financing Uses	68,795,775	65,291,641	69,070,969	22,550,096	18,843,125	26,321,251
Total Expenditures and Operating Transfers	84,854,928	83,775,901	87,776,043	162,451,283	181,671,753	165,690,949
Net Results From Operations	(997,990)	(7,570,999)	(9,180,823)	3,394,707	(20,881,478)	(5,069,818)
Projected Lapse	-	977,899	977,899	-	3,248,961	1,562,629
Change in Fund Balance	(997,990)	(6,593,100)	(8,202,924)	3,394,707	(17,632,517)	(3,507,189)
Beginning Fund Balance	26,902,611	25,904,621	19,311,521	73,330,674	76,725,381	56,105,583
Ending Fund Balance	$ 25,904,621	$ 19,311,521	$ 11,108,597	$ 76,725,381	$ 56,105,583	$ 52,598,394

Total Projected Government Revenues Sources - FY2022 $143,824,131



Total Government Estimated Expenditures
FY2022 - By Object
$158,574,772

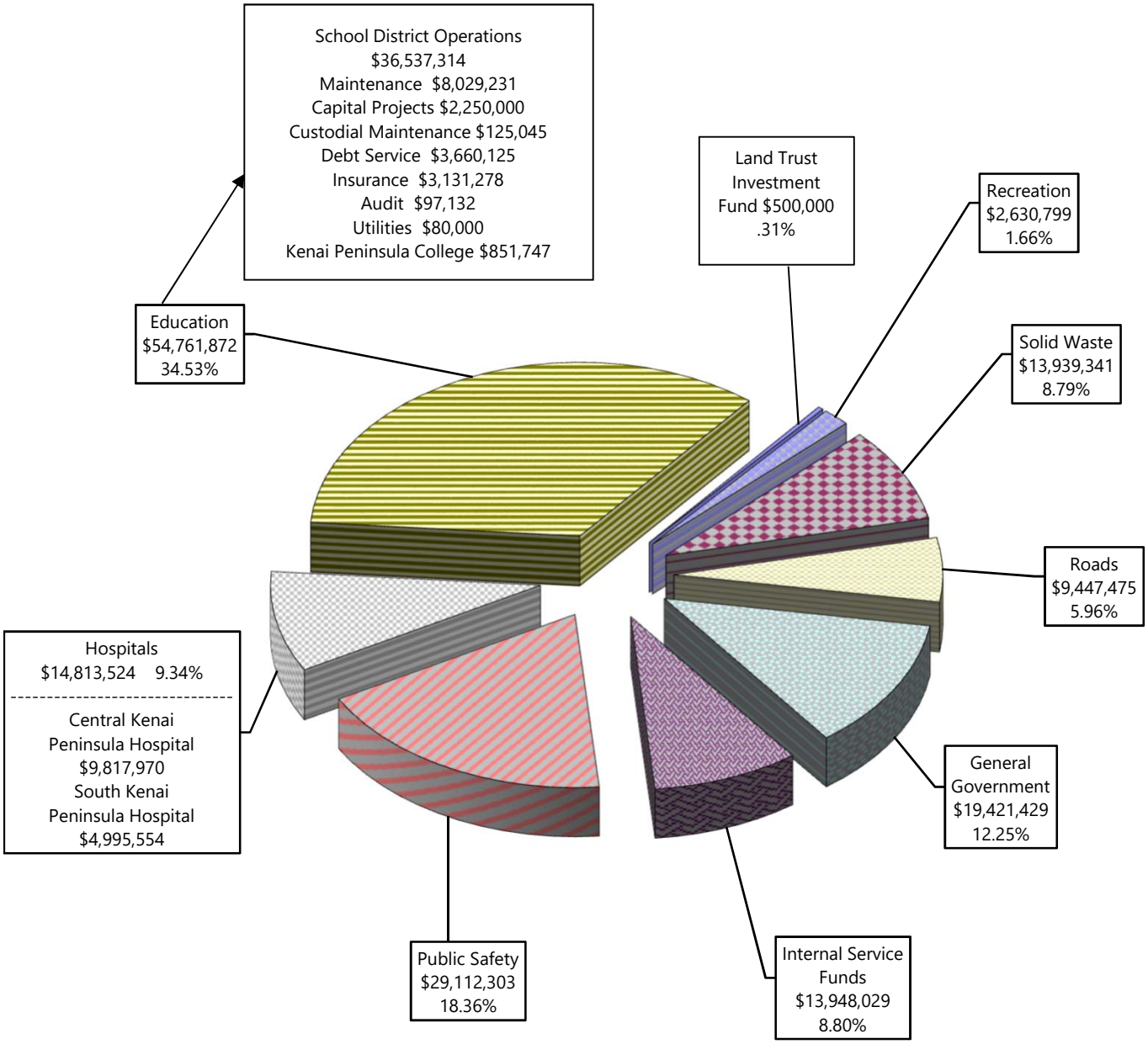


Note: The above graph reflects the following Interdepartmental Appropriations:

General Fund:	($1,457,194)
Special Revenue Funds:	$ 326,411
Capital Project Funds:	$1,156,362
Other Funds*	$ 25,579

*Included in the interdepartmental charges are charges to other funds that are project length or grant funded and are not included in this budget document.

Total Government Estimated Expenditures
FY2022 - By Function
$158,574,772



Major Revenue Sources

OVERVIEW

Revenue projections are based on 3 methods of determination. Those methods are 1) advice/information received from an expert or department head; 2) analysis of trends and economic forecasts; 3) estimates from the State of Alaska and the various Federal Government Agencies.

PROPERTY TAXES

Real, Personal and Oil Property Taxes: The Borough's authorization to levy a property tax is provided under Alaska State Statutes 29.45. Under this section, the State requires the assessor to assess property at full and true value as of January 1 each year. The full and true value is the estimated price that the property would bring in an open market between a willing seller and a willing buyer. The total estimated taxable assessed value for the Borough for FY2022 is $8,517,472,000.

The rate of levy is to be fixed by resolution, determined annually before June 15, per AS 29.45.240.

The State of Alaska also requires a number of property exemptions that municipalities must exempt when taxing property (AS 29.45.030). Two of the most significant exemptions in terms of dollars are the Senior Citizen and ANSCA native exemptions. In FY2022 (not including governmental property that has been exempted), these exemptions represent approximately $7.3 million in property tax not collected in the General Fund, borough wide the estimated amount is $13.0 million. In addition, the Borough has granted optional exemptions. In FY2022, these optional exemptions represent approximately $5.1 million in property tax not collected for the General Fund; borough wide the estimated amount is $9.1 million. See page 49 for the estimated exemption amount for the Borough's General Fund.

Penalty and Interest on Taxes Receivable: A.S. Title 29.45.250 and Kenai Peninsula Borough Code of Ordinances 05.12.080 outline the deadlines for payment and the rates of penalty and interest for late or nonpayment of taxes. Each service area of the Borough earns the interest on delinquent payments due its service area; however, the General Fund retains all penalties to offset costs involved with collections.

Motor Vehicle Tax: A.S. Title 28.10.431 and Kenai Peninsula Borough Code of Ordinances 05.12.245 authorizes the State of Alaska to collect personal property tax on registered motor vehicles based on a schedule outlined within A.S. 28.10.431, or an amount imposed by the municipality through passage of an ordinance. The tax is collected at the time of vehicle registration by the Department of Public Safety Motor Vehicle Division and remitted to the Borough monthly, less an administrative fee of 8%.

SALES TAX

A.S. Title 29.45.650 - 29.45.710 and Kenai Peninsula Borough Code of Ordinances 05.18.100 - 05.18.900 authorize the Borough and each of the five cities within the Borough to levy and collect sales tax on all retail sales, rents, and services made or rendered within the Borough based on the gross sales of the seller. The current Borough rate is 3% and is collected on sales, rentals and services made or rendered within the Borough, subject to the exemptions that have been provided by code. The sales tax shall be applied only to the first $500 of each separate sale. During the October 7, 2008 municipal election, voters passed an initiative which exempts all sales of non-prepared food items from the Borough Sales Tax from September 1 to May 31 of each year. This initiative took effect January 1, 2009.

The Borough also collects sales tax on behalf of the cities within the Borough, which have various rates from 2% - 4.85%, and remits the tax that has been collected to them monthly.

Interest and penalty are assessed on delinquent sales taxes. The interest rate is set at 10% per annum, and penalty is assessed at 5% of the taxes due per month, up to a maximum of 10%.

FEDERAL REVENUES

Payment in Lieu of Taxes: A pro rata payment for federally-owned entitlement land is authorized by Chapter 69, 31 USC, Section 6902, based on the number of acres of federal lands within the Borough and the Borough population. However, the payment may not exceed a statutory limit. Funds received may be used for any governmental purpose. The estimated amount for FY2022 is $3,200,000.

Civil Defense: A.S. Title 26.20.030 authorizes reciprocal aid agreements between the State of Alaska and other governments. In cooperation with the Federal government, the State and the Borough have established procedures to provide protection should a disaster occur. Reimbursement up to $140,000 for operations is received from the Federal government through the Alaska Department of Military and Veterans Affairs.

National Forest Receipts (Rural Secure Schools): In accordance with 43–CFR 1881.1-2, funds flow from the Federal government through the State of Alaska to municipalities for in-lieu-of-taxes on national forest lands. Payments are allocated on the basis of a formula. Funds of $500,000 have been included in the FY2022 budget anticipating funding from the program by Congress.

STATE REVENUES

School Debt Reimbursement: A.S. Title 14.11.100, State Aid for Retirement of School Construction Debt, outlines the procedure by which the Alaska Department of Education will reimburse the Borough for expenditures on school debt. For Borough bonds issued after April 30, 1993, the reimbursement rate is 70%. For FY2022 the Borough's entitlement for debt reimbursement is projected to be half of the 70% reimbursement $1,277,544 based on the Governor's Proposed FY2022 budget; compared to FY2020 debt reimbursement of $0 and FY2021 debt reimbursement receipt of $1,324,359.

Community Assistance Program (CAP) formerly called Community Revenue Sharing: During FY17 the State of Alaska legislature passed SB 210 which changed the Community Revenue Sharing Program to the Community Assistance Program. The FY2022 budget includes a decrease to $300,000 in CAP funding as a result of the Governor's FY2022 Proposed Budget.

Fisheries Taxes: A.S. Title 43.75.015 refunds to local governments a portion of the taxes levied on the fishing industry. Fishery businesses are those which take, purchase or otherwise acquire a fishery resource. This revenue sharing is based on 50% of the amount of taxes collected in the Kenai Peninsula Borough outside cities and 25% of the taxes collected within the cities of the Borough; the Borough's projected share for FY2022 is $500,000 based on the the State of Alaska's FY2022 budget Projections.

Electric and Telephone Cooperative: A.S. Title 10.25.570 refunds to the Borough the gross revenue taxes collected from the electric and telephone cooperatives of the Borough for activities outside cities of the Borough, less an administrative fee for collection.

OTHER REVENUES

Other revenues include service charges and fees for foreclosure, recording fees, election judge services, data processing charges, plat filing fees, fire service training seminars, ambulance service fees, recreation program admissions, and land sales and leases. In the internal service funds, other revenue includes amounts received from other funds for insurance premiums and repayment for equipment purchases.

E911 service charges are authorized by the Alaska legislature as a surcharge on local telephone exchange lines for operation of the enhanced 911 system.

Solid waste disposal fees are those fees collected at each of the Borough landfill sites for certain commercial/business waste.

Miscellaneous revenues are those that may be nonrecurring receipts for cash received, and are generally insignificant amounts.

Interest is primarily interest on investments and land sales. Kenai Peninsula Borough Code of Ordinances 5.10.010 - 5.10.120 established the investment policies of the Borough; and through the use of pooled funds, the interest earned from those investments is allocated on an equity basis to special revenue funds, special revenue capital projects funds, enterprise funds, and internal service funds.

OTHER FINANCING SOURCES

Sale of Fixed Assets: This revenue is derived from the sale of fixed assets by sealed bid or at public auction.

Transfers from Other Funds: This source of funding includes interfund transfers for services provided by one fund to another fund and transfers from special revenue operating funds to capital projects and debt service funds. Major transfers from the General Fund include those made for school operations, debt service, solid waste operations, and capital improvements.

Total Taxable Valuation and Tax Rates
Taxable Assessed Valuation in $1,000s

	Real	Personal	Oil	Total Taxable Valuation	Tax Rate (Mills)	Tax Revenues Penalties, Interest
Borough	$ 6,781,715	$ 313,559	$ 1,422,198	$ 8,517,472	4.70	$ 40,705,486
Western Emergency Service	425,088	48,597	229,854	703,539	2.95	2,080,478
Bear Creek Fire	189,475	495	-	189,970	3.25	621,039
Central Emergency Services	2,846,135	118,496	118,107	3,082,738	2.85	8,850,777
Central Peninsula Emergency Medical	6,112	777	-	6,889	1.00	7,323
Central Peninsula Hospital	4,295,164	187,192	1,245,327	5,727,683	0.01	58,421
Kachemak Emergency	458,086	7,927	-	466,013	2.95	1,379,446
Nikiski Fire	654,736	37,365	1,010,285	1,702,386	2.70	4,614,594
Nikiski Senior	574,099	33,197	994,306	1,601,602	0.20	320,460
North Peninsula Recreation	654,736	38,342	1,050,477	1,743,555	1.00	1,754,068
Road Service Area	4,394,542	195,609	1,370,937	5,961,088	1.40	8,401,544
Seldovia Recreational	75,427	791	-	76,218	0.75	60,187
Seward Bear Creek Flood	487,783	20,748	106	508,637	0.75	394,641
South Peninsula Hospital	1,743,667	95,329	176,766	2,015,762	1.12	2,347,493
South Peninsula Hospital (prior debt)	1,730,009	95,111	242,439	2,067,559	1.12	2,318,163

Property Tax Exemptions - Fiscal Year 2022 (Applicable to 2021 Tax Year)

General Fund - 4.70 Mills

Preliminary

	Exempt General Fund Assessed Value ($1,000)	General Fund Count	Exempted General Fund Tax Revenue	Exempted General Fund & Service Area Funds Tax Revenue
MANDATORY EXEMPTIONS				
$150,000 Senior Citizen	$ 717,301	5,206	$ 3,371,314	$ 6,039,926
ANCSA Native	835,084	1,849	3,924,897	6,934,246
Cemetery	1,739	10	8,172	9,843
Charitable	67,709	154	318,234	424,108
Disabled Veteran	52,330	381	245,950	463,154
Electric Cooperative	18,674	110	87,768	117,012
Government	8,088,688	4,812	38,016,831	61,699,418
Hospital	5,251	3	24,680	35,595
Housing Authority	14,086	51	66,206	107,579
Mental Health Trust	114,997	142	540,485	1,114,466
Multi-Purpose Senior Center	4,249	7	19,969	37,469
Native Allotment (BIA)	31,180	261	146,545	251,693
Religious (Real and PPV)	109,892	219	516,494	839,061
State Educational	92,039	35	432,581	525,121
University	84,623	189	397,727	633,999
Veterans	2,863	10	13,454	21,045
Total Mandatory Exemptions	$ 10,240,704	13,439	$ 48,131,307	$ 79,253,735
OPTIONAL EXEMPTIONS				
$10,000 Volunteer Firefighter/EMS	453	46	2,129	3,721
$50,000 Homeowner - Borough	520,970	10,913	2,448,557	4,461,542
$100,000 Personal Property	29,198	1,102	137,230	212,209
$150,000 Senior Citizen - Borough Only	408,446	4,096	1,919,697	3,451,339
Community Purpose (Real and PPV)	70,132	185	329,620	532,590
Disabled Veteran - Borough Only	55,165	310	259,277	486,272
River Restoration & Rehabilitation	92	15	431	794
Total Optional Exemptions	$ 1,084,456	16,667	$ 5,096,941	$ 9,148,467
TOTAL ALL KPB EXEMPTIONS	$ 11,325,159		$ 53,228,248	88,402,202
DEFERMENTS				
Agriculture Deferment	5,443	85	25,583	$ 45,497
Conservation Easement Deferment	2,492	40	11,714	11,714.00
LIHT Deferment	-	-	-	66,143.00
Total Deferments	7,936	125	$ 37,297	$ 123,354
TAX CREDITS - amt deducted from actual taxes owed.				
Disabled Resident up to $500 tax credit - Borough	*141*	300		
Habitat		-		
Total Tax Credits		300	$ -	$ -

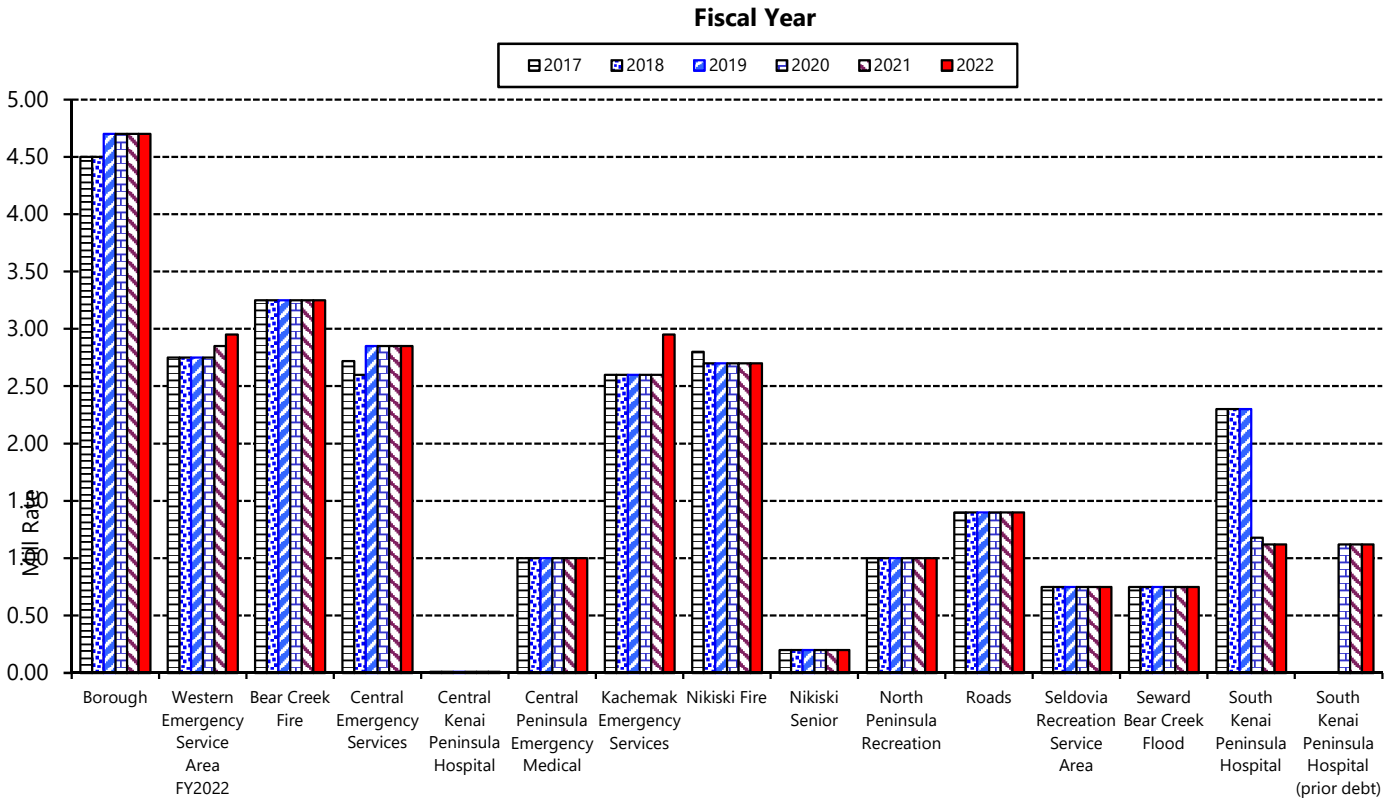
Overlapping Mill Rates

TCA	Tax Code Area	Service Area	Borough	NFSA	CES	CPEMS	NPR	SRSA	SBCF	CPH	SPH (Prior Debt)	SPH	Road Service Area	Total FY2022	Total FY2021	Difference FY2021 MILL/ FY2022 MILL
68	Western Emergency Services (formerly Anchor Pt Fire & EMS)	2.95	4.70								1.12	1.12	1.40	11.29	11.19	0.10
57	Bear Creek Fire	3.25	4.70						0.75				1.40	10.10	10.10	0.00
58	Central Emergency Services (CES)	2.85	4.70							0.01			1.40	8.96	8.96	0.00
64	Central Peninsula Emergency Medical (CPEMS)	1.00	4.70								1.12	1.12	1.40	9.34	9.34	0.00
59	Central Peninsula Hospital (CPH)	0.01	4.70								1.12		1.40	7.23	7.23	0.00
61	Central Peninsula Hospital (WEST) (CPH)	0.01	4.70										1.40	6.11	6.11	0.00
62	Central Peninsula Hospital (SOUTH) (CPH)	0.01	4.70			1.00					1.12		1.40	8.23	8.23	0.00
63	Central Peninsula Hospital (EAST) (CPH)	0.01	4.70			1.00							1.40	7.11	7.11	0.00
81	Kachemak Emergency Services (KES)	2.95	4.70								1.12	1.12	1.40	11.29	10.94	0.35
53	Nikiski Fire (NFSA)	2.70	4.70				1.00			0.01			1.40	9.81	9.81	0.00
55	Nikiski Senior	0.20	4.70	2.70			1.00			0.01			1.40	10.01	10.01	0.00
54	North Peninsula Recreation (NPR)	1.00	4.70		2.85					0.01			1.40	9.96	9.96	0.00
67	Road Service Area	1.40	4.70											6.10	6.10	0.00
11	Seldovia Recreation (SRSA)	0.75	4.70									1.12	1.40	7.97	7.97	0.00
43	Seward Bear Creek Flood (SBCF)	0.75	4.70										1.40	6.85	6.85	0.00
52	South Peninsula Hospital (SPH-[Prior debt)	1.12	4.70									1.12		6.94	6.94	0.00
69	South Peninsula Hospital (SPH-K-Bay)	1.12	4.70										1.40	7.22	7.22	0.00
65	South Peninsula Hospital (Roads) / (SPH)	2.24	4.70										1.40	8.34	8.34	0.00
20	City of Homer	4.50	4.70								1.12	1.12		11.44	11.44	0.00
21	City of Homer- ODLSA	14.46	4.70								1.12	1.12		21.40	21.40	0.00
80	City of Kachemak	2.00	4.70								1.12	1.12		8.94	8.94	0.00
30	City of Kenai	4.35	4.70							0.01				9.06	9.06	0.00
10	City of Seldovia	7.50	4.70					0.75						12.95	12.95	0.00
40	City of Seward	3.84	4.70						0.75					9.29	9.29	0.00
41	City of Seward Special	3.84	4.70						0.75					9.29	9.29	0.00
70	City of Soldotna	0.50	4.70		2.85					0.01				8.06	8.06	0.00

Mill Rate History

	Fiscal Year					
	2017	2018	2019	2020	2021	2022
Borough	4.50	4.50	4.70	4.70	4.70	4.70
Service Areas:						
* Western Emergency Service Area FY2022	2.75	2.75	2.75	2.75	2.85	2.95
Bear Creek Fire	3.25	3.25	3.25	3.25	3.25	3.25
Central Emergency Services	2.72	2.60	2.85	2.85	2.85	2.85
Central Kenai Peninsula Hospital	0.01	0.01	0.01	0.01	0.01	0.01
Central Peninsula Emergency Medical	1.00	1.00	1.00	1.00	1.00	1.00
Kachemak Emergency Services	2.60	2.60	2.60	2.60	2.60	2.95
Nikiski Fire	2.80	2.70	2.70	2.70	2.70	2.70
Nikiski Senior	0.20	0.20	0.20	0.20	0.20	0.20
North Peninsula Recreation	1.00	1.00	1.00	1.00	1.00	1.00
Roads	1.40	1.40	1.40	1.40	1.40	1.40
Seldovia Recreation Service Area	0.75	0.75	0.75	0.75	0.75	0.75
Seward Bear Creek Flood	0.75	0.75	0.75	0.75	0.75	0.75
South Kenai Peninsula Hospital	2.30	2.30	2.30	1.18	1.12	1.12
South Kenai Peninsula Hospital (prior debt)	0.00	0.00	0.00	1.12	1.12	1.12

*(formerly Anchor Point Fire & EMS)



Interfund Transfers
Fiscal Year 2022

		Transfers In									
		Special Revenue Funds									
	Transfers Out	Central Emergency	Eastern Peninsula Highway Emergency	School Fund	Post-secondary Education	911 Fund	Roads Engineers Estimate Fund	RIAD Match Fund	Solid Waste	Debt Service	Capital Projects
General Fund	$ 69,070,969	-	215,067	$ 48,000,000	$ 851,747	$ 151,673	$ -	$ -	$ 12,704,857	$ 3,660,125	$ 3,487,500
Special Revenue Funds:											
Nikiski Fire	360,009	-	-	-	-	60,009	-	-	-	-	300,000
Bear Creek Fire	355,752	-	-	-	-	10,432	-	-	-	95,320	250,000
Western Emergency Services	398,040	-	-	-	-	23,040	-	-	-	-	375,000
Central Emergency Services	1,904,458	-	-	-	-	133,395	-	-	-	571,063	1,200,000
Kachemak Emergency Services	166,345	-	-	-	-	16,345	-	-	-	-	150,000
Eastern Peninsula Highway Emergency	11,954	-	-	-	-	11,954	-	-	-	-	-
Central Peninsula Emergency Medical	7,455	7,455	-	-	-	-	-	-	-	-	-
North Peninsula Recreation	250,000	-	-	-	-	-	-	-	-	-	250,000
Road Service Area	4,012,000	-	-	-	-	-	12,000	200,000	-	-	3,800,000
Solid Waste	5,463,750	-	-	-	-	-	-	-	-	1,063,750	4,400,000
Central Kenai Peninsula Hospital	9,473,351	-	-	-	-	-	-	-	-	9,473,351	-
South Kenai Peninsula Hospital Operations	1,698,768	-	-	-	-	-	-	-	-	-	1,698,768
South Kenai Peninsula Hospital Debt Fund 601	2,219,369	-	-	-	-	-	-	-	-	2,219,369	-
	$ 95,392,220	$ 7,455	$ 215,067	$ 48,000,000	$ 851,747	$ 406,848	$ 12,000	$ 200,000	$ 12,704,857	$ 17,082,978	$ 15,911,268

Interdepartmental Charges
Fiscal Year 2022

	Transfers Out	Transfers In: General Fund	Transfers In: Special Revenue Fund	Transfers In: Capital Projects
General Fund:				
Purchasing & Contracting	$ 616,144	$ -	$ 239,782	$ 376,362
Planning - GIS	121,520	-	121,520	-
Admin Service Fee	880,000	-	600,000	280,000
Special Revenue Funds:				
School Fund-Maintenance	800,000	170,000	130,000	500,000
	$ 2,417,664	$ 170,000	$ 1,091,302	$ 1,156,362

Interdepartmental charges represent the cost of services provided by a department or division to another department or division. The Borough's policy is to budget 100% of staff time within each oversight department and then charge/allocate the cost of work done to the respective department receiving the service. Included in the interdepartmental charges are charges to other funds that are project length or grant funded and are not included in this budget document.

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General Fund

The General Fund is the general operating fund of the Borough. It is used to account for all financial resources except those that must be accounted for in another fund. The General Fund accounts for the normal activities such as general government, assessing, finance, legal, planning, along with funding for schools, solid waste, etc. These activities are funded primarily by property taxes, sales taxes and intergovernmental revenues.

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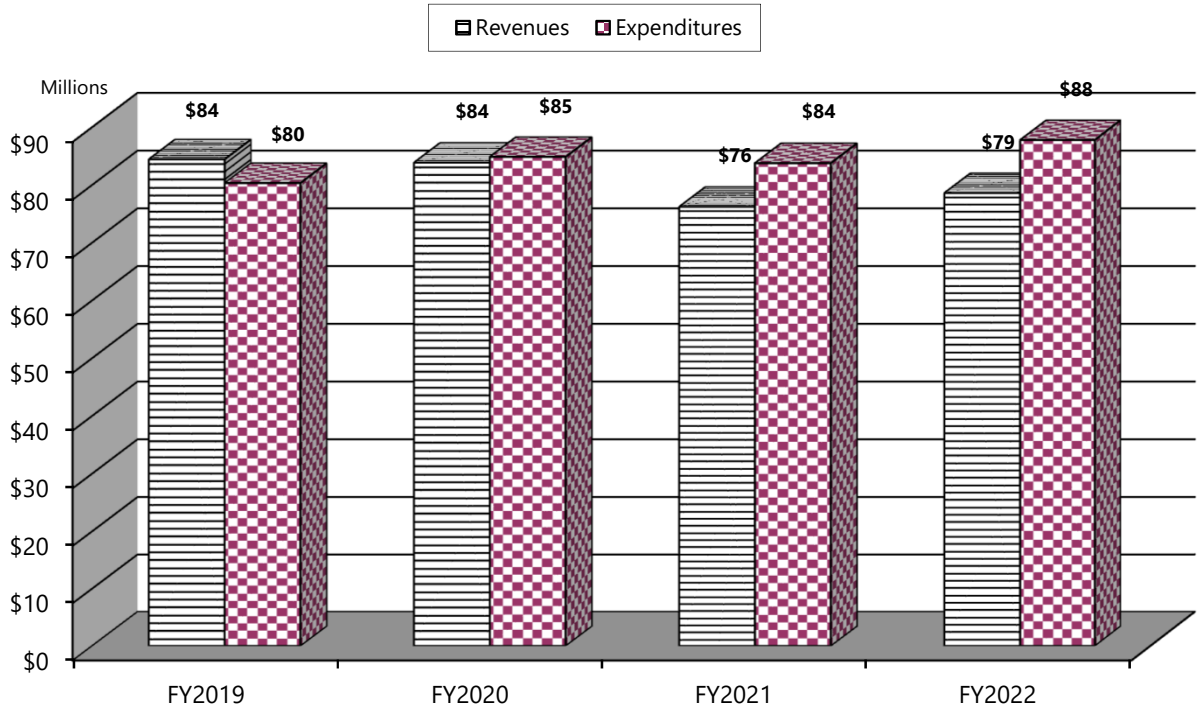
Fund: 100 General Fund

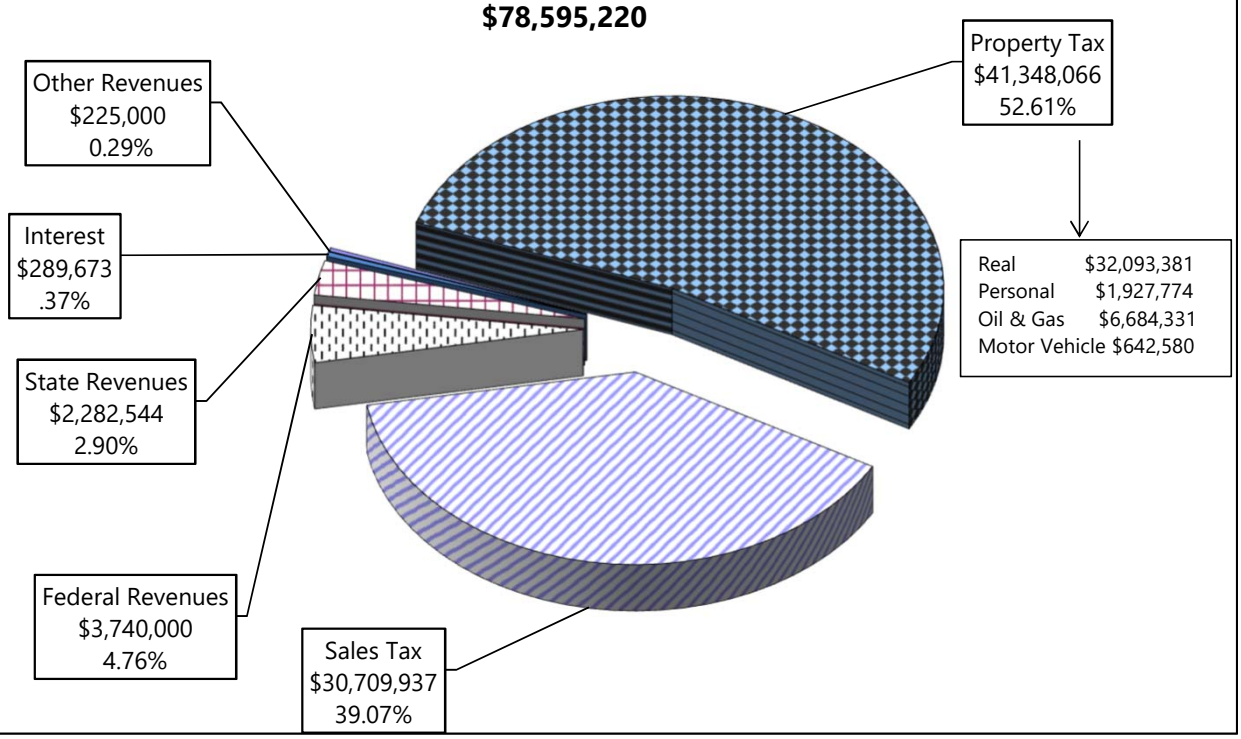
Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Values (000'S)								
Real	6,347,439	6,547,973	6,666,423	6,666,423	6,781,715	6,849,532	6,918,027	7,056,388
Personal	319,289	318,263	307,927	323,502	313,559	316,695	319,862	323,061
Oil & Gas (AS 43.56)	1,518,606	1,563,398	1,493,429	1,493,429	1,422,198	1,379,532	1,338,146	1,338,146
Total Taxable Values	8,185,334	8,429,634	8,467,779	8,483,354	8,517,472	8,545,759	8,576,035	8,717,595
Mill Rate	4.70	4.70	4.70	4.70	4.70	4.70	4.70	4.70
Revenues:								
Property Taxes:								
Real	$ 29,709,458	$ 30,613,444	$ 28,825,613	$ 30,150,107	$ 31,395,950	$ 32,192,800	$ 32,514,727	$ 33,165,024
Personal	1,543,039	1,555,526	1,331,476	1,610,688	1,444,253	1,458,697	1,473,284	1,488,019
Oil & Gas (AS 43.56)	7,134,120	7,343,975	6,668,160	7,025,200	6,684,331	6,483,800	6,289,286	6,289,286
Penalty and Interest	655,102	739,759	590,931	590,931	697,431	697,431	697,431	697,431
Flat Tax	483,521	531,429	483,521	483,521	483,521	483,521	483,521	483,521
Motor Vehicle Tax	709,101	613,446	676,400	676,400	642,580	642,580	642,580	642,580
Total Property Taxes	40,234,341	41,397,579	38,576,101	40,536,847	41,348,066	41,958,829	42,100,829	42,765,861
Sales Tax	32,878,673	32,964,904	27,431,594	30,256,095	30,709,937	31,170,586	31,638,145	32,112,717
Federal Revenue	3,965,898	4,027,586	3,740,000	3,740,000	3,740,000	3,740,000	3,740,000	3,740,000
State Revenue	5,184,656	3,372,383	705,000	1,105,000	2,282,544	2,124,085	1,945,949	1,945,117
Interest Revenue	1,982,432	1,718,007	341,960	341,960	289,673	166,629	161,352	196,909
Other Revenue	187,838	201,479	225,000	225,000	225,000	225,000	225,000	225,000
Total Revenues	84,433,838	83,681,938	71,019,655	76,204,902	78,595,220	79,385,129	79,811,275	80,985,604
Other Financing Sources:								
Transfers From Other Funds:	-	175,000	-	-	-	-	-	-
Total Other Financing Sources	-	175,000	-	-	-	-	-	-
Total Revenues and Other Financing Sources	84,433,838	83,856,938	71,019,655	76,204,902	78,595,220	79,385,129	79,811,275	80,985,604
Expenditures:								
Personnel	13,142,753	12,934,624	14,344,885	14,344,885	14,473,602	14,763,074	15,132,151	15,586,116
Supplies	133,665	148,760	204,846	204,892	190,176	193,980	197,860	201,817
Services	3,621,242	3,925,365	4,696,563	5,342,688	5,384,783	5,384,783	5,492,479	5,602,329
Capital Outlay	146,196	108,037	108,941	108,941	113,707	115,981	162,373	165,620
Interdepartmental Charges	(1,076,391)	(1,057,633)	(1,521,561)	(1,517,146)	(1,457,194)	(1,486,338)	(1,516,065)	(1,546,386)
Total Expenditures	15,967,465	16,059,153	17,833,674	18,484,260	18,705,074	18,971,480	19,468,798	20,009,496
Operating Transfers To:								
Special Revenue Fund - Schools	49,738,432	52,489,253	50,000,000	47,888,909	48,000,000	45,000,000	45,000,000	45,000,000
Special Revenue Fund - Solid Waste	7,306,501	7,790,207	7,962,312	8,186,944	12,704,857	8,987,657	8,083,654	8,704,742
Special Revenue Funds - Other	1,900,962	1,822,460	1,834,469	3,214,438	1,218,487	1,064,950	1,023,317	1,042,651
Debt Service - School Debt	3,792,866	3,783,855	3,754,255	3,671,350	3,660,125	3,649,800	2,698,425	2,696,050
Capital Projects - Schools	1,625,000	2,660,000	1,250,000	1,955,000	2,250,000	1,750,000	1,750,000	1,750,000
Capital Projects - General Govt.	-	250,000	250,000	375,000	250,000	250,000	250,000	250,000
Capital Projects - General Govt.-PILT	-	-	-	-	112,500	-	-	-
Capital Projects - Fire Service Area-PILT	-	-	-	-	875,000	875,000	-	-
Total Operating Transfers	64,363,761	68,795,775	65,051,036	65,291,641	69,070,969	61,577,407	58,805,396	59,443,443
Total Expenditures and Operating Transfers	80,331,226	84,854,928	82,884,710	83,775,901	87,776,043	80,548,887	78,274,194	79,452,939
Net Results From Operations	4,102,612	(997,990)	(11,865,055)	(7,570,999)	(9,180,823)	(1,163,758)	1,537,081	1,532,665
Projected Lapse	-	-	977,899	977,899	977,899	811,952	833,384	856,800
Change in Fund Balance	4,102,612	(997,990)	(10,887,156)	(6,593,100)	(8,202,924)	(351,806)	2,370,465	2,389,465
Beginning Fund Balance	22,799,999	26,902,611	25,904,621	25,904,621	19,311,521	11,108,597	10,756,791	13,127,256
Ending Fund Balance	$ 26,902,611	$ 25,904,621	$ 15,017,465	$ 19,311,521	$ 11,108,597	$ 10,756,791	$ 13,127,256	$ 15,516,721

General Fund Revenues and Expenditures History

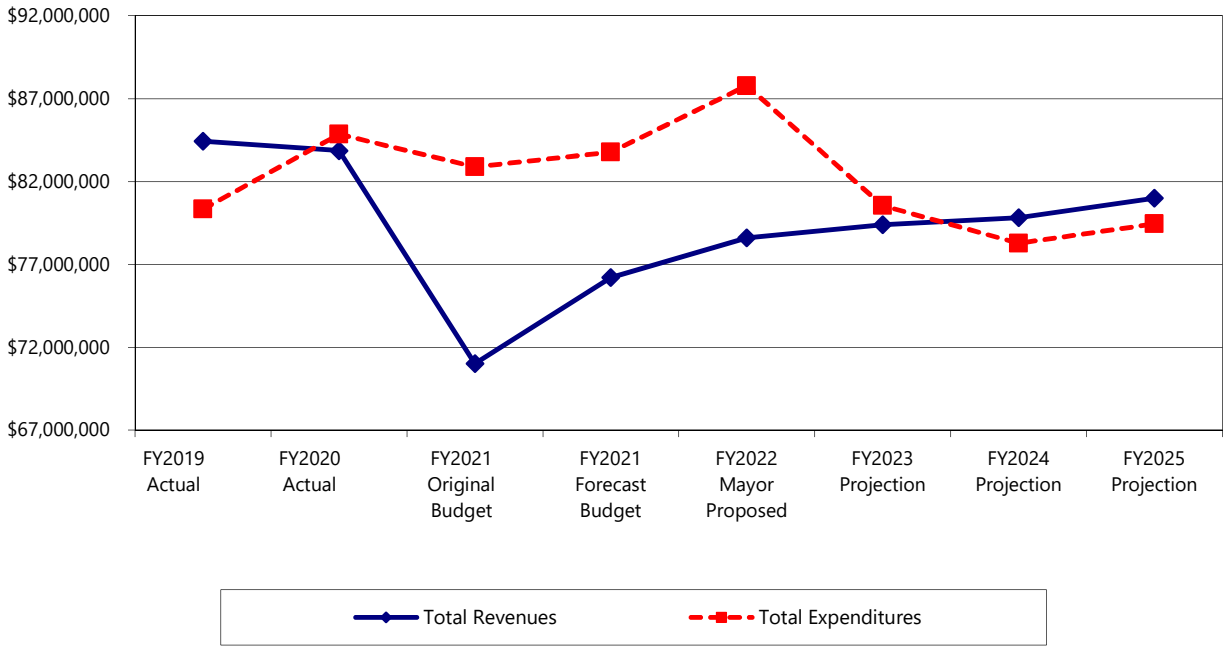


* FY2020 is based on estimates made prior to year end. FY2021 is based on projected budget.

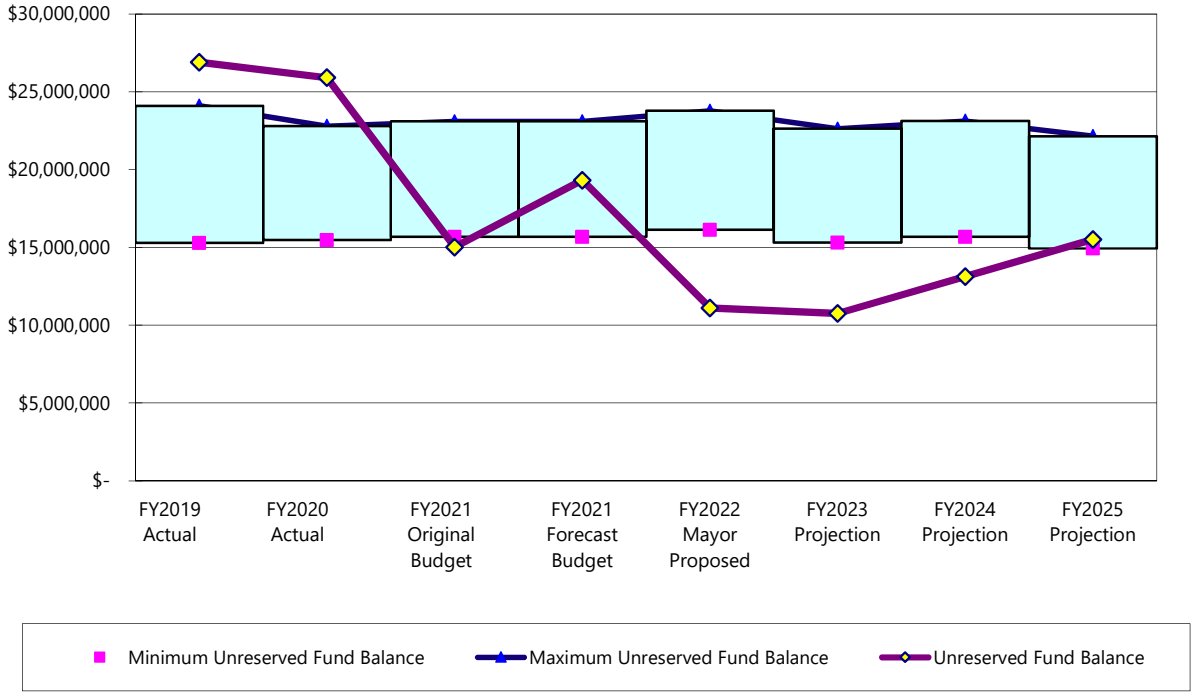
Where The Money Comes From
General Fund Revenue Projections - FY2022
$78,595,220



General Fund
Revenues and Expenditures



General Fund
Unreserved Fund Balance



Kenai Peninsula Borough
Budget Detail

Fund 100 General Fund
Total General Fund Expenditures By Line Item

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget $	Difference Between Mayor Proposed & Original Budget %
Personnel								
40110	Regular Wages	$ 6,941,557	$ 6,761,612	$ 7,736,720	$ 7,736,720	$ 7,829,540	$ 92,820	1.20%
40120	Temporary Wages	141,092	140,591	246,688	246,688	225,172	(21,516)	-8.72%
40130	Overtime Wages	49,063	41,628	102,942	102,942	105,186	2,244	2.18%
40210	FICA	596,428	576,153	721,063	721,063	728,449	7,386	1.02%
40221	PERS	2,021,483	2,099,036	1,759,093	1,759,093	1,784,551	25,458	1.45%
40321	Health Insurance	2,463,596	2,451,177	2,725,927	2,725,927	2,735,750	9,823	0.36%
40322	Life Insurance	11,800	10,052	19,145	19,145	19,366	221	1.15%
40410	Leave	902,316	844,090	983,307	983,307	995,588	12,281	1.25%
40511	Other benefits	15,418	10,285	50,000	50,000	50,000	-	0.00%
	Total: Personnel	13,142,753	12,934,624	14,344,885	14,344,885	14,473,602	128,717	0.90%
Supplies								
42020	Signage Supplies	11,729	5,954	20,000	20,000	15,000	(5,000)	-25.00%
42021	Promotional Supplies	-	-	400	400	350	(50)	-12.50%
42120	Computer Software	19,479	18,348	14,122	14,122	14,399	277	1.96%
42210	Operating Supplies	55,552	69,477	92,405	92,451	87,855	(4,550)	-4.92%
42230	Fuel, Oils and Lubricants	7,493	6,996	14,200	13,850	13,450	(750)	-5.28%
42250	Uniforms	1,969	3,162	3,717	3,717	3,817	100	2.69%
42263	Training Supplies	-	-	200	200	200	-	0.00%
42310	Repair/Maintenance Supplies	25,946	23,008	29,050	29,400	29,230	180	0.62%
42360	Motor Vehicle Repair Supplies	832	3,131	6,400	6,400	3,900	(2,500)	-39.06%
42410	Small Tools & Minor Equipment	10,665	18,684	24,352	24,352	21,975	(2,377)	-9.76%
	Total: Supplies	133,665	148,760	204,846	204,892	190,176	(14,670)	-7.16%
Services								
43006	Senior Centers Grant Program	661,950	659,598	719,494	719,494	719,494	-	0.00%
43009	Economic Development District	100,000	100,000	100,000	100,000	100,000	-	0.00%
43011	Contractual Services	539,407	753,525	741,907	1,108,032	910,293	168,386	22.70%
43012	Audit Services	132,450	136,450	136,450	136,450	136,450	-	0.00%
43015	Water/Air Sample Testing	5,000	5,000	5,000	5,000	5,000	-	0.00%
43016	KPB Public Relations	-	33,907	50,000	50,000	100,000	50,000	
43017	Investment Portfolio Fees	20,817	21,713	25,000	25,000	25,000	-	0.00%
43018	KPB Promotion	-	-	50,000	50,000	100,000	50,000	
43019	Software Licensing	619,420	696,170	825,620	825,620	878,634	53,014	6.42%
43021	Peninsula Promotion	102,285	52,856	66,500	66,500	3,500	(63,000)	-94.74%
43031	Litigation	11,546	6,567	15,000	15,000	15,000	-	0.00%
43034	Atty's Fees - Special	47,722	29,673	31,000	61,000	31,000	-	0.00%
43036	Contractual Services - ARSSTC Fee	-	-	-	200,000	300,000	300,000	-
43110	Communications	108,118	110,974	139,367	139,367	142,347	2,980	2.14%
43140	Postage and Freight	89,346	88,739	111,710	111,710	110,560	(1,150)	-1.03%
43210	Transportation/Subsistence	181,458	129,126	274,957	281,457	221,161	(53,796)	-19.57%
43215	Travel - Out of State	3,425	1,115	6,050	6,050	6,045	(5)	-0.08%
43216	Travel - In State	5,733	8,510	12,500	12,500	12,500	-	0.00%
43220	Car Allowance	137,106	134,037	144,000	141,700	143,100	(900)	-0.63%
43221	Car Allowance/PC	19,350	18,300	19,800	19,800	19,800	-	0.00%
43260	Training	17,964	25,587	54,650	51,250	49,296	(5,354)	-9.80%
43270	Employee Development	7,402	2,545	10,000	10,000	10,000	-	0.00%
43310	Advertising	56,686	53,257	82,860	82,860	66,260	(16,600)	-20.03%
43410	Printing	38,226	51,974	82,490	82,385	58,350	(24,140)	-29.26%
43510	Insurance Premium	93,412	105,799	116,703	116,703	125,098	8,395	7.19%
43610	Utilities	203,872	205,869	225,604	225,604	223,016	(2,588)	-1.15%
43720	Equipment Maintenance	47,448	40,118	70,500	69,500	62,675	(7,825)	-11.10%
43750	Vehicle Maintenance	3,168	2,877	4,250	3,750	4,250	-	0.00%
43780	Maintenance Buildings	31,481	45,018	53,831	55,031	85,708	31,877	59.22%
43810	Rents and Operating Leases	28,267	11,672	13,829	63,934	103,683	89,854	649.75%

Kenai Peninsula Borough
Budget Detail

Fund 100 General Fund
Total General Fund Expenditures By Line Item - Continued

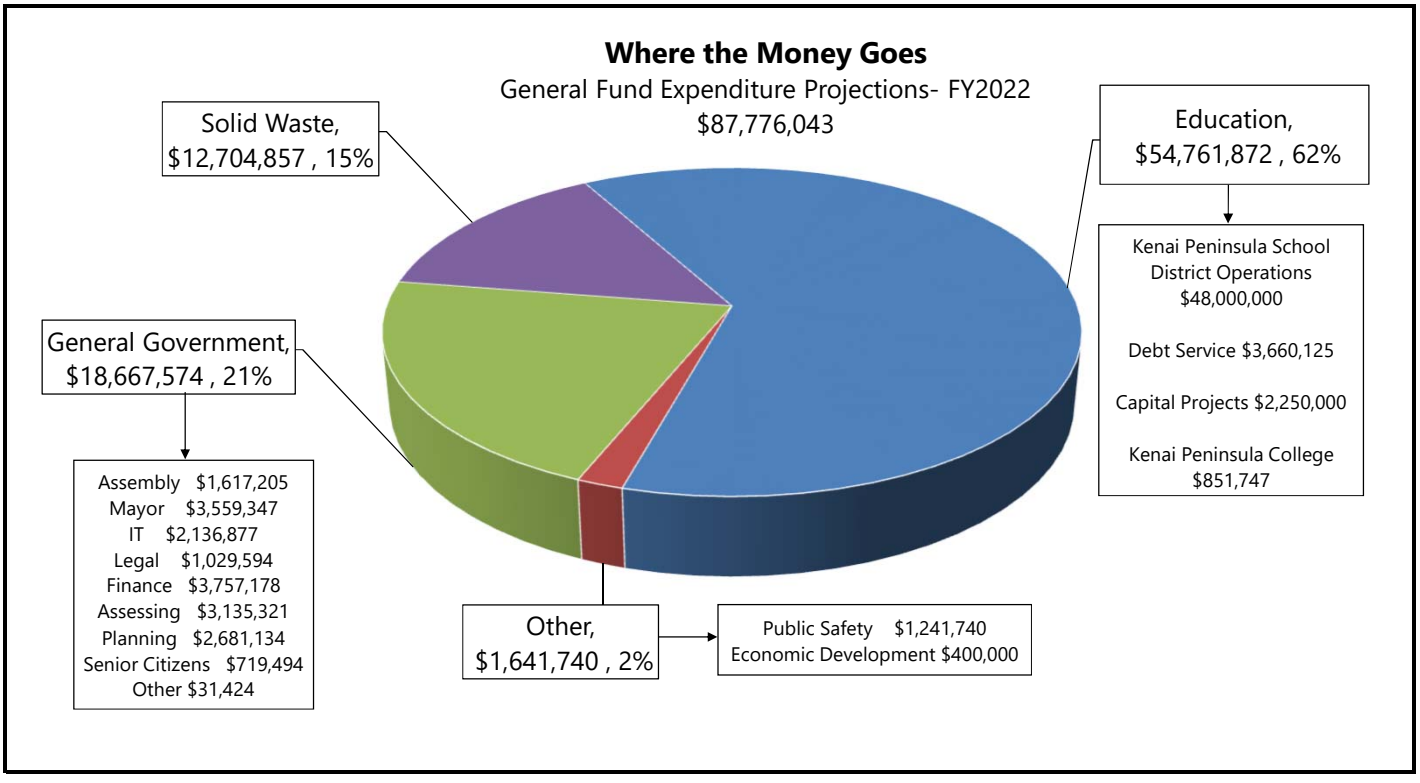
		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services - Continued								
43812	Equipment Replacement Pymt.	179,784	213,681	300,803	300,803	363,397	62,594	20.81%
43905	Uncollectable Expense	-	54,615	-	-	-	-	
43920	Dues and Subscription	71,268	74,845	74,638	74,138	71,916	(2,722)	-3.65%
43931	Recording Fees	12,338	8,156	14,100	14,100	14,100	-	0.00%
43932	Litigation Reports	44,793	43,092	66,150	66,150	66,150	-	0.00%
43999	Contingency	-	-	51,800	51,800	101,000	49,200	94.98%
	Total: Services	3,621,242	3,925,365	4,696,563	5,342,688	5,384,783	688,220	14.65%
Capital Outlay								
48110	Office Furniture	-	6,392	-	-	-	-	-
48120	Major Office Equipment	18,137	-	7,500	7,500	20,944	13,444	179.25%
48311	Machinery & Equipment	-	1,000	-	-	-	-	-
48710	Minor Office Equipment	73,879	91,138	87,179	87,179	76,688	(10,491)	-12.03%
48720	Minor Office Furniture	47,450	5,882	13,262	13,262	15,075	1,813	13.67%
48740	Minor Machinery & Equipment	6,730	2,425	-	-	-	-	-
48750	Minor Medical Equipment	-	-	1,000	1,000	1,000	-	0.00%
49311	Design Services	-	1,200	-	-	-	-	-
	Total: Capital Outlay	146,196	108,037	108,941	108,941	113,707	4,766	4.37%
Transfers								
50235	Tfr EPHESA	350,000	350,000	284,621	284,621	215,067	(69,554)	-24.44%
50241	Tfr S/D Operations	49,738,432	52,489,253	50,000,000	47,888,909	48,000,000	(2,000,000)	-4.00%
50242	Tfr Postsecondary Education	814,308	842,963	849,848	849,848	851,747	1,899	0.22%
50260	Tfr Disaster Relief Fund	436,654	127,246	-	1,268,100	-	-	-
50264	Tfr 911 Fund	300,000	502,251	700,000	811,869	151,673	(548,327)	-78.33%
50290	Tfr to Solid Waste	7,306,501	7,790,207	7,962,312	8,186,944	12,704,857	4,742,545	59.56%
50308	Tfr School Debt	3,790,991	3,783,480	3,744,255	3,661,350	3,650,125	(94,130)	-2.51%
50349	Tfr School Debt Expense	1,875	375	10,000	10,000	10,000	-	0.00%
50400	Tfr School Capital Projects	1,625,000	2,660,000	1,250,000	1,955,000	2,250,000	1,000,000	80.00%
50407	Tfr General Gov't. Capital Projects	-	250,000	250,000	375,000	362,500	112,500	45.00%
50441	Tfr Nikiski Fire SA Capital Projects	-	-	-	-	175,000	175,000	-
50442	Tfr Bear Creek Fire SA Capital Projects	-	-	-	-	175,000	175,000	-
50443	Tfr CES Capital Projects	-	-	-	-	175,000	175,000	-
50444	Tfr WESA Capital Projects	-	-	-	-	175,000	175,000	-
50446	Tfr KESA Capital Projects	-	-	-	-	175,000	175,000	-
	Total: Transfers	64,363,761	68,795,775	65,051,036	65,291,641	69,070,969	4,019,933	6.18%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	(1,066,574)	(1,054,034)	(1,507,856)	(1,503,441)	(1,447,664)	60,192	-3.99%
60004	Mileage Ticket Credits	(9,817)	(3,599)	(13,705)	(13,705)	(9,530)	4,175	-30.46%
	Total: Interdepartmental Charges	(1,076,391)	(1,057,633)	(1,521,561)	(1,517,146)	(1,457,194)	64,367	-4.23%
Department Total		$ 80,331,226	$ 84,854,928	$ 82,884,710	$ 83,775,901	$ 87,776,043	$ 4,891,333	5.90%

MILL RATE EQUIVALENTS FOR THE GENERAL FUND

	FY2019 Actual Taxable Value 8,185,334,000	Mill Rate Equivalent	FY2020 Actual Taxable Value 8,429,634,000	Mill Rate Equivalent	FY2021 Forecast Budget Taxable Value 8,483,354,000	Mill Rate Equivalent	FY2022 Proposed Budget Taxable Value 8,517,472,000	Mill Rate Equivalent
REVENUES:								
Taxes:								
Property Tax	$ 39,525,240	4.829	$ 40,784,133	4.838	$ 39,860,447	4.699	$ 40,705,486	4.779
Motor Vehicle Tax	709,101	0.087	613,446	0.073	676,400	0.080	642,580	0.075
Sales Tax	32,878,673	4.017	32,964,904	3.911	30,256,095	3.567	30,709,937	3.606
Total Taxes	73,113,014	8.932	74,362,483	8.822	70,792,942	8.345	72,058,003	8.460
Federal Revenues	3,965,898	0.485	4,027,586	0.478	3,740,000	0.441	3,740,000	0.439
State Revenues:								
Reimbursement for School Debt	2,653,695	0.324	1,283,885	0.152	-	0.000	1,277,544	0.150
Revenue Sharing	1,032,704	0.126	843,613	0.100	400,000	0.047	300,000	0.035
Fish Tax	877,188	0.107	479,811	0.057	500,000	0.059	500,000	0.059
Other	621,069	0.076	765,074	0.091	205,000	0.024	205,000	0.024
Total State Revenues	5,184,656	0.633	3,372,383	0.400	1,105,000	0.130	2,282,544	0.268
Fees, Costs & Miscellaneous	187,838	0.023	201,479	0.024	225,000	0.027	225,000	0.026
Interest Earned	1,982,432	0.242	1,718,007	0.204	341,960	0.040	289,673	0.034
Total Revenues	84,433,838	10.315	83,681,938	9.927	76,204,902	8.983	78,595,220	9.228
Other Financing Sources:								
Operating Transfers:								
Special Revenue	-	0.000	175,000	0.021	-	0.000	-	0.000
Total Other Financing Sources	-	0.000	175,000	0.021	-	0.000	-	0.000
Total Revenues and Other Financing Sources	$ 84,433,838	10.315	$ 83,856,938	9.948	$ 76,204,902	8.983	$ 78,595,220	9.228
EXPENDITURES:								
General Government:								
Assembly								
Administration	$ 465,604	0.057	$ 455,780	0.054	$ 484,528	0.057	$ 488,176	0.057
Clerk	513,818	0.063	534,445	0.063	579,316	0.068	576,275	0.068
Elections	93,000	0.011	107,256	0.013	282,920	0.033	216,513	0.025
Records Management	234,336	0.029	249,235	0.030	327,678	0.039	336,241	0.039
Total Assembly	1,306,758	0.160	1,346,716	0.160	1,674,442	0.197	1,617,205	0.190
Mayor								
Administration	751,178	0.092	738,349	0.088	790,924	0.093	807,292	0.095
Purchasing and Contracting	571,827	0.070	582,208	0.069	648,943	0.076	650,877	0.076
Emergency Management	705,112	0.086	678,822	0.081	933,183	0.110	1,022,606	0.120
Human Resources-Administration	623,471	0.076	683,305	0.081	700,918	0.083	758,937	0.089
Print/Mail Services	185,571	0.023	147,138	0.017	204,789	0.024	194,590	0.023
Custodial Maintenance	118,180	0.014	115,430	0.014	109,021	0.013	125,045	0.015
Total Mayor	2,955,339	0.361	2,945,252	0.349	3,387,778	0.399	3,559,347	0.418
Information Technology	1,912,307	0.234	1,905,776	0.226	2,076,906	0.245	2,136,877	0.251
Legal	1,056,932	0.129	968,419	0.115	1,120,116	0.132	1,029,594	0.121
Finance			-					
Administration	500,423	0.061	507,120	0.060	505,651	0.060	520,810	0.061
Financial Services	895,696	0.109	988,688	0.117	1,072,179	0.126	1,160,504	0.136
Property Tax & Collections	1,032,095	0.126	938,539	0.111	1,072,100	0.126	1,078,771	0.127
Sales Tax	584,718	0.071	679,817	0.081	900,343	0.106	997,093	0.117
Total Finance	3,012,932	0.368	3,114,164	0.369	3,550,273	0.418	3,757,178	0.441
Assessing								
Administration	1,247,676	0.152	1,277,930	0.152	1,350,530	0.159	1,384,355	0.163
Appraisal	1,792,414	0.219	1,757,525	0.208	1,993,482	0.235	1,750,966	0.206
Total Assessing	3,040,090	0.371	3,035,455	0.360	3,344,012	0.394	3,135,321	0.368
Planning								
Administration	1,050,621	0.128	989,018	0.117	1,261,643	0.149	1,274,860	0.150
Geographic Information Systems	472,537	0.058	464,668	0.055	499,590	0.059	689,873	0.081
River Center	648,195	0.079	526,882	0.063	675,967	0.080	716,401	0.084
Total Planning	2,171,353	0.265	1,980,568	0.235	2,437,200	0.287	2,681,134	0.315
Senior Citizens	661,950	0.081	659,598	0.078	719,494	0.085	719,494	0.084

MILL RATE EQUIVALENTS FOR THE GENERAL FUND

	FY2019 Actual Taxable Value 8,185,334,000	Mill Rate Equivalent	FY2020 Actual Taxable Value 8,429,634,000	Mill Rate Equivalent	FY2021 Forecast Budget Taxable Value 8,483,354,000	Mill Rate Equivalent	FY2022 Proposed Budget Taxable Value 8,517,472,000	Mill Rate Equivalent
Economic Development	300,000	0.037	284,568	0.034	360,000	0.042	400,000	0.047
Non-Departmental								
Contract Services	-	0.000	200,795	0.024	444,585	0.052	225,000	0.026
Insurance	74,877	0.009	85,315	0.010	95,000	0.011	103,924	0.012
Other	6,062	0.001	56,123	0.007	50,000	0.006	50,000	0.006
Interdepartmental Charges	(531,135)	-0.065	(523,596)	-0.062	(775,546)	-0.091	(710,000)	-0.083
Total Non-Departmental	(450,196)	-0.055	(181,363)	-0.022	(185,961)	-0.022	(331,076)	-0.039
Total Operations	15,967,465	1.951	16,059,153	1.905	18,484,260	2.179	18,705,074	2.196
Other Financing Uses:								
Operating Transfers To:								
Special Revenue Funds:								
School District Operations	49,738,432	6.077	52,489,253	6.227	47,888,909	5.645	48,000,000	5.635
Postsecondary Education	814,308	0.099	842,963	0.100	849,848	0.100	851,747	0.100
Disaster Relief	436,654	0.053	127,246	0.015	1,268,100	0.149	-	0.000
911 Communications	300,000	0.037	502,251	0.060	811,869	0.096	151,673	0.018
Eastern Highway Peninsula Emergency	350,000	0.043	350,000	0.042	284,621	0.034	215,067	0.025
Solid Waste	7,306,501	0.893	7,790,207	0.924	8,186,944	0.965	12,704,857	1.492
Debt Service Fund:								
School Debt	3,792,866	0.463	3,783,855	0.449	3,671,350	0.433	3,660,125	0.430
Capital Projects Funds:								
School Revenue	1,625,000	0.199	2,660,000	0.316	1,955,000	0.230	2,250,000	0.264
General Government	-	0.000	250,000	0.030	375,000	0.044	362,500	0.043
Nikiski Fire SA Capital Projects	-		-		-		175,000	0.021
Bear Creek Fire SA Capital Projects	-		-		-		175,000	0.021
CES Capital Projects	-		-		-		175,000	0.021
WESA Capital Projects	-		-		-		175,000	0.021
KESA Capital Projects	-		-		-		175,000	0.021
Total Other Financing Uses	64,363,761	7.863	68,795,775	8.161	65,291,641	7.696	69,070,969	8.109
Total Expenditures and Other Financing Uses	80,331,226	9.814	84,854,928	10.066	83,775,901	9.875	87,776,043	10.305
Fund Balance Increase/(Decrease)	$ 4,102,612	0.501	$ (997,990)	-0.118	$ (7,570,999)	-0.892	$ (9,180,823)	-1.078



Department Function

Fund 100 **General Fund**

Dept 11110 **Assembly - Administration**

Mission:

The Mission of the Kenai Peninsula Borough Assembly and Staff is to provide the community quality public service in partnership with its citizens, schools, other government agencies and business community by providing a full range of municipal services, and to formulate policies and ordinances to guide the orderly development and administration of the Borough.

Major Long Term Issues and Concerns:

- Provide sufficient levels of funding for Borough departments to ensure their continued ability to meet the needs of Borough residents.
- Provide local educational funding borough residents can reasonably afford and sustain.
- Provide a high-quality capital and operational maintenance program ensuring the continued use and economic value of Borough assets.
- Providing a solution for the underfunded Alaska Public Employees' Retirement System (PERS) / Alaska Teachers' Retirement System (TRS).

FY2021 Accomplishments:

- Members participated in the Anadromous Waters Habitat Protection Work Group and the Ninilchik-Anchor Point Joint Service Area Work Group.
- Members adapted to video conference participation at Assembly meetings, Committee meetings and Work Group meetings in order to comply with CDC guidelines established to mitigate the spread of COVID-19.
- Approved CARES Act funded Assembly Chambers Retrofit to allow for in person meetings to be conducted in accordance with CDC guidelines established to mitigate the spread of COVID-19.
- Approved CARES Act funded grants to small business and residents within the Kenai Peninsula Borough in accordance with Federal and State guidelines.
- Approved amendments to various sections of the borough code per requests from administration and staff.

Performance Measures

	CY2018* Actual	CY2019* Actual	CY2020* Actual	CY2021* Projected
Regular and Special Assembly Meetings	20	22	22	22
Legislative Priority Community Meetings	0	0	0	0
Number of Ordinances heard	77	69	84	80
Number of Resolutions heard	63	74	91	90
**Committee Meetings/Work Sessions/Other Meetings	43	123	104	100

*Reported on a calendar year basis.

**Includes all meetings other than Regular and Special Assembly Meetings which noted separately above.

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11110 - Assembly Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40120	Temporary Wages	$ 44,400	$ 44,400	$ 44,400	$ 44,400	$ 44,400	$ -	0.00%
40120	Temporary Wages - BOE	2,450	750	5,967	5,967	5,967	-	0.00%
40210	FICA	3,947	3,785	5,366	5,366	5,343	(23)	-0.43%
40221	PERS	3,052	924	2,530	2,530	-	(2,530)	-100.00%
40321	Health Insurance	118,560	122,458	126,250	126,250	132,500	6,250	4.95%
40322	Life Insurance	213	248	-	-	-	-	-
	Total: Personnel	172,622	172,565	184,513	184,513	188,210	3,697	2.00%
Supplies								
42120	Computer Software	13,000	-	-	-	-	-	-
42210	Operating Supplies	512	294	3,000	3,000	1,500	(1,500)	-50.00%
42310	Repair/Maintenance Supplies	119	-	-	-	-	-	-
42410	Small Tools & Minor Equipment	54	300	-	-	1,500	1,500	-
	Total: Supplies	13,685	594	3,000	3,000	3,000	-	0.00%
Services								
43011	Contractual Services	19,742	17,698	22,000	22,000	22,000	-	0.00%
43012	Audit Services	132,450	136,450	136,450	136,450	136,450	-	0.00%
43019	Software Licensing	24,236	28,676	27,000	27,000	27,756	756	2.80%
43110	Communications	2,830	2,821	3,000	3,000	3,000	-	0.00%
43210	Transportation/Subsistence	13,357	10,908	15,000	15,000	15,000	-	0.00%
43210	Transportation/Subsistence - BOE	574	-	1,500	1,500	1,500	-	0.00%
43215	Travel Out of State	3,425	1,115	6,050	6,050	6,045	(5)	-0.08%
43216	Travel In State	5,733	8,510	12,500	12,500	12,500	-	0.00%
43220	Car Allowance	19,800	19,800	19,800	19,800	19,800	-	0.00%
43260	Training	1,930	2,865	3,300	3,300	3,300	-	0.00%
43610	Utilities	18,122	18,104	18,415	18,415	18,415	-	0.00%
43720	Equipment Maintenance	2,085	1,400	2,000	2,000	2,000	-	0.00%
43920	Dues and Subscriptions	28,276	28,342	30,000	30,000	27,200	(2,800)	-9.33%
	Total: Services	272,560	276,689	297,015	297,015	294,966	(2,049)	-0.69%
Capital Outlay								
48710	Minor Office Equipment	4,848	5,723	-	-	2,000	2,000	-
48720	Minor Office Furniture	1,889	-	-	-	-	-	-
48740	Minor Machinery & Equipment	-	209	-	-	-	-	-
	Total: Capital Outlay	6,737	5,932	-	-	2,000	2,000	-
Department Total		$ 465,604	$ 455,780	$ 484,528	$ 484,528	$ 488,176	$ 3,648	0.75%

Line-Item Explanations

40120 Temporary Wages. Includes regular monthly compensation for Assembly Members and stipends paid to Board of Equalization members.

43011 Contractual Services. Radio broadcasts - based on regular meetings and additional funding for off-site and special meetings, if required ($12,000), catering ($9,000), and miscellaneous items including Assembly photos, plaques, hearing transcripts, etc. ($1,000).

43012 Audit Services. Borough and service area audits, which includes the state and federal single audit. Compliance audits, as well as financial audits, are required of the Borough and all component units.

43019 Software Licensing. "For the Record" software used to record hearings, Planning Commission meetings and Roads Service Area board meetings ($1,080). Legistar, Media Manager, Live Manager, In-Site and Vote Cast software used to administer Assembly meetings, legislation, capture audio/video live and on demand streaming, public facing website, and eComment portal. ($26,620), and security camera software renewal ($56).

43210 Transportation/Subsistence. Assembly travel within the borough, including mileage and subsistence and for borough assembly meetings. Travel and meal costs for Board of Equalization hearings.

43215 Travel Out of State. National Association of Counties (NACo) legislative conference in Washington D.C., WIR conference and Annual NACo conference for AMLWIR representative (up to $1,750 reimbursed by Alaska Municipal League for WIR Representative per trip).

43216 Travel In State. Outside of Borough travel to Alaska Municipal League (AML) annual conference, AML legislative committee meetings, and legislative lobbying trips to Juneau.

43920 Dues and Subscriptions. Includes Alaska Municipal League and National Association of Counties.

48710 Minor Office Equipment. iPad replacement as needed.

Department Function

Fund 100 **General Fund**

Dept 11120 **Assembly - Clerk**

Mission

To professionally conduct the Office of the Borough Clerk in a manner that ensures an effective link between the community and government through quality administrative support and the dissemination of information.

Program Description

The Borough Clerk's office is comprised of the Borough Clerk ("Clerk"), the Deputy Borough Clerk, Borough Clerk Assistant and Borough Clerk Secretary. The Clerk serves as the Clerk of the Assembly. The Clerk serves as the parliamentarian to the Borough Assembly members and advises other borough boards on parliamentary procedures. The Clerk provides public access to records, administration to the Assembly, and the administration of the policy-making process. The Clerk directs the Borough's records management program. The Clerk codifies the Code. The Clerk preserves the legislative history of the Borough. The Clerk serves as the custodian of the Municipal Seal and official Borough documents. The Clerk serves as a conduit between the Assembly, administration, and the public. The Clerk coordinates Assembly meetings and work sessions, produces meeting packets, and provides records of the proceedings. The Clerk administers all Borough Elections. The Clerk also prepares petitions and verifies signatures for initiatives, referendum, and recall elections.

Major Long Term Issues and Concerns:

- Consistently seeking new procedures and technology to realize efficiencies within the work product and a transparent public process. Ensure the very best in customer service.

FY2021 Accomplishments:

- Staffed 100+ meetings (regular and special), committees, hearings, and work sessions, including the Anadromous Waters Habitat Protection Work Group and the Ninilchik-Anchor Point Joint Service Area Working Group.
- Utilized the Borough's Facebook page to provide notice of, and promote, Assembly meetings and committee meetings and to disseminate election information, including board vacancies.
- Processed 109 Liquor Licenses (new/renewal/transfers).
- Processed 60 Marijuana License (new/renewal/transfers).
- Clerk and Deputy Clerk members of the KPB Public Relations Team.
- CARES Act funded remodel of Assembly Chambers to allow for social distancing and for remote participation technology integration i.e. Zoom.
- CARES Act funded remote meeting AV kit which includes remote participation technology integration i.e. Zoom.

FY2022 New Initiatives:

- Ongoing review of notification requirements to ensure effectiveness, efficiency and fiscal responsibility.
- Organize internal document structure, and create and update procedure manuals.
- Ongoing staff education and professional development.
- Expand use of Granicus software to provide for additional meeting bodies to be managed.

Performance Measures

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing History	3.67	3.67	3.67	3.67

	CY2018* Actual	CY2019* Actual	CY2020* Actual	CY2021* Projected
Public Notices	71	70	70	70
Public Records Request	286	289	328	300
Board of Equalization Appeal Application Processed	317	248	192	300
Board of Equalization Appeals Heard	29	34	8	20
Planning Commission Decision Appeals Heard	2	1	4	2
Regular and Special Assembly Meetings	20	22	22	20
Legislative Priority Community Meetings	0	0	0	0
Utility Special Assessment Districts	0	1	1	1
Road Improvement Assessment Districts	0	1	1	1
Administrative Appeals KPB 21.50	2	0	0	0

*Calendar year basis

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11120 - Assembly Clerk

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 253,536	$ 252,638	$ 281,173	$ 281,173	$ 288,604	$ 7,431	2.64%
40130	Overtime Wages	3,518	2,123	8,537	8,537	8,780	243	2.85%
40210	FICA	21,167	21,350	25,816	25,816	26,478	662	2.56%
40221	PERS	68,338	80,855	64,739	64,739	66,458	1,719	2.66%
40321	Health Insurance	85,853	90,622	92,668	92,668	97,255	4,587	4.95%
40322	Life Insurance	413	377	678	678	705	27	3.98%
40410	Leave	33,186	34,756	37,178	37,178	38,033	855	2.30%
40511	Other Benefits	13	(5)	-	-	-	-	-
	Total: Personnel	466,024	482,716	510,789	510,789	526,313	15,524	3.04%
Supplies								
42210	Operating Supplies	877	1,235	1,000	1,000	1,000	-	0.00%
42410	Small Tools & Minor Equipment	167	79	-	-	-	-	-
	Total: Supplies	1,044	1,314	1,000	1,000	1,000	-	0.00%
Services								
43011	Contractual Services	6,485	9,599	10,000	10,000	10,000	-	0.00%
43019	Software Licensing	136	191	200	200	200	-	0.00%
43110	Communications	2,856	2,891	3,200	3,200	3,200	-	0.00%
43140	Postage and Freight	2,588	1,462	3,000	3,000	1,500	(1,500)	-50.00%
43210	Transportation/Subsistence	3,163	3,927	4,965	4,965	1,000	(3,965)	-79.86%
43220	Car Allowance	6,012	6,077	6,012	6,012	6,012	-	0.00%
43260	Training	-	-	2,450	2,450	2,400	(50)	-2.04%
43310	Advertising	10,992	15,613	14,000	14,000	13,000	(1,000)	-7.14%
43410	Printing	-	40	-	-	-	-	-
43610	Utilities	6,509	6,495	6,610	6,610	6,610	-	0.00%
43720	Equipment Maintenance	2,085	1,400	2,000	2,000	2,000	-	0.00%
43812	Equipment Replacement Pymt.	1,854	1,854	-	-	-	-	-
43920	Dues and Subscriptions	1,528	790	1,090	1,090	1,040	(50)	-4.59%
	Total: Services	44,208	50,339	53,527	53,527	46,962	(6,565)	-12.26%
Capital Outlay								
48710	Minor Office Equipment	2,987	-	14,000	14,000	2,000	(12,000)	-85.71%
48740	Minor Machinery & Equipment	-	76	-	-	-	-	-
	Total: Capital Outlay	2,987	76	14,000	14,000	2,000	(12,000)	-85.71%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(445)	-	-	-	-	-	-
	Total: Interdepartmental Charges	(445)	-	-	-	-	-	-
Department Total		$ 513,818	$ 534,445	$ 579,316	$ 579,316	$ 576,275	$ (3,041)	-0.52%

Line-Item Explanations

40110 Regular Wages. Staff includes Borough Clerk, Deputy Clerk (67% of time), 1 Clerk's Assistant, and 1 Clerk's Secretary.

43011 Contractual Services. Ordinance codification services.

43210 Transportation/Subsistence. Travel costs for Clerk and/or staff to attend the Alaska Association of Municipal Clerks (AAMC) annual conference and Northwest Clerks Institute. Also includes mileage, hotel and meals for travel within the Borough.

43219 Software Licensing. Security camera annual license ($200).

43220 Car Allowance. For Clerk and Deputy Clerk (2/3 of Deputy's car allowance).

43260 Training. Registration fees for AAMC conference, Northwest Clerks Institute, and other miscellaneous training.

43310 Advertising. Cost of publishing agendas, meeting notices and public hearing notices in three borough newspapers.

43920 Dues and Subscriptions. AAMC, IIMC and Peninsula Clarion.

48710 Minor Office Equipment. One desktop computer - regular replacement schedule.

Department Function

Fund 100 **General Fund**

Dept 11130 **Assembly - Elections**

Mission:
To establish and increase public confidence in the electoral process by conducting voter registration and elections with the highest level of professional election standards, integrity, security, accuracy, and fairness.

Program Description:
The Borough Clerk is responsible for programming and processing municipal elections including elections of the cities of Kenai, Soldotna, and Seward and assisting the State of Alaska with Primary and General Elections.

Major Long Term Issues and Concerns:
- Federal laws that affect state and local elections require constant monitoring.
- Recruiting competent election workers for the October Borough, Cities of Kenai, Soldotna and Seward elections.
- Work to get Federal and State election laws passed that enhance the election process while protecting the rights of citizens.
- Monitor and review Alaska Statutes on election laws making changes to the Borough's process as needed.
- Conduct efficient and litigation free elections.
- Acquire ADA compliant election software and hardware in order to meet the Human Rights Commission conciliation agreement.

FY2021 Accomplishments:
- Administered regular Borough election without challenge.
- Programmed ballots for the Borough and Cities of Kenai, Soldotna and Seward.
- Maintained up to date website to accurately reflect candidate and election information.
- Coordinated with cities within the borough to produce a comprehensive voter pamphlet for the October regular municipal election.
- CARES Act funded Absentee by Mail/Electronic Transmission Promotion Campaign project which increased overall voter turnout and absentee by mail voter turnout. Creation of online absentee by mail application portal with voter database and GIS integration.

FY2022 New Initiatives:
- Election hardware and software in compliance with Human Rights Commissions Conciliation Agreement.
- Review of the informational brochure (voter pamphlet) content and future distribution process.
- Provide for accessible voting experiences for all eligible voters.
- Assist the cities of Homer, Seldovia and Kachemak with the administration of elections (i.e. ballot programming, inclusion in voter pamphlet and recruitment).
- Memorandum of Agreement with the cities within the borough to establish a fee schedule and roles in administering local elections.

Performance Measures

	CY2019* Actual	CY2020* Actual	CY2021* Projected	CY2022* Estimated
Regular Election	1	1	1	1
Special/Runoff Elections	0	1	0	0
Petitions Reviewed *(Initiative, Referendum, Recall, Service Area)*	1	1	0	0
Petitions Certified	0	1	0	0
Absentee, Special Needs & Questioned Ballots Processed	1,487	4,535	4,000	4,000

*Reported on a calendar year basis.

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11130 - Assembly Elections

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40120	Temporary Wages	$ 25,741	$ 26,879	$ 64,000	$ 64,000	$ 42,000	$ (22,000)	-34.38%
40130	Overtime Wages	441	666	3,000	3,000	-	(3,000)	-100.00%
40210	FICA	25	34	4,820	4,820	3,213	(1,607)	-33.34%
40221	PERS	44	104	-	-	-	-	-
40321	Health Insurance	51	166	-	-	-	-	-
40322	Life Insurance	1	1	-	-	-	-	-
	Total: Personnel	26,303	27,850	71,820	71,820	45,213	(26,607)	-37.05%
Supplies								
42210	Operating Supplies	913	1,072	1,500	1,500	1,500	-	0.00%
	Total: Supplies	913	1,072	1,500	1,500	1,500	-	0.00%
Services								
43011	Contractual Services	1,681	14,777	6,000	56,000	3,000	(3,000)	-50.00%
43019	Software Licensing	8,661	9,093	9,600	9,600	15,300	5,700	59.38%
43110	Communications	2,336	2,468	3,000	3,000	3,000	-	0.00%
43140	Postage and Freight	5,961	5,719	8,000	8,000	6,000	(2,000)	-25.00%
43210	Transportation/Subsistence	270	358	1,000	1,000	500	(500)	-50.00%
43310	Advertising	5,378	3,089	10,000	10,000	5,000	(5,000)	-50.00%
43410	Printing	38,516	42,130	70,000	70,000	45,000	(25,000)	-35.71%
43810	Rents and Operating Leases	800	700	2,000	52,000	92,000	90,000	4500.00%
	Total: Services	63,603	78,334	109,600	209,600	169,800	60,200	54.93%
Capital Outlay								
48710	Minor Office Equipment	1,237	-	-	-	-	-	-
48720	Minor Office Furniture	944	-	-	-	-	-	-
	Total: Capital Outlay	2,181	-	-	-	-	-	-
Department Total		$ 93,000	$ 107,256	$ 182,920	$ 282,920	$ 216,513	$ 33,593	18.36%

Line-Item Explanations

40120 Temporary Wages. Wages for election poll workers, absentee voting officials and the canvass board.

40130 Overtime Wages. For clerk's office employees and other borough personnel who assist at the receiving center on election night.

43011 Contractual Services. By-mail precincts ballot insertion and handling.

43019 Software Licensing. Licensing and maintenance agreement for elections software *(5% annual increase per contract),* license agreement Accu-Vote optical scan election tabulation units ($10,300), ESRI reapportionment/redistricting mapping software ($5,000) one time purchase.

43110 Communications. Monthly service charge for accessing state voter registration records through VREMS and fees for modem lines used to upload election results on election night.

43140 Postage and Freight. USPS permits and postage for by-mail precinct ballots, absentee ballots and mailing of voter pamphlet.

43210 Transportation/Subsistence. Advanced election training for clerk and election worker training. Delivery of election materials and equipment, meetings with city clerks throughout the borough in preparing for the October election. Training absentee voter officials in remote areas of the borough.

43310 Advertising. Publication of election notices as required by law.

43410 Printing. Printing of ballots, election pamphlets, envelopes for ballots, and election forms.

43810 Rents and Operating Leases. Provide for the annual leasing of a voting system.

Department Function

Fund 100 — **General Fund**

Dept 11140 — **Assembly – Records Management**

Mission

To develop, implement, and manage a borough-wide, comprehensive, integrated, systematic Records and Information Management (RIM) Program designed to comply with federal, state and local requirements.

Program Description

Records Management is a division of the Borough Clerk's Office. The Borough Clerk is responsible for the borough-wide records management program. This program is administered by the Deputy Borough Clerk (Records Manager) and has two record technicians.

The records management program serves to safeguard the Borough's official records and informational assets (on various media types) by guiding the management, access, retention, storage, protection, and disposition of those assets. We also provide consultative and operational assistance to all divisions and departments, as well as the school district, concerning records management, retention, disposition, and secure information management practices.

Major Long Term Issues and Concerns:

- Ongoing training to adhere/administer Generally Accepted Recordkeeping Principals (GARP).
- Continue to assist with implementing the borough-wide paperless initiative and help departments digitize records.
- Audit and inventory vital/essential records of the borough.
- Develop a records Disaster Recovery Plan.

FY2021 Accomplishments

- 286 boxes for FY2020 were transferred to microfilm and/or electronic images. Annual destruction of obsolete physical records was not conducted due to the ongoing implantation of the new records software.
- Updates to the Borough's retention schedule to mirror current business practices, while adhering to borough, state and federal laws.
- Conducted annual training and assisted department record custodians with the new records management software.
- Expanded the records software user manual to include various processes.
- In collaboration with the Legal Department, administered a consistent and thorough public records request process.

FY2022 New Initiatives:

- Continue efforts to maintain a current and updated retention schedule.
- Continue efforts with the school district in the growth and development of their retention schedule.
- Implementation of the new records software for school district records.
- Continue annual records management software training sessions with department record custodians.
- Develop processes and expand the new records management software to incorporate electronic records.

Performance Measures

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing History	1.83	1.83	2.33	2.33

	CY2018* Actual	CY2019* Actual	CY2020* Actual	CY2021* Projected
Files Returned	519	570	346	500
Files Out for Review	725	616	304	600
Reviewed Box Returned	87	49	14	75
Boxes Out for Review	121	44	16	75
Microfilm Reels Indexed	345	261	369	300
Microfilm Reels Processed	330	255	345	300
New Boxes Received	304	228	240	250
Number of Boxes Shredded	182	648	286	600
Obsolete Document Destruction/Shredded	3,269 lbs.	13,068 lbs.	4,963 lbs.	10,000 lbs.

*Reported on a calendar year basis.

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11140 - Assembly Records Management

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 90,893	$ 91,622	$ 124,132	$ 124,132	$ 127,169	$ 3,037	2.45%
40130	Overtime Wages	-	-	1,932	1,932	1,858	(74)	-3.83%
40210	FICA	7,513	7,134	11,376	11,376	11,610	234	2.06%
40221	PERS	28,681	29,456	28,598	28,598	29,258	660	2.31%
40321	Health Insurance	42,269	50,680	58,833	58,833	61,745	2,912	4.95%
40322	Life Insurance	157	133	314	314	322	8	2.55%
40410	Leave	13,754	14,048	17,527	17,527	17,591	64	0.37%
40511	Other Benefits	271	266	-	-	-	-	-
	Total: Personnel	183,538	193,339	242,712	242,712	249,553	6,841	2.82%
Supplies								
42210	Operating Supplies	400	4,508	1,500	1,500	1,000	(500)	-33.33%
42230	Fuel, Oil & Lubricants	88	47	400	400	400	-	0.00%
42250	Uniforms	400	420	415	415	415	-	0.00%
42410	Small Tools & Minor Equipment	33	428	-	-	500	500	-
	Total: Supplies	921	5,403	2,315	2,315	2,315	-	0.00%
Services								
43011	Contractual Services	13,574	12,720	23,530	23,530	23,600	70	0.30%
43019	Software Licensing	-	-	12,700	12,700	15,815	3,115	24.53%
43110	Communications	685	657	750	750	750	-	0.00%
43140	Postage and Freight	93	60	500	500	500	-	0.00%
43210	Transportation/Subsistence	763	2,108	3,660	3,660	1,000	(2,660)	-72.68%
43220	Car Allowance	1,188	1,200	1,188	1,188	1,188	-	0.00%
43260	Training	475	-	475	475	475	-	0.00%
43410	Printing	-	7	-	-	-	-	-
43610	Utilities	25,208	27,450	25,188	25,188	25,188	-	0.00%
43720	Equipment Maintenance	114	180	6,350	6,350	6,350	-	0.00%
43750	Vehicle Maintenance	-	-	200	200	200	-	0.00%
43812	Equipment Replacement Pymt.	-	3,607	7,455	7,455	6,252	(1,203)	-16.14%
43920	Dues and Subscriptions	550	675	655	655	655	-	0.00%
	Total: Services	42,650	48,664	82,651	82,651	81,973	(678)	-0.82%
Capital Outlay								
48120	Major Office Equipment	5,908	-	-	-	-	-	-
48710	Minor Office Equipment	1,319	1,829	-	-	2,400	2,400	-
	Total: Capital Outlay	7,227	1,829	-	-	2,400	2,400	-
Department Total		$ 234,336	$ 249,235	$ 327,678	$ 327,678	$ 336,241	$ 8,563	2.61%

Line-Item Explanations

40110 Regular Wages. Staff includes: Deputy Clerk (33% of time) and 2 Records Technicians.

42210 Operating Supplies. For the purchase of microfilm, bankers boxes, preservation books, general office supplies, and miscellaneous.

43011 Contractual Services. Processing of microfilm ($15,000), shredding records scheduled for destruction ($5,000), and social media archiving ($2,530).

43019 Software Licensing. Support contract for Content Manager 5% increase annually ($13,277), security camera annual license ($200), and Archive Social ($2,388).

43210 Transportation/Subsistence. Travel costs and per diem for Deputy Clerk to attend AAMC annual conference and Annual Content Manager training.

43220 Car Allowance. Deputy Clerk (1/3 of car allowance).

43720 Equipment Maintenance. High speed scanners ($2,750), and fire suppression system annual maintenance ($3,600).

43812 Equipment Replacement Payments. Records software and high speed scanner purchases. See schedule below.

48710 Minor Office Equipment. Two (2) desktop computers - regular replacement schedule ($1,200 each).

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11140 - Assembly Records Management - Continued

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
Records software - supplemental *	$ 3,607	$ 4,810	$ 3,607	$ 10,821
Scanners (2)	-	2,645	2,645	7,935
	$ 3,607	$ 7,455	$ 6,252	$ 18,756

* Supplemental of $40,000 to original software appropriation of $100,000.

Kenai Peninsula Borough

Budget Detail

Fund 100

Assembly Department Totals

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 344,429	$ 344,260	$ 405,305	$ 405,305	$ 415,773	$ 10,468	2.58%
40120	Temporary Wages	72,591	72,029	114,367	114,367	92,367	(22,000)	-19.24%
40130	Overtime Wages	3,959	2,789	13,469	13,469	10,638	(2,831)	-21.02%
40210	FICA	32,652	32,303	47,378	47,378	46,644	(734)	-1.55%
40221	PERS	100,115	111,339	95,867	95,867	95,716	(151)	-0.16%
40321	Health Insurance	246,733	263,926	277,751	277,751	291,500	13,749	4.95%
40322	Life Insurance	784	759	992	992	1,027	35	3.53%
40410	Leave	46,940	48,804	54,705	54,705	55,624	919	1.68%
40511	Other Benefits	284	261	-	-	-	-	-
	Total: Personnel	848,487	876,470	1,009,834	1,009,834	1,009,289	(545)	-0.05%
Supplies								
42120	Computer Software	13,000	-	-	-	-	-	-
42210	Operating Supplies	2,702	7,109	7,000	7,000	5,000	(2,000)	-28.57%
42230	Fuel, Oil, and Lubricant	88	47	400	400	400	-	0.00%
42250	Uniforms	400	420	415	415	415	-	0.00%
42310	Repair/Maintenance Supplies	119	-	-	-	-	-	-
42410	Small Tools & Minor Equipment	254	807	-	-	2,000	2,000	-
	Total: Supplies	16,563	8,383	7,815	7,815	7,815	-	0.00%
Services								
43011	Contractual Services	41,482	54,794	61,530	111,530	58,600	(2,930)	-4.76%
43012	Audit Services	132,450	136,450	136,450	136,450	136,450	-	0.00%
43019	Software Licensing	33,033	37,960	49,500	49,500	59,071	9,571	19.34%
43110	Communication	8,707	8,837	9,950	9,950	9,950	-	0.00%
43140	Postage and Freight	8,642	7,241	11,500	11,500	8,000	(3,500)	-30.43%
43210	Transportation/Subsistence	18,127	17,301	26,125	26,125	19,000	(7,125)	-27.27%
43215	Travel out of State	3,425	1,115	6,050	6,050	6,045	(5)	-0.08%
43216	Travel in State	5,733	8,510	12,500	12,500	12,500	-	0.00%
43220	Car Allowance	27,000	27,077	27,000	27,000	27,000	-	0.00%
43260	Training	2,405	2,865	6,225	6,225	6,175	(50)	-0.80%
43310	Advertising	16,370	18,702	24,000	24,000	18,000	(6,000)	-25.00%
43410	Printing	38,516	42,177	70,000	70,000	45,000	(25,000)	-35.71%
43610	Utilities	49,839	52,049	50,213	50,213	50,213	-	0.00%
43720	Equipment Maintenance	4,284	2,980	10,350	10,350	10,350	-	0.00%
43750	Vehicle Maintenance	-	-	200	200	200	-	0.00%
43810	Rents and Operating Leases	800	700	2,000	52,000	92,000	90,000	4500.00%
43812	Equipment Replacement Pymt.	1,854	5,461	7,455	7,455	6,252	(1,203)	-16.14%
43920	Dues and Subscriptions	30,354	29,807	31,745	31,745	28,895	(2,850)	-8.98%
	Total: Services	423,021	454,026	542,793	642,793	593,701	50,908	9.38%
Capital Outlay								
48120	Major Office Equipment	5,908	-	-	-	-	-	-
48710	Minor Office Equipment	10,391	7,552	14,000	14,000	6,400	(7,600)	-54.29%
48720	Minor Office Furniture	2,833	-	-	-	-	-	-
48740	Minor Machinery & Equipment	-	285	-	-	-	-	-
	Total: Capital Outlay	19,132	7,837	14,000	14,000	6,400	(7,600)	-54.29%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(445)	-	-	-	-	-	-
	Total: Interdepartmental Charges	(445)	-	-	-	-	-	-
Department Total		$ 1,306,758	$ 1,346,716	$ 1,574,442	$ 1,674,442	$ 1,617,205	$ 42,763	2.72%

Department Function

Fund 100 **General Fund**

Dept 11210 **Mayor**

Mission:

The mission of the Office of the Mayor is to effectively and efficiently administer ongoing operations and functions of the Borough, advocate for the best interest of the citizens, facilitate economic growth, and provide community direction and leadership. As the Administrative Officer, the Mayor's powers and duties include, but are not limited to: (1) appointment of administrative officials; (2) supervision of the enforcement of municipal law and directives of the Borough Assembly; (3) preparation, submission, and execution of an annual budget; (4) Provide direct oversite for all personnel, finances and operations throughout the Borough.

Major Long-Term Issues and Concerns:

- Revenue lost from COVID19 & the negative effect on small business. (2-year recovery estimated)
- Improve safety, decrease injuries, and reduce cost.
- Maintain a long-term fiscally sound budget.
- Continue essential services with reduced revenues.
- Negotiate new contracts and fee schedules for 9-1-1.
- Maintain election integrity, implement ADA corrections.
- Create solutions for reducing annual healthcare cost.
- secure funding for solid waste leachate removal issues.
- Bonding issues for CES Fire Station and KPB schools.
- Revenue needs to support educational funding (Assembly).
- Fund school district capital projects without any new debt.
- Advocate for Funny River Road boat launch (Hanson Ranch).

FY2021 Accomplishments:

- Distributed $37.5m CARES Act (small business & rural internet priority).
- Implemented a new high deductible healthcare plan.
- Maintained general budget without any tax increase.
- Supported areawide disaster declarations.
- Established the Anadromous Stream Working Group.
- Completed construction for Nikiski Fire Station #3.
- Established the new Western Emergency Service Area.
- Completed construction Funny River Transfer Facility.
- Created a lands agriculture initiative.
- Completed 90% of the Nikiski North Road expansion.

FY2022 New Initiatives:

- Create a renewable gas energy project with solid waste.
- Ask voters if they support bonding for major capital projects for the school district and fire service areas.
- Competitively bid economic development & marketing.
- Update borough wildfire protection plans.
- Expand borough 9-1-1 dispatch service to Southeast Alaska.
- Fund and incentivize more charter, private and home school programs to help families with better educational choices.
- Establish a plant replacement fund for school district annual maintenance.

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	4.50	4.25	4.25	4.25

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11210 - Mayor Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget $	Difference Between Mayor Proposed & Original Budget %
Personnel								
40110	Regular Wages	$ 410,401	$ 399,605	$ 438,471	$ 438,471	$ 448,500	$ 10,029	2.29%
40120	Temporary Wages	3,235	4,065	7,500	7,500	6,500	(1,000)	-13.33%
40130	Overtime Wages	57	-	-	-	-	-	-
40210	FICA	33,093	32,832	39,705	39,705	41,173	1,468	3.70%
40221	PERS	105,568	113,483	91,513	91,513	98,105	6,592	7.20%
40321	Health Insurance	100,724	99,998	107,313	107,313	112,625	5,312	4.95%
40322	Life Insurance	671	553	1,040	1,040	1,097	57	5.48%
40410	Leave	44,533	39,325	44,990	44,990	49,205	4,215	9.37%
	Total: Personnel	698,282	689,861	730,532	730,532	757,205	26,673	3.65%
Supplies								
42021	Promotional Supplies	-	-	400	400	350	(50)	-12.50%
42120	Computer Software	367	-	200	200	175	(25)	-12.50%
42210	Operating Supplies	990	1,708	2,500	2,500	1,750	(750)	-30.00%
42230	Fuel, Oil & Lubricants	68	-	-	-	-	-	-
42250	Uniforms	3	-	-	-		-	-
42410	Small Tools & Minor Equipment	35	-	-	-	575	575	-
	Total: Supplies	1,463	1,708	3,100	3,100	2,850	(250)	-8.06%
Services								
43011	Contractual Services	107	3,728	-	-	-	-	-
43019	Software Licensing	136	191	4,000	4,000	4,200	200	5.00%
43021	Peninsula Promotion	2,285	2,195	6,500	6,500	3,500	(3,000)	-46.15%
43110	Communications	4,474	4,116	4,000	4,000	4,000	-	0.00%
43140	Postage and Freight	567	77	400	400	375	(25)	-6.25%
43210	Transportation/Subsistence	20,137	6,914	11,750	11,750	8,000	(3,750)	-31.91%
43220	Car Allowance	11,666	11,225	10,800	10,800	10,800	-	0.00%
43260	Training	600	2,519	2,000	2,000	1,500	(500)	-25.00%
43310	Advertising	765	983	4,000	4,000	1,800	(2,200)	-55.00%
43410	Printing	-	40	800	800	500	(300)	-37.50%
43610	Utilities	10,703	10,680	10,862	10,862	10,862	-	0.00%
43720	Equipment Maintenance	276	496	450	450	450	-	0.00%
43920	Dues and Subscriptions	1,679	1,578	1,930	1,930	2,100	170	8.81%
43999	Contingencies	-	-	1,800	1,800	1,000	(800)	-44.44%
	Total: Services	53,395	44,742	59,292	59,292	49,087	(10,205)	-17.21%
Capital Outlay								
48710	Minor Office Equipment	1,704	1,631	725	725	900	175	24.14%
48720	Minor Office Furniture	219	864	425	425	400	(25)	-5.88%
48740	Minor Machinery & Equipment	-	76	-	-	-	-	-
	Total: Capital Outlay	1,923	2,571	1,150	1,150	1,300	150	13.04%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(3,885)	(533)	(3,150)	(3,150)	(3,150)	-	-
	Total: Interdepartmental Charges	(3,885)	(533)	(3,150)	(3,150)	(3,150)	-	-
Department Total		$ 751,178	$ 738,349	$ 790,924	$ 790,924	$ 807,292	$ 16,368	2.07%

Line-Item Explanations

40110 Regular Wages. Staff includes: Mayor, Chief of Staff, Community and Fiscal Project Manager, Administrative Assistant, and .25 Special Assistant to the Mayor (Designated as Chief of Emergency Services).

43019 Software Maintenance. Social media management tool ($4,000), and other miscellaneous software ($200).

43021 Peninsula Promotion. Promotional materials and funding for various community functions.

43210 Transportation/Subsistence. To cover travel to Anchorage, Juneau, and other locations, for the Mayor and staff, for meetings with elected officials, staff, agencies, companies and conferences.

48710 Minor Office Equipment. Replacement of computer ($900).

48720 Minor Office Furniture. Replacement of office chair(s) ($400).

43999 Contingency. Funds set aside to cover unanticipated expenditures.

Department Function

Fund 100 **General Fund**

Dept. 11227 **Purchasing & Contracting**

Mission

The mission of the Purchasing and Contracting Department is to provide procurement support and service to the various entities of the Borough whose objectives are to obtain materials, equipment and contracted services in a timely, cost effective manner, and at the best value to the Borough and to provide value-added project management services to departments and service areas of the Borough.

Program Description

The objectives of the Purchasing and Contracting Department are to ensure appropriations are used wisely and in the best interest of the Borough, while preserving the integrity and fairness of the competitive process; to provide guidance to all departments and service areas as it pertains to purchasing policies and procedures; to dispose of surplus tangible property of the Borough, school district and service areas; and to provide project management services for major and minor projects for schools, roads, Borough hospitals, solid waste, and various service area projects, which includes concept development, cost estimation, strategic planning and design development.

Major Long Term Issues and Concerns:

- Long-term issues and concerns include improving inventory and supply chain management and purchasing support to departments and service areas.
- Identifying efficiencies to improve Borough's internal business processes.
- Continue to work on modernizing the procurement process and updating procurement documentation and contracts.
- Reduction in state and federal grants.
- Limited funding for major maintenance and capital improvement needs.
- Alignment of project funds with project management time on the projects.
- Minimal master planning and capital planning Borough-wide.

FY2021 Accomplishments:

Purchasing Administration:

- Responded to COVID pandemic limitations effectively to ensure that the purchasing and contracting department maintained its previous level of service.
- Implemented & executed electronic signatures through DocuSign for most procurement documentation.
- Supported the Borough in the acquisition of approximately $95 million worth of goods and services.
- Continued improved efficiency in open purchase order management for Maintenance Department.
- Continued integration and internal business practices for Purchasing and Contracting Department, updated contractual and bidding documentation for large service contracts.

Projects

- Continued a process to align project management practices with the methodologies recommended by Project Management Institute and instructed by Project Management Professional (PMP) training program.
- Completed several major capital improvement projects with CARES act funding to address the impacts of COVID-19 on the Borough.
- Provided project management services for objectives outside of the normal operational objectives boroughwide.
- Improved project coordination and communications with Borough departments.
- Started an initiative to improve and align capital planning processes with all Borough agencies and departments.
- Improved on project cost estimating practices and available cost data resources.

FY2022 New Initiatives:

- Continue working on electronic signature process for Long Form Contracts.
- Release an RFP, request for proposal, to develop a Boroughwide Facilities Management Strategy.
- Develop a Boroughwide capital planning process that is consistent across all agencies and departments.
- Review, update, and develop, as appropriate, contracting general conditions in all aspects of service procurement.
- Continue practice to evaluate potential rate of return on investment of project funds.
- Continue practice of stakeholder identification and collaboration in project development, through a "needs" based project development process.
- Improve standards for project cost development.
- Continue in Boroughwide review of KPB procurement processes with the intent of developing and implementing strategies for improvement and efficiency and adjustment of procurement Code of Ordinances.
- Continue to review service and supply agreements across the Borough to identify potential cost savings.
- Improve alignment of internal business practices for more efficient project management across the Borough.
- Develop successful and more efficient process for micro purchasing across the Borough.

Major projects in progress:
Facilities Management; Kenai Middle School Boiler Replacement; Earthquake Repairs – North Peninsula Recreation – Skyview & Kenai Middle; NPRSA Pool HVAC / BAS System; Kenai Spur Highway Extension, NPRSA Pool Roof Replacement; Homer Solid Waste Facility Landfill Closure Phase II, SPH CT Department Renovation; SPH – Homer Medical Center Roof; SPH Roof Replacement; Kachemak Professional Building Remodel. SBCFSA misc. sediment management projects; Area wide Capital Plan, Nanwalak Teacher Housing; NFSA Engine Exhaust; NFSA Light Station 2 FY21; Homer High Roof Replacement; Redoubt Elementary Storage Vapor Barrier; Chapman School Intensive Needs; Anchor Point Fire Resch Road Fire Water Fill Site; RSA Projects: Walters Street, Sarah Street, Wilderness Lane & Frontier Lane; Roosevelt Circle, Hutler Rd, Benedict, Ferrin Drive, Creary Circle, Moose River, Entrance, River Ridge, Mansfield Avenue, Basargin Road Phase II;

Major projects completed:
CPH OB CATH Lab; Nikiski Fire Station #3; NPRSA Boiler Replacement, NPRSA Building Automation system renovation, Homer High School Automation Controls; Redoubt Elementary Roof; Funny River Transfer Site Expansion, SPH Deaerator Tank Replacement; McNeil Canyon Elementary Boiler Replacement; Homer High School Boiler Replacement; Anchor Point Fire Service Area Boiler Replacement; RSA Projects: Tim Avenue, Muir Street and Creek View Road; Flintlock Lane, Bednarik Dry & Bridger Road, Glenn Rd, Kipling Cir, Basargin Road. CARES Projects: River Center Communications Tower; 911 Back-Up Center Remodel; Assembly Chamber Renovations; Assembly Chamber AV Upgrades; All O2Prime Projects.

Purchasing:

Priority/Goal: Procurement

Goal: To provide procurement support and services to various entities of the Borough.

Objective: To obtain the best value and business efficiencies while preserving the integrity and fairness of the procurement process.

Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing History	8	8	8	8

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Estimated
Contracts/Agreements (long form)	30	40	82	50
Contracts/Agreements (short form)	198	203	220	230
Formal Solicitations	53	55	67	65
Number of Appeals/affirmed appeals	0	0	0	0
Supplier/Contractor Contacts	1,428	1,451	1,460	1,460

Capital Projects:

Priority/Goal: Staffing

Goal: Efficient and effective project management in a timely manner

Objective: Determine staffing level based on project load balanced with project value. Keep concurrent project ratio between 1:5 and 1:7. (Consider project size, location and complexity.)

Objective: To complete all projects within the grantor's funding time requirements.

Measures:

	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Project Manager to Project Ratio (Currently 3 FTE Project Managers)	1:7	1:8	1:8	1:8	1:9
Projects completed within funding time requirements	100%	100%	100%	100%	100%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11227 - Purchasing and Contracting

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 524,995	$ 512,158	$ 633,248	$ 633,248	$ 648,667	$ 15,419	2.43%
40120	Temporary Wages	-	2,338	6,600	6,600	6,600	-	0.00%
40130	Overtime Wages	1,435	690	7,606	7,606	7,610	4	0.05%
40210	FICA	45,018	41,591	57,686	57,686	59,290	1,604	2.78%
40221	PERS	143,769	160,375	143,265	143,265	146,714	3,449	2.41%
40321	Health Insurance	173,972	176,403	202,000	202,000	185,500	(16,500)	-8.17%
40322	Life Insurance	890	736	1,550	1,550	1,582	32	2.06%
40410	Leave	81,018	69,969	81,858	81,858	87,152	5,294	6.47%
40511	Other Benefits	576	550	-	-	-	-	-
	Total: Personnel	971,673	964,810	1,133,813	1,133,813	1,143,115	9,302	0.82%
Supplies								
42120	Computer Software	367	2,580	2,600	2,600	-	(2,600)	-100.00%
42210	Operating Supplies	2,399	1,136	5,000	5,000	5,000	-	0.00%
42250	Uniforms	416	420	416	416	416	-	0.00%
42263	Training Supplies	-	-	200	200	200	-	0.00%
42310	Repair/Maintenance Supplies	-	106	200	200	200	-	0.00%
42410	Small Tools & Minor Equipment	418	326	400	400	400	-	0.00%
	Total: Supplies	3,600	4,568	8,816	8,816	6,216	(2,600)	-29.49%
Services								
43011	Contractual Services	3,564	4,300	5,350	5,350	4,200	(1,150)	-21.50%
43019	Software Licensing	1,772	5,433	9,300	9,300	11,905	2,605	28.01%
43110	Communications	7,381	6,885	13,000	13,000	13,000	-	0.00%
43140	Postage and Freight	121	260	300	300	300	-	0.00%
43210	Transportation/Subsistence	13,138	7,526	43,948	43,948	43,949	1	0.00%
43220	Car Allowance	11,709	10,816	14,400	14,400	14,400	-	0.00%
43260	Training	389	348	2,213	2,213	2,213	-	0.00%
43310	Advertising	1,107	(706)	4,600	4,600	4,600	-	0.00%
43410	Printing	-	79	100	100	100	-	0.00%
43610	Utilities	5,233	5,278	5,548	5,548	5,548	-	0.00%
43720	Equipment Maintenance	2,071	1,887	3,000	3,000	3,000	-	0.00%
43920	Dues and Subscriptions	2,390	7,077	8,825	8,825	8,875	50	0.57%
	Total: Services	48,875	49,183	110,584	110,584	112,090	1,506	1.36%
Capital Outlay								
48710	Minor Office Equipment	3,511	5,058	2,923	2,923	5,600	2,677	91.58%
48720	Minor Office Furniture	383	-	800	800	-	(800)	-100.00%
49311	Design Services	-	1,200	-	-	-	-	-
	Total: Capital Outlay	3,894	6,258	3,723	3,723	5,600	1,877	50.42%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	(456,215)	(442,611)	(607,993)	(607,993)	(616,144)	(8,151)	-
	Total: Interdepartmental Charges	(456,215)	(442,611)	(607,993)	(607,993)	(616,144)	(8,151)	-
Department Total		$ 571,827	$ 582,208	$ 648,943	$ 648,943	$ 650,877	$ 1,934	0.30%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11227 - Purchasing and Contracting - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Purchasing and Contracting Director, Purchasing Assistant, Lead Maintenance Supply Specialist, Maintenance Supply Specialist I/II, 3 Project Managers, and an Administrative Assistant.

40120 Temporary Wages. Temporary help during peak construction season, vacation periods, surplus auctions and to meet the needs associated with additional projects.

42120 Computer Software. Three annual software upgrades transitioned to 43019 Software Licensing ($2,600).

43011 Contractual Services. Custodial services ($4,200).

43019 Software Licensing. Increase to cover BlueBeam software - 8 Licenses ($4,545), RS Means software ($4,700), reoccurring support renewal for security camera system ($60), three annual software subscriptions ($2,600).

43210 Transportation/Subsistence. Anticipated travel costs for projects.

43260 Training. Required CPE for Director, Project management certification, Alaska Code Council seminar and other associated project management conferences/seminars/webinars and procurement webinars.

43310 Advertising. Advertising for formal solicitations as well as advertising costs for surplus tangible property auctions

43720 Equipment Maintenance. Copier maintenance.

43920 Dues & Subscriptions. SWANA (Solid Waste Association of North America), American Society of Healthcare Engineering and PMI (Project Management Institute), NIGP (National Institute of Governmental Purchasing), InfoTech, Inc. (BidExpress.com), and Peninsula Clarion.

48710 Minor Office Equipment. Monitors / UPS units ($1,000), desktop computer ($1,900), Surface Pro ($2,000), and scanner ($700).

60000 Charges (To) From Other Depts. Charges to other departments and projects including charges to the Service Areas and Maintenance Department for wages and benefits of the Lead Maintenance Supply Specialist and the Maintenance Supply Specialist I/II. This distribution includes a portion for supplies and services attributable to those personnel.

Department Function

Fund 100 — **General Fund**

Dept 11250 — **Office of Emergency Management**

Mission

The Office of Emergency Management has the primary day-to-day area-wide responsibility for natural and human-caused disaster management, community preparedness and mitigation planning programs and activities.

Program Description

The objectives for OEM include disaster preparedness, mitigation efforts, response coordination and recovery effort coordination, including at the citizen preparedness and responder level.

Major programs within the office include KPB Alerts (public notification system), Incident Management Team, Community Emergency Response Team, Planning, and Training/Exercise.

Major Long Term Issues and Concerns:

- The OEM model requires staffing from other Borough departments to form an Incident Management Team (IMT) to adequately respond and recover from emergencies and disasters, especially when those incidents are of a long duration. With the high volume of recent responses, OEM has not been able to make progress in recruiting and implementing a fully staffed and trained team, which is diminishing our response capability to larger events.
- Emergency Management standards and public expectation are increasing, along with an increase in incidents, resulting in less time able to plan, work with response partners, and in general be proactive to improve the results of response and recovery, as well as to address after action and other improvement items identified during responses.
- Increasing radio system complexity and the lack of a unified communications plan, management or maintenance strategy affecting OEM, 911, and all emergency service areas.
- Response and recovery to the COVID-19 pandemic including continued mitigation and distribution of vaccines, do not have a known end-date and continue to require significant time and resources.

FY2021 Accomplishments

- Performed successful incident responses: Seward storm/flood (October 2019), COVID-19 response, COVID-19 vaccinations, and two tsunami warning events.
- Updated the Borough Emergency Operations Plan.
- Updated the KPB Emergency Operations Center with updated technology, permanent workstations, and began working on improved processes for incident management.
- Upgrade Borough warning sirens including new electronics, voice announcements, and more resilient communications and control.
- Completed a comprehensive communications study for first response agencies throughout the Borough.
- Supported radio integration for Western Emergency Services Area and Nikiski Fire Service Area.

FY2022 New Initiatives:

- Continue to manage and support COVID-19 vaccinations throughout the unincorporated areas of the Borough.
- Focus heavily on attempting to recruit and train members of the Incident Management Team, including implementing a disaster reserve cadre of on-call volunteers and others with the necessary skillset.

Performance Measures

	FY2019 Actual	FY2020 Actual	FY2021 Adopted	FY2022 Proposed
Staffing history	4.00	4.00	4.00	4.00

Department Function

Fund 100 **General Fund**

Dept 11250 **Office of Emergency Management - Continued**

Priority/Goal: Emergency Preparedness.
Goal: Provide outreach to residents to encourage and enhance preparedness for natural and man-made disasters to reduce loss during disasters and to support area wide disaster recovery; promote self-sufficiency for 7 or more days.
Objective: Public presentations, lectures and media interviews and interagency coordination.
Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Number of declared disaster responses	2	2	2	2
Number of small incident responses (not including declared disasters)	1	2	2	2
Number of Public presentations, lectures and media interviews	38	35	30	30
Number of exercises and/or responses conducted	6	4	5	4
Number of active Incident Management Team members	12	13	15	20
Number of Borough employees meeting NIMS certification requirements	130	145	145	145
Number of ICS classes conducted	2	0	0	1
Number of CERT classes and/or exercises conducted	4	4	3	4
Number of active CERT trained members	165	180	180	200

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11250 - Emergency Management - Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 263,811	$ 227,946	$ 304,264	$ 304,264	$ 314,337	$ 10,073	3.31%
40120	Temporary Wages	13,040	7,277	20,000	20,000	16,750	(3,250)	-16.25%
40130	Overtime Wages	1,694	1,474	2,015	2,015	3,330	1,315	65.26%
40210	FICA	22,268	19,246	28,047	28,047	28,833	786	2.80%
40221	PERS	76,136	74,608	67,860	67,860	70,375	2,515	3.71%
40321	Health Insurance	69,308	63,181	77,750	77,750	82,000	4,250	5.47%
40322	Life Insurance	432	340	738	738	760	22	2.98%
40410	Leave	37,788	34,983	38,179	38,179	37,772	(407)	-1.07%
40511	Other Benefits	285	182	-	-	-	-	-
	Total: Personnel	484,762	429,237	538,853	538,853	554,157	15,304	2.84%
Supplies								
42120	Computer Software	367	-	897	897	649	(248)	-27.65%
42210	Operating Supplies	4,854	4,144	4,900	4,900	5,300	400	8.16%
42230	Fuels, Oils and Lubricants	2,815	2,545	4,000	4,000	4,000	-	0.00%
42250	Uniforms	161	1,295	1,500	1,500	1,500	-	0.00%
42310	Repair/Maintenance Supplies	9,126	9,078	10,900	10,900	11,080	180	1.65%
42360	Motor Vehicle Repair Supplies	792	2,968	1,900	1,900	1,200	(700)	-36.84%
42410	Small Tools & Minor Equipment	1,398	3,153	6,045	6,045	3,200	(2,845)	-47.06%
	Total: Supplies	19,513	23,183	30,142	30,142	26,929	(3,213)	-10.66%
Services								
43011	Contractual Services	108,179	111,610	138,532	138,532	148,863	10,331	7.46%
43019	Software Licensing	4,276	6,168	9,443	9,443	13,042	3,599	38.11%
43110	Communications	27,934	29,153	31,957	31,957	37,287	5,330	16.68%
43140	Postage and Freight	448	47	300	300	300	-	0.00%
43210	Transportation/Subsistence	4,836	4,221	8,100	8,100	7,670	(430)	-5.31%
43260	Training	75	1,224	1,650	1,650	1,150	(500)	-30.30%
43310	Advertising	49	114	2,250	2,250	2,250	-	0.00%
43410	Printing	-	38	650	650	650	-	0.00%
43610	Utilities	13,417	13,473	13,208	13,208	14,873	1,665	12.61%
43720	Equipment Maintenance	137	1,847	1,400	1,400	1,400	-	0.00%
43750	Vehicle Maintenance	1,722	2,877	1,250	1,250	1,250	-	0.00%
43780	Building/Grounds Maintenance	18,012	22,186	30,231	30,231	44,149	13,918	46.04%
43810	Rents and Operating Leases	-	-	-	-	5,098	5,098	-
43812	Equipment Replacement Pymt	2,643	16,107	46,065	46,065	48,043	1,978	4.29%
43920	Dues and Subscriptions	890	587	1,070	1,070	945	(125)	-11.68%
43999	Disaster Response Contingency	-	-	50,000	50,000	100,000	50,000	100.00%
	Total: Services	182,618	209,652	336,106	336,106	426,970	90,864	27.03%
Capital Outlay								
48110	Office Furniture	-	6,392	-	-	-	-	-
48120	Major Office Equipment	-	-	7,500	7,500	8,200	700	9.33%
48311	Machinery & Equipment	-	1,000	-	-	-	-	-
48710	Minor Office Equipment	11,489	6,830	13,332	13,332	3,350	(9,982)	-74.87%
48720	Minor Office Furniture	-	2,528	1,000	1,000	2,000	1,000	100.00%
48740	Minor Machines & Equipment	6,730	-	-	-	-	-	-
48750	Minor Medical Equipment	-	-	1,000	1,000	1,000	-	0.00%
	Total: Capital Outlay	18,219	16,750	22,832	22,832	14,550	(8,282)	-36.27%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	-	5,600	5,600	-	(5,600)	-100.00%
60004	Mileage Ticket Credits	-	-	(350)	(350)	-	350	-
	Total: Interdepartmental Charges	-	-	5,250	5,250	-	(5,250)	-100.00%
Department Total		$ 705,112	$ 678,822	$ 933,183	$ 933,183	$ 1,022,606	$ 89,423	9.58%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11250 - Emergency Management - Administration

Line-Item Explanations

40110 Regular Wages. Staff includes: Emergency Management Senior Manager, 2 Program Managers, and Technician.

42410 Small Tools. Misc tools and safety equipment. Decrease due to previous year one-time purchase.

43011 Contractual Services. Flood warning stations ($77,200), KPB alerts system ($26,783), radio, repeater, and siren repair and maintenance ($17,200), flight charters for communication site maintenance ($17,880), janitorial services ($9,000), volunteer background checks ($800).

43019 Software Licensing. Incident Management software ($3,850), security cameras ($292), Emergency Management Network ($800), Zoom video conferencing ($2,600), warning siren software ($2,200), and added smart teamworks collaboration software ($3,300).

43110 Communications. Connectivity for ERC, long distance, cable, mobile phones, satellite phones, circuits for warning sirens, mobile data for field software. Increased due to upgraded circuits for tsunami warning sirens.

43210 Transportation/Subsistence. Siren maintenance/repair in remote communities including across Kachemak Bay, CERT classes in various KPB communities, Emergency Management Institute training (FEMA subsidized). Includes Int'l Association Conference and training budget for Incident Management Team (IMT) members for travel on behalf of OEM.

43260 Training. Increased to provide Incident Management Team training for IMT members that are not part of OEM ($500). Covers Int'l Association of Emergency Managers conference ($650).

43610 Utilities. Includes utilities for Emergency Response Center building. Increase for utilities at new office space in Seward.

43780 Building/Grounds Maintenance. Grounds maintenance, snow plowing and sanding, elevator, boilers, HVAC, and other building system maintenance, warning siren preventative maintenance and repairs. Includes maintenance and testing for five emergency generators.

43810 Rents/Operating Leases. Rental payments for office space at Bear Creek Fire Station.

43812 Equipment Replacement Payments. Payment on various vehicles and equipment. Increased for replacement towing vehicle; see schedule below.

43999 Disaster Response Contingency. Contingency funds available for initial response in the event of an disaster within the Kenai Peninsula Borough. Increased to allow for additional response in initial phase of a disaster and growing concerns of the State of Alaska's ability to support local disasters.

48120 Major Office Equipment. Replace EMNet Satellite terminal ($8,200). Originally budgeted in FY2021 but was deferred to FY2022 due to increase in cost.

48710 Minor Office Equipment. Replace 2 desktop computers and monitors ($2,269), UPS unit ($700), and IP phone ($380).

48720 Minor Office Furniture. Replacement office chairs ($300), and conference table ($1,700).

48750 Minor Medical Equipment. Replace shelter supplies include cots, blankets, linens, and other mass care supplies used during disaster response and recovery that is at end-of-life ($1,000).

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
2015 towing vehicle	$ 20,649	$ 2,643	$ -	$ -
Radio Purchase (4)	4,261	4,261	3,937	11,811
OEM SUV	9,203	9,203	9,078	27,234
2021 Radio purchase (4)	-	3,137	3,137	9,411
2021 EOC upgrade	-	9,437	9,437	28,311
2021 Siren upgrade	-	17,384	17,384	53,502
2022 towing vehicle	-	-	5,070	15,210
	$ 34,113	$ 46,065	$ 48,043	$ 145,479

Department Function

Fund 100 **General Fund**

Dept 11230 **Human Resources – Administration**

Mission

The mission of the Office of Human Resources is to lead the successful development of employees and employment relationships through effective hiring, policy development, labor and employee relations, training and related support services.

Program Description

The Office of Human Resources provides employee relations, talent management, recruitment, hiring, retention, training and the administering of benefits for employees, ensures regulatory and statutory compliance, develops policies and procedures and administers labor relations for the Borough.

Major Long Term Issues and Concerns:

- Limited candidates for vacancies due to federal unemployment subsidies.
- Providing meaningful training to the HR team to be able to provide a high level of support from a knowledgeable staff with limited means for training venues.
- Restricted interview process with few in person interviews.
- Strategic recruitment with a budget that does not permit competitive wages in a restricted candidate pool.
- Funding for career enhancement training for HR Staff.
- Increased costs for relocation incentives with a stagnant budget.

FY2021 Accomplishments:

- Re-write of the Health Care Plan and implementation of significant changes.
- Constructed and implemented a new employee Performance Evaluation document and plan.
- Successfully negotiated a 3-year Collective Bargaining Agreement.
- Provided Supervisor training to all borough directors, supervisors, and managers.
- Purchased a new onboarding program for added efficiencies.
- Provided backfill for the Print shop for 6 months.

FY2022 New Initiatives:

- Increase Performance Evaluation program to include a mid-year evaluation.
- Solicit for a different health care third party administrator (TPA).
- Implement pre-employment drug testing program.

Performance Measures

Priority/Goal: Human Resources
Goal: Voluntary, regrettable turnover under 10%
Objective: 1. Low turnover signifies a healthy employee environment.
2. Low turnover equates to less time and money training new employees.
3. Low regrettable turnover indicates positive employee morale and may result in higher productivity.

Measures:

Turnover	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Voluntary Turnover Ratio	4%	4%	4%	4%

Department Function

Fund 100 **General Fund**

Dept 11230 **Human Resources – Administration - Continued**

Priority/Goal: Human Resources
Goal: Grievances not resolved by Step 3, under 1 per year
Objective: 1. Unresolved grievances may signify poor employer/employee relations.
2. High volume of filed grievances may signify management issues within a department.

Measures:

Grievances	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Grievances Unresolved by Step 3	0	0	0	0

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing History	3.5	4.0	4.0	4.0

Department Function

Fund 100 — **General Fund**

Dept 11230 — **Human Resources - Homer and Seward Annex**

Mission

The mission of the annexes is to provide as near-to-full Borough service as possible to the Homer and Seward communities.

Program Description

The Borough Annex offices in Homer and Seward provide information to the public so that residents do not have to physically present themselves to the main offices in Soldotna.

Major Long Term Issues and Concerns:

- Cost of maintaining services.
- Inability to hire temporary employees for absences.

FY2021 Accomplishments

- Maintained open status or used creative accesses to serve the public through the COVID-19 crisis.
- Remodeled interior of Homer Annex to create a more professional appearance and place a safety barrier between employee and the public.
- Cross training of the Homer Secretary for Roads inspections.

FY2022 New Initiatives

- Relocate the Seward annex to Bear Creek Fire multi-use facility to better use Borough assets and stage for possible consolidation of functions.

Performance Measures

Priority/Goal: Homer and Seward Annexes
Goal: Provide Borough departmental service for the residents of those areas as effectively as possible.
Objective: 1. Train the personnel covering those annexes in those areas where they can perform the service.
2. If they are unable to perform the service, train the personnel on how to properly service the resident; i.e., obtaining information, referral to department personnel, etc.
3. Continue to educate the public on the services available.

Measures:

Average number of residents served per month	FY2019 Actual *	FY2020 Actual *	FY2021 Projected	FY2022 Estimated
Homer	280	200	200	200
Seward	40	30	30	30

*Exact number of residents served are not tracked and these numbers represent estimated averages.

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing History	1.5	1.0	1.0	1.0

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11230 - Human Resources - Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 291,686	$ 352,139	$ 361,447	$ 361,447	$ 374,043	$ 12,596	3.48%
40120	Temporary Wages	2,366	1,268	2,640	2,640	1,440	(1,200)	-45.45%
40130	Overtime Wages	425	-	381	381	299	(82)	-21.52%
40210	FICA	25,809	27,867	32,033	32,033	33,294	1,261	3.94%
40221	PERS	86,380	105,424	80,523	80,523	83,316	2,793	3.47%
40321	Health Insurance	90,773	91,994	79,750	79,750	108,500	28,750	36.05%
40322	Life Insurance	483	483	880	880	913	33	3.75%
40410	Leave	36,070	41,852	46,480	46,480	48,962	2,482	5.34%
40511	Other Benefits	301	215	-	-	-	-	-
	Total: Personnel	534,293	621,242	604,134	604,134	650,767	46,633	7.72%
Supplies								
42210	Operating Supplies	2,808	3,233	3,600	3,600	3,600	-	0.00%
42250	Uniforms	-	86	208	208	208	-	0.00%
42310	Repair/Maintenance Supplies	195	193	100	100	100	-	0.00%
42410	Small Tools & Minor Equipment	452	1,092	500	500	500	-	0.00%
	Total: Supplies	3,455	4,604	4,408	4,408	4,408	-	0.00%
Services								
43011	Contractual Services	2,402	2,340	5,000	5,000	5,000	-	0.00%
43019	Software Licensing	6,063	8,560	17,820	17,820	30,270	12,450	69.87%
43110	Communications	6,578	6,531	6,800	6,800	6,800	-	0.00%
43140	Postage and Freight	722	335	700	700	550	(150)	-21.43%
43210	Transportation/Subsistence	1,092	2,663	8,377	8,377	9,569	1,192	14.23%
43220	Car Allowance	3,185	3,639	3,600	3,600	3,600	-	0.00%
43260	Training	403	1,423	2,392	2,392	2,668	276	11.54%
43270	Employee Development	7,402	2,545	10,000	10,000	10,000	-	0.00%
43310	Advertising	2,800	2,270	3,500	3,500	3,500	-	0.00%
43410	Printing	-	58	35	35	35	-	0.00%
43610	Utilities	11,180	11,735	14,213	14,213	14,213	-	0.00%
43720	Equipment Maintenance	2,287	3,879	3,500	3,500	3,700	200	5.71%
43810	Rents and Operating Leases	26,809	10,174	10,524	10,524	5,248	(5,276)	-50.13%
43920	Dues and Subscription	209	452	305	305	315	10	3.28%
	Total: Services	71,132	56,604	86,766	86,766	95,468	8,702	10.03%
Capital Outlay								
48120	Major Office Equipment	-	-	-	-	5,244	5,244	-
48710	Minor Office Equipment	2,538	779	1,848	1,848	3,900	2,052	111.04%
48720	Minor Office Furniture	12,053	-	4,962	4,962	-	(4,962)	-100.00%
48740	Minor Machinery & Equipment	-	76	-	-	-	-	-
	Total: Capital Outlay	14,591	855	6,810	6,810	9,144	2,334	34.27%
Interdepartmental Charges								
60004	Mileage Ticket Credits	-	-	(1,200)	(1,200)	(850)	350	-
	Total: Interdepartmental Charges	-	-	(1,200)	(1,200)	(850)	350	-
Department Total		$ 623,471	$ 683,305	$ 700,918	$ 700,918	$ 758,937	$ 58,019	8.28%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11230 - Human Resources - Administration

Line-Item Explanations

40110 Regular Wages. Staff includes: Director of Human Resources, HR Specialist, HR Generalist, HR Assistant, 1/2 time Secretary-Homer, and 1/2 time Secretary (Seward Annex).

43011 Contractual Services. Background/driving checks through Verified First ($1,500), annual State of Alaska FICA administrative fee ($1,400), document shredding ($500), pre-employment drug testing ($1,100), miscellaneous small contracts ($100), Homer janitor services ($400).

43019 Software Licensing. Annual fee for on-line recruitment license, subscription, maintenance and tech support NEOGOV Insight ($9,402), Onboard Oct 2021-June 2022 ($5,762), security camera software renewal ($200), Zoom license ($200), HR share of City Suite ($9,206), and HR share of GEMS ($5,500). Increase is due to adding Onboard, Zoom licensing, and HR is now splitting the cost of City Suite and GEMS with Finance.

43210 Transportation/Subsistence. Travel out-of-state for continuing education units to maintain Bar Association credentials for HR Director, travel for HR Director to attend quarterly Society of Human Resources meetings in Anchorage, out-of-state travel for HR Specialist to attend Harris conference for continuing knowledge after implementation of new HRIS system, travel out-of-state for HR Generalist & HR Assistant to attend NeoGov annual conference to benefit paperless onboarding initiative.

43260 Training. Training associated with continuing education units to maintain credentials, certifications and to enhance knowledge base and skills of the Human Resources team.

43270 Employee Development. The Collective Bargaining Agreement, effective for the period 7/1/21 through 6/30/23, set the fiscal year amount at $10,000.

43720 Equipment Maintenance. Increase based on average cost from FY21, in addition to full time HR staff.

43810 Rents and Operating Leases. Decrease due to Seward Annex move to Bear Creek facility.

43920 Dues and Subscriptions. Annual Attorney Bar Assoc. dues ($315).

48120 Major Office Furniture. Purchase of fire file cabinet for confidential files in accordance with retention schedule ($5,244). Originally budgeted in FY2021 but was deferred to FY2022.

48710 Minor Office Equipment. Purchase of 4 computers ($975 each) according to IT replacement schedule.

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Department Function

Fund 100 — **General Fund**

Dept 11233 — **Human Resources- Print/Mail**

Mission

The mission of the print/mail shop is to provide efficient and cost effective print and mail services to the Borough, service areas and school district.

Program Description

The print room function provides printing services of routine and special publications of the Borough, service areas and school district, which includes binding, laminating, collation and copying. The mail room function involves the metering, sorting and delivery of Borough, service area and school district mail, including the folding, stuffing, sealing and mailing of bulk mailings such as sales tax forms, tax billings, school district payroll and assessment notices.

Major Long Term Issues and Concerns:

- Maintaining efficiencies and cost effectiveness in an often time-sensitive environment.
- Creating balance in an office that has very high work load periods separated by periods of down time.
- Controlling maintenance costs and out-of-service delays.
- Poor levels of tech support through contractors causes excessive down time for equipment.

FY2021 Accomplishments

- Managed to maintain high levels of productivity through a long term absence.
- Hired and trained a replacement employee.

FY2022 New Initiatives:

- Evaluate equipment replacement and improvement needs against new efficient technology options.
- Review the need for and cost out a large printer for posters, signs and banners.

Performance Measures

Priority/Goal: Print/Mail Room

Goal: Provide timely and accurate response to our departments, school district and service areas on all print and mail job requests. To assist/serve the employees of the borough, service areas and school district in providing high quality service to the residents.

Objective: 1. Meeting deadlines on mail and print requests which will allow our departments, school districts and service areas to better serve the residents.
2. Timely responses to requests are economically beneficial to the departments, school district and service areas.

Measures:

Average Percentage of Deadlines Met	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Print	98%	98%	98%	98%
Mail	98%	98%	98%	98%

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	1.25	1.25	1.25	1.50

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11233 - Human Resources - Print/Mail

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 53,146	$ 37,426	$ 63,403	$ 63,403	$ 73,554	$ 10,151	16.01%
40120	Temporary Wages	652	-	1,440	1,440	2,400	960	66.67%
40210	FICA	4,451	2,880	5,772	5,772	6,601	829	14.36%
40221	PERS	15,987	12,230	14,507	14,507	16,843	2,336	16.10%
40321	Health Insurance	31,710	25,324	37,875	37,875	26,500	(11,375)	-30.03%
40322	Life Insurance	92	57	163	163	189	26	15.95%
40410	Leave	6,707	5,856	8,077	8,077	7,330	(747)	-9.25%
40511	Other Benefits	198	140	-	-	-	-	-
	Total: Personnel	112,943	83,913	131,237	131,237	133,417	2,180	1.66%
Supplies								
42210	Operating Supplies	12,401	13,342	14,200	14,200	14,200	-	0.00%
42250	Uniforms	316	210	416	416	416	-	0.00%
42310	Repair/Maintenance Supplies	-	229	-	-	-	-	-
42410	Small Tools & Minor Equipment	-	45	2,262	2,262	900	(1,362)	-60.21%
	Total: Supplies	12,717	13,826	16,878	16,878	15,516	(1,362)	-8.07%
Services								
43019	Software Licensing	1,095	1,095	1,195	1,195	1,195	-	0.00%
43110	Communications	743	755	750	750	750	-	0.00%
43210	Transportation/Subsistence	987	912	996	996	996	-	0.00%
43410	Printing	-	8	5	5	5	-	0.00%
43610	Utilities	7,757	7,756	9,105	9,105	9,105	-	0.00%
43720	Equipment Maintenance	31,189	21,840	33,000	33,000	25,000	(8,000)	-24.24%
43812	Equipment Replacement Pymt.	16,836	16,836	7,581	7,581	8,606	1,025	13.52%
	Total: Services	58,607	49,202	52,632	52,632	45,657	(6,975)	-13.25%
Capital Outlay								
48710	Minor Office Equipment	1,304	173	4,042	4,042	-	(4,042)	-100.00%
48740	Minor Machinery & Equipment	-	24	-	-	-	-	-
	Total: Capital Outlay	1,304	197	4,042	4,042	-	(4,042)	-100.00%
Department Total		$ 185,571	$ 147,138	$ 204,789	$ 204,789	$ 194,590	$ (10,199)	-4.98%

Line-Item Explanations

40110 Regular wages. Staff includes: 1 lead mail-copy technician, and 1/2 time Administrative Assistant-Print Shop/Multidisciplinary.

Reclassed Lead Mail-Copy Technician from 3/4 time to full time.

42250 Uniforms. Increase due to staff increase.

42410 Small Tools & Equipment. Two (2) Phone replacement for Lead & 1/2-time positions per IT replacement schedule. Total decrease due to department needs.

43812 Equipment Replacement Payments. Scheduled replacement of equipment per following list. Increased for Folder/Stuffer purchase.

43720 Equipment Maintenance. Decrease due to average cost of FY19-FY20.

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
Binding machine	3,265	425	425	-
Paper cutter	21,971	2,622	2,622	-
Paper drill	14,432	2,176	2,176	-
Letter opener	13,616	2,358	2,358	4,716
Folder/stuffer	-	-	1,025	3,075
	$ 53,284	$ 7,581	$ 8,606	$ 7,791

Department Function

Fund 100 — **General Fund**

Dept 11235 — **Human Resources – Custodial Maintenance**

Mission

The mission of the Custodial Division is to provide prompt and effective custodial services to the Main Borough building, the Risk Management and Human Resources annexes, the school district portables and the records center.

Program Description

This division provides janitorial services to the buildings located within the Binkley/Park Street complex. During FY2021, the division has also provided services to OEM, 911 and the River Center. The Maintenance building and Solid Waste has also received augmentations to their services.

Major Long Term Issues and Concerns:

- The need for enhanced sanitization services requiring additional man hours for after public meetings, etc.

FY2021 Accomplishments

- Added CARES funded staff to sanitize facilities.
- Regularly provided and maintained supplies of cleaning products for COVID purposes throughout the Borough.
- Provided rapid response to potential COVID contamination areas for deep cleaning.

FY2022 New Initiatives:

- Purchase new more efficient equipment for sanitizing.

Performance Measures

Priority/Goal: Custodial Maintenance
Goal: In addition to regular custodial activities, timely response to all non-routine custodial requests.
Objective: 1. Timely response to requests may lower the risk of injury to employees and the public.
2. Timely response may lower our overall maintenance costs.

Measures:

Percentage of Timely Response	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Custodial	99%	99%	99%	99%

Percentages gauged by number of complaints received by General Services.

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing History*	1.25	1.25	1.25	1.25

**Custodial staffing totals 2.5 employees; 50% is paid by Borough and 50% is paid by School District.*

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11235 - Human Resources - Custodial Maintenance

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 58,349	$ 57,122	$ 59,709	$ 59,709	$ 61,084	$ 1,375	2.30%
40120	Temporary Wages	308	338	8,400	8,400	900	(7,500)	-89.29%
40130	Overtime Wages	553	4	1,224	1,224	1,810	586	47.88%
40210	FICA	4,792	4,631	6,233	6,233	5,922	(311)	-4.99%
40221	PERS	17,749	17,549	13,933	13,933	14,377	444	3.19%
40321	Health Insurance	23,624	24,025	25,750	25,750	27,750	2,000	7.77%
40322	Life Insurance	93	77	190	190	194	4	2.11%
40410	Leave	7,810	7,537	9,740	9,740	9,911	171	1.76%
40511	Other Benefits	216	190	-	-	-	-	-
	Total: Personnel	113,494	111,473	125,179	125,179	121,948	(3,231)	-2.58%
Supplies								
42210	Operating Supplies	95	94	125	125	125	-	0.00%
42250	Uniforms	312	315	312	312	312	-	0.00%
42310	Repair/Maintenance Supplies	-	-	100	100	100	-	0.00%
42410	Small Tools & Minor Equipment	20	385	400	400	400	-	0.00%
	Total: Supplies	427	794	937	937	937	-	0.00%
Services								
43011	Contractual Services	3,350	875	975	975	975	-	0.00%
43110	Communications	99	99	120	120	120	-	0.00%
43210	Transportation/Subsistence	66	109	60	60	60	-	0.00%
43610	Utilities	729	727	905	905	905	-	0.00%
43720	Equipment Maintenance	15	-	100	100	100	-	0.00%
	Total: Services	4,259	1,810	2,160	2,160	2,160	-	0.00%
Capital Outlay								
48710	Minor Office Equipment	-	1,329	-	-	-	-	-
48740	Minor Machinery & Equipment	-	24	-	-	-	-	-
	Total: Capital Outlay	-	1,353	-	-	-	-	-
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	-	(33,300)	(19,255)	-	33,300	-
	Total: Interdepartmental Charges	-	-	(33,300)	(19,255)	-	33,300	-
Department Total		$ 118,180	$ 115,430	$ 94,976	$ 109,021	$ 125,045	$ 30,069	31.66%

Line-Item Explanations

40110 Regular wages. Staff includes: 1/2 time Lead Custodian and 2 full-time custodians.

Note: 50% of the staffing expenditures are charged to the School District and 50% to the Borough Human Resources Department.

40120 Temporary wages. Decreased due to successful outsourcing of custodial contract for Office of Emergency Mangement, 911, and Kenai River Center buildings.

43011 Contractual Services. Window washing at the main Borough building, Human Resources, and Records offices ($975).

Kenai Peninsula Borough
Budget Detail

Fund 100
Human Resource Department Totals

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget $	Difference Between Mayor Proposed & Original Budget %
Personnel								
40110	Regular Wages	$ 403,181	$ 446,687	$ 484,559	$ 484,559	$ 508,681	$ 24,122	4.98%
40120	Temporary Wages	3,326	1,606	12,480	12,480	4,740	(7,740)	-62.02%
40130	Overtime Wages	978	4	1,605	1,605	2,109	504	31.40%
40210	FICA	35,052	35,378	44,038	44,038	45,817	1,779	4.04%
40221	PERS	120,116	135,203	108,963	108,963	114,536	5,573	5.11%
40321	Health Insurance	146,107	141,343	143,375	143,375	162,750	19,375	13.51%
40322	Life Insurance	668	617	1,233	1,233	1,296	63	5.11%
40410	Leave	50,587	55,245	64,297	64,297	66,203	1,906	2.96%
40511	Other Benefits	715	545	-	-	-	-	-
	Total: Personnel	760,730	816,628	860,550	860,550	906,132	45,582	5.30%
Supplies								
42210	Operating Supplies	15,304	16,669	17,925	17,925	17,925	-	0.00%
42250	Uniforms	628	611	936	936	936	-	0.00%
42310	Repair/Maintenance Supplies	195	422	200	200	200	-	0.00%
42410	Small Tools & Minor Equipment	472	1,522	3,162	3,162	1,800	(1,362)	-43.07%
	Total: Supplies	16,599	19,224	22,223	22,223	20,861	(1,362)	-6.13%
Services								
43011	Contractual Services	5,752	3,215	5,975	5,975	5,975	-	0.00%
43019	Software Licensing	7,158	9,655	19,015	19,015	31,465	12,450	65.47%
43110	Communications	7,420	7,385	7,670	7,670	7,670	-	0.00%
43140	Postage and Freight	722	335	700	700	550	(150)	-21.43%
43210	Transportation/Subsistence	2,145	3,684	9,433	9,433	10,625	1,192	12.64%
43220	Car Allowance	3,185	3,639	3,600	3,600	3,600	-	0.00%
43260	Training	403	1,423	2,392	2,392	2,668	276	11.54%
43270	Employee Development	7,402	2,545	10,000	10,000	10,000	-	0.00%
43310	Advertising	2,800	2,270	3,500	3,500	3,500	-	0.00%
43410	Printing	-	66	40	40	40	-	0.00%
43610	Utilities	19,666	20,218	24,223	24,223	24,223	-	0.00%
43720	Equipment Maintenance	33,491	25,719	36,600	36,600	28,800	(7,800)	-21.31%
43810	Rents and Operating Leases	26,809	10,174	10,524	10,524	5,248	(5,276)	-50.13%
43812	Equipment Replacement Pymt.	16,836	16,836	7,581	7,581	8,606	1,025	13.52%
43920	Dues and Subscriptions	209	452	305	305	315	10	3.28%
	Total: Services	133,998	107,616	141,558	141,558	143,285	1,727	1.22%
Capital Outlay								
48120	Major Office Equipment	-	-	-	-	5,244	5,244	-
48710	Minor Office Equipment	3,842	2,281	5,890	5,890	3,900	(1,990)	-33.79%
48720	Minor Office Furniture	12,053	-	4,962	4,962	-	(4,962)	-100.00%
48740	Minor Machines & Equipment	-	124	-	-	-	-	-
	Total: Capital Outlay	15,895	2,405	10,852	10,852	9,144	(1,708)	-15.74%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	-	(33,300)	(19,255)	-	33,300	-
60004	Mileage Ticket Credits	-	-	(1,200)	(1,200)	(850)	350	-
	Total: Interdepartmental Charges	-	-	(34,500)	(20,455)	(850)	33,650	-
Department Total		$ 927,222	$ 945,873	$ 1,000,683	$ 1,014,728	$ 1,078,572	$ 77,889	7.78%

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Department Function

Fund 100 — **General Fund**

Dept 11231 — **Information Technology**

Mission

Provide effective, courteous, and responsive end user support for the Kenai Peninsula Borough's computing systems. Implement and maintain a reliable, robust network, which serves as the delivery mechanism for computing services. Provide direction, consultation, and guidance regarding future planning as it relates to the Kenai Peninsula Borough's computing and information management needs.

Program Description

The IT Department implements and supports all computing and networking, and the majority of telephony infrastructure for the Kenai Peninsula Borough. Additionally, the IT Department provides support for mission critical business applications, and provides application and integration development for all KPB business units.

Major Long Term Issues and Concerns:

- Changing technology and required cost to maintain systems.
- Ongoing training required by constantly changing IT landscape.
- Managing increasing Information Technology scope without staffing increases.
- Bringing electronic document management, classification and retention up to the standards applied to permanent records such as microfilm/microfiche and paper.
- Increasing volume of public records requests involving electronic records retrieval.
- Increasing cost of software licensing.

FY2021 Accomplishments

- Transitioned a Helpdesk Tech position to a Network Admin position.
- Coordinated with local industry to facilitate broadband expansion in rural areas of the Borough. This project was funded by Federal CARES grant to improve rural internet access within the Borough.
- Designed and implemented software solution for multiple time sensitive, COVID related workloads. Solution will also fulfill need for KPB-wide document/process routing system.
- In conjunction with Solid Waste Department, established private wireless network link to Funny River Transfer station to overcome lack of commercial internet/network options at the site.
- In conjunction with Clerks and Purchasing Departments, coordinated overhaul of Borough Assembly Chambers audit/video infrastructure.

FY2022 New Initiatives:

- Complete a general IT security assessment. (Grant awarded mid-FY2020, deferred in FY21 due to COVID-19).
- Establish position-based IT inventory and lifecycle management system across all Borough service areas.
- Expand utilization of my.kpb.us process routing platform, both internally and externally, making more processes fully paperless.

Performance Measures

Priority/Goal: Customer Service
Goal: Timely resolution of desktop computing issues.
Objective: Reduce average time to close on medium and high priority issues.

Measures:

Average Incident Closed Time by Priority	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
High priority incident response time	4 hours	1.29 Hours	1.23 Hours	2.5 Hours	< 4 Hours
Medium priority incident response time	8-12 hours	10.1 Hours	11 Hours	14.5 Hours	12 Hours
Low priority incident response time	48 hours	29 Hours	27.49 Hours	29 Hours	26 Hours

Priority/Goal: Customer Service
Goal: Timely resolution of desktop computing issues.
Objective: Increase percentage of incidents closed within 1 business week.

Measures:

Percentage of Incidents Closed	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
% of incidents closed within 120 Hours	97.9%	97.8%	94.5%	96%

Priority/Goal: Device Support
Goal: Provide support for Borough devices.
Objective: Provide support for Borough devices through IT staff.

Measures:

Devices Supported:	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Desktop PC's	460	463	475	480
Phones	400	403	427	430
Printers	113	113	116	116
Servers (Virtual and Physical)	142	156	162	165
Total Number of Networked Devices	2,075	2,125	2,175	2,175
Annual Support Incidents	1,625	1,890	2,420	2,200
Ratio of Support Incidents to IT Dept FTE	141:1	157:1	201:1	183:1

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	11.5	11.5	12	12

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11231 - Information Technology

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 871,162	$ 859,112	$ 952,525	$ 952,525	$ 983,030	$ 30,505	3.20%
40130	Overtime Wages	1,789	210	4,784	4,784	5,960	1,176	24.58%
40210	FICA	71,581	69,426	83,691	83,691	86,033	2,342	2.80%
40221	PERS	256,308	262,181	214,270	214,270	219,735	5,465	2.55%
40321	Health Insurance	248,942	268,480	308,050	308,050	318,000	9,950	3.23%
40322	Life Insurance	1,392	1,222	2,368	2,368	2,381	13	0.55%
40410	Leave	98,021	86,857	120,042	120,042	125,806	5,764	4.80%
40511	Other Benefits	1,530	1,422	-	-	-	-	-
	Total: Personnel	1,550,725	1,548,910	1,685,730	1,685,730	1,740,945	55,215	3.28%
Supplies								
42120	Computer Software	3,270	4,606	5,875	5,875	5,875	-	0.00%
42210	Operating Supplies	2,078	12,916	13,380	13,380	13,380	-	0.00%
42230	Fuels, Oils & Lubricants	332	232	950	950	950	-	0.00%
42310	Repair/Maintenance Supplies	14,125	11,366	15,050	15,050	15,050	-	0.00%
42410	Small Tools & Minor Equipment	2,936	1,273	3,100	3,100	3,100	-	0.00%
	Total: Supplies	22,741	30,393	38,355	38,355	38,355	-	0.00%
Services								
43011	Contractual Services	2,034	1,682	4,207	4,207	8,544	4,337	103.09%
43019	Software Licensing	211,209	217,375	217,207	217,207	229,027	11,820	5.44%
43110	Communications	17,985	21,223	28,980	28,980	28,980	-	0.00%
43140	Postage and Freight	-	-	250	250	250	-	0.00%
43210	Transportation/Subsistence	1,444	1,094	800	800	800	-	0.00%
43260	Training	112	-	5,500	5,500	5,500	-	0.00%
43610	Utilities	18,372	18,335	20,717	20,717	20,717	-	0.00%
43720	Equipment Maintenance	485	560	2,000	2,000	2,000	-	0.00%
43780	Buildings/Grounds Maintenance	-	-	2,600	2,600	2,600	-	0.00%
43810	Rents & Operating Leases	-	-	250	250	250	-	0.00%
43812	Equipment Replacement Pymt.	39,015	41,214	45,382	45,382	32,676	(12,706)	-28.00%
43920	Dues and Subscriptions	2,224	2,147	2,095	2,095	2,200	105	5.01%
	Total: Services	292,880	303,745	329,988	329,988	333,544	3,556	1.08%
Capital Outlay								
48710	Minor Office Equipment	22,150	22,509	22,833	22,833	22,833	-	0.00%
48720	Minor Office Furniture	23,811	219	-	-	1,200	1,200	-
	Total: Capital Outlay	45,961	22,728	22,833	22,833	24,033	1,200	5.26%
Department Total		$ 1,912,307	$ 1,905,776	$ 2,076,906	$ 2,076,906	$ 2,136,877	$ 59,971	2.89%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11231 - Information Technology - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Director, 4 Enterprise Applications Developers, 3 Network/IT Administrator, 1 IT Helpdesk Supervisor, 1 Senior IT Helpdesk Technician, 1 IT Helpdesk Technician, and 1 IT Supply Specialist.

42120 Computer Software. Developer software development kits, mobile apps, minor software updates, additional backup licensing.

42310 Repair/Maintenance Supplies. Parts for repairing and maintaining desktop computers, server equipment and network infrastructure.

42410 Small Tools & Equipment. Hand tools, computer accessories, additional UPS.

43011 Contractual Services. DocuSign ($3,927), software modifications ($3,000), SSL certificates ($799), records shredding fees ($50), and hosted code repository ($768).

43019 Software Licensing. Microsoft Software assurance ($71,130), Legacy Mainframe software support ($34,939), Backup software support ($29,120), SPAM and Data Loss Prevention Gateway ($22,608), network equipment support contract ($15,000), VMWare support ($12,865), VOIP system support ($12,600), Voicemail system support ($6,195), Malware prevention software support ($4,488), End User Remote Access ($4,080), Process Automation software support ($3,671), Rapid Renewal LTO ($2,581), SAN Array support ($2,500), WLAN Platform support ($2,401), IT Helpdesk software ($2,098), and misc. renewals ($2,751).

43110 Communications. Internet connection, Borough Administration building TLS circuit.

43210 Transportation and Subsistence. Maintained reduction in training-related travel due to focus on training online and elimination of Harris Financial Software conference and training.

43260 Training. Ongoing internet based technical training/courses for developers, system administrators and helpdesk staff.

43780 Buildings/Grounds Maintenance. Server room A/C preventative maintenance.

43812 Equipment Replacement Payments. To purchase information technology equipment. See schedule below.

43920 Dues & Subscriptions. Safari books online subscriptions ($2,200).

48710 Minor Office Equipment. High end desktop ($1,233), development workstation ($4,000), scheduled replacement of 4 distribution switches ($2,500 each), mid-range and unmanaged switches ($3,600), and tape drive ($4,000).

48720 Minor Office Furniture. Replacement office chair ($800), and part/component storage ($400).

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
Virtual Server Software Phase II	$ 7,326	$ 7,326	$ 7,326	$ 21,978
UPS battery/cell monitoring	19,159	2,737	2,737	-
Virtualization cluster tier I replacement	29,663	5,932	-	-
SAN Replication/ data protection *	10,424	2,606	-	-
10G Switch Fabric Replacement	14,148	4,716	4,716	14,148
San Array Replacement	35,794	17,897	17,897	53,691
Wireless network replacement**	-	4,168	-	-
Total	$ 116,514	$ 45,382	$ 32,676	$ 89,817

* An 85/15 split is being billed to the IT Department and 911 fund respectively for this hardware.

** This item was cancelled in FY21.

Department Function

Fund 100 — **General Fund**

Dept 11310 — **Legal Department**

Mission

To provide legal services for the Borough and School District in an ethical, timely, professional, and cost-effective manner. As this promotes legal, fiscally responsible, and respectful municipal government, it furthers the general government mission statement.

Program Description

The legal department serves the assembly, the borough administration including all borough boards, commissions, and departments, the school board and school district. Services provided include routine legal advice, issuing legal opinions, document drafting and review, preparation and/or review of ordinances and resolutions, and either directly representing our clients in litigation or coordinating with outside counsel when used.

Major Long Term Issues and Concerns:

- Update numerous chapters of the borough code.
- Improve standardized contract clauses to address ongoing issues.
- Continue digitizing research files.
- Provide more training for public officials on legal matters.
- Work with HR to revise Personnel chapter in code.

FY2021 Accomplishments

- Collected over $500,000 in delinquent sums owed to KPB.
- Ordinance significantly improved abandoned vehicle program.
- Drafted ordinances converting civil fines to minor offenses.
- Updated many School Board policies.
- Coordinated expansion of Anchor Pt. Fire & EMS to include Ninilchik Emergency Services into the new Western Emergency Services Area.
- Worked with other departments to plan & implement CARES Act Funding programs.
- Negotiated and coordinated with cities regarding CARES Act Funds.
- Title 20 Omnibus Review (Planning).
- Assisted Assessing with 192 appeals, only 8 went to the Board of Equalization.

FY2022 New Initiatives:

- Develop training courses for KPB boards with varying levels of proficiency.
- Repeal or revise outdated sections of the borough code.
- Amend code regarding disaster response.

Performance Measures

Priority/Goal: In a timely manner review and prepare high quality documents for the borough and school district, and skillfully research and respond to requests for legal advice and assistance.

Measures:

Requests for Legal Assistance	CY2019 Actual	CY2020 Actual	CY2021 Projected	CY2022 Estimated
Contracts, permits & other document drafting &/or review	192	237	250	250
Ordinances	60	72	75	75
Resolutions	72	84	70	70
Open collection lawsuits for KPB	14	31	15	15
Other lawsuits re KPB &/or KPBSD	9	9	10	10
Public record requests reviewed	289	328	300	300
Grants reviewed – Including Approximately 850 Cares Act Relief Fund Applications for Compliance with Bankruptcy Regulations	14	873	6	6
Code enforcement actions	2	5	5	5

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
FTE staffing	5	5	5	5

Priority/Goal: Collect delinquent sales and property taxes, and other debts

Measures:

	CY2019 Actual	CY2020 Actual	CY2021 Projected	CY2022 Estimated
Delinquent Sales and Property Taxes collected (including receipts from bankruptcy case management including $962,366 Oil & Gas Tax, $31,321 from PFD's and $0 from swept bank accounts due to the COVID-19 Pandemic, payment plans, etc.). Average active tax collection cases for CY 2020 was 109 per month.	$566,682	$1,319,807	$300,000	$300,000
Solid waste property damage collection, non-judicial foreclosure payoff, and other miscellaneous non-tax collections.	95,199	n/a	n/a	n/a

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11310 - Legal Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 431,070	$ 437,060	$ 469,621	$ 469,621	$ 483,205	$ 13,584	2.89%
40120	Temporary Wages	2,844	4,159	5,009	5,009	5,012	3	0.06%
40130	Overtime Wages	552	306	4,847	4,847	4,954	107	2.21%
40210	FICA	37,691	35,362	42,420	42,420	43,705	1,285	3.03%
40221	PERS	130,022	132,972	105,523	105,523	108,557	3,034	2.88%
40321	Health Insurance	118,822	121,812	126,250	126,250	132,500	6,250	4.95%
40322	Life Insurance	709	616	1,135	1,135	1,161	26	2.29%
40410	Leave	54,837	51,802	59,059	59,059	62,052	2,993	5.07%
	Total: Personnel	776,547	784,089	813,864	813,864	841,146	27,282	3.35%
Supplies								
42120	Computer Software	-	392	450	450	450	-	0.00%
42210	Operating Supplies	1,370	1,160	2,400	2,400	2,400	-	0.00%
42310	Repair/Maintenance Supplies	95	94	100	100	100	-	0.00%
42410	Small Tools & Minor Equipment	165	388	300	300	300	-	0.00%
	Total: Supplies	1,630	2,034	3,250	3,250	3,250	-	0.00%
Services								
43011	Contractual Services	165,608	93,140	85,000	171,956	84,000	(1,000)	-1.18%
43019	Software Licensing	4,815	4,875	5,311	5,311	5,370	59	1.11%
43031	Litigation	11,546	6,567	15,000	15,000	15,000	-	0.00%
43034	Attorney Fees-Special Cases	47,722	29,673	31,000	61,000	31,000	-	0.00%
43110	Communications	3,998	3,744	4,500	4,500	4,500	-	0.00%
43140	Postage and Freight	914	622	1,000	1,000	1,000	-	0.00%
43210	Transportation/Subsistence	677	969	3,510	3,510	3,550	40	1.14%
43220	Car Allowance	10,820	10,432	10,800	10,800	10,800	-	0.00%
43260	Training	833	799	1,500	1,500	1,500	-	0.00%
43410	Printing	-	51	100	100	100	-	0.00%
43610	Utilities	6,105	6,085	7,003	7,003	7,000	(3)	-0.04%
43720	Equipment Maintenance	497	380	575	575	575	-	0.00%
43812	Equipment Replacement Payment	1,167	1,167	1,167	1,167	1,167	-	0.00%
43920	Dues and Subscriptions	23,292	21,519	17,580	17,580	17,636	56	0.32%
	Total: Services	277,994	180,023	184,046	301,002	183,198	(848)	-0.46%
Capital Outlay								
48710	Minor Office Equipment	761	1,447	2,000	2,000	2,000	-	0.00%
48720	Minor Office Furniture	-	731	-	-	-	-	-
48740	Minor Machinery & Equipment	-	95	-	-	-	-	-
	Total: Capital Outlay	761	2,273	2,000	2,000	2,000	-	0.00%
Department Total		$ 1,056,932	$ 968,419	$ 1,003,160	$ 1,120,116	$ 1,029,594	$ 26,434	2.64%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11310 - Legal Administration - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Borough Attorney, 2 Deputy Borough Attorneys, and 2 Legal Assistants.

43011 Contractual Services. Hiring outside counsel as needed for cases not covered by insurance and litigation fund, or where in-house staff lacks time or expertise ($84,000).

43019 Software Licensing. Law office software, data scrubbing program and surveillance licensing. Increased due to license renewal.

43031 Litigation. Fees paid for process servers, court, and execution costs.

43210 Transportation/Subsistence. For attendance at court and seminars including 2021 Alaska Municipal Attorney's Association meeting, other training conferences, and meetings. Only includes in-state conferences.

43812 Equipment Replacement Payment. Copier replacement payment.

43920 Dues and Subscriptions. Increase due to five-year contract with Westlaw online services. This is the fifth year of the Westlaw contract.

48710 Minor Office Equipment. Per replacement schedule: one desktop computer ($1,100), 2 monitors ($400 each), sound bar ($60), and USB DVD ($40).

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
Copier	$ 2,334	$ 1,167	$ 1,167	$ 1,167

Department Function

Fund 100 **General Fund**

Dept 11410 **Finance - Administration**

Mission

Provide overall administration and accountability of the financial activities of the Borough by ensuring that Borough financial practices are in compliance with Borough, state and federal laws and reflect best practices within public sector for financial management.

Program Description

- Administration of the Borough's finance department.
- Management of the Borough's investment pool.
- Serve as advisor to the Mayor and the Assembly.

Major Long Term Issues and Concerns:

- Changes in financial reporting due to Government Accounting Standards Board (GASB) proposed changes to accounting practices and reporting.

FY2021 Accomplishments

- Created and maintained COVID expense and payroll tracking across 24 major project categories to provide required detailed grant reporting and Emergency Family Medical Leave Act "EFMLA" payroll tracking.
- Collaborated with Sales Tax, IT, Grants, GIS, and Legal Departments to review and assess over 1,000 small business and non-profit applications through an electronic platform developed by IT, resulting in over 600 grant awards.
- Received GFOA Certificates of Achievement for Excellence for:
  - Financial Reporting for the FY2020 Comprehensive Annual Financial Report, 42nd consecutive year.
  - Popular Annual Financial Reporting for the FY2020 Comprehensive Annual Financial Report, 7th consecutive year.
  - Distinguished Budget Presentation Award for the FY2021 budget document, 29th year.

FY2022 New Initiatives:

- Implement the following Accounting Pronouncements:
  - GASB Statement 84 – Fiduciary Activities
  - GASB Statement 87 – Leases
  - GASB Statement 89 – Construction costs
  - GASB Statement 90 – Major Equity Interest
  - GASB Statement 92 – Omnibus 2020
- Earn Government Finance Officer Associate of North America and Canada "GFOA" Certificates of Achievement for Excellence in Reporting and Presentation. GFOA awards reflect the Borough's ability to go beyond the minimum requirements of General Accepted Accounting Principles to provide transparent and thorough disclosure and reporting.
  - Certificate of Achievement for Excellence in Financial Reporting (Comprehensive Annual Financial Report).
  - Certificate of Achievement for Excellence in Popular Annual Financial Reporting (PAFR).
  - Distinguished Budget Presentation Award (Annual Budget).

Performance Measures

Priority/Goal: Effective Governance
Goal: Maintain external validation of the Budget and Comprehensive Annual Financial Report
Objective: Obtain GFOA Certification of Excellence in Financial Reporting and GFOA Distinguished Budget Presentation Award

Measures:

Award Programs	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
GFOA Certificate of Achievement- Comprehensive Annual Financial Report	Yes	Yes	Yes	Yes
GFOA Certificate of Achievement-Popular Report	Yes	Yes	Yes	Yes
GFOA Budget Award	Yes	Yes	Yes	Yes

Department Function

Fund 100 **General Fund**

Dept 11410 **Finance – Administration - Continued**

Priority/Goal: Effective Governance
Goal: Prepare and review Borough Ordinances and Resolutions that have a fiscal impact to the Borough
Objective: Ensure compliance with Borough code

Measures:

Ordinances and Resolutions	**FY2019 Actual**	**FY2020 Actual**	**FY2021 Projected**	**FY2022 Estimated**
Number of Ordinances reviewed/prepared	51	58	55	55
Number of Resolutions reviewed/prepared	27	24	30	30

Measures: Staffing	**FY2019 Actual**	**FY2020 Actual**	**FY2021 Actual**	**FY2022 Proposed**
Staffing history	3	3	3	3

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11410 - Finance - Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 246,234	$ 253,861	$ 256,881	$ 256,881	$ 264,814	$ 7,933	3.09%
40120	Temporary Wages	1,641	-	1,120	1,120	1,120	-	0.00%
40130	Overtime Wages	-	-	1,698	1,698	1,747	49	2.89%
40210	FICA	20,784	20,547	23,090	23,090	23,777	687	2.98%
40221	PERS	68,435	75,682	57,390	57,390	59,156	1,766	3.08%
40321	Health Insurance	71,165	75,840	75,750	75,750	79,500	3,750	4.95%
40322	Life Insurance	389	350	620	620	638	18	2.90%
40410	Leave	30,649	30,943	32,645	32,645	33,601	956	2.93%
40511	Other Benefits	144	138	-	-	-	-	-
	Total: Personnel	439,441	457,361	449,194	449,194	464,353	15,159	3.37%
Supplies								
42210	Operating Supplies	2,434	1,393	2,500	2,500	2,500	-	0.00%
42410	Small Tools & Minor Equipment	391	445	400	400	400	-	0.00%
	Total: Supplies	2,825	1,838	2,900	2,900	2,900	-	0.00%
Services								
43011	Contractual Services	14,195	2,804	3,000	3,000	3,000	-	0.00%
43017	Investment Portfolio Fees	20,817	21,713	25,000	25,000	25,000	-	0.00%
43019	Software Licensing	391	294	-	-	-	-	-
43110	Communication	1,443	1,357	1,500	1,500	1,500	-	0.00%
43140	Postage and Freight	30	-	500	500	80	(420)	-84.00%
43210	Transportation/Subsistence	4,034	2,109	7,500	7,500	7,500	-	0.00%
43220	Car Allowance	7,200	7,277	7,200	7,200	7,200	-	0.00%
43260	Training	4,264	1,413	2,600	2,600	2,600	-	0.00%
43410	Printing	-	18	250	250	150	(100)	-40.00%
43610	Utilities	3,216	3,204	4,000	4,000	4,000	-	0.00%
43720	Equipment Maintenance	118	81	500	500	500	-	0.00%
43920	Dues and Subscriptions	3,061	3,292	3,007	3,007	3,527	520	17.29%
	Total: Services	58,769	43,562	55,057	55,057	55,057	-	0.00%
Capital Outlay								
48710	Minor Office Equipment	479	4,774	1,150	1,150	1,150	-	0.00%
48720	Minor Office Furniture	219	-	250	250	250	-	0.00%
48740	Minor Machinery & Equipment	-	57	-	-	-	-	-
	Total: Capital Outlay	698	4,831	1,400	1,400	1,400	-	0.00%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(1,310)	(472)	(2,900)	(2,900)	(2,900)	-	-
	Total: Interdepartmental Charges	(1,310)	(472)	(2,900)	(2,900)	(2,900)	-	-
Department Total		$ 500,423	$ 507,120	$ 505,651	$ 505,651	$ 520,810	$ 15,159	3.00%

Line-Item Explanations

40110 Regular Wages. Staff includes: Finance Director, Controller, and Administrative Assistant (Finance).

43011 Contractual Services. Miscellaneous financial services.

43017 Investment Portfolio Fees. Fees paid for managing a portion of the Borough's investment pool. Total costs are estimated at $100,000, the general fund portion is approximately $25,000; the balance is charged out to other funds and is shown as a reduction of interest earnings.

43210 Transportation/Subsistence. Increased for travel related to due diligence on investment portfolio and alternating out of state travel for required continuing professional education.

48710 Minor Office Equipment. 2 cisco phones ($400 ea.), UPS battery backup ($250), and replacement calculator ($100).

48720 Minor Office Furniture. Replacement office chair ($250.)

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Department Function

Fund 100 — **General Fund**

Dept 11430 — **Finance – Financial Services**

Mission

Provide accounting services for all departments and service areas of the Borough. Maintain the Borough's chart of accounts; conduct sales tax audits of businesses selling goods and services in the Borough to ensure compliance with sales and personal property tax ordinances; monitor, prepare, and submit financial reports for all Borough grants; and assist in the preparation of the Borough's Comprehensive Annual Financial Report and annual budget document.

Program Description

The Financial Services Division provides a variety of financial services to the Assembly, Borough Employees and the general public. Services include accounts payable, payroll, financial analysis, budget reporting, grant management, sales tax audits, and tax compliance reporting.

FY2021 Accomplishments:

- Completed the implementation of new HR/Payroll software; increasing efficiencies and availability of data.
- Utilized the new short term rental identification software to identify non-compliant businesses, resulting in the registration of 48 previously unregistered short term rentals.
- Created an audit program for CARES business interruption grant compliance.

FY2022 New Initiatives:

- Continue to find efficiencies and update business practices utilizing new Finance and Payroll software. This includes availability of data; as well as more advanced data analysis.
- Finalize the new Finance and Payroll implementation by completing history imports for both systems. This will allow the use of one system for Finance or Payroll data inquiries.

Performance Measures

Priority/Goal: Operations
Goal: To provide timely and accurate payment to vendors and employees.
Objective: 1. Produce direct deposits and W-2's for all employees.
2. Process invoices and provide timely payment to vendors.

Measures:

Process	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Payroll checks and direct deposits issued	9,803	9,498	10,000	10,000
W-2's issued	716	743	750	750
Ratio of PR checks issued to voided/reissued checks	3,267:1	1,357:1	3,000:1	3,000:1
Number of accounts payable invoices paid	20,497	19,502	21,500	21,500
1099's processed	530	954*	500	500
Ratio of invoices paid per accounts payable staff	13,665:1	13,001:1	14,333:1	14,333:1

*2020 1099s were high due to CARES business interruption grants.

Priority/Goal: Grant compliance
Goal: Maintain compliance and eligibility for future grant funding by producing timely and accurate required grants reports.
Objective: 1. Remain in compliance by providing monthly, quarterly, and annual grant reports.
2. Request and receive grants funds for grant objectives met or achieved.
Measures:

Grant/Process	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Grant reports filed	57	48	55	28
Grants administered	29	23	22	21
Grant revenue received*	$5,562,693	$6,031,960	$36,682,359	$1,700,346
Ratio of revenue received for each grant report filed	$97,591:1	$125,666:1	$666,952:1	$60,727:1
Other State and Federal revenue receipts	$10,293,619	$8,143,361	$6,660,446	$6,660,446

*CARES related funding – FY20 $2,797,602; FY21 $34,660,848

Priority/Goal: Sales tax compliance
Goal: To have all businesses that have retails sales, rents or services within the borough, registered to collect sales tax, filing and remitting properly.
Objective: 1. Through the audit process, verify that businesses are accurately filing and remitting sales tax.
2. Educate those doing business within the Borough on the sales tax code requirements.
3. Identify and contact unregistered businesses operating within the Borough, to bring them into compliance.
Measures:

Process	FY2019 Actual	FY2020 Actual	FY2021 Projected*	FY2022 Estimated
Sales tax audits completed	152	220	150	225
Registration of previously unregistered businesses	112	151	100	225
Sales tax estimates completed	192	260	250	250
Ratio of registered businesses to completed audits and estimates	24:1	16:1	19:1	16:1
New short term rental businesses registered. – Added in FY20.	-	48	55	60

*Decline in projected numbers in FY2021 due to COVID-19 pandemic. Business activities in general decreased, and the logistics of safely conducting sales tax audits caused a reduction in audits able to be performed. Now that new processes are in place, we anticipate returning to our normal levels in FY2022.

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	7.5	7.5	7.5	7.5

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11430 - Finance - Financial Services

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget $	Difference Between Mayor Proposed & Original Budget %
Personnel								
40110	Regular Wages	$ 445,747	$ 459,288	$ 503,843	$ 503,843	$ 528,201	$ 24,358	4.83%
40120	Temporary Wages	67	1,696	4,350	4,350	3,040	(1,310)	-30.11%
40130	Overtime Wages	3,552	4,091	20,364	20,364	16,404	(3,960)	-19.45%
40210	FICA	36,564	37,604	47,198	47,198	49,131	1,933	4.10%
40221	PERS	129,094	143,850	119,044	119,044	123,718	4,674	3.93%
40321	Health Insurance	125,835	140,698	164,125	164,125	172,250	8,125	4.95%
40322	Life Insurance	742	657	1,262	1,262	1,318	56	4.44%
40410	Leave	55,560	58,153	66,108	66,108	69,634	3,526	5.33%
40511	Other Benefits	952	907	-	-	-	-	-
	Total: Personnel	798,113	846,944	926,294	926,294	963,696	37,402	4.04%
Supplies								
42120	Computer Software	734	-	300	300	-	(300)	-100.00%
42210	Operating Supplies	4,255	2,098	6,000	6,000	4,500	(1,500)	-25.00%
42310	Repair/Maintenance Supplies	285	24	300	300	300	-	0.00%
42410	Small Tools & Minor Equipment	1,572	686	500	500	400	(100)	-20.00%
	Total: Supplies	6,846	2,808	7,100	7,100	5,200	(1,900)	-26.76%
Services								
43011	Contractual Services	237	1,510	250	250	300	50	20.00%
43019	Software Licensing	-	40,701	36,993	36,993	88,232	51,239	138.51%
43110	Communication	2,048	2,020	2,200	2,200	2,200	-	0.00%
43140	Postage and Freight	5,327	5,119	6,000	6,000	6,000	-	0.00%
43210	Transportation/Subsistence	6,697	5,701	9,580	9,580	7,950	(1,630)	-17.01%
43220	Car Allowance	4,742	5,196	5,400	5,400	7,200	1,800	33.33%
43260	Training	-	297	2,395	2,395	2,395	-	0.00%
43310	Advertising	-	-	300	300	300	-	0.00%
43410	Printing	-	91	250	250	250	-	0.00%
43610	Utilities	4,359	4,330	5,250	5,250	5,000	(250)	-4.76%
43720	Equipment Maintenance	118	485	550	550	500	(50)	-9.09%
43812	Equipment Replacement Pymt.	67,336	67,336	67,336	67,336	67,336	-	0.00%
43920	Dues and Subscriptions	391	250	445	445	445	-	0.00%
	Total: Services	91,255	133,036	136,949	136,949	188,108	51,159	37.36%
Capital Outlay								
48710	Minor Office Equipment	-	5,757	2,336	2,336	4,000	1,664	71.23%
48720	Minor Office Furniture	-	-	250	250	250	-	0.00%
48740	Minor Machinery & Equipment	-	143	-	-	-	-	-
	Total: Capital outlay	-	5,900	2,586	2,586	4,250	1,664	64.35%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(518)	-	(750)	(750)	(750)	-	-
	Total: Interdepartmental Charges	(518)	-	(750)	(750)	(750)	-	-
Department Total		$ 895,696	$ 988,688	$ 1,072,179	$ 1,072,179	$ 1,160,504	$ 88,325	8.24%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11430 - Finance - Financial Services - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Financial Planning Manager, 1 Payroll Accountant, 1 General Ledger Specialist (AP), .5 Data Input Clerk, 1 Auditor, 1 Auditor/Accountant, 1 Audit Specialist, and 1 Treasury/Budget Analyst.

43011 Contract Services. Shred services ($300).

43019 Software Licensing. Increased to support temporary lodging software, reclassed from Sales Tax Division in FY2021 ($52,500), Innoprise financial software annual maintenance cost ($21,026), half of GEMS FMS/HR/PR read only access ($5,500), and half of software maintenance for the Human Resources/payroll software ($9,206).

43210 Transportation/Subsistence. Travel for essential meetings including the PERS conference. Overall reduction due to more web based training and remotely conducted sales tax audits.

43812 Equipment Replacement Payment. Upgrade to financial software and purchase electronic timekeeping software. See schedule below.

48710 Minor Office Equipment. Replacement of shared office printer. Increase in line item due to printer having higher cost than desktop replacements.

48720 Minor Office Furniture. Replacement office chair ($250.)

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
Electronic timekeeping software	$ 69,810	$ 23,270	$ 23,270	$ 46,540
GEMS FMS/HRMS software upgrade	132,198	44,066	44,066	88,132
Total	$ 202,008	$ 67,336	$ 67,336	$ 134,672

Department Function

Fund 100 **General Fund**

Dept 11440 **Finance – Property Tax and Collections**

Mission

Property Tax and Collections Division is committed to serving the public, businesses and government customers by collecting and distributing taxes and information properly and accurately in the most courteous, professional, innovative and cost effective manner, in addition to meeting all Borough and State legal requirements and supporting a positive work environment for employees and constituents.

Program Description

It is the responsibility of the Property Tax and Collections Division to calculate the annual mill levies, bill, mail, collect and disburse annual property tax and related penalty and interest for all Borough taxing authorities, services areas and 6 cities located within the Borough in accordance with the KPB Code of Ordinance ensuring accurate recording of property taxes and other revenue. The department is responsible for the collection of delinquencies from sales tax, leasehold property, mobile homes, personal and real property tax which includes the foreclosure proceedings mandated by Alaska State Statutes. This division collects and posts all revenue that comes into the borough as well as research and reviews all liquor license applications for compliance.

Major Long Term Issues and Concerns

- Per a settlement the State of Alaska has entered into with the three consumer reporting agencies, we are no longer able to report certain debts making collection efforts even tougher and more complicated than in the past.
- With the economic outlook being in recovery from the collapse triggered by COVID-19, collection efforts will be challenging and costly.

FY2021 Accomplishments

- Tax payments made on the interactive Voice Response system (IVR) and website totaled over $6.5 million so far in FY21. These payment options continue to grow and are increasingly important during the pandemic.
- Due to solid collection efforts, no liquor or marijuana license continuances had to be protested.
- Collaborated with Aumentum Technologies to test and work towards moving Special Assessments to Aumentum. This will allow the removal of a legacy in-house system, which will reduce maintenance costs for the IT Department.
- Effectively transitioned entire staff to new positions and continued to provide excellent customer service to the public during the turnover.

FY2022 New Initiatives:

- Reestablish level of small claims actions against debtors for unpaid personal property and sales tax.
- Move into testing the next phase of Special Assessments in the Aumentum Module before the final implementation phase to allow for more efficient billing, data retrieval, electronic payments, and centralized parcel information.

Performance Measures

Priority: Effective Governance

Goal: Collect at least 99.9% of real property tax prior to taking clerks deed.

Objective: To contact as many owners for payment of delinquent taxes prior to obtaining clerk's deed avoiding taxpayers having to repurchase property.

Measures:

Documents processed	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Real Property Tax Bills Produced	65,631	65,753	65,883	65,900
Foreclosure Notices Sent	1,738	2,023	2,300	2,100
Number of Properties with Foreclosure Judgment	951	0 (1)	1,300	1,200
Clerk's Deed filed (foreclosure process completed)	23	85 (2)	36	0 (3)
% of property tax collected	99.9%	99.8%	99.9%	99.9%

(1) Zero parcels with Foreclosure Judgment due to postponed judgement on 2019 taxes due to COVID-19.

(2) Increase in Clerk's Deed filed for FY2020 includes 54 parcels of the same single owner.

(3) Zero Clerk's Deed's projected to be filed for FY2022 due to postponed judgement on 2019 taxes due to COVID-19.

Department Function

Fund 100 **General Fund**

Dept 11440 **Finance – Property Tax and Collections - Continued**

Priority: Effective Governance
Goal: Increase collections of delinquent sales tax and personal property tax.
Objective: File sales tax liens, process small claims and transferring personal property debt to the collection agency in an effort to efficiently collect delinquent taxes.
Measures:

Claims filed or Processed	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Sales Tax Liens Filed	54	60	73	73
Small Claims Filed	16	29	34	31
Amounts secured thru Small Claim Judgments	$44,783	$44,604	$142,000 (1)	$93,000
Percentage of personal property accounts transferred	.05%	.00% (2)	.05%	.05%
Sales Tax/Personal Property Tax Collected in House(000"s)	$1,186	$964 (3)	$1,000	$1,100

(1) Projected increase in amounts secured thru Small Claim Judgments in FY21 was projected due to already having $87,000 secured so far for FY21, which is 233.65% more than normal. This is in part due to catching up after not being able to file small claims due to COVID-19.
(2) No accounts were transferred to collections from March 2020 until December 2020 due to COVID-19.
(3) The decrease in Sales Tax/Personal Property Tax Collected in House for FY20 is due to vacant positions for an extended period in Delinquent Accounts and the time to train new staff.

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	7	7	7	7

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11440 - Finance - Property Tax and Collections

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 396,875	$ 352,583	$ 417,953	$ 417,953	$ 409,025	$ (8,928)	-2.14%
40120	Temporary Wages	-	1,375	-	-	2,400	2,400	-
40130	Overtime Wages	44	366	2,456	2,456	2,451	(5)	-0.20%
40210	FICA	33,523	31,074	37,563	37,563	36,702	(861)	-2.29%
40221	PERS	126,850	115,160	95,500	95,500	93,456	(2,044)	-2.14%
40321	Health Insurance	166,040	143,814	176,750	176,750	185,500	8,750	4.95%
40322	Life Insurance	696	538	1,053	1,053	1,034	(19)	-1.80%
40410	Leave	59,593	50,942	56,923	56,923	52,558	(4,365)	-7.67%
40511	Other Benefits	864	695	-	-	-	-	-
	Total: Personnel	784,485	696,547	788,198	788,198	783,126	(5,072)	-0.64%
Supplies								
42120	Computer Software	367	-	-	-	4,200	4,200	-
42210	Operating Supplies	2,906	2,826	3,000	3,000	3,000	-	0.00%
42310	Repair/Maintenance Supplies	-	99	300	300	300	-	0.00%
42410	Small Tools & Minor Equipment	223	-	120	120	200	80	66.67%
	Total: Supplies	3,496	2,925	3,420	3,420	7,700	4,200	122.81%
Services								
43011	Contractual Services	18,991	20,216	17,003	17,003	18,261	1,258	7.40%
43019	Software Licensing	115,587	119,888	127,171	127,171	130,683	3,512	2.76%
43110	Communications	1,502	1,382	1,800	1,800	1,800	-	0.00%
43140	Postage and Freight	28,283	26,762	33,325	33,325	34,000	675	2.03%
43210	Transportation/Subsistence	4,875	-	2,710	2,710	-	(2,710)	-100.00%
43260	Training	1,190	-	775	775	-	(775)	-100.00%
43310	Advertising	8,316	7,999	8,510	8,510	8,510	-	0.00%
43410	Printing	263	559	300	300	560	260	86.67%
43610	Utilities	6,562	6,535	7,000	7,000	7,000	-	0.00%
43720	Equipment Maintenance	666	970	725	725	1,000	275	37.93%
43810	Rents & Operating Leases	366	366	400	400	422	22	5.50%
43920	Dues and Subscriptions	402	618	550	550	608	58	10.55%
43931	Recording Fees	12,270	8,092	13,500	13,500	13,500	-	0.00%
43932	Litigation Reports	44,793	43,092	66,150	66,150	66,150	-	0.00%
	Total: Services	244,066	236,479	279,919	279,919	282,494	2,575	0.92%
Capital Outlay								
48710	Minor Office Equipment	1,415	2,255	1,118	1,118	6,006	4,888	437.21%
48720	Minor Office Furniture	200	200	325	325	325	-	0.00%
48740	Minor Machinery & Equipment	-	133	-	-	-	-	-
	Total: Capital Outlay	1,615	2,588	1,443	1,443	6,331	4,888	338.74%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(1,567)	-	(880)	(880)	(880)	-	-
	Total: Interdepartmental Charges	(1,567)	-	(880)	(880)	(880)	-	-
Department Total		$ 1,032,095	$ 938,539	$ 1,072,100	$ 1,072,100	$ 1,078,771	$ 6,591	0.61%

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Property Tax and Collections Manager, 3 Delinquent Accounts Specialists II, 2 Senior Account Clerk (Revenue), 1 Account Clerk (Finance).

42120 Computer Software. Increased to cover scheduled replacement of the check scanner software.

42410 Small Tools & Minor Office Equipment. 10-key calculator ($160), staples ($40).

43011 Contractual Services. Collection agency ($1,200)**,** armored car service ($3,686), web reports and electronic payments ($1,900) increased usage of web and IVR, process server ($3,000), and tax bill printing and mailing of annual reminder and delinquent bills ($8,475).

43019 Software Licensing. Yearly licensing fee for the payment processing remittance system ($2,630), and contractually required increase to property tax billing and collection software & tax website ($128,053).

43140 Postage. Increase due to higher number of reminder notices to be mailed and increase in postage.

43260 Training. To attend training on an alternating year basis to the User's Group Conference, next travel is scheduled for FY2023.

43920 Dues & Subscriptions. Digital newspaper access for legal ads and collection purposes and to cover portion of Amazon Prime membership.

43932 Litigation Reports. Increased due to number of foreclosure notices to be mailed , effecting quantity as well as unknown cost with new contract.

48710 Minor Office Equipment. Increased to cover scheduled computer upgrades, one desktop ($854) , two monitors ($476), and one sound bar ($26), and two replacement check scanners that are compatible with Windows 10 ($4,650).

48720 Minor Office Furniture. Replace office chair ($250) and chair mat ($75).

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Department Function

Fund 100 **General Fund**

Dept 11441 **Finance – Sales Tax**

Mission

Collection and distribution of Borough and Cities' sales tax as defined within the Borough Sales Tax Code section 5.18.100, while remaining in compliance with Borough policies and Alaska State Statutes.

Program Description

Sales Tax Division is responsible for processing sales tax returns, registering new businesses, and issuing tax exempt cards, resale cards and owner/builder cards. Division compiles and provides accurate and timely sales tax information to the general public and various government officials. Make recommendations regarding policies and ordinances related to sales tax. Maintain special assessment program and administer annual billing cycle. Monitor and maintain land sale escrows and land leases.

Major Long Term Issues and Concerns:

Collaboration with the Alaska Remote Sellers Sales Tax Commission (ARSSTC) for remote sales, ensuring compliance to the sales tax ordinance of businesses currently registered with KPB; determining physical presence and proper agency to report sales tax. Realized additional workload when implementing sales tax to E-Tax, helping existing customers transition to E-Tax; expecting efficiency benefits in FY2022.

Increased complexity of borough and city sales tax collections and reporting and the resources needed to support the increased workload as a result of the changing landscape.

FY2021 Accomplishments

- Completed expedited implementation of E-Tax component due to COVID paperless needs on a shortened timeline, allowing businesses to file and pay sales tax online as well as the ability to register a new business online. In the 3 months of FY20 that E-Tax was available, STX processed over 562 transactions and $1.1 million dollars collected.
- Billed out new South Kalifornsky Beach Road Assessment Improvement District, 180 parcels. Ashton RIAD completed the 10 year billing cycle.
- Collaborated with Property Tax to convert Special Assessments to Aumentum Property tax to realize billing and payment process efficiencies; anticipating a conversion fall 2021.
- Collaboration with Grants and other Departments to process two rounds of Small Business Grants offered to small businesses that experienced a loss of income from COVID related expenses.
- Continued to assisted with Short Term Rental Software implementation, collaboration with Audit and Sales Tax to establish a process in identifying unregistered landlords; STX staff assisted with registering multiple new businesses and filing past returns.
- Collaborated with Alaska Remote Sellers Sales Tax Commission (ARSSTC) in identifying Remote sellers and assisting with the conversion of users from filing with Kenai to file with ARSSTC.

FY2022 New Initiatives:

- With implementation of the e-tax component for sales tax, continue to evaluate STX processes and realize possible changes to enhance savings and efficiencies for Borough and business owners.
- Realize ways to educate the public of the E-Tax program, encouraging use to business owners to file online, reducing filing errors.
- Continue efficiencies with special assessments; one expected billing cycle on one new special assessments in FY22, Southbend Bluff RIAD; 1 large special assessment 10-year payment complete; continue Rebate process on gas assessments.
- Continued evaluation of remote seller accounts, ensuring physical presence identified and businesses filing with correct agency.
- Continue review of converting special assessments to Aumentum Special Assessment module, utilizing modernized technology, allowing more efficient billing, data retrieval, and centralized parcel information.

Department Function	
Fund 100	**General Fund**
Dept 11441	**Finance – Sales Tax - Continued**

Performance Measures

Priority/Goal: Effective Governance
Goal: Provide professional and efficient customer service to business owners and members of the public.
Objective: Forms submitted by business owners are completed correctly and are ready for processing by staff.

Measures:

Staffing	**FY2019 Actual**	**FY2020 Actual**	**FY2021 Actual**	**FY2022 Proposed**
Staffing History	4	4	4	4

Priority/Goal: Effective Governance
Goal: Process incoming sales tax returns in timely manner. Provide accurate sales tax information to interested parties.
Objective: Comply with Borough sales tax code, policies and Alaska State Statutes.

Measures:

Forms processed/revenue collected (Ord 5.18)	**FY2019 Actual**	**FY2020 Actual**	**FY2021 Projected**	**FY2022 Estimated**
Sales Tax Revenue (Ord 5.18)	$33,630	$32,935	$30,150	$30,710
Sales Tax Returns Processed	35,084	34,758	34,000	33,500
Registered Businesses	8,204	7,568	8,300	7,600
Sales Tax Certificates issued	920	774	825	800
Resale Cards issued	3,788	2,140	2,400	2,200
Exempt Cards issued	1,876	2,077	2,500	2,100
Owner Builder Cards issued	254	196	200	225
Special Assessment accounts billed and maintained	627	477	679	657
Land sales escrows maintained	34	38	36	36
Land leases monitored	27	27	27	27
Tower leases monitored			4	5

Revenue collected (Ord 5.19)	**FY2019 Actual**	**FY2020 Actual**	**FY2021 Projected**	**FY2022 Estimated**
Sales Tax Revenue (Ord 5.19)*	N/A	$272,000	$1.440M	$1.584M

- Ordinance 5.19; Remote Sales (ARSSTC) established 3/2020, end of FY20, 179 ARSSTC accounts registered, of which 6 accounts were previously registered with Kenai Peninsula Borough. As of 12/2020 filings, there are 489 ARSSTC accounts of which 15 accounts were registered with the Kenai Peninsula Borough to collect sales tax.

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11441 - Finance - Sales Tax

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 217,120	$ 219,884	$ 235,496	$ 235,496	$ 243,869	$ 8,373	3.56%
40120	Temporary Wages	3,544	4,264	6,300	6,300	6,300	-	0.00%
40130	Overtime Wages	-	850	1,149	1,149	1,197	48	4.18%
40210	FICA	19,008	18,619	21,681	21,681	22,516	835	3.85%
40221	PERS	46,871	67,737	53,413	53,413	55,338	1,925	3.60%
40321	Health Insurance	94,562	84,914	101,000	101,000	79,500	(21,500)	-21.29%
40322	Life Insurance	369	310	590	590	611	21	3.56%
40410	Leave	30,051	28,393	30,719	30,719	32,889	2,170	7.06%
40511	Other Benefits	574	307	-	-	-	-	-
	Total: Personnel	412,099	425,278	450,348	450,348	442,220	(8,128)	-1.80%
Supplies								
42210	Operating Supplies	1,813	1,092	2,300	2,300	2,300	-	0.00%
42310	Repair/Maintenance Supplies	95	-	-	-	-	-	-
42410	Small Tools & Minor Equipment	532	-	400	400	300	(100)	-25.00%
	Total: Supplies	2,440	1,092	2,700	2,700	2,600	(100)	-3.70%
Services								
43011	Contractual Services	9,613	93,472	8,150	8,150	8,150	-	0.00%
43019	Software Licensing	66,411	73,103	137,006	137,006	93,795	(43,211)	-31.54%
43036	Contractual Services - ARSSTC Fee	-	-	-	200,000	300,000	300,000	-
43110	Communications	742	684	900	900	850	(50)	-5.56%
43140	Postage and Freight	23,425	24,828	25,000	25,000	25,000	-	0.00%
43210	Transportation/Subsistence	1,968	503	3,600	3,600	3,550	(50)	-1.39%
43220	Car Allowance	3,600	3,639	3,600	3,600	3,600	-	0.00%
43260	Training	430	-	900	900	1,550	650	72.22%
43310	Advertising	5,670	878	9,600	9,600	1,600	(8,000)	-83.33%
43410	Printing	5,685	6,317	5,000	5,000	5,000	-	0.00%
43610	Utilities	2,466	2,453	3,000	3,000	3,000	-	0.00%
43720	Equipment Maintenance	2,308	2,675	6,300	6,300	6,300	-	0.00%
43812	Equipment Replacement Pymt.	43,829	43,829	43,829	43,829	99,304	55,475	126.57%
43920	Dues and Subscriptions	193	-	220	220	220	-	0.00%
	Total: Services	166,340	252,381	247,105	447,105	551,919	304,814	123.35%
Capital Outlay								
48710	Minor Office Equipment	1,339	990	940	940	1,104	164	17.45%
48720	Minor Office Furniture	3,750	-	250	250	250	-	0.00%
48740	Minor Machinery & Equipment	-	76	-	-	-		
	Total: Capital Outlay	5,089	1,066	1,190	1,190	1,354	164	13.78%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(1,250)	-	(1,000)	(1,000)	(1,000)	-	-
	Total: Interdepartmental Charges	(1,250)	-	(1,000)	(1,000)	(1,000)	-	-
Department Total		$ 584,718	$ 679,817	$ 700,343	$ 900,343	$ 997,093	$ 296,750	42.37%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11441 - Finance - Sales Tax - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Accounting Supervisor (Sales Tax), Sales Tax Specialist, Senior Account Clerk, and an Account Clerk.

43011 Contractual Services. Sales Tax Division's share (50%) of web reports and electronic payment system ($3,000), creation of scannable forms and revisions of other forms ($5,000), FIS for USAD electronic payments ($150).

43019 Software Licensing. Sales tax software annual maintenance ($65,104), Melissa Data ($3,150), InStream ($23,971), imaging software annual maintenance ($1,150), and MailGun ($420).

43036 Contractual Services-Remote Sales Tax Fee. Increased to cover Alaska Remote Sellers Sales Tax Collection fee ($300,000).

43140 Postage and Freight. Delivery of taxpayer notices and information of tax changes.

43210 Transportation/Subsistence. Travel and attendance to annual software users conference and local required travel.

43310 Advertising. Quarterly publication of businesses that are delinquent with sales tax filings and /or remittance due.

43720 Equipment Maintenance. Annual maintenance on two scanners InStream ($2,190) and allocation of maintenance costs on finance department copier.

43812 Equipment Replacement Payment. Sales tax software required platform upgrade. See schedule below.

48710 Minor Office Equipment. New monitor ($250) and basic PC ($854)

48720 Minor Office Furniture. Chair ($250).

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
SRT Version 6 Upgrade	$ 131,487	$ 43,829	$ 43,829	$ 43,829
Sales Tax Software	-	-	55,475	166,425
	$ 131,487	$ 43,829	$ 99,304	$ 210,254

Kenai Peninsula Borough
Budget Detail

Fund 100
Finance Department Totals

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 1,305,976	$ 1,285,616	$ 1,414,173	$ 1,414,173	$ 1,445,909	$ 31,736	2.24%
40120	Temporary Wages	5,252	7,335	11,770	11,770	12,860	1,090	9.26%
40130	Overtime Wages	3,596	5,307	25,667	25,667	21,799	(3,868)	-15.07%
40210	FICA	109,879	107,844	129,532	129,532	132,126	2,594	2.00%
40221	PERS	371,250	402,429	325,347	325,347	331,668	6,321	1.94%
40321	Health Insurance	457,602	445,266	517,625	517,625	516,750	(875)	-0.17%
40322	Life Insurance	2,196	1,855	3,525	3,525	3,601	76	2.16%
40410	Leave	175,853	168,431	186,395	186,395	188,682	2,287	1.23%
40511	Other Benefits	2,534	2,047	-	-	-	-	-
	Total: Personnel	2,434,138	2,426,130	2,614,034	2,614,034	2,653,395	39,361	1.51%
Supplies								
42120	Computer Software	1,101	-	300	300	4,200	3,900	1300.00%
42210	Operating Supplies	11,408	7,409	13,800	13,800	12,300	(1,500)	-10.87%
42310	Repair/Maintenance Supplies	380	123	600	600	600	-	0.00%
42410	Small Tools & Minor Equipment	2,718	1,131	1,420	1,420	1,300	(120)	-8.45%
	Total: Supplies	15,607	8,663	16,120	16,120	18,400	2,280	14.14%
Services								
43011	Contractual Services	43,036	118,002	28,403	28,403	29,711	1,308	4.61%
43017	Investment Portfolio Fees	20,817	21,713	25,000	25,000	25,000	-	0.00%
43019	Software Licensing	182,389	233,986	301,170	301,170	312,710	11,540	3.83%
43036	Contractual Services - ARSSTC Fee	-	-	-	200,000	300,000	300,000	-
43110	Communication	5,735	5,443	6,400	6,400	6,350	(50)	-0.78%
43140	Postage and Freight	57,065	56,709	64,825	64,825	65,080	255	0.39%
43210	Transportation/Subsistence	17,574	8,313	23,390	23,390	19,000	(4,390)	-18.77%
43220	Car Allowance	15,542	16,112	16,200	16,200	18,000	1,800	11.11%
43260	Training	5,884	1,710	6,670	6,670	6,545	(125)	-1.87%
43310	Advertising	13,986	8,877	18,410	18,410	10,410	(8,000)	-43.45%
43410	Printing	5,948	6,985	5,800	5,800	5,960	160	2.76%
43610	Utilities	16,603	16,522	19,250	19,250	19,000	(250)	-1.30%
43720	Equipment Maintenance	3,210	4,211	8,075	8,075	8,300	225	2.79%
43810	Rents & Operating Leases	366	366	400	400	422	22	5.50%
43812	Equipment Replacement Pymt.	111,165	111,165	111,165	111,165	166,640	55,475	49.90%
43920	Dues and Subscriptions	4,047	4,160	4,222	4,222	4,800	578	13.69%
43931	Recording Fees	12,270	8,092	13,500	13,500	13,500	-	0.00%
43932	Litigation Reports	44,793	43,092	66,150	66,150	66,150	-	0.00%
	Total: Services	560,430	665,458	719,030	919,030	1,077,578	358,548	49.87%
Capital Outlay								
48710	Minor Office Equipment	3,233	13,776	5,544	5,544	12,260	6,716	121.14%
48720	Minor Office Furniture	4,169	200	1,075	1,075	1,075	-	0.00%
48740	Minor Machinery & Equipment	-	409	-	-	-	-	-
	Total: Capital Outlay	7,402	14,385	6,619	6,619	13,335	6,716	101.47%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(4,645)	(472)	(5,530)	(5,530)	(5,530)	-	-
	Total: Interdepartmental Charges	(4,645)	(472)	(5,530)	(5,530)	(5,530)	-	-
Department Total		$ 3,012,932	$ 3,114,164	$ 3,350,273	$ 3,550,273	$ 3,757,178	$ 406,905	12.15%

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Department Function

Fund 100 — **General Fund**

Dept 11510 — **Assessing Administration**

Mission

To maintain accurate ownership, legal and physical description of all real and personal property borough-wide, enabling accurate assessment of all taxable property within the borough in compliance with State and Borough requirements.

Program Description

Handle transfers of ownership, administer exemption programs, enter inspection data, and respond to all public inquiries. Provide accurate and timely information to the public, user departments, and other government agencies. Prepare the annual assessment rolls.

Major Long Term Issues and Concerns:

- Mobile Assessor implementation behind schedule for go live due to Covid-19 and merger of software parent company.
- The department is losing long time Administrative Manager to retirement.

FY2021 Accomplishments:

- Updated outdated office policy and procedure to comply with State of Alaska reporting requirements, increasing efficiencies by standardizing processes to make data compilation for reporting easier to accomplish.
- Integrated new Pictometry with Proval and cross-trained staff to sketch into Proval.

FY2022 New Initiatives:

- Implement new mobile assessor software.
- Transition clerical staff to assist and perform audits of exemptions.
- Develop processes to validate field collection data.

Performance Measures

Priority/Goal: Public Service
Goal: Administer Exemption Programs
Objective: 1. Notify new property owners of exemption programs and eligibility requirements.
2. Audit ownership information to ensure that exemptions are removed when residents move or sell property.

Measures:

Exemption Program Counts	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Assessment year	2018	2019	2020	2021
50K Residential Applications approved (new)	886	980	913	947
Senior Citizen Applications approved (new)	567	617	546	575
Disabled Veteran Applications approved (new)	51	191	207	210
Disabled Resident Tax Credit Applications approved (all)	297	248	221	235
Other exemption applications approved (all)	223	308	486	350
Parcels with exemption of any type	35,406	36,111	36,754	36,800

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	10	10	9	9

Department Function

Fund 100 **General Fund**

Dept 11510 **Assessing Administration - Continued**

Priority/Goal: Public Service
Goal: Maintain accurate records of parcels including ownership and legal descriptions
Objective:
1. Create and retire parcels to identify newly platted parcels.
2. Review recorded documents to determine ownership interest of parties.
3. Maintain address information for all taxable real and personal property accounts.

Measures:

Parcel and Change Counts	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Assessment year	2018	2019	2020	2021
Parcel count – real property	65,634	65,753	65,883	66,300
Parcel count – oil & gas accounts	204	208	198	200
Personal Property count	7,135	7,206	7,328	7,400
Ownership changes	6,515	5,842	5,550	5,850
Address Changes	5,838	5,585	5,196	5,300

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11510 - Assessing Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 532,061	$ 553,133	$ 593,158	$ 593,158	$ 606,878	$ 13,720	2.31%
40120	Temporary Wages	2,133	9,831	15,492	15,492	13,000	(2,492)	-16.09%
40130	Overtime Wages	8,370	4,530	9,874	9,874	9,451	(423)	-4.28%
40210	FICA	45,068	45,952	54,753	54,753	55,412	659	1.20%
40221	PERS	166,554	166,617	136,152	136,152	139,210	3,058	2.25%
40321	Health Insurance	222,851	224,064	227,250	227,250	238,500	11,250	4.95%
40322	Life Insurance	909	817	1,479	1,479	1,511	32	2.16%
40410	Leave	65,380	65,769	74,170	74,170	71,376	(2,794)	-3.77%
40511	Other Benefits	1,098	938	-	-	-	-	-
	Total: Personnel	1,044,424	1,071,651	1,112,328	1,112,328	1,135,338	23,010	2.07%
Supplies								
42120	Computer Software	997	1,290	400	400	650	250	62.50%
42210	Operating Supplies	3,845	2,708	4,000	4,000	4,000	-	0.00%
42310	Repair/Maintenance Supplies	19	-	-	-	-	-	-
42410	Small Tools & Minor Equipment	474	387	500	500	500	-	0.00%
	Total: Supplies	5,335	4,385	4,900	4,900	5,150	250	5.10%
Services								
43011	Contractual Services	40,573	38,975	43,200	43,200	43,700	500	1.16%
43019	Software Licensing	108,725	115,080	138,374	138,374	149,544	11,170	8.07%
43110	Communications	3,166	3,695	4,860	4,860	4,560	(300)	-6.17%
43140	Postage and Freight	10,452	11,504	12,310	12,310	14,580	2,270	18.44%
43210	Transportation/Subsistence	12,156	7,316	9,981	9,981	5,009	(4,972)	-49.81%
43220	Car Allowance	6,092	7,277	7,200	7,200	7,200	-	0.00%
43260	Training	1,263	1,725	1,975	1,975	925	(1,050)	-53.16%
43310	Advertising	701	975	1,600	1,600	1,200	(400)	-25.00%
43410	Printing	1,969	2,178	2,000	2,000	2,000	-	0.00%
43610	Utilities	6,992	6,985	8,325	8,325	8,325	-	0.00%
43720	Equipment Maintenance	279	198	550	550	1,100	550	100.00%
43920	Dues and Subscriptions	593	527	712	712	774	62	8.71%
	Total: Services	192,961	196,435	231,087	231,087	238,917	7,830	3.39%
Capital Outlay								
48710	Minor Office Equipment	4,674	6,916	4,090	4,090	3,150	(940)	-22.98%
48720	Minor Office Furniture	1,124	579	600	600	1,800	1,200	200.00%
48740	Minor Machinery & Equipment	-	171	-	-	-	-	-
	Total: Capital Outlay	5,798	7,666	4,690	4,690	4,950	260	5.54%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(842)	(2,207)	(2,475)	(2,475)	-	2,475	-100.00%
	Total: Interdepartmental Charges	(842)	(2,207)	(2,475)	(2,475)	-	2,475	-100.00%
Department Total		$ 1,247,676	$ 1,277,930	$ 1,350,530	$ 1,350,530	$ 1,384,355	$ 33,825	2.50%

Line-Item Explanations

40110 Regular Wages. Current staff includes: Director of Assessing, Assessment Administration Manager, Title Examiner, Exemption Examiner, Assessment Reporting Analyst, Administrative Assistant, Senior Assessing Clerk, and 2 Assessing Clerks.

43011 Contractual Services. Electronic copies of recorded documents from all districts ($4,000), all assessment notices and informational brochure annual printing and mailing ($37,000), DMV data access ($800), shredding service ($100), and microfiche certified rolls ($1,800).

43019 Software Licensing. Assessment maint/support ($109,644), CAMA rate tables ($12,500), mobile assessor maint/support ($24,750), Pictometry Connect ($2,200), and camera license portion ($450).

43210 Transportation/Subsistence Decreased due to training courses being done online instead of in person.

43260 Training. Decreased due the utilization of on-line courses to meet training requirements for this year.

43310 Advertising. Decreased due to use of radio PSA instead of print advertising for exemption ads.

48710 Minor Office Equipment. Scheduled replacement of copier; cost no longer shared with other departments on floor ($3,150 share).

48720 Minor Office Furniture. Replacement of 1 office chair ($600), and 2 sit-stand workstations ($600 ea.).

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Department Function

Fund 100 — **General Fund**

Dept 11520 — **Assessing Appraisal**

Mission

Perform equitable, fair, and uniform real and personal property assessments borough-wide in a timely and courteous manner, while adhering to all applicable state and local laws.

Program Description

Appraisal division staff conduct field inspection of property within the borough to ensure all records are accurate and properties are uniformly described in accordance with department guidelines. Collect and verify sales and calibrate market models annually. Review property records and values with property owners, review appeals and represent the borough before Board of Equalization.

Major Long Term Issues and Concerns:

Lack of vacant positions in department. Implementation of Mobile Assessor.

FY2021 Accomplishments:

- Completed annual assessment cycle and completed additional areas to reach a 5-year residential inspection cycle.
- Reassigned staff to provide additional assistance to inspect vacant parcels and advanced the revaluation of KPB land.
- Implementation of Pictometry resulted in increased accuracy in remote areas and decreased staff travel time and expenses.

FY2022 New Initiatives:

- Expansion of the use of Pictometry in upcoming and future canvas areas.
- Finalize an update to field training manual.
- Continued focus on safe work habits.

Performance Measures

Measures:

Staff and Mileage	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing History	14	14	14	12

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Staff Miles Traveled	88,978	55,428	45,000	40,000

Priority/Goal: Market Value of All Taxable Property

Goal: Accurately and equitably value all real and personal property within the borough for ad valorem property tax purposes.

Objective: 1. Specify market models to enable mass appraisal
2. Calibrate models annually to market value

Measures:

Real Property Assessment Roll	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Value (000's)	$6,347,426	$6,547,973	$6,667,627	$6,817,649
% Change From Prior Year	0.05%	3.16%	1.83%	2.25%

Priority/Goal: Maintain Equity of Assessment

Goal: Maintain an accurate description of all property within the Borough

Objective: 1. Conduct area-wide re-inspections with the goal of re-inspecting all property within the Borough on a 5-year cycle in accordance with Assembly Resolution 2003-008. Inspections vary by year due to parcels in scheduled canvas areas.
2. Calculate the number of properties to be inspected each year to achieve a 5-year cycle
3. Identify & request in budget the resources necessary to complete the required number of re-inspections annually

Measures:

Inspections	FY2019 Actual *	FY2020 Actual *	FY2021 Projected	FY2022 Estimated
Improved Parcels	5,791	7,756	6,245	3,814
Vacant Parcels	3,547	3,442	9,311	6,462
Total Inspections	9,338	11,198	15,556	10,276
*For parcel counts for FY2019, land inspections were not included in the totals. Starting in FY2020, land inspections will be included.				

Department Function

Fund 100 — **General Fund**

Dept 11520 — **Assessing Appraisal - Continued**

Priority/Goal: Respond to Property Owners' Requests for Review
Goal: Respond to owner's requests through informal review and BOE appeals
Objective: 1. Work to resolve disputes first informally
2. Inspect appealed properties and review with owners in advance of hearing
3. Defend assessed values at Board of Equalization

Measures:

Appeals	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Informal Review	906	828	571	900
Appeals Filed	318	249	192	315
Heard by Board of Equalization	29	34	8	48
Assessor Value Upheld	22	29	6	38

Inspection Areas	Improved Parcels	Vacant Parcels	Total Parcels	FY2016*	FY2017*	FY2018*	FY2019*	FY2020*	FY2021 Projection	FY2022 Estimate
Anchor Point	2,290	2,576	4,866	182	162	220	951	1,613	95	
Caribou Hills/Caribou Lake	424	860	1,284	5	174	27	7	4	19	
Cooper Landing	432	236	668	17	26	19	26	18	253	
Funny River	1,468	1,576	3,044	153	328	555	1,239	169	86	
Gray Cliff/ Moose Point	207	750	957	52	29	0	3	1	932	
Homer	5,719	3,642	9,361	368	667	4,697	1,817	616	389	
Hope/Sunrise	323	230	553	27	30	27	23	1	534	
K-Beach	2,802	1,044	3,846	2,476	1,609	394	550	441	834	3,962
Kasilof/Clam Gulch	3,549	2,583	6,132	235	206	192	2,918	217	886	
Kenai	3,022	1,934	4,956	205	237	377	264	1,906	1,953	
Moose Pass	290	293	583	442	76	71	64	62	10	585
Nanwalek (see Port Graham)				0	0	0	0	57	0	
Nikiski/North Kenai	3,355	3,594	6,949	1,810	387	407	387	1,227	5,034	
Ninilchik/Deep Creek	1,319	1,415	2,734	90	127	110	137	1,687	16	
Port Graham (now includes Nanwalek	136	38	174	1	1	0	0	89	0	
Ridgeway	2,018	1,073	3,091	155	204	174	191	2,051	967	
S. Kachemak Bay/waterfront	360	1,276	1,636	28	6	2	2	355	3	1,000
Seldovia/Barbara Heights	557	569	1,126	509	50	70	39	53	490	500
Seward	2,228	1,325	3,553	1,451	225	123	164	129	117	3,229
Soldotna	1,982	783	2,765	152	208	187	149	158	2,084	500
Sterling	3,603	2,002	5,605	239	3,164	328	407	274	193	
West Side of Inlet	313	1,216	1,529	0	29	3	0	70	661	500
Total	**36,400**	**29,139**	**65,539**	**8,597**	**7,945**	**7,983**	**9,338**	**11,198**	**15,556**	**10,276**

The numbers in the table above represent properties physically inspected onsite and sent for data entry in each of the listed areas. These numbers will not match those reported in previous years, which were estimates based upon the total number of properties in each canvass area. Other properties, primarily vacant land, will have also received updated descriptions and values based upon internal review using GIS, aerial photographs and other tools.

*For parcel counts from FY2016 to FY2019, land inspections were not included in the totals. Starting in FY2020, land inspections will be included.

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11520 - Assessing Appraisal

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 844,760	$ 803,767	$ 968,210	$ 968,210	$ 859,103	$ (109,107)	-11.27%
40120	Temporary Wages	5,533	-	-	-	-	-	-
40130	Overtime Wages	17,016	11,570	15,755	15,755	17,590	1,835	11.65%
40210	FICA	74,179	70,871	91,643	91,643	81,111	(10,532)	-11.49%
40221	PERS	264,495	260,396	224,295	224,295	199,690	(24,605)	-10.97%
40321	Health Insurance	321,426	314,826	353,500	353,500	318,000	(35,500)	-10.04%
40322	Life Insurance	1,451	1,259	2,425	2,425	2,150	(275)	-11.34%
40410	Leave	120,813	115,933	131,620	131,620	112,984	(18,636)	-14.16%
40511	Other Benefits	1,650	1,506	-	-	-	-	-
	Total: Personnel	1,651,323	1,580,128	1,787,448	1,787,448	1,590,628	(196,820)	-11.01%
Supplies								
42210	Operating Supplies	1,567	2,980	2,000	2,000	2,300	300	15.00%
42230	Fuel, Oil & Lubricants	-	42	450	450	100	(350)	-77.78%
42250	Uniforms	-	51	50	50	150	100	200.00%
42360	Motor Vehicle Supplies	-	157	-	-	200	200	-
42410	Small Tools & Minor Equipment	1,697	8,545	1,525	1,525	1,000	(525)	-34.43%
	Total: Supplies	3,264	11,775	4,025	4,025	3,750	(275)	-6.83%
Services								
43011	Contractual Services	5,044	19,318	10,000	10,000	5,680	(4,320)	-43.20%
43019	Software Licensing	-	-	-	-	-	-	-
43110	Communications	4,902	5,107	6,500	6,500	6,500	-	0.00%
43210	Transportation/Subsistence	62,821	52,443	90,936	90,936	59,030	(31,906)	-35.09%
43220	Car Allowance	43,892	41,173	46,800	46,800	39,600	(7,200)	-15.38%
43260	Training	3,900	9,939	12,600	12,600	10,445	(2,155)	-17.10%
43610	Utilities	8,645	8,566	9,555	9,555	9,555	-	0.00%
43750	Vehicle Maintenance	700	-	800	800	800	-	0.00%
43812	Equipment Replacement Pymt.	-	10,223	14,318	14,318	14,928	610	4.26%
43920	Dues & Subscriptions	1,590	3,122	3,058	3,058	2,755	(303)	-9.91%
	Total: Services	131,494	149,891	194,567	194,567	149,293	(45,274)	-23.27%
Capital Outlay								
48710	Minor Office Equipment	4,755	15,465	6,842	6,842	4,895	(1,947)	-28.46%
48720	Minor Office Furniture	1,578	266	600	600	2,400	1,800	300.00%
48740	Minor Machinery & Equipment	-	-	-	-	-		
	Total: Capital Outlay	6,333	15,731	7,442	7,442	7,295	(147)	-1.98%
Department Total		$ 1,792,414	$ 1,757,525	$ 1,993,482	$ 1,993,482	$ 1,750,966	$ (242,516)	-12.17%

Line-Item Explanations

40110 Regular Wages. Staff includes: Appraisal Manager, Appraisal Analyst, Principal Appraiser, Lead Appraiser, Senior Appraiser/Auditor, Appraiser III, 3 Appraiser II, Senior Personal/Real Property Appraiser, and 2 Appraisal Technicians.

Removed 2 Appraisal Technicians

43011 Contractual Services. Boat/air charter to inspect properties ($3,600), appraisal photo processing ($2,080). Additional decrease is due to collaboration between GIS and Assessing to utilize imagery to accomplish more efficient and safer canvassing. Imagery was previously funded by the GIS Department for borough-wide functionalilty.

43210 Transportation/Subsistence. Reduction due to use of Pictometry in Seward/Moose Pass and Seward Remote.

43220 Car Allowance. Reduction due to 2 less staff.

43260 Training. Appraisal courses required for certification/continuing education credits (12 staff) and firearms training per safety requirements. Reduction due to use of locally taught or on-line courses and 2 less staff.

43812 Equipment Replacement. Payment on Mobile Assessor software ($12,325) and 10 tablets ($1,993). See payment schedule below.

48710 Minor Office Equipment. Scheduled replacement copier; cost no longer shared with other departments on floor ($3,150 share), and 1 computer (high-end at $1,032), sound bar ($41 each), and 2 monitors ($336 each).

48720 Minor Office Furniture. Replacement of 1 office chair ($600) and purchase 3 sit-stand work stations ($600 each).

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11520 - Assessing Appraisal - continued

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-25
Assessing mobile software	$ 8,230	$ 12,325	$ 12,935	$ 38,805
Assessing mobile tablets (10)	1,993	1,993	1,993	5,982
	$ 10,223	$ 14,318	$ 14,928	$ 44,787

Kenai Peninsula Borough
Budget Detail

Fund 100
Assessing Department Totals

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 1,376,821	$ 1,356,900	$ 1,561,368	$ 1,561,368	$ 1,465,981	$ (95,387)	-6.11%
40120	Temporary Wages	7,666	9,831	15,492	15,492	13,000	(2,492)	-16.09%
40130	Overtime Wages	25,386	16,100	25,629	25,629	27,041	1,412	5.51%
40210	FICA	119,247	116,823	146,396	146,396	136,523	(9,873)	-6.74%
40221	PERS	431,049	427,013	360,447	360,447	338,900	(21,547)	-5.98%
40321	Health Insurance	544,277	538,890	580,750	580,750	556,500	(24,250)	-4.18%
40322	Life Insurance	2,360	2,076	3,904	3,904	3,661	(243)	-6.22%
40410	Leave	186,193	181,702	205,790	205,790	184,360	(21,430)	-10.41%
40511	Other Benefits	2,748	2,444	-	-	-	-	-
	Total: Personnel	2,695,747	2,651,779	2,899,776	2,899,776	2,725,966	(173,810)	-5.99%
Supplies								
42120	Computer Software	997	1,290	400	400	650	250	62.50%
42210	Operating Supplies	5,412	5,688	6,000	6,000	6,300	300	5.00%
42230	Fuel, Oil & Lubricants	-	42	450	450	100	(350)	-77.78%
42250	Uniforms	-	51	50	50	150	100	200.00%
42310	Repair/Maintenance Supplies	19	-	-	-	-	-	-
42360	Motor Vehicle Supplies	-	157	-	-	200	200	-
42410	Small Tools & Minor Equipment	2,171	8,932	2,025	2,025	1,500	(525)	-25.93%
	Total: Supplies	8,599	16,160	8,925	8,925	8,900	(25)	-0.28%
Services								
43011	Contractual Services	45,617	58,293	53,200	53,200	49,380	(3,820)	-7.18%
43019	Software Licensing	108,725	115,080	138,374	138,374	149,544	11,170	8.07%
43110	Communications	8,068	8,802	11,360	11,360	11,060	(300)	-2.64%
43140	Postage and Freight	10,452	11,504	12,310	12,310	14,580	2,270	18.44%
43210	Transportation/Subsistence	74,977	59,759	100,917	100,917	64,039	(36,878)	-36.54%
43220	Car Allowance	49,984	48,450	54,000	54,000	46,800	(7,200)	-13.33%
43260	Training	5,163	11,664	14,575	14,575	11,370	(3,205)	-21.99%
43310	Advertising	701	975	1,600	1,600	1,200	(400)	-25.00%
43410	Printing	1,969	2,178	2,000	2,000	2,000	-	0.00%
43610	Utilities	15,637	15,551	17,880	17,880	17,880	-	0.00%
43720	Equipment Maintenance	279	198	550	550	1,100	550	100.00%
43750	Vehicle Maintenance	700	-	800	800	800	-	0.00%
43812	Equipment Replacement Pymt.	-	10,223	14,318	14,318	14,928	610	4.26%
43920	Dues and Subscriptions	2,183	3,649	3,770	3,770	3,529	(241)	-6.39%
	Total: Services	324,455	346,326	425,654	425,654	388,210	(37,444)	-8.80%
Capital Outlay								
48710	Minor Office Equipment	9,429	22,381	10,932	10,932	8,045	(2,887)	-26.41%
48720	Minor Office Furniture	2,702	845	1,200	1,200	4,200	3,000	250.00%
48740	Minor Machines & Equipment	-	171	-	-	-	-	-
	Total: Capital Outlay	12,131	23,397	12,132	12,132	12,245	113	0.93%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(842)	(2,207)	(2,475)	(2,475)	-	2,475	-100.00%
	Total: Interdepartmental Charges	(842)	(2,207)	(2,475)	(2,475)	-	2,475	-100.00%
Department Total		$ 3,040,090	$ 3,035,455	$ 3,344,012	$ 3,344,012	$ 3,135,321	$ (208,691)	-6.24%

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Department Function

Fund 100 — **General Fund**

Dept 21110 — **Resource Planning Administration**

Mission

Make sound use of the Borough's natural and human resources to establish a balanced and dynamic economy in a manner consistent with the public interest.

Program Description

Planning provides professional advice and information to the Planning Commission, Borough Assembly, and other departments for the purpose of assisting in the ongoing socioeconomic development of the Borough.

Major Long Term Issues and Concerns:

- Guide land use at the regional scale to promote economic development, improve public roads and other services and facilities, and maintain environmental quality.
- Keep the Kenai Peninsula unique, prosperous, vibrant, and an attractive place to live by balancing economic benefits of tourism with residents' quality of life.
- Collect, analyze, and distribute, current and accurate information concerning population, land use, natural resources, and regulatory functions within the Borough.
- Provide information and assistance to other municipalities, local community groups, and the general public regarding subdivision regulations, local option zoning, land use regulations, and land use planning.
- Identify procedures to improve information sharing and problem solving between borough departments.

FY2021 Accomplishments

- Creation of the Resilience and Security Advisory Commission (RSAC).
- Continuation and growth of all Planning Department functions throughout a national pandemic.
- With numerous key positions being open due to retirements and other staff departures, remaining department staff rallied together to ensure that all Planning Department functions were maintained for the public.
- Re-establishment of the Kachemak APC which had been dormant for over 5 years.
- Ordinance 2020-45: Amending KPB Code of Ordinance including Chapter 2.40 – Planning Commission, Title 20 – Subdivisions and Chapter 21.20 Hearings & Appeals. This significant code rewrite has been an ongoing project which is in the final review stages with a goal of implementation in early 2021.
- Migration of historic platting data into the Platting SharePoint platform. This is an ongoing project with a goal of being completed by the end of 2021.
- Streamline the Tax Certificate review and approval using SharePoint.

FY2022 New Initiatives:

- Work with interested communities outside the incorporated cities to help develop locally-driven community plans.
- Assist GIS with the 2020 census.
- Complete update to KPB Code Chapter 20, Platting.
- Moving the Planning Commission over to Granicus meetings/records management software.
- Work with AK Department of Transportation (DOT) and the community of Cooper Landing on the design of the Sterling Highway Bypass.
- Complete field verification and uniform address sign posting of Nikiski/Salamatof E-911 communities.
- Review and update as necessary zoning related chapters of KPB Code Chapter 21, including 21.04, 21.09, 21.10, 21.40, 21.42, 21.44, 21.46.
- Review and update public information on borough zoning including a new webpage for zoning within the borough and an updated KPB zoning map.

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	8.75	8.75	8.00	8.00

Performance Measures

Priority/Goal: Provide improved levels of service while finding ways to cut costs.
Goal: Meet all public requests in a timely manner.
Objective: Provide staff with updated equipment, technology and adequate training to provide timely response to public requests.

Measures:

Description	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Front Counter Walk Ins	1,624	838	1,000	1,700
Calls for Information	4,558	3,426	4,600	4,600
Special Order Maps	942	572	950	950

Goal: Make every interaction between borough personnel and the public a positive experience.
Objective: Ensure borough policies and programs meet the needs of borough residents**.**
Objective: All reports prepared within code requirements 100% of the time with current staff.

Measures:

Description	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Platting/Planning Reports	195	198	200	200
Public Hearing Notices	5,665	5,008	6,000	6,000
Recorded Plats	118	128	140	140
Provided within time required by the code.	100%	100%	100%	100%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 21110 - Resource Planning Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 515,254	$ 480,426	$ 539,837	$ 539,837	$ 565,836	$ 25,999	4.82%
40120	Temporary Wages	4,963	4,187	16,120	16,120	20,783	4,663	28.93%
40120	Meeting Allowance PC	28,175	25,225	33,600	33,600	33,600	-	0.00%
40130	Overtime Wages	6,680	11,534	11,618	11,618	11,357	(261)	-2.25%
40210	FICA	48,211	49,105	54,174	54,174	57,131	2,957	5.46%
40221	PERS	150,401	147,963	124,404	124,404	133,158	8,754	7.04%
40321	Health Insurance	181,087	180,075	202,000	202,000	185,500	(16,500)	-8.17%
40322	Life Insurance	831	668	1,341	1,341	1,438	97	7.23%
40410	Leave	55,753	50,556	61,718	61,718	64,931	3,213	5.21%
40511	Other Benefits	841	716	-	-	-	-	-
	Total: Personnel	992,196	950,455	1,044,812	1,044,812	1,073,734	28,922	2.77%
Supplies								
42020	Signage Supplies	11,729	5,954	20,000	20,000	-	(20,000)	-100.00%
42120	Computer Software	10	196	3,000	3,000	2,000	(1,000)	-33.33%
42210	Operating Supplies	3,123	6,050	8,500	8,546	8,500	-	0.00%
42230	Fuel, Oil & Lubricants	3,566	3,518	7,000	6,650	7,000	-	0.00%
42310	Repair/Maintenance Supplies	187	197	-	350	-	-	-
42360	Motor Vehicle Repair Supplies	40	6	2,500	2,500	2,500	-	0.00%
42410	Small Tools & Minor Equipment	38	412	7,300	7,300	7,300	-	0.00%
	Total: Supplies	18,693	16,333	48,300	48,346	27,300	(21,000)	-43.48%
Services								
43011	Contractual Services	9,967	2,491	20,000	19,954	20,850	850	4.25%
43015	Water/Air Sample Testing	5,000	5,000	5,000	5,000	5,000	-	0.00%
43019	Software Licensing	136	192	200	200	200	-	0.00%
43110	Communications	4,060	4,352	5,000	5,000	5,000	-	0.00%
43140	Postage and Freight	8,707	8,996	15,000	15,000	15,000	-	0.00%
43210	Transportation/Subsistence	3,990	2,490	16,350	16,350	16,200	(150)	-0.92%
43210	Transportation/Subsistence PC	19,622	13,306	20,000	20,000	16,500	(3,500)	-17.50%
43220	Car Allowance	3,600	3,036	3,600	3,600	7,200	3,600	100.00%
43221	Car Allowance PC	19,350	18,300	19,800	19,800	19,800	-	0.00%
43260	Training	1,985	1,589	4,300	4,300	5,075	775	18.02%
43260	Training PC	-	240	3,000	3,000	3,000	-	0.00%
43310	Advertising	19,677	21,315	22,000	22,000	22,000	-	0.00%
43410	Printing	210	392	500	500	500	-	0.00%
43610	Utilities	10,300	10,270	12,500	12,500	12,500	-	0.00%
43720	Equipment Maintenance	901	183	3,000	3,000	2,500	(500)	-16.67%
43750	Vehicle Maintenance	746	-	1,500	1,500	1,500	-	0.00%
43810	Rents & Operating Leases	292	342	550	550	550	-	0.00%
43812	Equipment Replacement Pymt.	2,302	6,706	6,706	6,706	5,626	(1,080)	-16.10%
43920	Dues and Subscriptions	2,245	3,051	2,175	2,175	1,975	(200)	-9.20%
43931	Recording Fees	12	64	500	500	500	-	0.00%
	Total: Services	113,102	102,315	161,681	161,635	161,476	(205)	-0.13%
Capital Outlay								
48710	Minor Office Equipment	5,540	6,039	4,250	4,250	7,750	3,500	82.35%
48720	Minor Office Furniture	314	495	2,600	2,600	4,600	2,000	76.92%
48740	Minor Machinery & Equipment	-	1,208	-	-	-	-	-
	Total: Capital Outlay	5,854	7,742	6,850	6,850	12,350	5,500	80.29%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	(79,224)	(87,827)	-	-	-	-	-
	Total: Interdepartmental Charges	(79,224)	(87,827)	-	-	-	-	-
Department Total		1,050,621	989,018	$ 1,261,643	$ 1,261,643	$ 1,274,860	$ 13,217	1.05%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 21110 - Resource Planning Administration - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Planning Director, 1 Planner, 1 Code Compliance Officer, 1 Administrative Assistant (Planning), 1 Platting Officer, 1 Platting Specialist, 1 Platting Technician, and 1 Senior Clerk Typist.

40120 Temporary Wages - PC. Planning commissioners compensation (chairman: 1 x $150/mgt. x 24 meetings = $3,600 plus 10 commissioners x $125/mtg. x 24 meetings = $30,000).

40120 Temporary Wages. Temporary coverage for staff absences.

42020 Signage Supplies. Decreased due to Addressing Officer moved to GIS division.

42410 Small Tools & Minor Equipment. Ongoing replacement cycle to purchase new phones (4 x $400 each), iPads (5 x $650 each), replace scanner ($500), printer ($1,000), and misc. small tools ($950). We have 10 iPads that need to be replaced. We are working towards an ongoing replacement cycle.

43011 Contractual Services. Advisory planning commission budgets ($7,350) which is an increase of $2,350 for studies/mailings, RSAC for studies/mailings ($500), code compliance and right of way surveys ($10,000), and appeals record costs ($3,000).

43210 Transportation/Subsistence. Travel to IRWA education classes, Surveyor's conference, agency meetings, site visits and various miscellaneous meetings.

43220 Car Allowance. Planning Director and Planner. Increased due to Planner receiving car allowance.

43221 Car Allowance PC. Car allowance for the planning commissioners (11 commissioners x $150 month x 12 months = $19,800).

43260 Training. Online courses for Director ($225), shot gun safety course for 2 staff members ($200 each), continuing education to include APA Conference, Surveyor's Conference, and Right of Way (IRWA) classes.

43812 Equipment Replacement Payments. Payment on various vehicles and equipment; see schedule below.

43931 Recording Fee. E-Recording fees for documents to be recorded in the Recording District.

48710 Minor Office Equipment. HP Laser Jet printer replacement ($3,500), three (3) computers ($1,150 each), and two (2) battery backups ($400 each).

48720 Minor Office Furniture. Replace staff chairs ($800), sit/stand stations ($800), and desk and storage for directors office ($3,000).

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
2016 Truck **	$ 11,906	$ 2,302	$ 2,302	$ -
Large Scanner/Printer	4,404	4,404	3,324	6,468
	$ 16,310	$ 6,706	$ 5,626	$ 6,468

** An equal amount is being billed to Land Management Administration for this vehicle.

Department Function

Fund 100 **General Fund**

Dept 11232 **Resource Planning – Geographic Information Systems**

Mission

The Geographic Information Systems (GIS) Division provides map services, geographic data and support for the Kenai Peninsula Borough, its cities, state, federal agencies and the public.

Program Description

The GIS Division creates, edits, and manages data, tools and applications necessary for the operation of all Borough departments. Our primary goals are to support public safety and improve intra-departmental efficiencies. GIS is responsible for producing emergency services map books, developing and maintaining internet based mapping, disseminating data, providing ad hoc mapping services, developing and maintaining spatial database applications, and providing spatial analysis and online applications to assist various Borough departments, other agencies and the public toward making informed decisions.

Major Long Term Issues and Concerns:

- Alignment of accumulated data holdings with contemporary GIS platforms and security needs.
- Funding to maintain expected level of GIS services to the public and other Borough departments.
- Improve roads data for emergency response purposes. Explore data collection options (crowdsourcing, etc.)
- Continuing education to keep pace with changing software and technology
- Achieving control standards for parcel data via control survey and parcel fabric.
- Transitioning to Next Generation 911 standards.

FY2021 Accomplishments

- Established and administered Information Hubs https://covid19.kpb.us and https://CARES.kpb.us to centralize and host critical local level information on COVID-19 metrics such as Daily Case Counts, CARES Relief Funding measures, and the most current Testing and Vaccination Information. Dashboard is used widely and daily by government, school and business administrators.
- Western Kenai Peninsula imagery acquisition scheduled for Spring 2021 including scope and specifications that support Assessing canvas needs allowing for personnel cost reduction, fieldwork risk minimization, and dispersed efficiencies that come with current high quality imagery information. Coordination with other agencies and potential funding partners. Coordinated vendor specifications and deliverables for Eastern Kenai Peninsula imagery acquisition in cooperation with Assessing Department under CARES project.
- Developed custom applications for RSA and decommissioned legacy server.
- Reduced staff time involved in custom map-making by emphasizing online mapping services and providing parcel viewer training events.
- Supported elections in coordination with Clerk with voter district boundary information and establishing systems to process absentee ballot applications (3,600 applications).
- Sat on State 911 working group – Public Safety GIS subgroup. Began investigations into transitioning to Next Generation 911 standards.
- Updated Everbridge (reverse 911) data for OEM.
- Engaged with KPB IMT Covid-19 initial response producing maps and scenario data to support planning, operations, and public information.
- Built map for new Solacom dispatch call-taking software.

FY2022 New Initiatives:

- Upgrade legacy GIS systems to ARCGIS Enterprise. Implement ARCGIS Hub site to provide online, public facing location for data downloads, mobile viewers, etc.
- Building Footprint dataset acquisition and implementation.
- Audit, re-configure, and validate addressing data.
- Continue to increase efficiencies in internal KPB workflows and implement additional business process automation and mobile application development.
- Upgrade ground control (survey level) and develop parcel fabric for the Kenai area.
- Coordinate acquisition of Pictometry in cooperation with Assessing Department according to 5-year property valuation canvasing schedule.

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	4	4	3.25	3.25

Department Function

Fund 100 **General Fund**

Dept 11232 **Resource Planning – Geographic Information Systems - Continued**

Performance Measures

Priority/Goal: Mapping service to the Kenai Peninsula Borough community for public safety.
Goal: Provide accurate and cost effective mapping products to all KPB departments and service areas as well as the public.
Objective: 1. Improve data and materials available for notifying and transmitting information to emergency service providers.

Measures:

Key Measures	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Emergency service map books distributed	280	40	30	280 (new imagery is acquired)

Priority/Goal: Mapping service to the Kenai Peninsula Borough community.
Goal: To provide mapping services essential to the Kenai Peninsula Borough.
Objective: 1. Continue to support KPB departments for provision of public services.
Measures:

Key Measures	CY2019 Actual	CY2020 Actual	CY2021 Projected	CY2022 Estimated
156+ tax page updates resulting from new subdivision plats (142 subdivisions recorded, 251 deleted, parcels 375 new parcels created), to date.	185	200	181	200
GIS Online Parcel Viewer(s) visits	380,000	385,000	210,000 (Improved accuracy of view count)	210,000
Major Event Viewers & Data Hub visits		93,000 (Swan Lake Fire Viewer)	136,567 (COVID.KPB.us & CARES.KPB.us)	
Large format map prints	450	631 (Increase due to Swan Lake Fire)	120	200

Priority/Goal: Improve geospatial data related to addressing/emergency response
Objective: Audit address point and street data. Prepare GIS data for transition to Next Generation 911.
Measures:

Description	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Street Name Changes	2	2	5	5
Address Signs Posted	144	75	75	100
Street Address changes	677	521	700	700

Commentary

The GIS web page continues to remain the most visited page on the Borough's website with viewers utilizing multiple specifically-targeted applications and data downloads. Users generated 341,848 tasks (printing, searching, running reports, look-ups) on KPB viewer in the month of November 2020, as an example.

GIS continues to engage other KPB departments toward reducing inefficient and outdated business practices, and plays a critical role in emergency services and emergency response. More than ever, the GIS division is relied upon to provide accurate and readily-available data, high-quality maps and comprehensive technical assistance to many KPB departments, the public, private businesses, and other agencies.

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11232 - Resource Planning - Geographic Information Systems

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 203,978	$ 192,241	$ 255,333	$ 255,333	$ 257,906	$ 2,573	1.01%
40120	Temporary Wages	-	-	-	-	8,960	8,960	-
40130	Overtime Wages	-	281	2,781	2,781	7,388	4,607	165.66%
40210	FICA	17,645	18,182	23,047	23,047	24,684	1,637	7.10%
40221	PERS	54,802	62,991	58,121	58,121	60,431	2,310	3.97%
40321	Health Insurance	75,927	71,760	82,063	82,063	86,125	4,062	4.95%
40322	Life Insurance	369	296	628	628	639	11	1.75%
40410	Leave	36,226	32,524	36,188	36,188	38,118	1,930	5.33%
40511	Other Benefits	317	294	-	-	-	-	-
	Total: Personnel	389,264	378,569	458,161	458,161	484,251	26,090	5.69%
Supplies								
42020	Signage Supplies	-	-	-	-	15,000	15,000	-
42120	Computer Software	-	8,892	-	-	-	-	-
42210	Operating Supplies	4,037	3,780	7,000	7,000	7,000	-	0.00%
42410	Small Tools & Minor Equipment	-	115	200	200	200	-	0.00%
	Total: Supplies	4,037	12,787	7,200	7,200	22,200	15,000	208.33%
Services								
43011	Contractual Services	-	-	-	-	142,160	142,160	-
43019	Software Licensing	65,534	65,000	71,600	71,600	61,600	(10,000)	-13.97%
43110	Communications	1,359	1,337	1,550	1,550	1,550	-	0.00%
43140	Postage and Freight	14	3	125	125	125	-	0.00%
43210	Transportation/Subsistence	212	15	4,634	4,634	2,650	(1,984)	-42.81%
43220	Car Allowance	-	27	-	-	900	900	-
43260	Training	-	-	1,125	1,125	1,100	(25)	-2.22%
43410	Printing	(8,630)	(717)	-	-	1,000	1,000	-
43610	Utilities	6,587	6,573	7,200	7,200	7,200	-	0.00%
43720	Equipment Maintenance	102	89	2,000	2,000	2,000	-	0.00%
43812	Equipment Replacement Pymt.	-	-	56,162	56,162	74,657	18,495	32.93%
	Total: Services	65,178	72,327	144,396	144,396	294,942	150,546	104.26%
Capital Outlay								
48120	Major Office Equipment	12,229	-	-	-	7,500	7,500	-
48710	Minor Office Equipment	1,829	928	2,750	2,750	1,500	(1,250)	-45.45%
48720	Minor Office Furniture	-	-	1,200	1,200	1,000	(200)	-16.67%
48740	Minor Machinery & Equipment	-	57	-	-	-	-	-
	Total: Capital Outlay	14,058	985	3,950	3,950	10,000	6,050	153.16%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	-	(113,117)	(113,117)	(121,520)	(8,403)	-
60004	Mileage Ticket Credits	-	-	(1,000)	(1,000)	-	1,000	-100.00%
	Total: Interdepartmental Charges	-	-	(114,117)	(114,117)	(121,520)	(7,403)	-
Department Total		$ 472,537	$ 464,668	$ 499,590	$ 499,590	$ 689,873	$ 190,283	38.09%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 11232 - Resource Planning - Geographic Information Systems

Line-Item Explanations

40110 Regular wages. Staff includes 1/4 time GIS Manager, 2 GIS Specialist, and 1 GIS Planner- Addressing & Facilities.

40120 Temporary wages. Seasonal/ GIS Intern to assist with data quality measures, populating and migrating data and conducting field verification of streets, infrastructure and vegetative land cover to validate data sets.

42020 Signage Supplies. Signs, posts, and equipment for E911 physical addressing program. Transferred to GIS budget from Planning Budget due to shifting addressing functions to GIS Division. Reduced amount to $15,000.

42210 Operating Supplies. Toner, ink cartridges, plotter paper, office supplies, map book paper, spiral binders.

43011 Contractual Services. Ground control survey-priority Kenai area ($10,000); Enterprise Jumpstart ($30,000); Aerial Imagery (Pictometry) ($102,160) in synchronization with Assessing canvas schedule and specifications to enable continued Assessing personnel cost savings and field work risk reduction.

43210 Transportation/Subsistence. Surveying and Mapping Conference in Anchorage, and borough-wide travel for addressing field verification and E911 street sign implementation.

43260 Training. Surveying and Mapping Conference - Anchorage.

48210 Major Office Equipment. Terabyte server capacity to store new imagery ($7,500).

48710 Minor Office Equipment. Replacement of two battery backups ($750 each).

48720 Minor Office Furniture. Stand-up desk conversion ($1,000).

43810 Equipment Replacement Payment. Payments on Spring 2021 Imagery acquisition.

60000 Charges (To) From Other Depts. Charges to the 911 Communications department for 90% of the wages and benefits of the GIS Planner-Addressing & Facilities.

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
Imagery	$ -	$ 56,162	$ 74,657	$ 223,971

Department Function

Fund 100 **General Fund**

Dept 21135 **Resource Planning - River Center**

Mission

Provide staff and support facilities for the operation of the River Center (RC) to accomplish multi-agency permitting and education programs to conserve valuable fish and wildlife habitats and manage development in riparian and flood zones.

Program Description

Administer KPB 21.18, Anadromous Waters Habitat Protection Ordinance, which establishes a 50 ft. Habitat Protection District (HPD) along specified water bodies; administer KPB 21.06, Floodplain Management, and promoting sound development in flood hazard areas; administer the Coastal Impact Assistance Program (CIAP) addressing coastal habitat issues; administer KPB 5.14, Habitat Protection Tax Credit, for landowners with a qualifying project along an anadromous stream.

Major Long-term Issues and Concerns

- Initiating broadened public outreach efforts via online meetings on river science issues, publication of a bi-annual newsletter, and increased mail-outs.
- Investigate novel approaches to existing and new developments along highly erodible riverbanks and coastal bluff areas where there is potential of mass failure.
- Address additions or deletions to the Alaska Department of Fish and Game (ADF&G) Anadromous Waters Catalog and evaluate whether updates are appropriate to the list of currently Borough-managed anadromous streams.
- Work with the Federal Emergency Management Administration (FEMA) to update the floodplain maps of the Kenai River to increase accuracy and to provide a current computer model for the engineering analysis required for development in the floodway.
- Cost to contract out for engineering or hydrologist support for evaluation of hydraulic analysis submitted as required by FEMA for proposed floodway development projects.
- Increased maintenance costs for the 21-year-old River Center (RC) facility.
- Create an inventory of structures within the floodway and HPD.

FY2021 Accomplishments

Personnel Management & Facility Management

- Staff worked on the Incident Management Team (IMT) during the emergency disaster.
- Installed approximately 200 feet of bank stabilization along RC streambank.
- Using CARES Act funds, successfully installed multiple monitors and an updated communications system in the main conference room, allowing for maximum space between users.
- Continued participation in the Spruce for Salmon Program, as well as making tree seedlings available to landowners affected by the spruce bark beetle infestation.
- Maintained River Center operations despite the loss of a Resource Planner, River Center Manager, and a temporary 25% staff reduction.

Permit Management

- Ongoing work with IT to further streamline technical aspects of the permitting process and fully utilize efficiency and data management tools in SharePoint.

Floodplain Management Program Administration

- Floodplain Administrator successfully attained their Certified Floodplain Manager credentials.
- Received new floodplain inundation maps showing the base flood depths for three flood-prone neighborhoods in Seward.
- Began work with the Federal Emergency Management Administration to update the floodplain maps of the Kenai River to increase accuracy and to provide a current computer model for the engineering analysis required for development in the floodway. The final regulatory maps are expected in 2024.
- Successfully attained annual recertification in the Community Rating System (CRS) program. Actively pursuing an improved rating that provides reduced flood insurance premiums to policyholders in the regulatory floodplain.
- Continue to work with Seward Bear Creek Flood Service Area Board to reduce streambed sediment loading in residential areas by streamlining dredging permit process.

Anadromous Waters Habitat Protection District Administration

- Participation in the Anadromous Waters Habitat Protection Working Group, and coordinated with staff and working group members.
- Increased collaboration with agencies and organizations on the southern peninsula on issues including bluff erosion, salmon and watershed research useful for land management and RC resources.
- In conjunction with the Code Compliance Officer, RC staff worked with multiple property owners to resolve violations and compliance issues.

Department Function

Fund 100 **General Fund**

Dept 21135 **Resource Planning - River Center - Continued**

FY2022 New Initiatives

- Replace the main interior security gate. The gate is aged, and is nearing the end of its utility life. The River Center has one of the largest public meeting rooms available locally, and we expect the room and gate's usage to increase.
- Acquire new flood stage inundation maps for the Kenai River from the Army Corps of Engineers, and publish to the National Weather Service website, expected July 2021.
- Continue developing additional efficiencies in SharePoint, including reporting functions and better data management.
- Implement new public outreach and education programs to increase permitting awareness and future compliance.
- Hire and train new River Center Manager.
- Continue to offer wildfire break spruce trees stockpiled at the River Center for public use on streambank restoration projects.
- Increase the volume of tax credit, post-project, and vegetation management site visits.
- Implement a fee schedule to offset the cost of services provided by the River Center.

Performance Measures

Priority/Goal: Timely, thorough and effective processing of permit applications.
Goal: Maintain high-quality customer service throughout permit process.
Objective: Provide for appropriate staff time to issue permits according to projected metrics, not to exceed 30 days.

Measures:

Permits Issued	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
50 ft. Habitat Protection District (HPD)	312	374	245	400
Floodplain	251	241	195	300
HPD Tax Credits	5	12	7	20
Plat Reviews	153	138	166	160
Floodplain Determinations	214	324	266	375
Elevation Certificates	12	8	10	10
Public Outreach Projects	6	6	8	10

Processing Time (days)	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
50 ft. Habitat Protection District (HPD)	30	12	8	12	8
Floodplain Management	30	16	8	7	6
Plat Reviews	12	6	1	1	1

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	5	5	4	4

Department Function

Fund 100 **General Fund**

Dept 21135 **Resource Planning - River Center - Continued**

Commentary

In FY 2022, the River Center staff will be focused on increasing our public outreach efforts to improve awareness of Borough regulations and to improve voluntary compliance.

Revenues

Reimbursement for shared operations and maintenance of the Donald E. Gilman facility are received annually from state agencies, estimated at $40,000 for FY 2022.

Reimbursement for use of space at the Donald E. Gilman facility are received annually from E911 department, estimated at $19,785 for FY 2022.

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 21135 - Resource Planning - River Center

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 290,479	$ 219,601	$ 278,016	$ 278,016	$ 291,715	$ 13,699	4.93%
40120	Temporary Wages	-	2,539	3,750	3,750	4,000	250	6.67%
40130	Overtime Wages	2,937	2,933	2,921	2,921	3,000	79	2.70%
40210	FICA	24,091	18,061	24,949	24,949	26,490	1,541	6.18%
40221	PERS	81,947	68,479	63,513	63,513	66,656	3,143	4.95%
40321	Health Insurance	100,095	80,043	101,000	101,000	106,000	5,000	4.95%
40322	Life Insurance	498	314	691	691	723	32	4.63%
40410	Leave	34,567	23,892	30,086	30,086	35,683	5,597	18.60%
40511	Other Benefits	492	316	-	-	-	-	-
	Total: Personnel	535,106	416,178	504,926	504,926	534,267	29,341	5.81%
Supplies								
42120	Computer Software	-	392	400	400	400	-	0.00%
42210	Operating Supplies	1,875	1,708	4,000	4,000	3,000	(1,000)	-25.00%
42230	Fuel, Oils & Lubricants	624	612	1,400	1,400	1,000	(400)	-28.57%
42250	Uniforms	361	365	400	400	400	-	0.00%
42310	Repair/Maintenance Supplies	1,700	1,622	2,000	2,000	2,000	-	0.00%
42360	Motor Vehicle Supplies	-	-	2,000	2,000	-	(2,000)	-100.00%
42410	Small Tools & Minor Equipment	60	625	400	400	300	(100)	-25.00%
	Total: Supplies	4,620	5,324	10,600	10,600	7,100	(3,500)	-33.02%
Services								
43011	Contractual Services	14,061	1,475	14,710	24,340	33,010	18,300	75.18%
43019	Software Licensing	237	255	500	500	500	-	0.00%
43110	Communications	10,997	9,697	15,000	15,000	13,000	(2,000)	-13.33%
43140	Postage and Freight	1,694	2,945	5,000	5,000	5,000	-	0.00%
43210	Transportation/Subsistence	4,579	3,534	6,000	12,500	9,178	3,178	25.42%
43220	Car Allowance	3,600	3,223	3,600	1,300	3,600	-	0.00%
43260	Training	115	1,206	3,500	100	1,500	(2,000)	-2000.00%
43310	Advertising	1,231	727	2,500	2,500	2,500	-	0.00%
43410	Printing	213	570	2,500	2,395	2,500	-	0.00%
43510	Insurance Premium	18,535	20,484	21,703	21,703	21,174	(529)	-2.44%
43610	Utilities	31,410	30,835	37,000	37,000	33,000	(4,000)	-10.81%
43720	Equipment Maintenance	1,715	1,568	2,500	1,500	2,200	(300)	-20.00%
43750	Vehicle Maintenance	-	-	500	-	500	-	-
43780	Buildings/Grounds Maintenance	13,469	22,832	21,000	22,200	38,959	17,959	80.90%
43810	Rents and Operating Leases	-	90	105	210	115	10	4.76%
43812	Equipment Replacement Payment	4,802	4,802	4,802	4,802	4,802	-	0.00%
43920	Dues and Subscriptions	1,755	818	921	421	646	(275)	-65.32%
43931	Recording Fees	56	-	100	100	100	-	0.00%
	Total: Services	108,469	105,061	141,941	151,571	172,284	30,343	21.38%
Capital Outlay								
48710	Minor Office Equipment	-	706	2,000	2,000	2,150	150	100.00%
48720	Minor Office Furniture	-	-	-	-	600	600	-
	Total: Capital Outlay	-	706	2,000	2,000	2,750	750	37.50%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	-	-	16,500	6,870	-	(16,500)	-240.17%
60004	Mileage Ticket Credits	-	(387)	-	-	-	-	100.00%
	Total: Interdepartmental Charges	-	(387)	16,500	6,870	-	(16,500)	-100.00%
Department Total		$ 648,195	$ 526,882	$ 675,967	$ 675,967	$ 716,401	$ 40,434	5.98%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 21135 - Resource Planning - River Center - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Manager, 2 Planners, and 1 Planning Assistant.

42210 Operating Supplies. Adaptations to COVID have resulted in more digital outreach, thus decreasing the need for operating supplies.

42230 Fuel, Oils & Lubricants. Decrease reflects the infrequent use of vehicle and site visits in winter months.

42250 Uniforms. Basic uniform items needed for new employees such as rain jackets, boots, etc. ($400).

42360 Motor Vehicle Supplies. Decrease reflects one-time purchase and installation of new truck tires in FY2021.

43011 Contractual Services. Increased due to one-time fee to upload real-time flood inundation maps of the Kenai River to the National Weather Service website ($8,000). Also includes janitorial services ($22,800), a savings of $10,200/year from previous contract thru Human Resources, security alarm ($720), toilet pumping ($500), and misc. small contracts ($990).

43210 Transportation/Subsistence. Staff travel for training (to include local workshops), HPD and floodplain site visits, estimated 150 visits borough-wide. Reduced budget for fly-in/remote site visits to increase local site visit capacity.

43260 Training. In-state local workshops and web-based training to increase resource planning knowledge ($1,500).

43610 Utilities. Decreased due to average utility usage in recent years trending lower than budgeted.

43780 Building/Grounds Maintenance. Increased due to one-time control system update ($8,589), and one-time replacement of failing internal security gate ($10,000). These two items are to be paid from funds currently held in restricted fund balance per past lease agreements.

48710 Minor Office Equipment. Continue 5-year rotational replacement of staff phone systems ($400 each), and staff computers ($1,750 each), one per year.

48720 Minor Office Furniture. Continue rotational replacement of staff computer chairs ($600 each), one per year.

60000 Charges (To) From Other Depts. Decrease reflects the janitorial services previously provided thru HR in FY2021, these have been reclassified to contract services in FY2022.

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
Vehicle	$ 14,045	$ 4,802	$ 4,802	$ 4,802

Kenai Peninsula Borough
Budget Detail

Fund 100
Resource Planning Department Totals

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 1,009,711	$ 892,268	$ 1,073,186	$ 1,073,186	$ 1,115,457	42,271	3.94%
40120	Temporary Wages	33,138	31,951	53,470	53,470	67,343	13,873	25.95%
40130	Overtime Wages	9,617	14,748	17,320	17,320	21,745	4,425	25.55%
40210	FICA	89,947	85,348	102,170	102,170	108,305	6,135	6.00%
40221	PERS	287,150	279,433	246,038	246,038	260,245	14,207	5.77%
40321	Health Insurance	357,109	331,878	385,063	385,063	377,625	(7,438)	-1.93%
40322	Life Insurance	1,698	1,278	2,660	2,660	2,800	140	5.26%
40410	Leave	126,546	106,972	127,992	127,992	138,732	10,740	8.39%
40511	Other Benefits	1,650	1,326	-	-	-	-	-
	Total: Personnel	1,916,566	1,745,202	2,007,899	2,007,899	2,092,252	84,353	4.20%
Supplies								
42020	Signage Supplies	11,729	5,954	20,000	20,000	15,000	(5,000)	-25.00%
42120	Computer Software	10	9,480	3,400	3,400	2,400	(1,000)	-29.41%
42210	Operating Supplies	9,035	11,538	19,500	19,546	18,500	(1,000)	-5.13%
42230	Fuel, Oil & Lubricants	4,190	4,130	8,400	8,050	8,000	(400)	-4.76%
42250	Uniforms	361	365	400	400	400	-	0.00%
42310	Repair/Maintenance Supplies	1,887	1,819	2,000	2,350	2,000	-	0.00%
42360	Motor Vehicle Supplies	40	6	4,500	4,500	2,500	(2,000)	-44.44%
42410	Small Tools & Minor Equipment	98	1,152	7,900	7,900	7,800	(100)	-1.27%
	Total: Supplies	27,350	34,444	66,100	66,146	56,600	(9,400)	-14.22%
Services								
43011	Contractual Services	24,028	3,966	34,710	44,294	196,020	161,310	464.74%
43015	Water/Air Sample Testing	5,000	5,000	5,000	5,000	5,000	-	0.00%
43019	Software Licensing	65,907	65,447	72,300	72,300	62,300	(10,000)	-13.83%
43110	Communications	16,416	15,386	21,550	21,550	19,550	(2,000)	-9.28%
43140	Postage and Freight	10,415	11,944	20,125	20,125	20,125	-	0.00%
43210	Transportation/Subsistence	28,403	19,345	46,984	53,484	44,528	(2,456)	-5.23%
43220	Car Allowance	7,200	6,286	7,200	4,900	11,700	4,500	62.50%
43221	Car Allowance PC	19,350	18,300	19,800	19,800	19,800	-	0.00%
43260	Training	2,100	3,035	11,925	8,525	10,675	(1,250)	-10.48%
43310	Advertising	20,908	22,042	24,500	24,500	24,500	-	0.00%
43410	Printing	(8,207)	245	3,000	2,895	4,000	1,000	33.33%
43510	Insurance Premium	18,535	20,484	21,703	21,703	21,174	(529)	-2.44%
43610	Utilities	48,297	47,678	56,700	56,700	52,700	(4,000)	-7.05%
43720	Equipment Maintenance	2,718	1,840	7,500	6,500	6,700	(800)	-10.67%
43750	Vehicle Maintenance	746	-	2,000	1,500	2,000	-	0.00%
43780	Buildings/Grounds Maintenance	13,469	22,832	21,000	22,200	38,959	17,959	85.52%
43810	Rents & Operating Leases	292	432	655	760	665	10	1.53%
43812	Equipment Replacement Pymt.	7,104	11,508	67,670	67,670	85,085	17,415	25.74%
43920	Dues and Subscriptions	4,000	3,869	3,096	2,596	2,621	(475)	-15.34%
43931	Recording Fees	68	64	600	600	600	-	0.00%
	Total: Services	286,749	279,703	448,018	457,602	628,702	180,684	40.33%
Capital Outlay								
48120	Major Office Equipment	12,229	-	-	-	7,500	7,500	-
48710	Minor Office Equipment	7,369	7,673	9,000	9,000	11,400	2,400	26.67%
48720	Minor Office Furniture	314	495	3,800	3,800	6,200	2,400	63.16%
48740	Minor Machinery & Equipment	-	1,265	-	-	-	-	-
	Total: Capital Outlay	19,912	9,433	12,800	12,800	25,100	12,300	96.09%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	(79,224)	(87,827)	(96,617)	(106,247)	(121,520)	(24,903)	-
60004	Mileage Ticket Credits	-	(387)	(1,000)	(1,000)	-	1,000	-100.00%
	Total: Interdepartmental Charges	(79,224)	(88,214)	(97,617)	(107,247)	(121,520)	(23,903)	24.49%
Department Total		$ 2,171,353	$ 1,980,568	$ 2,437,200	$ 2,437,200	$ 2,681,134	$ 244,034	10.01%

Department Function

Fund 100 **General Fund**

Dept 6XXXX **Senior Citizens Grant Program**

Department Function

Mission: The Kenai Peninsula Borough Code of Ordinances, Chapter 5.22, established the Senior Citizens Grant Program funding. To be eligible for the senior citizen program grant, a senior citizens center or adult day care center must be nonprofit, tax exempt, as well as operating and located within the Kenai Peninsula Borough. The eligible center may be sponsored by a city or recognized by the Kenai Peninsula Borough assembly or the Alaska Commission on Aging.

Organizations that receive funding shall administer those funds in accordance with the following regulations:

- Services are to be provided only to persons who are 60 years of age or older and their spouse.
- Services must be targeted to persons in greatest economic and social need.
- Transportation shall be provided to access services in the following order of priority:
  - Access to medical appointments, prescriptions, hospital, and essential (non-emergency) health services.
  - Access to nutrition and other essential support services;
  - Essential shopping and volunteers in services to older persons, disabled and children;
  - Job training and career education;
  - Attendance at senior organization meetings; and
  - Non-essential shopping, business, beauticians, cultural and educational purposes.

Each year the assembly shall determine the amount to be appropriated for the senior citizen centers and adult day care centers. Distribution of the program funds is based upon the latest census figures of election precincts and whether or not the organization previously participated in the program.

Population data from the 2010 Federal census is used in determining the allocation of the program funds. The FY2022 allocation is as follows:

	No. of Seniors	% of Population	FY2022 Funding
Anchor Point Seniors	625	7.34	$ 44,869
Cooper Landing Seniors	260	3.05	18,665
Homer Seniors	1,848	21.71	132,884
Kenai Seniors	2,356	20.65	169,221
Nikiski Seniors	738	8.67	52,981
Ninilchik Seniors	420	4.33	30,159
Seldovia Seniors	150	1.76	10,770
Seward Seniors	658	7.73	47,238
Soldotna Seniors	1,369	14.87	98,295
Sterling Seniors	841	9.88	60,376
Total Senior Centers	9,265	100.00	$665,458
Friendship Center –Homer			17,754
Forget-Me-Not Day Care			36,282
Total Senior Program			$719,494

Kenai Peninsula Borough
Budget Detail

Fund 100
Senior Citizens Grant Program

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Senior Citizens Grant Program								
62110	Anchor Point Seniors	$ 44,869	$ 44,869	$ 44,869	$ 44,869	$ 44,869	$ -	0.00%
62115	Cooper Landing Seniors	18,665	18,665	18,665	18,665	18,665	-	0.00%
62120	Homer Seniors	132,668	132,668	132,884	132,884	132,884	-	0.00%
62130	Kenai Seniors	126,207	126,207	169,221	169,221	169,221	-	0.00%
62140	Ninilchik Seniors	26,491	26,491	30,159	30,159	30,159	-	0.00%
62150	Seward Seniors	47,238	47,238	47,238	47,238	47,238	-	0.00%
62160	Seldovia Seniors	10,770	8,418	10,770	10,770	10,770	-	0.00%
62170	Soldotna Seniors	90,886	90,886	98,295	98,295	98,295	-	0.00%
62180	Sterling Seniors	60,376	60,376	60,376	60,376	60,376	-	0.00%
63190	Nikiski Seniors	52,981	52,981	52,981	52,981	52,981	-	0.00%
	Total Senior Citizens	611,151	608,799	665,458	665,458	665,458	-	0.00%
Adult Day Care Centers								
62125	Friendship Center - Homer	17,754	17,754	17,754	17,754	17,754	-	0.00%
62195	Forget-Me-Not Care Center	33,045	33,045	36,282	36,282	36,282	-	0.00%
	Total Adult Day Care Centers	50,799	50,799	54,036	54,036	54,036	-	0.00%
Total Senior Citizens Program		$ 661,950	$ 659,598	$ 719,494	$ 719,494	$ 719,494	$ -	0.00%

Line-Item Explanations

62110 Anchor Point Senior Citizens: Payroll, utilities and contract services to provide essential services, and connect natural gas to Center.

62115 Cooper Landing Senior Citizens: Contract services, utilities and supply costs for general operations and the transportation program.

62120 Homer Senior Citizens: Payroll and supply costs to provide congregate meals, home delivered meals, and supportive services.

62130 Kenai Senior Citizens: Payroll, contract services and supply costs to provide essential or supportive services.

62140 Ninilchik Senior Citizens: Payroll and supply costs to provide congregate meals, home delivered meals and supportive services.

62150 Seward Senior Citizens: Payroll costs to support essential and supportive services and the transportation program.

62160 Seldovia Senior Citizens: Supplies for congregate meals and home delivered meal service.

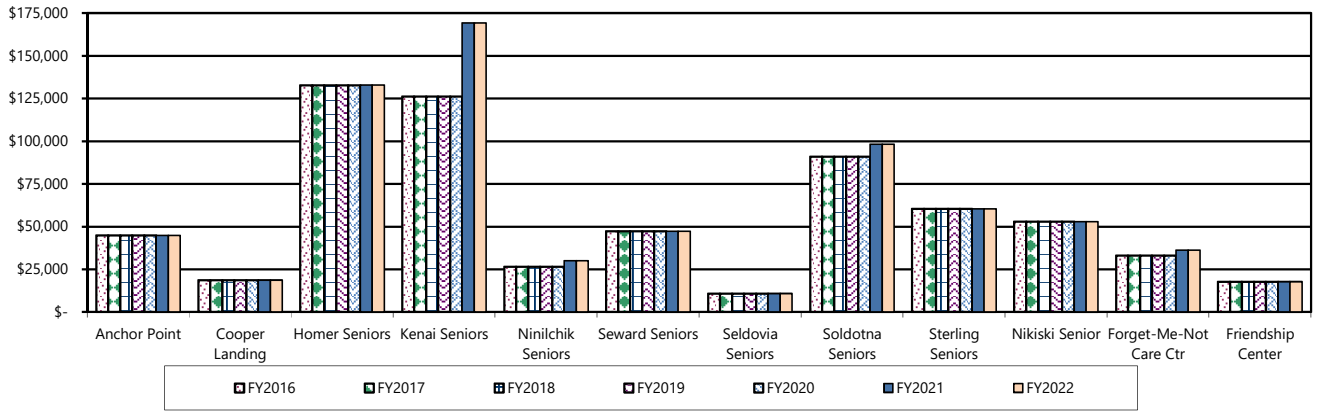
62170 Soldotna Senior Citizens: Payroll and utilities cost to support the nutrition, transportation and support service programs.

62180 Sterling Senior Citizens: Payroll, contract services and supplies for general operational operations to provide essential or supportive services.

62125 Friendship Center – Homer: Payroll costs to support essential and supportive services.

62195 Forget-Me-Not Care Center: Payroll, supplies and transportation costs to provide essential and supportive services.

63190 Nikiski Senior Citizens: Payroll to provide essential and supportive services.



Department Function

Fund 100 **General Fund**

Dept 94900 **Business and Economic Development**

Program Authority and Descriptions
Promoting the peninsula through economic development is within the authority of the borough and supported through the Kenai Peninsula Economic Development District, Alaska Small Business Development Center, and public relations as described below.

Alaska Statute AS 29.35.210(a)(8) authorizes the borough to provide for economic development on a nonareawide basis by ordinance. Economic development means private sector expansion that creates permanent jobs, adds to the borough's long-term tax base, and results in enhanced economic activity and quality of life for Borough residents.

Borough code 19.10 provides for the promotion of tourism for areas of the borough outside of the cities. The authority to provide for tourism promotion may be carried out by the borough administrative staff or by contract, by grants to nonprofit organizations established for tourism and economic development or by grants to municipalities having programs that can meet the needs of the Borough for its nonareawide program.

Contractual Services, EDD. The Kenai Peninsula Economic Development District (KPEDD) requests funding to support outreach, training and small business assistance; outcomes include:

- Update the annual Comprehensive Economic Development Strategy document on demographics, community development, infrastructure business development, etc.
- Host the 2022 Kenai Peninsula Industry Outlook Forum. to inform citizens, businesses and policy makers of the upcoming projects and economic development opportunities for the Kenai Peninsula.
- Manage the Business Innovation Center providing business plan development, bookkeeping, office management, market research, tenancy space, shared office services, and workforce development for new and expanding businesses.
- Update the Situations and Prospect of the Kenai Peninsula Borough report on economic data, demographics, population growth, industry spotlights, municipality profiles, etc.

Funding for FY2022 is budgeted at $100,000 to supplement KPEDD personnel costs.

Contractual Services, SBDC. The Alaska Small Business Development Center (SBDC), South West Region, requests funding to actively support new and existing businesses through no-cost business advising services, workshops, and educational forums; measureable goals and outcomes include:

- Advising hours: 1,612.5
- Clients advised: 225
- New businesses started & bought: 30
- Jobs supported: 325
- Capital infusion: $3.3 million

Funding for FY2022 is budgeted at $100,000 to supplement personnel, contractual, facilities and administrative costs.

Contractual Services – KPB Public Relations. The Borough will achieve public relations objectives as described in the 2020 KPB Communication Strategy & Implementation Plan with an emphasis on government services provided by the Borough.

Funding for FY2022 is budgeted at $100,000 to provide funding for contractual services.

Contractual Services – KPB Promotion. The Borough will achieve objectives on a non-areawide basis with a focus on tourism and economic development, as approved by Resolution 2021-007.

Funding for FY2022 is budgeted at $100,000 to provide funding for contractual services.

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 94900 - Economic Development

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43009	Economic Development District	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ -	0.00%
43011	Small Business Development Center	100,000	100,000	100,000	100,000	100,000	-	0.00%
43016	KPB Public Relations	-	33,907	50,000	50,000	100,000	50,000	100.00%
43018	KPB Promotion	-	-	50,000	50,000	100,000	50,000	100.00%
43021	Peninsula Promotion - KPTMC	100,000	50,661	60,000	60,000	-	(60,000)	-100.00%
	Total: Services	300,000	284,568	360,000	360,000	400,000	40,000	11.11%
Department Total		$ 300,000	$ 284,568	$ 360,000	$ 360,000	$ 400,000	$ 40,000	11.11%

Line-Item Explanations

43009 Economic Development District. Funding for the Economic Development District (EDD) who works closely with the Mayor's office and the Assembly on economic planning forums and preparation of the Borough's situation and prospect information ($100,000).

43011 Small Business Deveopment Center (SBDC). Small Business Development Center contract. Program provides counseling and workshops for small businesses ($100,000).

43016 KPB Public Relations. The Borough will be contracting to provide funding for promoting the Kenai Peninsula Borough with a focus on public relations ($100,000).

43018 KPB Promotion. The Borough will be contracting to provide funding for promoting the Kenai Peninsula Borough with a focus on non-areawide tourism and economic development ($100,000).

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 94910 - Non Departmental

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40511	Other Benefits	$ 5,096	$ 1,508	$ 50,000	$ 50,000	$ 50,000	$ -	0.00%
	Total: Personnel	5,096	1,508	50,000	50,000	50,000	-	0.00%
Services								
43011	Contract Services -SPREP project	-	200,380	225,000	225,000	225,000	-	0.00%
43011	Contract Services -Facility Mgmt Plan	-	415	-	219,585	-	-	-
43510	Insurance Premium	74,877	85,315	95,000	95,000	103,924	8,924	9.39%
43905	Uncollectable Expense	-	54,615	-	-	-	-	-
	Total: Services	74,877	340,725	320,000	539,585	328,924	8,924	2.79%
Capital Outlay								
48720	Minor Office Furniture	966	-	-	-	-	-	-
	Total: Capital Outlay	966	-	-	-	-	-	-
Transfers								
50235	Eastern Peninsula Highway Emergency SA	350,000	350,000	284,621	284,621	215,067	(69,554)	-24.44%
50241	S/D Operations	49,738,432	52,489,253	50,000,000	47,888,909	48,000,000	(2,000,000)	-4.00%
50242	Postsecondary Education	814,308	842,963	849,848	849,848	851,747	1,899	0.22%
50260	Disaster relief	436,654	127,246	-	1,268,100	-	-	-
50264	911 Communications Fund	300,000	502,251	700,000	811,869	151,673	(548,327)	-78.33%
50290	Solid Waste	7,306,501	7,790,207	7,962,312	8,186,944	12,704,857	4,742,545	59.56%
50308	School Debt	3,790,991	3,783,480	3,744,255	3,661,350	3,650,125	(94,130)	-2.51%
50349	Bond Issue Expense Fund	1,875	375	10,000	10,000	10,000	-	0.00%
50400	School Capital Projects	1,625,000	2,660,000	1,250,000	1,955,000	2,250,000	1,000,000	80.00%
50407	General Govt. Capital Projects	-	250,000	250,000	375,000	250,000	-	0.00%
50407	General Govt. Capital Projects - PILT	-	-	-	-	112,500	112,500	-
50441	Nikiski Fire SA Capital Projects	-	-	-	-	175,000	175,000	-
50442	Bear Creek Fire SA Capital Projects	-	-	-	-	175,000	175,000	-
50443	CES Capital Projects	-	-	-	-	175,000	175,000	-
50444	WESA Capital Projects	-	-	-	-	175,000	175,000	-
50446	KESA Capital Projects	-	-	-	-	175,000	175,000	-
	Total: Transfers	64,363,761	68,795,775	65,051,036	65,291,641	69,070,969	4,019,933	6.18%
Interdepartmental Charges								
60000	Charges (To)/From Other Depts.	(531,135)	(523,596)	(775,546)	(775,546)	(710,000)	65,546	-
	Total: Interdepartmental Charges	(531,135)	(523,596)	(775,546)	(775,546)	(710,000)	65,546	-
Department Total		$ 63,913,565	$ 68,614,412	$ 64,645,490	$ 65,105,680	$ 68,739,893	$ 4,094,403	6.33%

Kenai Peninsula Borough
Budget Detail

Fund 100
Department 94910 - Non Departmental - Continued

Line-Item Explanations

Expenditures and transfers in the General Fund Non-Departmental budget are those which are not attributable to a specific activity or department.

40511 Other Benefits. Unemployment compensation payments for Borough General Fund Employees.

43510 Insurance Premiums. Property, liability, and other insurance coverage for the Borough's general fund.

50241 Transfer to School District Operations. The local effort required for the School District operating budget and in-kind services, which are maintenance, custodial, audit, insurance, and utilities.

50242 Transfer to Post-Secondary Education. Provide post-secondary education funding on an area wide basis to institutions that are a part of the University of Alaska system. Funding is restricted to operations and may only be used for instruction and the operations of facilities used to provide curriculum or programs offered within the Borough.

50264 Transfer to 911 Communications. Providing funding for 95% of the cost of the Addressing Officer and other cost not eligible to covered by the e911 surcharge. Increased to provide funding for 3 dispatchers.

50290 Transfer to Solid Waste. For the operations and management of the Solid Waste Department ($12,704,857).

50308 Transfer to Debt Service. To cover the current portion of principal and interest on outstanding general obligation bonds for schools ($3,650,125).

50400 Transfer to School Revenue Capital Projects. Funding for improvements at various schools ($2,250,000).

50407-50446 Transfer to the General Government and Fire and Emergency Service Capital Project Funds. General Fund grant provided with Payment in Lieu of Taxes (PILT) received on an annual basis by the Kenai Peninsula Borough. Cost of Emergency Services are eligible expenditures for these funds. There is a 10% fund match required for the grant portion of the proposed funding. The grant funds are provided over a two year period.

60000 Charges (to) From other Departments. ($710,000). Amount included in the operating budget of the Maintenance & capital projects departments expected to be charged to the general fund $170,000 and indirect cost recovery from Borough capital projects and grants ($280,000). An admin service fee is charged to the operating budget of service areas and various funds to cover a portion of costs associated with providing general government services ($600,000).

For capital projects information on this department - See the Capital Projects section pages 350, 351-352, 359, 373-384.

Kenai Peninsula Borough
Budget Detail

Fund 100 Total - General Fund

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
40XXX	Total: Personnel	$ 13,142,753	$ 12,934,624	$ 14,344,885	$ 14,344,885	$ 14,473,602	$ 128,717	0.90%
42XXX	Total: Supplies	133,665	148,760	204,846	204,892	190,176	(14,670)	-7.16%
43XXX	Total: Services	3,621,242	3,925,365	4,696,563	5,342,688	5,384,783	688,220	14.65%
48XXX	Total: Capital Outlay	146,196	108,037	108,941	108,941	113,707	4,766	4.37%
50XXX	Total: Transfers	64,363,761	68,795,775	65,051,036	65,291,641	69,070,969	4,019,933	6.18%
6XXXX	Total: Interdepartmental Charges	(1,076,391)	(1,057,633)	(1,521,561)	(1,517,146)	(1,457,194)	64,367	-4.23%
Fund Totals		$ 80,331,226	$ 84,854,928	$ 82,884,710	$ 83,775,901	$ 87,776,043	$ 4,891,333	5.90%

Special Revenue Funds

Special revenue funds are established when there are legal requirements restricting specific resources to expenditure for specified purposes, which are not appropriately budgeted elsewhere. They are commonly used for voter-authorized services, grants, entitlements, and shared revenues. Kenai Peninsula Borough Special Revenue Funds are as follows:

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Road Service Area	255
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Solid Waste	305
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Central Kenai Peninsula Hospital Service Area	327
South Kenai Peninsula Hospital Service Area	333

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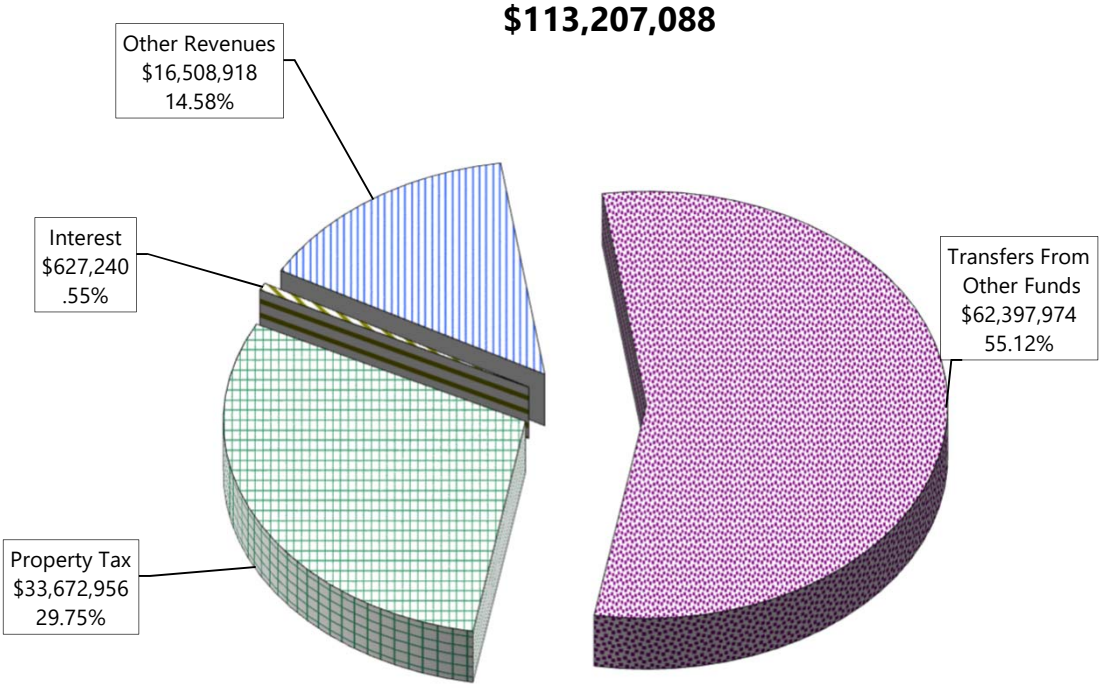
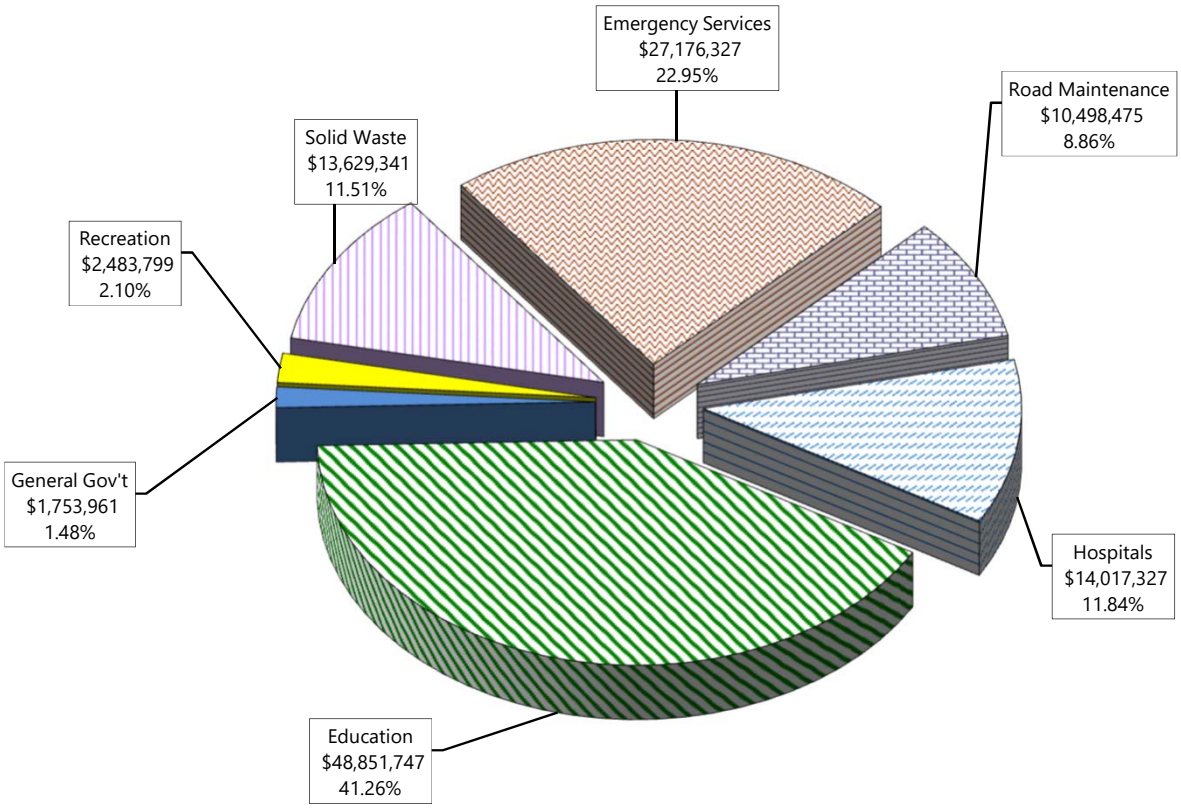
Total Special Revenue Funds - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
Property Taxes								
Real	$ 22,153,700	$ 22,846,650	$ 21,904,904	$ 22,434,040	$ 24,384,333	$ 24,738,554	$ 24,504,635	$ 24,728,742
Personal	1,112,400	1,117,526	1,000,687	1,181,261	1,134,136	1,158,351	1,141,611	1,134,230
Oil & Gas (AS 43.56)	7,687,946	7,811,765	7,172,457	7,527,890	7,393,137	7,513,909	7,226,898	7,192,682
Interest	72,075	80,222	67,303	67,443	69,042	69,907	69,498	70,150
Flat Tax	229,281	260,894	228,386	227,937	227,986	232,495	237,093	241,782
Motor Vehicle Tax	497,781	430,858	506,064	506,064	464,322	472,570	482,021	491,661
Total Property Taxes	31,753,183	32,547,915	30,879,801	31,944,635	33,672,956	34,185,786	33,661,756	33,859,247
Federal Revenue	52,648	3,476	-	2,125,639	-	-	-	-
State Revenue	933,883	1,377,032	115,000	115,000	1,925,819	2,160,069	2,237,754	2,235,979
Interest Earnings	1,356,614	1,344,935	523,516	523,500	627,240	540,817	511,985	474,521
Other Revenue	14,174,982	13,931,297	14,536,928	14,403,928	14,583,099	14,634,438	13,750,533	10,291,808
Total Revenues	48,271,310	49,204,655	46,055,245	49,112,702	50,809,114	51,521,110	50,162,028	46,861,555
Other Financing Sources:								
Transfer From Other Funds	58,969,212	62,299,261	61,538,524	59,763,934	62,397,974	55,799,825	54,947,353	55,622,762
Total Other Financing Sources	58,969,212	62,299,261	61,538,524	59,763,934	62,397,974	55,799,825	54,947,353	55,622,762
Total Revenues and Other Financing Sources	107,240,522	111,503,916	107,593,769	108,876,636	113,207,088	107,320,935	105,109,381	102,484,317
Expenditures:								
Personnel	22,939,291	21,598,660	25,739,381	25,957,854	29,198,726	29,763,830	30,399,578	31,076,194
Supplies	2,120,670	2,040,890	2,468,881	2,493,025	2,667,014	2,679,928	2,733,611	2,788,369
Services	18,579,491	19,153,143	21,346,136	22,050,363	22,000,609	22,631,973	23,191,799	23,597,808
Capital Outlay	537,705	706,776	606,855	787,140	859,652	628,334	570,436	596,827
Interdepartmental Charges	311,496	61,729	222,313	231,445	326,411	314,717	320,636	329,219
Total Expenditures	44,488,653	43,561,198	50,383,566	51,519,827	55,052,412	56,018,782	57,216,060	58,388,417
Operating Transfers To:								
Land Trust Investment Fund	5,275,000	285,505	500,000	612,342	500,000	400,000	300,000	300,000
Special Revenue Funds	39,343,768	41,765,416	40,379,011	40,367,851	37,011,944	33,462,373	33,135,106	32,977,414
Internal Service Funds	50,701	(10,912)	-	-	-	-	-	-
Capital Projects Fund	5,850,000	8,850,000	5,750,000	5,645,000	12,423,768	6,700,000	6,700,000	6,395,000
Debt Service Fund	13,470,994	13,327,755	13,429,482	13,429,482	13,422,853	13,415,701	11,332,065	9,085,690
Total Operating Transfers	63,990,463	64,217,764	60,058,493	60,054,675	63,358,565	53,978,074	51,467,171	48,758,104
Total Expenditures and Operating Transfers	108,479,116	107,778,962	110,442,059	111,574,502	118,410,977	109,996,856	108,683,231	107,146,521
Net Results From Operations	(1,238,594)	3,724,954	(2,848,290)	(2,697,866)	(5,203,889)	(2,675,921)	(3,573,850)	(4,662,204)
Projected Lapse	-	-	1,390,196	3,248,961	1,562,629	1,628,595	1,661,773	1,699,263
Change in Fund Balance	(1,238,594)	3,724,954	(1,458,094)	551,095	(3,641,260)	(1,047,326)	(1,912,077)	(2,962,941)
Beginning Fund Balance	30,230,669	28,992,075	32,717,029	32,717,029	33,268,124	29,626,864	28,579,538	26,667,461
Ending Fund Balance	$ 28,992,075	$ 32,717,029	$ 31,258,935	$ 33,268,124	$ 29,626,864	$ 28,579,538	$ 26,667,461	$ 23,704,520

Special Revenue Funds
Where the Money Comes From FY2022
$113,207,088



Special Revenue Funds
Appropriations By Function - FY2022
$118,410,977



Combined Revenues and Appropriations
Special Revenue Funds
Fiscal Year 2022

	Emergency Services							
	Nikiski Fire	Bear Creek Fire	Western Emergency Services	Central Emergency Services	Central Peninsula Emergency Medical	Kachemak Emergency	Eastern Peninsula Highway Emergency SA	Seward Bear Creek Flood
Taxable Value (000'S):								
Real	654,736	189,475	425,088	2,846,135	6,112	458,086	-	487,783
Personal	37,365	495	48,597	118,496	777	7,927	-	20,748
Oil & Gas (AS 43.56)	1,010,285	-	229,854	118,107	-	-	-	106
Total Taxable Value	1,702,386	189,970	703,539	3,082,738	6,889	466,013	-	508,637
Mill Rate	2.70	3.25	2.95	2.85	1.00	2.95	-	0.75
Property Taxes								
Real	$ 1,767,787	$ 615,794	$ 1,254,010	8,111,485	$ 6,112	$ 1,351,354	$ -	$ 365,837
Personal	98,868	1,577	140,494	330,959	761	22,917	-	15,250
Oil & Gas (AS 43.56)	2,727,770	-	678,069	336,605	-	-	-	80
Interest	9,189	968	4,504	18,000	-	1,800	-	762
Flat Tax	10,980	2,700	3,401	53,728	450	3,375	-	12,712
Motor Vehicle Tax	47,484	14,804	11,100	138,661	-	25,896	-	7,936
Total Property Taxes	4,662,078	635,843	2,091,578	8,989,438	7,323	1,405,342	-	402,577
Interest Revenue	103,779	12,959	19,262	148,680	-	13,788	13,151	10,133
Other Revenue	340,000	94,073	157,000	846,000	-	40,000	-	-
Transfer From Other Funds	-	-	-	7,455	-	-	215,067	-
Total Revenues and Other Financing Sources	5,105,857	742,875	2,267,840	9,991,573	7,323	1,459,130	228,218	412,710
Expenditures								
Personnel	4,199,261	260,743	1,434,637	7,797,880	-	928,951	-	189,103
Supplies	310,513	26,445	138,139	435,020	-	108,000	2,393	4,260
Services	877,427	169,196	371,729	1,192,827	-	273,007	310,777	198,619
Capital Outlay	144,402	10,536	127,360	212,742	-	102,000	61,000	12,147
Payment to School District	-	-	-	-	-	-	-	-
Interdepartmental Charges	135,215	11,673	51,797	240,962	-	35,299	9,653	40,136
Total Expenditures	5,666,818	478,593	2,123,662	9,879,431	-	1,447,257	383,823	444,265
Transfers to Other Funds	360,009	355,752	398,040	1,904,458	7,455	166,345	11,954	-
Total Expenditures and Operating Transfers	6,026,827	834,345	2,521,702	11,783,889	7,455	1,613,602	395,777	444,265
Net Results From Operations	(920,970)	(91,470)	(253,862)	(1,792,316)	(132)	(154,472)	(167,559)	(31,555)
Projected Lapse	311,675	28,716	106,183	296,383	-	50,654	10,019	10,751
Change in Fund Balance	(609,295)	(62,754)	(147,679)	(1,495,933)	(132)	(103,818)	(157,540)	(20,804)
Beginning Fund Balance	5,056,200	647,940	963,093	7,434,014	132	689,385	657,540	506,672
Ending Fund Balance	$ 4,446,905	$ 585,186	$ 815,414	$ 5,938,081	$ -	$ 585,567	$ 500,000	$ 485,868

(Continued)

Combined Revenues and Appropriations - continued
Special Revenue Funds
Fiscal Year 2022

	Emergency Services	Recreation		Road Improvement			Education	
	911 Communications	North Peninsula Recreation	Seldovia Recreation	Roads	Engineer's Estimate Fund	RIAD Match Fund	School Fund	Post-Secondary Education
Taxable Value (000'S):								
Real	-	654,736	75,427	4,394,542	-	-	-	-
Personal	-	38,342	791	195,609	-	-	-	-
Oil & Gas (AS 43.56)	-	1,050,477	-	1,370,937	-	-	-	-
Total Taxable Value	-	1,743,555	76,218	5,961,088	-	-	-	-
Mill Rate	-	1.00	0.75	1.40	-	-	-	-
Property Taxes								
Real	$ -	$ 654,736	$ 56,570	$ 6,152,359	$ -	$ -	$ -	$ -
Personal	-	37,575	581	268,376	-	-	-	-
Oil & Gas (AS 43.56)	-	1,050,477	-	1,919,312	-	-	-	-
Interest	-	7,615	-	16,680	-	-	-	-
Flat Tax	-	3,665	3,036	44,817	-	-	-	-
Motor Vehicle Tax	-	17,587	277	130,607	-	-	-	-
Total Property Taxes	-	1,771,655	60,464	8,532,151	-	-	-	-
Interest Revenue	-	25,082	2,198	91,277	500	14,979	-	-
Other Revenue	3,408,376	235,340	1,050	-	-	-	-	-
Transfer From Other Funds	406,848	-	-	-	12,000	200,000	48,000,000	851,747
Total Revenues and Other Financing Sources	3,815,224	2,032,077	63,712	8,623,428	12,500	214,979	48,000,000	851,747
Expenditures								
Personnel	2,729,296	1,310,227	-	911,028	2,000	-	6,655,330	-
Supplies	16,300	144,897	3,500	66,550	-	-	962,847	-
Services	642,083	630,417	56,425	5,333,690	10,000	-	4,379,811	851,747
Capital Outlay	47,669	30,000	3,850	5,000	-	-	24,916	-
Payment to School District	-	-	-	-	-	-	36,537,314	-
Interdepartmental Charges	113,117	52,889	1,594	157,907	300	-	(560,218)	-
Total Expenditures	3,548,465	2,168,430	65,369	6,474,175	12,300	-	48,000,000	851,747
Transfers to Other Funds	-	250,000	-	4,012,000	-	-	-	-
Total Expenditures and Operating Transfers	3,548,465	2,418,430	65,369	10,486,175	12,300	-	48,000,000	851,747
Net Results From Operations	266,759	(386,353)	(1,657)	(1,862,747)	200	214,979	-	-
Projected Lapse	106,454	75,895	1,961	356,080	-	-	-	-
Change in Fund Balance	373,213	(310,458)	304	(1,506,667)	200	214,979	-	-
Beginning Fund Balance	1,423,619	1,254,090	109,920	4,563,861	39,128	748,931	1,394,959	-
Ending Fund Balance	$ 1,796,832	$ 943,632	$ 110,224	$ 3,057,194	$ 39,328	$ 963,910	$ 1,394,959	$ -

Combined Revenues and Appropriations - continued
Special Revenue Funds
Fiscal Year 2022

	General Government		Soild Waste	Hospitals			
	Land Trust	Nikiski Senior	Solid Waste	Central Kenai Peninsula Hospital	South Kenai Peninsula Hospital Debt prior	South Kenai Peninsula Hospital Operations	Total
Taxable Value (000'S):							
Real	-	574,099	-	4,295,164	1,730,009	1,743,667	
Personal	-	33,197	-	187,192	95,111	95,329	
Oil & Gas (AS 43.56)	-	994,306	-	1,245,327	242,439	176,766	
Total Taxable Value	-	1,601,602	-	5,727,683	2,067,559	2,015,762	
Mill Rate	-	0.20	-	0.01	1.12	1.12	
Property Taxes							
Real	$ -	$ 114,820	$ -	$ 42,952	$ 1,937,610	$ 1,952,907	$ 24,384,333
Personal	-	5,917	-	1,834	104,394	104,633	1,134,136
Oil & Gas (AS 43.56)	-	198,861	-	12,453	271,532	197,978	7,393,137
Interest	-	272	-	114	4,627	4,511	69,042
Flat Tax	-	590	-	1,068	-	87,464	227,986
Motor Vehicle Tax	-	2,839	-	936	-	66,195	464,322
Total Property Taxes	-	323,299	-	59,357	2,318,163	2,413,688	33,672,956
Interest Revenue	41,636	6,035	2,000	45,305	33,630	42,846	627,240
Other Revenue	879,078	-	800,000	9,708,001	-	-	16,508,918
Transfer From Other Funds	-	-	12,704,857	-	-	-	62,397,974
Total Revenues and Other Financing Sources	920,714	329,334	13,506,857	9,812,663	2,351,793	2,456,534	113,207,088
Expenditures							
Personnel	607,555	-	2,172,715	-	-	-	29,198,726
Supplies	7,200	-	440,950	-	-	-	2,667,014
Services	213,594	355,219	5,523,466	336,214	-	274,361	22,000,609
Capital Outlay	4,570	45,000	28,460	-	-	-	859,652
Payment to School District	-	-	-	-	-	-	36,537,314
Interdepartmental Charges	20,823	-	-	8,405	-	6,859	326,411
Total Expenditures	853,742	400,219	8,165,591	344,619	-	281,220	91,589,726
Transfers to Other Funds	500,000	-	5,463,750	9,473,351	2,219,369	1,698,768	26,821,251
Total Expenditures and Operating Transfers	1,353,742	400,219	13,629,341	9,817,970	2,219,369	1,979,988	118,410,977
Net Results From Operations	(433,028)	(70,885)	(122,484)	(5,307)	132,424	476,546	(5,203,889)
Projected Lapse	85,374	-	122,484	-	-	-	1,562,629
Change in Fund Balance	(347,654)	(70,885)	-	(5,307)	132,424	476,546	(3,641,260)
Beginning Fund Balance	1,387,851	301,771	-	2,265,241	1,681,489	2,142,288	33,268,124
Ending Fund Balance	$ 1,040,197	$ 230,886	$ -	$ 2,259,934	$ 1,813,913	$ 2,618,834	$ 29,626,864

Kenai Peninsula Borough
Budget Detail

Special Revenue Fund Total
Expenditure Summary By Line Item

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 10,570,929	$ 9,950,145	$ 12,714,638	$ 12,783,986	$ 14,344,416	$ 1,629,778	12.82%
40111	Special Pay	41,948	35,565	50,700	51,635	74,035	23,335	46.03%
40120	Temporary Wages	985,149	932,613	1,155,929	1,176,540	1,238,892	82,963	7.18%
40130	Overtime Wages	1,130,072	794,678	972,771	985,359	1,290,567	317,796	32.67%
40131	FLSA Overtime Wages	72,741	61,827	181,413	183,863	192,052	10,639	5.86%
40210	FICA	1,071,890	995,732	1,310,299	1,320,987	1,502,013	191,714	14.63%
40221	PERS	3,570,408	3,522,339	3,146,482	3,174,166	3,571,765	425,283	13.52%
40321	Health Insurance	3,688,151	3,607,925	4,328,860	4,376,532	4,886,823	557,963	12.89%
40322	Life Insurance	18,248	14,921	31,893	32,164	35,809	3,916	12.28%
40410	Leave	1,737,651	1,635,782	1,844,956	1,857,943	2,032,354	187,398	10.16%
40511	Other Benefits	52,104	47,133	1,440	14,679	30,000	28,560	1983.33%
	Total: Personnel	22,939,291	21,598,660	25,739,381	25,957,854	29,198,726	3,459,345	13.44%
Supplies								
42020	Signage Supplies	22,018	22,081	30,850	29,350	34,050	3,200	10.37%
42120	Computer Software	8,246	14,063	6,015	13,141	7,015	1,000	16.63%
42210	Operating Supplies	256,404	217,797	331,896	329,774	352,119	20,223	6.09%
42220	Fire/Medical/Rescue Supplies	170,513	201,493	218,982	218,182	272,442	53,460	24.41%
42230	Fuel, Oils and Lubricants	369,866	334,151	466,037	471,037	475,563	9,526	2.04%
42250	Uniforms	64,606	72,915	98,232	100,232	117,560	19,328	19.68%
42263	Training Supplies	20,221	15,091	39,610	42,910	51,006	11,396	28.77%
42310	Repair/Maint Supplies	951,072	823,619	949,975	949,115	987,635	37,660	3.96%
42360	Motor Vehicle Repair	160,243	222,412	218,192	221,192	254,543	36,351	16.66%
42410	Small Tools & Equipment	87,012	107,720	97,492	106,492	103,481	5,989	6.14%
42960	Recreational Program Supplies	10,469	9,548	11,600	11,600	11,600	-	0.00%
	Total: Supplies	2,120,670	2,040,890	2,468,881	2,493,025	2,667,014	198,133	8.03%
Services								
43011	Contractual Services	4,138,638	4,465,001	5,038,876	5,627,513	5,396,271	357,395	7.09%
43012	Audit Services	226,727	233,940	237,242	237,242	261,242	24,000	10.12%
43014	Physical Examinations	64,813	8,288	138,115	196,930	164,578	26,463	19.16%
43015	Water/Air Sample Test	117,031	94,781	138,148	138,148	140,396	2,248	1.63%
43019	Software Licensing	247,261	291,733	336,751	354,214	295,483	(41,268)	-12.25%
43023	Kenai Peninsula College	814,308	842,963	849,848	849,848	851,747	1,899	0.22%
43050	Solid Waste Fees	590	1,109	1,500	1,500	1,500	-	0.00%
43095	SW Closure/Post Closure	1,017,231	850,608	947,940	947,940	873,340	(74,600)	-7.87%
43100	Land Management Program Services	-	-	15,000	15,000	15,000	-	0.00%
43110	Communications	264,172	274,631	356,942	363,600	361,102	4,160	1.17%
43140	Postage and Freight	20,414	22,868	33,755	34,695	34,255	500	1.48%
43210	Transport/Subsistence	244,979	254,266	338,720	337,829	349,144	10,424	3.08%
43220	Car Allowance	8,550	8,291	6,300	6,325	10,400	4,100	65.08%
43260	Training	41,511	26,056	108,540	108,263	122,960	14,420	13.29%
43310	Advertising	24,719	17,617	30,550	30,925	28,250	(2,300)	-7.53%
43410	Printing	688	1,135	14,150	13,525	11,150	(3,000)	-21.20%
43510	Insurance Premium	3,701,163	4,087,270	4,521,620	4,546,620	4,534,340	12,720	0.28%
43600	Project Management	-	-	6,500	6,500	6,000	(500)	-7.69%
43610	Utilities	1,355,195	1,462,654	1,512,330	1,517,330	1,641,614	129,284	8.55%
43720	Office Equipment Maintenance	91,318	87,306	135,524	138,024	147,976	12,452	9.19%
43750	Vehicles Maintenance	59,211	74,423	108,600	114,600	122,100	13,500	12.43%
43764	Snow Removal	351,184	430,666	350,000	350,000	350,000	-	0.00%
43765	Policing Sites	3,400	-	7,000	7,000	7,000	-	0.00%
43780	Maint Buildings & Grounds	389,419	421,985	532,394	527,249	622,129	89,735	16.85%
43810	Rents and Operating Leases	46,087	58,742	79,394	79,496	102,581	23,187	29.20%
43812	Equipment Replacement Pymt.	444,790	281,204	286,085	286,085	328,991	42,906	15.00%
43920	Dues and Subscriptions	29,014	23,367	35,212	35,462	37,010	1,798	5.11%
43931	Recording Fees	269	1,096	1,000	1,000	1,000	-	0.00%
43933	Collection Fees	-	-	500	500	500	-	0.00%

Kenai Peninsula Borough
Budget Detail

Special Revenue Fund Total
Expenditure Summary By Line Item - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services - Continued								
43936	USAD Assessments	-	-	-	5,728	-	-	-
43951	Road Maintenance - Dust Control	292,539	283,965	450,000	450,000	450,000	$ -	0.00%
43952	Road Maintenance	4,578,080	4,519,835	4,700,000	4,700,000	4,700,000	-	0.00%
43960	Recreational Program Expenses	6,190	5,605	12,600	12,000	12,550	(50)	-0.40%
45110	Land Sale Property Tax	-	21,738	15,000	9,272	20,000	5,000	33.33%
	Total: Services	18,579,491	19,153,143	21,346,136	22,050,363	22,000,609	654,473	3.07%
Capital Outlay								
48120	Major Office Equipment	6,436	46,021	13,500	20,403	36,834	23,334	172.84%
48310	Vehicles	-	-	-	-	45,000	45,000	-
48311	Machinery and Heavy Equipment	81,129	129,011	7,000	59,600	75,255	68,255	975.07%
48513	Recreation Equipment	-	12,099	7,700	-	-	(7,700)	-100.00%
48514	Firefighting\Rescue Equipment	18,307	53,076	23,910	24,310	31,000	7,090	29.65%
48515	Medical Equipment	1,395	81,852	33,500	59,240	43,600	10,100	30.15%
48520	Storage/Buildings/Containers	11,217	4,680	-	5,700	-	-	-
48610	Land Purchase	-	-	-	600	-	-	-
48620	Building Purchase	-	-	-	10	-	-	-
48710	Minor Office Equipment	85,512	80,654	112,573	151,537	100,148	(12,425)	-11.04%
48720	Minor Office Furniture	22,557	9,399	28,900	42,524	27,450	(1,450)	-5.02%
48740	Minor Machines & Equipment	34,011	47,078	30,800	62,783	59,639	28,839	93.63%
48750	Minor Medical Equipment	26,417	22,899	31,941	37,093	54,527	22,586	70.71%
48755	Minor Recreational Equipment	8,493	7,244	32,000	33,142	35,000	3,000	9.38%
48760	Minor Fire Fighting Equipment	223,736	191,868	264,737	269,904	331,219	66,482	25.11%
49311	Design Services	-	2,400	-	-	-	-	-
49433	Plan Reviews	18,495	18,495	20,294	20,294	19,980	(314)	-1.55%
	Total: Capital Outlay	537,705	706,776	606,855	787,140	859,652	252,797	41.66%
Transfers To								
50211	Central Emergency Services	7,476	7,788	7,512	7,512	7,455	(57)	-0.76%
50237	Engineer's Estimate Fund	12,000	-	-	-	12,000	12,000	-
50238	RIAD Match Fund	200,000	74,615	-	-	200,000	200,000	-
50241	KPBSD Operations	38,883,797	41,440,829	38,637,268	38,626,108	36,537,314	(2,099,954)	-5.44%
50252	Land Trust Investment Fund	5,275,000	285,505	500,000	612,342	500,000	-	0.00%
50264	911 Communications	240,495	242,184	245,186	245,186	255,175	9,989	4.07%
50340	SW Debt Service Fund	1,065,250	1,063,500	1,064,750	1,064,750	1,063,750	(1,000)	-0.09%
50342	Debt Service- Bear Creek Fire	97,020	94,520	97,520	97,520	95,320	(2,200)	-2.26%
50358	Debt Service- CES	446,688	471,042	571,063	571,063	571,063	-	0.00%
50360	Debt Service- CPGH	9,466,705	9,471,999	9,475,980	9,475,980	9,473,351	(2,629)	-0.03%
50361	Debt Service- SPH	2,229,944	2,226,694	2,220,169	2,220,169	2,219,369	(800)	-0.04%
50400	School Capital Projects	300,000	1,000,000	-	-	-		
50411	SWD Capital Projects	100,000	250,000	250,000	145,000	4,400,000	4,150,000	1660.00%
50434	Road Service Area Capital Projects	1,750,000	2,000,000	2,300,000	2,300,000	3,800,000	1,500,000	65.22%
50441	NFSA Capital Projects	500,000	1,400,000	400,000	400,000	300,000	(100,000)	-25.00%
50442	BCFSA Capital Projects	50,000	100,000	100,000	100,000	250,000	150,000	150.00%
50443	CES Capital Project	550,000	1,250,000	600,000	600,000	1,200,000	600,000	100.00%
50444	APFEMSA Capital Project	160,000	200,000	100,000	100,000	375,000	275,000	275.00%
50446	KES Capital Project/Debt Service	465,387	100,000	100,000	100,000	150,000	50,000	50.00%
50459	NPRSA Capital Project	440,000	850,000	200,000	200,000	250,000	50,000	25.00%
50491	SPH Capital Project	1,700,000	1,700,000	1,700,000	1,700,000	1,698,768	(1,232)	-0.07%
50601	SPH Special Revenue Debt	-	-	1,489,045	1,489,045	-	(1,489,045)	-100.00%
50830	RIAD Projects	50,701	(10,912)	-	-	-	-	-
	Total: Transfers	63,990,463	64,217,764	60,058,493	60,054,675	63,358,565	3,300,072	5.49%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	79,653	87,518	128,717	130,117	143,117	14,400	11.19%
60001	Charges (To) From Maint/Purchasing	213,118	217,913	233,884	233,884	239,782	5,898	2.52%
60002	Charges (To) From Maint/Other Depts.	(277,138)	(308,763)	(300,000)	(300,000)	(300,000)	-	-
60003	Charges (To) From Maint/Cap Proj	(273,357)	(425,661)	(500,000)	(500,000)	(500,000)	-	-
60004	Mileage Ticket Credits	(2,320)	(4,562)	(5,834)	(5,834)	(3,700)	2,134	-
61990	Administrative Service Fee	571,540	495,284	665,546	673,278	747,212	81,666	12.27%
	Total: Interdepartmental Charges	311,496	61,729	222,313	231,445	326,411	104,098	46.82%
Department Total		$ 108,479,116	$ 107,778,962	$ 110,442,059	$ 111,574,502	$ 118,410,977	$ 7,968,918	7.22%

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Emergency Services

The Borough has eight (8) service areas, in which seven (7) were created by the voters, to prepare and respond to emergency situations within their respective service area boundaries. These services include fire protection, ambulance, search and rescue, and flood mitigation. Each service area has a separate board of directors and its own taxing jurisdiction although the Borough sets the mill rate and approves their budget.

The major source of revenues for each of these Service Areas is property taxes. Additional funding is provided through state grants, interest earnings and ambulance fees. A listing and summary of these service areas is shown below.

In addition to the Service Areas, the Borough's 911 department is included in this section.

Nikiski Fire Service – this service area provides fire protection, emergency medical and ambulance, and search and rescue for the Nikiski area and Cook Inlet. There are currently 25 permanent employees, and 30 volunteers.

Bear Creek Fire Service Area – this service area provides fire protection and first responder medical service for the area outside the City of Seward's city limits. This service area has 2 permanent employees and 32 volunteers.

Western Emergency Service Area – this service area provides fire protection, emergency medical and ambulance, and search and rescue for the Anchor Point, Nikolaevsk, Ninilchik, and surrounding areas. This service area has 10 permanent employees and 50 volunteers.

Central Emergency Services (CES) – this service area provides fire protection, emergency medical and ambulance, and search and rescue for the Soldotna, Kasilof, Kalifornsky Beach, and Sterling areas. There are currently 48 permanent employees and 30 volunteers.

Central Peninsula Emergency Medical Service Area - this service area contracts with CES to provide ambulance and emergency medical for the residents residing in the area from Skilak Lake to Tustamena Lake and surrounding areas not covered by CES.

Kachemak Emergency Service Area – this service area provides fire protection, emergency medical and ambulance, and search and rescue for the areas surrounding the City of Homer and Kachemak City. This service area has 7 permanent full-time and 38 volunteers.

Eastern Peninsula Highway Emergency Service Area (EPHESA) – this service area provides fire protection, and emergency medical and ambulance services along the heavily traveled highway between various communities along the Seward Highway, the Sterling Highway, and the Hope Highway.

Seward Bear Creek Flood Service Area – this service area was formed to provide flood planning, protection and mitigation services to the residents of the service area, which covers the river drainage area of the City of Seward, Bear Creek, and Lowell Point. There are currently 1.5 permanent employees.

911 Communication Fund – this fund is set up to account for revenues and expenditures associated with operating the Borough's 911 service. The area of service served by this department includes the Kenai Peninsula Borough and the areas in the Municipality of Anchorage along the Seward highway up to McHugh Creek which includes Portage, Girdwood, and Bird Creek.

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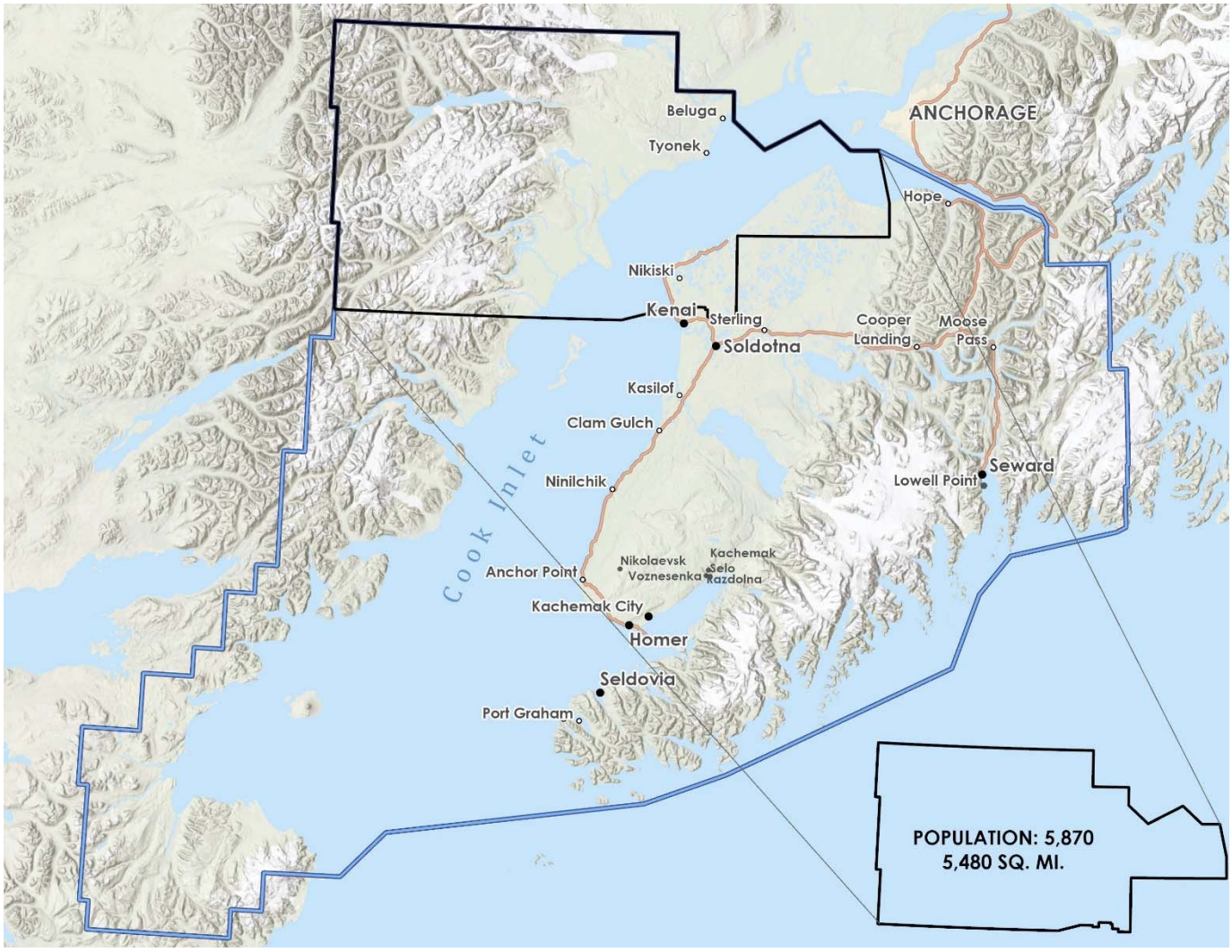
Nikiski Fire Service Area

This Nikiski Fire Service Area was established on August 19, 1969 and was the first fire service area in the Borough. The seven-member board is elected for three-year terms. The service area provides fire protection, emergency medical services, and search and rescue capabilities to a population of 5,870 within a 5,480 square mile area that includes the Cook Inlet and major industrial complexes critical to the Borough.

Many of the 25 permanent employees, and 30 volunteer members are cross-trained to respond not only to fire and medical emergencies but also specialize in high angle, confined space, industrial firefighting, and cold water surface and dive rescue. Four fire stations are located within the service area. Two stations are located on the Kenai Spur Highway, at Milepost 17.9 and 26.5. The other two stations are located in Beluga and Tyonek.

The major source of revenue is property tax. Additional funding is provided through ambulance billing fees charged to users of the ambulances and interest income. The mill rate is 2.70 mills for fiscal year 2022.

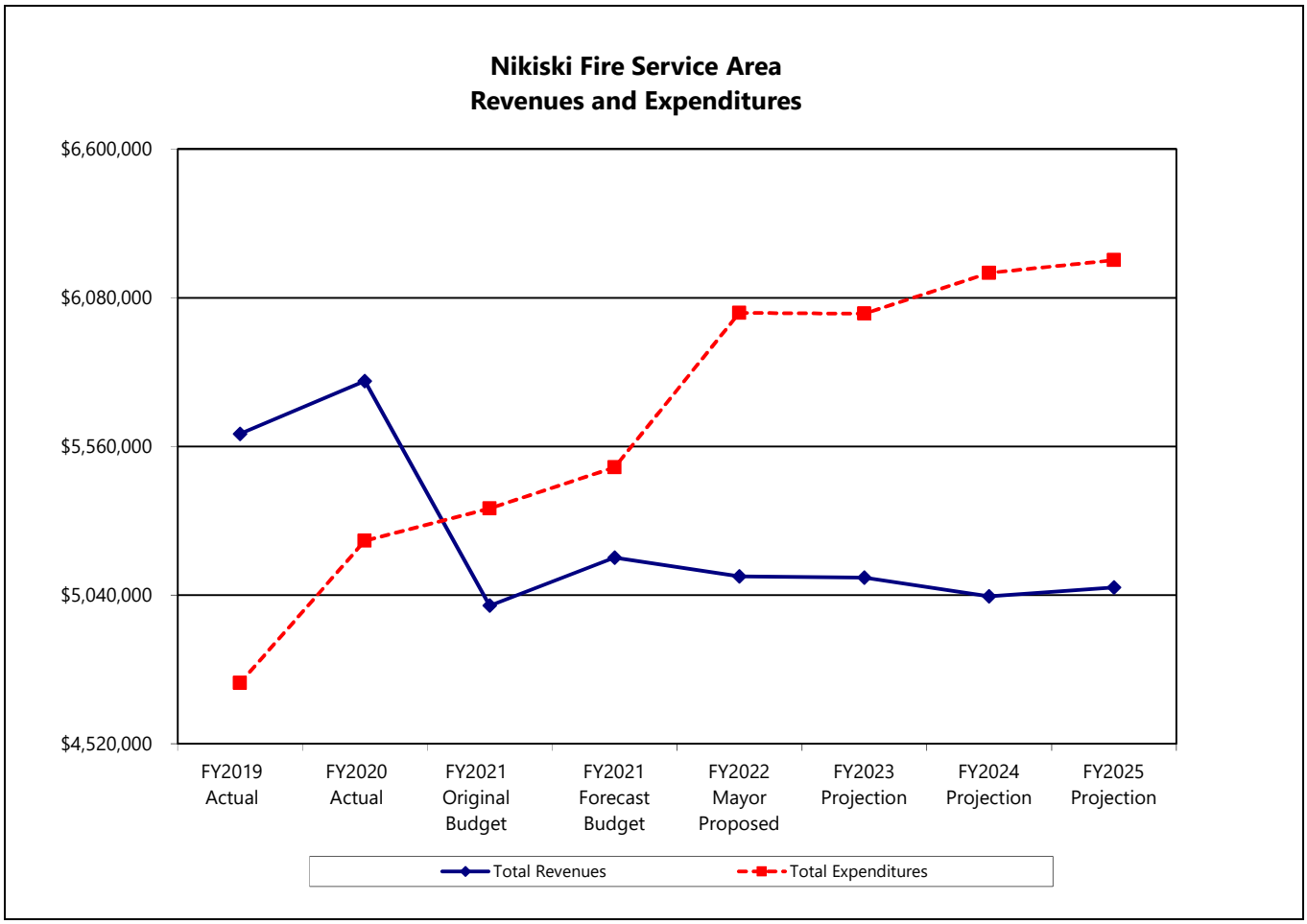


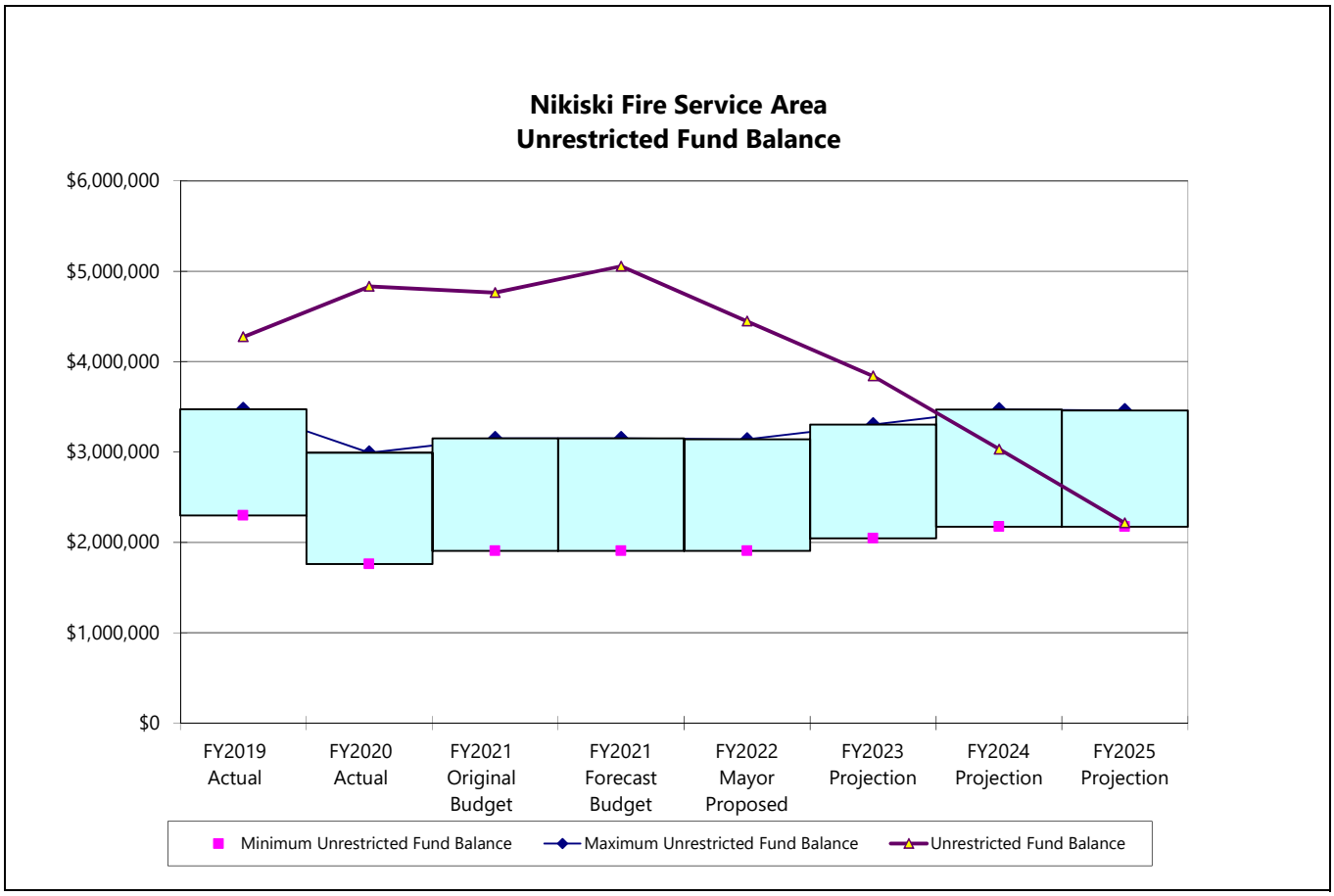
Board Members

Peter Ribbens
Mark Cialek
Janet Hilleary
Jasper Covey
Daniel Gregory
Todd Paxton
Amber Oliva-Douglas
Fire Chief: Bryan Crisp

Fund: 206 Nikiski Fire Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Values (000's)								
Real	666,850	676,302	679,170	676,324	654,736	654,736	661,283	674,509
Personal	43,688	38,382	37,241	38,366	37,365	37,739	38,116	38,497
Oil & Gas (AS 43.56)	1,105,937	1,130,221	1,066,130	1,066,130	1,010,285	1,010,285	979,976	979,976
	1,816,475	1,844,905	1,782,541	1,780,820	1,702,386	1,702,760	1,679,375	1,692,982
Mill Rate	2.70	2.70	2.70	2.70	2.70	2.70	2.70	2.70
Revenues:								
Property Taxes								
Real	$ 1,798,791	$ 1,823,093	$ 1,687,058	$ 1,754,030	$ 1,767,787	$ 1,767,787	$ 1,785,464	$ 1,821,174
Personal	116,202	109,926	92,507	114,300	98,868	99,857	100,855	101,863
Oil & Gas (AS 43.56)	2,984,118	3,049,301	2,734,623	2,881,380	2,727,770	2,727,770	2,645,935	2,645,935
Interest	6,449	6,111	9,028	9,499	9,189	9,191	9,065	9,138
Flat Tax	8,670	11,628	10,980	10,980	10,980	11,200	11,424	11,652
Motor Vehicle Tax	50,893	44,075	52,066	52,066	47,484	48,434	49,403	50,391
Total Property Taxes	4,965,123	5,044,134	4,586,262	4,822,255	4,662,078	4,664,239	4,602,146	4,640,153
Federal Revenue	13,185	3,476	-	-	-	-	-	-
State Revenue	127,301	229,412	-	-	-	-	-	-
Interest Earnings	218,475	212,834	77,004	77,004	103,779	88,938	76,791	60,615
Other Revenue	280,039	298,854	340,000	272,000	340,000	348,500	357,213	366,143
Total Revenues	5,604,123	5,788,710	5,003,266	5,171,259	5,105,857	5,101,677	5,036,150	5,066,911
Expenditures:								
Personnel	3,235,094	2,835,257	3,524,645	3,511,397	4,199,261	4,283,246	4,368,911	4,456,289
Supplies	177,943	193,077	284,048	285,272	310,513	303,463	309,532	315,723
Services	541,855	532,624	774,432	818,618	877,427	894,976	912,876	931,134
Capital Outlay	112,613	118,230	184,289	293,250	144,402	115,546	117,857	120,214
InterDepartmental Charges	101,195	92,976	118,365	121,023	135,215	139,931	142,729	145,584
Total Expenditures	4,168,700	3,772,164	4,885,779	5,029,560	5,666,818	5,737,162	5,851,905	5,968,944
Operating Transfers To:								
Special Revenue Fund	63,981	57,880	57,278	57,278	60,009	62,409	64,905	67,501
Capital Projects Fund	500,000	1,400,000	400,000	400,000	300,000	225,000	250,000	175,000
Total Operating Transfers	563,981	1,457,880	457,278	457,278	360,009	287,409	314,905	242,501
Total Expenditures and Operating Transfers	4,732,681	5,230,044	5,343,057	5,486,838	6,026,827	6,024,571	6,166,810	6,211,445
Net Results From Operations	871,442	558,666	(339,791)	(315,579)	(920,970)	(922,894)	(1,130,660)	(1,144,534)
Projected Lapse	-	-	268,718	538,475	311,675	315,544	321,855	328,292
Change in Fund Balance	871,442	558,666	(71,073)	222,896	(609,295)	(607,350)	(808,805)	(816,242)
Beginning Fund Balance	3,403,196	4,274,638	4,833,304	4,833,304	5,056,200	4,446,905	3,839,555	3,030,750
Ending Fund Balance	$ 4,274,638	$ 4,833,304	$ 4,762,231	$ 5,056,200	$ 4,446,905	$ 3,839,555	$ 3,030,750	$ 2,214,508


Nikiski Fire Service Area
Revenues and Expenditures
$6,600,000
$6,080,000
$5,560,000
$5,040,000
$4,520,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


Nikiski Fire Service Area
Unrestricted Fund Balance
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 206 **Nikiski Fire Service Area**

Dept 51110

Mission

The mission of the Nikiski Fire Department is committed to providing the highest level of public safety services for the community of Nikiski by maintaining the best trained and physically fit emergency response team in Alaska. We protect lives and property through fire suppression, emergency medical response, disaster management and community risk reduction.

Always Ready – Proud to Serve

Program Description

- The Nikiski Fire Department provides fire protection, emergency medical service, and rescue capabilities to a population of 6,000 citizens within a 5,480 square mile area that includes the Cook Inlet.
- Five fire stations located in the service area; three stations in Nikiski (two on the Kenai Spur Highway and one on Holt Lamplight), one station in Tyonek, and one station in Beluga.
- The Department has 25 permanent employees, 30 volunteers, and 7 elected fire board members.

Major Long Term Issues and Concerns:

- Maintain current staffing levels with the increased cost of providing emergency services, and increased call volume.
- Providing adequate levels of training to all members.
- Develop new programs with incentives to encourage volunteerism.
- Address local and state issues with recruitment and retention of full time and volunteer members.
- Address patient care response for aging/elderly population.

FY 2021 Accomplishments:

- Provided a safe work environment, reduced property damage and personal injury.
- Completed Advanced Public Safety Dive Team training to provide rescue/recovery of the public due to the many waterways in the service area.
- Installed and activated a Station Alerting System in Station 1, 2 and 3 for quicker response capabilities.
- A new response/plow vehicle was placed in service to provide emergency response and clear stations of snow.
- Completed purchase of Self-Contained Breathing Apparatus for the Assistance to Firefighter Grant.
- Implementation of a health and wellness program to reduce injuries and to have healthier employees to respond.
- Implementation of cancer prevention initiatives to provide PPE to help block cancer causing particles and SOP's to reduce cancer in employees.
- Completed Station 1 emergency generator upgrade for emergency power to station during power outages and natural disasters.
- Completed construction for Station 3 located on Holt Lamplight to provide quicker emergency response, and to help reduce homeowner's annual insurance costs.
- Completed Station 1 interior and exterior painting maintenance and diesel exhaust removal system.
- Substantially completed Station 2 interior and exterior lighting maintenance and upgrades.

FY 2022 New Initiatives:

- Continue to provide a safe work environment, reduced property damage and personal injury.
- Purchase additional Self-Contained Breathing Apparatus equipment and place into service to complete SCBA inventory for entire service area.
- Purchase new ambulance and response/plow vehicle and place into service to provide medical services.
- Conduct technical rescue training for all new personnel so that all employees can provide response and continue to provide this level of service to our industrial and public areas.
- Continue health and wellness program.
- Continue cancer prevention initiatives.

Performance Measures

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Adopted
Full time staff	21.25	21	21	25
On-calls (FY2016 Transition to All Volunteers)	0	0	0	0
Volunteers (Nikiski, Beluga, and Tyonek)	30	30	30	30

Department Function

Fund 206 **Nikiski Fire Service Area - Continued**

Dept 51110

Priority/Goal – Emergency Medical / Fire Rescue Training
Goal: Provide the highest level of emergency medical and fire certification training for all department members.
Objective: Continue to provide quality training that meets or exceeds NFPA and State of Alaska fire training standards.
Measures: Qualifications of the 23 uniformed employees (FTE's), 30 Volunteer members.

Certification levels	Benchmark	Chiefs (3 FTE's)	Captains (7 FTE's)	Engineers (5 FTE's)	Firefighters (8 FTE's)	Volunteers (30)	FY2020 Totals	FY2021 Totals
Paramedic 2	10	---	3	3	---	3	10	9
Paramedic 1	4	---	---	1	1	2	6	4
Emergency Medical Technician 3	25	2	4	1	4	12	13	23
Emergency Medical Technician 2	5	---	---	---	---	---	8	---
Emergency Medical Technician 1	5	---	---	---	---	2	2	2
Emergency Trauma Technician	5	---	---	---	---	4	8	4
Alaska Fire Service Instructor 2	5	1	---	1	---	---	2	2
Alaska Fire Service Instructor 1	15	---	7	4	1	1	8	13
Alaska Fire Officer 2	6	1	1	---	---	---	2	2
Alaska Fire Officer 1	6	1	6	1	---	1	7	9
FADO-Pumper	10	1	2	2	1	1	11	7
FADO-MWS	10	---	1	1	1	1	6	4
FADO-Aerial	10	---	1	1	1	1	6	4
Alaska Firefighter 2	48	2	7	5	1	3	17	18
Alaska Firefighter 1	5	---	---	---	4	4	14	8
Alaska Basic Firefighter	10	---	---	---	---	6	6	6
Public Safety Dive Technician	12	1	1	4	---	1	8	7
Rope Rescue Technician	23	2	7	5	2	1	19	17
Confined Space Rescue Technician	23	2	7	5	2	1	19	17
Forestry Red Card	23	1	5	4	4	5	22	19
Alaska Fire Investigator Technician	6	---	1	2	---	---	3	3
Alaska Certified Fire Investigator	3	1	---	---	---	---	1	1
Managing Fire Officer Certification	1	1	---	---	---	---	1	1
Executive Fire Officer Certification	1	---	---	---	---	---	---	---

Commentary
Nikiski Fire Department is dedicated to the Community of Nikiski for being the highest level of professional Emergency Services in the State of Alaska that meets the ever-changing needs of the community while ensuring a safe and secure environment for all through professional development, unity, and teamwork. Members continue to receive some of the highest levels of training in fire protection and emergency medical services available at the state and national levels.

Department Function

Fund 206 **Nikiski Fire Service Area - Continued**

Dept 51110

Priority/Goal - Emergency Medical / Fire Rescue Response
Goal: Respond to all emergency calls in a timely and safe manner, while providing the highest level of emergency services.
Objective: Reduce injuries; protect life, and property from emergency events such as fires, vehicle accidents, and natural disasters.
Measures: The fire department shall have the capability to deploy an initial full alarm assignment within an 8-minute travel time to 90 percent of the incidents (NFPA 1710).

Nikiski Fire Station #1 Incident Type	Benchmark (Minutes)	CY2019 Response Count	CY2019 Response Time Average	CY2020 Response Count	CY2020 Response Time Average
Fire (Buildings, Automobiles, Forest)	8	72	8.67	16	10.81
Emergency Medical Services and Rescue	8	291	5.83	247	5.62
Explosions & Ruptures	8	---	---	2	9.00
Hazardous Conditions (Gas, CO, Electrical)	8	33	11.56	11	11.36
Service Calls (Public, Smoke Odor, Standby)	8	69	6.14	67	7.36
Good Intent Call (Cancelled Call, Nothing Found)	8	25	7.88	17	6.40
False Alarm (Fire Alarm Malfunctions)	8	13	8.69	4	11.00
Special Incident Type Other	8	3	18.00	9	3.86

Nikiski Fire Station #2 Incident Type	Benchmark (Minutes)	CY2019 Response Count	CY2019 Response Time Average	CY2020 Response Count	CY2020 Response Time Average
Fire (Buildings, Automobiles, Forest)	8	21	8.00	9	6.67
Emergency Medical Services & Rescue	8	333	5.58	318	6.63
Explosions and Ruptures	8	---	---	---	---
Hazardous Conditions (Gas, CO, Electrical)	8	26	7.43	11	6.09
Service Calls (Public, Smoke Odor, Standby)	8	126	5.64	110	5.75
Good Intent Call (Cancelled Call, Nothing Found)	8	41	10.74	23	8.08
False Alarm (Fire Alarm Malfunctions)	8	5	7.60	7	5.57
Special Incident Type Other	8	2	8.00	15	4.25

Department Response Statistics

Call Volume Per Calendar Year	CY2019 Actual	CY2020 Actual	CY2021 Estimated	CY2022 Projected
Fire (Buildings, Automobiles, Forest)	95	25	50	60
Emergency Medical Services and Rescue	629	565	650	700
Explosions and Ruptures	0	2	2	2
Hazardous Conditions (Gas, CO, Electrical)	59	22	30	40
Service Calls (Public, Smoke Odor, Standby)	195	177	200	210
Good Intent Call (Cancelled Call, Nothing Found)	67	40	70	75
False Alarm (Fire Alarm Malfunctions)	20	11	25	30
Other	5	26	5	5
Total Call Volume	1070	870	1,032	1,122
Annual Fire Loss (Property and Contents)*	$278,940	$1,199,620	$450,000	$500,000

*Increase in fire loss for CY2020 due to more commercial structure fires.

Kenai Peninsula Borough
Budget Detail

Fund 206
Department 51110 - Nikiski Fire Service Area

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 1,411,142	$ 1,228,964	1,633,486	1,619,962	1,984,529	$ 351,043	21.49%
40111	Special Pay	14,888	11,788	16,575	16,575	23,205	6,630	40.00%
40120	Temporary Wages	105,805	75,815	135,000	135,000	125,000	(10,000)	-7.41%
40130	Overtime Wages	251,339	227,388	250,737	250,737	300,733	49,996	19.94%
40130	Overtime Stand-by Wages	78,098	79,342	75,000	75,000	80,000	5,000	6.67%
40131	FLSA Overtime Wages	31,112	24,995	60,779	60,779	32,000	(28,779)	-47.35%
40210	FICA	157,358	138,882	191,265	191,265	228,728	37,463	19.59%
40221	PERS	531,098	490,269	456,962	456,962	535,349	78,387	17.15%
40321	Health Insurance	404,488	335,880	429,250	429,250	556,500	127,250	29.64%
40322	Life Insurance	2,346	1,735	4,059	4,059	4,927	868	21.38%
40410	Leave	245,022	217,379	271,532	271,532	328,290	56,758	20.90%
40511	Other Benefits	2,398	2,820	-	276	-	-	-
	Total: Personnel	3,235,094	2,835,257	3,524,645	3,511,397	4,199,261	674,616	19.14%
Supplies								
42120	Computer Software	367	-	1,500	4,100	1,500	-	0.00%
42210	Operating Supplies	24,768	20,482	42,266	41,990	42,295	29	0.07%
42220	Fire/Medical/Rescue Supplies	62,300	76,241	90,912	85,912	108,912	18,000	19.80%
42230	Fuel, Oils and Lubricants	33,156	32,330	60,000	60,000	60,000	-	0.00%
42250	Uniforms	18,624	28,962	32,080	32,080	39,350	7,270	22.66%
42263	Training Supplies	749	1,685	5,525	7,925	6,691	1,166	21.10%
42310	Repair/Maintenance Supplies	7,127	5,856	8,765	8,765	8,765	-	0.00%
42360	Motor Vehicle Repair Supplies	28,184	21,052	35,500	35,500	35,500	-	0.00%
42410	Small Tools & Equipment	2,668	6,469	7,500	9,000	7,500	-	0.00%
	Total: Supplies	177,943	193,077	284,048	285,272	310,513	26,465	9.32%
Services								
43011	Contractual Services	166,276	178,211	261,640	278,793	251,440	(10,200)	-3.90%
43014	Physical Examinations	7,990	-	25,375	50,750	47,800	22,425	88.37%
43015	Water/Air Sample Test	917	617	1,500	1,500	1,500	-	0.00%
43019	Software Licensing	6,190	8,034	15,000	15,000	16,300	1,300	8.67%
43110	Communications	22,773	24,218	29,906	31,564	35,920	6,014	20.11%
43140	Postage and Freight	50	163	3,000	3,500	3,000	-	0.00%
43210	Transportation/Subsistence	18,381	25,633	26,000	25,500	26,000	-	0.00%
43220	Car Allowance	-	6	-	-	-	-	-
43260	Training	17,700	3,962	31,450	31,450	34,300	2,850	9.06%
43310	Advertising	200	192	500	500	500	-	0.00%
43410	Printing	-	160	500	500	500	-	0.00%
43510	Insurance Premium	146,274	148,800	145,182	145,182	210,078	64,896	44.70%
43610	Utilities	112,293	115,592	178,368	178,368	178,368	-	0.00%
43720	Equipment Maintenance	18,107	4,894	10,650	10,650	10,650	-	0.00%
43750	Vehicle Maintenance	1,150	1,275	8,000	8,000	8,000	-	0.00%
43780	Buildings/Grounds Maintenance	11,780	9,401	17,000	17,000	30,242	13,242	77.89%
43810	Rents and Operating Leases	7,936	9,910	11,587	11,587	13,550	1,963	16.94%
43920	Dues and Subscriptions	3,838	1,556	8,774	8,774	9,279	505	5.76%
	Total: Services	541,855	532,624	774,432	818,618	877,427	102,995	13.30%
Capital Outlay								
48120	Major Office Equipment	-	15,379	-	-	-	-	-
48311	Machinery & Equipment	5,950	5,657	7,000	44,167	10,000	3,000	42.86%
48514	Fire Fighting/Rescue Equipment	12,029	27,246	16,000	16,000	14,500	(1,500)	-9.38%
48515	Medical Equipment	-	5,118	16,000	16,000	-	(16,000)	-100.00%
48520	Storage/Buildings/Containers	3,880	-	-	-	-	-	-
48710	Minor Office Equipment	9,542	192	9,550	44,978	8,800	(750)	-7.85%
48720	Minor Office Furniture	2,544	-	9,000	30,297	7,000	(2,000)	-22.22%
48740	Minor Machines & Equipment	830	5,473	4,100	24,370	4,100	-	0.00%
48750	Minor Medical Equipment	8,391	11,337	21,691	19,348	21,691	-	0.00%
48755	Minor Recreation Equipment	4,017	3,606	20,000	21,142	5,000	(15,000)	-75.00%
48760	Minor Fire Fighting Equipment	65,430	44,222	80,948	76,948	73,311	(7,637)	-9.43%
	Total: Capital Outlay	112,613	118,230	184,289	293,250	144,402	(39,887)	-21.64%

Kenai Peninsula Borough
Budget Detail

Fund 206
Department 51110 - Nikiski Fire Service Area - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Transfers								
50264	Tfr 911 Communications	63,981	57,880	57,278	57,278	60,009	2,731	4.77%
50441	Tfr Nikiski Fire Capital Project Fund	500,000	1,400,000	400,000	400,000	300,000	(100,000)	-25.00%
	Total: Transfers	563,981	1,457,880	457,278	457,278	360,009	(97,269)	-21.27%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	(841)	-	-	-	-	-	-
60004	Mileage Ticket Credits	-	(858)	(800)	(800)	(3,000)	(2,200)	-
61990	Admin Service Fee	102,036	93,834	119,165	121,823	138,215	19,050	15.99%
	Total: Interdepartmental Charges	101,195	92,976	118,365	121,023	135,215	16,850	14.24%
Department Total		$ 4,732,681	$ 5,230,044	$ 5,343,057	$ 5,486,838	$ 6,026,827	$ 683,770	12.80%

Line-Item Explanations

40110 Regular Wages. Staff includes: 25 FTE's; 1 Chief, 1 Deputy Chief, 1 Assistant Chief, 4 Senior Captains, 3 Captains, 5 Engineers, 8 Firefighters, 1 Mechanic, and 1 Administrative Assistant.

Add 3 Firefighters
Add 1 Assistant Chief

40130 Overtime Wages/Stand-by Wages. Increased standby wages to more accurately show expenditures and to prepare for adding 4 additional firefighters.

42220 Fire/Medical/Rescue Supplies. Increased for Class A/B foam ($13,000) and community risk reduction/fire prevention programs ($5,000).

42250 Uniforms. Increased ($7,270) to account for new FTE or volunteers' uniforms.

42263 Training Supplies. Increased ($1,166) to adjust for increases in textbooks/workbooks and new hire test booklets.

43011 Contractual Services. Physician sponsor contract ($110,000), ambulance billing ($22,984), Zoll Autopulse preventative maintenance ($7,400), CAD maintenance ($6,300); EMS training simulator maintenance ($2,300), EMS/FF instructor fees ($8,000), technical rescue class ($10,000), Image Trend ($3,800), Medevac services ($7,500), Hurst rescue tool annual service ($5,150), annual radio PMIs ($4,500), Operative IQ ($3,000), U/L ladder/pump testing ($2,000), Target Solutions ($8,000), and Stryker power gurneys maintenance ($10,000), Anvil of Crom Strength/Power Program ($7,000), EDispatchs ($1,908), SCBA compressor maintenance ($3,000), used car training ($1,360), repair of medical bags, patches, and embroidery ($4,500), physician ($5,000), repair service and embroidery ($4,500) and other small misc. contracts ($13,238).

43014 Physical Exams. Increased for annual physicals to cover 24 FTE and volunteer FF's each FY to cover every 2 year compliance ($40,800), exposure follow ups ($2,000) and stress tests ($5,000).

43019 Software Licensing. Computer software licensing ($500), vehicle diagnostic licensing ($1,000), security camera licensing ($1,500), CAD software licensing ($5,000), Crew sense/target solutions ($4,500), PS trax/station automation ($3,000), and Zoom video communications ($800).

43110 Communications. Increased for TLS/PRI lines for Station 3 ($6,014).

43260 Training. Increased tuition for Paramedic Refresher ($2,850) to cover costs of instructor.

43510 Insurance Premium. Increased premium for coverage for workman's compensation, property, liability, and other insurance.

43780 Building/Grounds Maintenance. Increased ($540) to cover septic pumping and state boiler/air tank inspections.

43810 Rents and Leases. Increased ($1,963) to cover 3% escalation for Page Hill Radio Site Lease and O2 Cylinder Bottle Rental.

43920 Dues and Subscriptions. Increased ($505) to cover IAAI membership, ISFSI membership, SimuShare Fire Simulation program and paramedic license renewal.

48311 Machinery & Equipment. New radio consolette for CAD/Station alerting for Dispatch ($10,000).

48514 Firefighting/Rescue Equipment. Air bag kit for Tanker 3/Station 3 ($9,000), and Rescue 42 truck kit for Tanker 3/Station 3 ($5,500).

48515 Medical Equipment. Reduced due to one time purchase of EMS child simulator in FY21.

48710 Minor Office Equipment. Desktop computer including tower, screens, and sound bar ($1,500), 1 hand held radio ($4,900), and 4 pagers ($2,400).

48720 Minor Office Equipment. 2 desks ($7,000).

48740 Minor Machines and Equipment. Miscellaneous tools ($4,100).

48750 Minor Medical Equipment. 2 Zoll AEDs ($5,000), 2 laryngoscopes ($5,400), medical equipment ($2,400), AED X Series attachment ($2,400), and misc medical equipment ($6,491).

48755 Minor Recreation Equipment. 2 rowers ($2,000), adjustable bench ($850), maces ($500), barbell ($400), 2 box jump platforms ($300), and shipping ($950).

48760 Minor Fire Fighting Equipment. Water rescue PPE replacement ($14,000), rope rescue equipment replacement ($9,000), fire hose replacement ($5,500), turnouts gear ($19,200), and misc firefighting equipment ($25,611).

50441 Transfer to Capital Projects. Annual transfer to long-term Capital Projects funds. See Capital Projects section of this document.

61990 Admin Service Fee. The administrative service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

For capital projects information on this department - See the Capital Projects Section - Pages 350, 353, 362 & 392-394.

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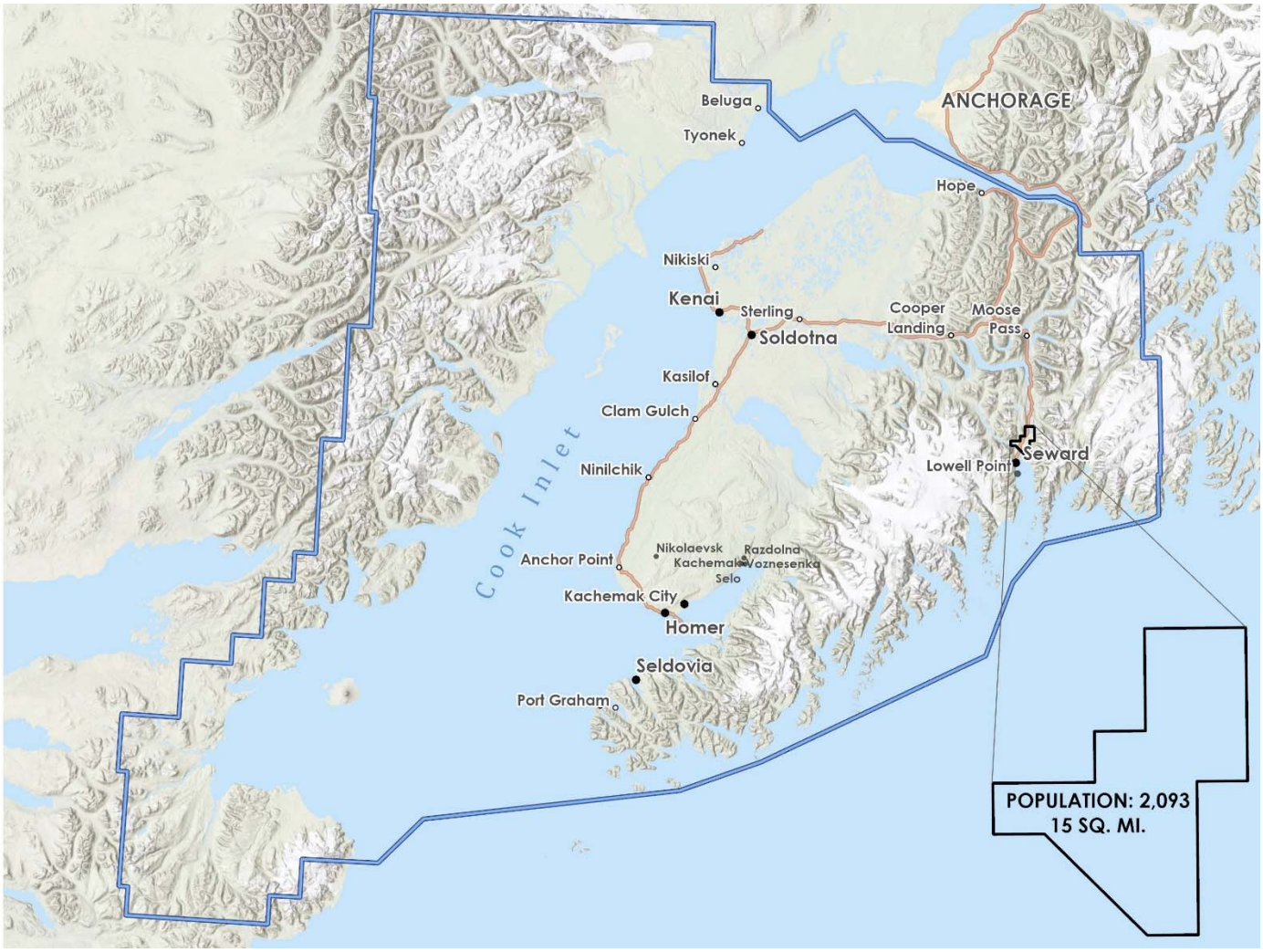
Bear Creek Fire Service Area

This service area was created on January 25, 1977, to provide fire protection and limited ambulance service for the area outside the City of Seward's city limits. The department is staffed by two permanent employees and 30 volunteers. Five elected citizens serve on its board.

The fire station is located at 13105 Seward Highway just outside the City of Seward. Equipment consists of one rescue pumper, three tankers, one water supply unit, one brush truck, one ambulance, and one support truck.

Revenue is raised through property taxes. The mill rate is 3.25 mills for fiscal year 2022.

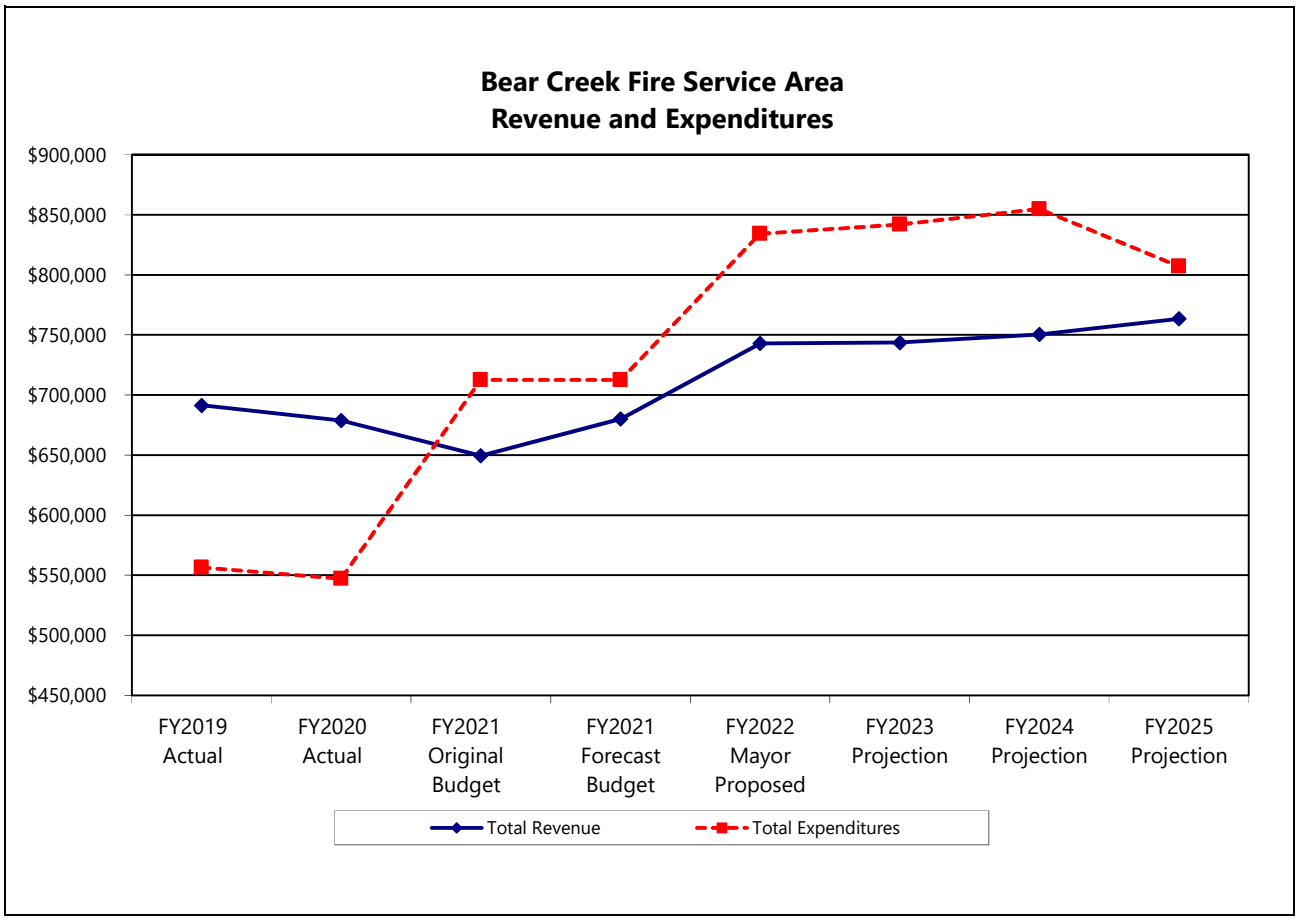


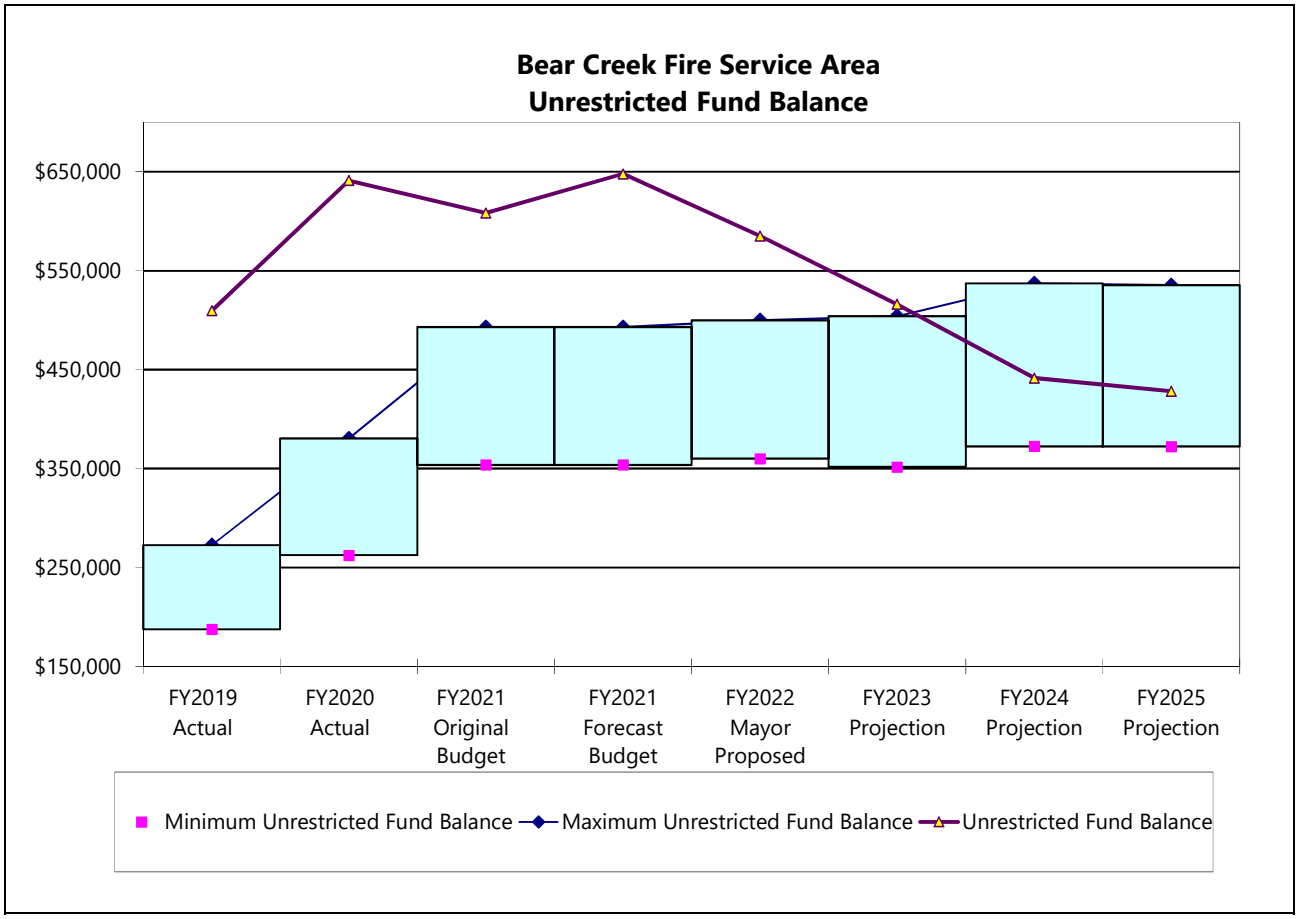
Board Members
Earl Kloster
James Sheehan
Tanya Lester
Dan Logan
Jena Petersen

Fire Chief: Richard Brackin

Fund: 207 Bear Creek Fire Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	171,480	178,931	183,420	182,901	189,475	189,475	191,370	195,197
Personal	1,334	1,192	2,285	2,297	495	500	505	510
Oil & Gas (AS 43.56)	2,696	9	0	0	0	0	0	0
	175,510	180,132	185,705	185,198	189,970	189,975	191,875	195,707
Mill Rate	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25
Revenues:								
Property Taxes								
Real	$ 551,362	$ 580,802	$ 548,426	$ 565,527	$ 615,794	$ 615,794	$ 621,953	$ 634,390
Personal	3,596	3,851	6,832	10,500	1,577	1,593	1,608	1,624
Oil & Gas (AS 43.56)	8,761	30	-	-	-	-	-	-
Interest	1,186	2,147	949	949	968	987	1,007	1,027
Flat Tax	3,039	3,447	2,700	2,700	2,700	2,754	2,809	2,865
Motor Vehicle Tax	15,970	13,637	16,221	16,221	14,804	15,100	15,402	15,710
Total Property Taxes	583,914	603,914	575,128	595,897	635,843	636,228	642,779	655,616
Federal Revenue	10,337	-	-	-	-	-	-	-
State Revenue	20,066	10,717	-	-	-	-	-	-
Interest Earnings	22,477	23,413	10,618	10,618	12,959	11,704	10,322	8,830
Other Revenue	54,642	40,671	63,616	73,616	94,073	95,702	97,367	99,070
Total Revenues	691,436	678,715	649,362	680,131	742,875	743,634	750,468	763,516
Expenditures:								
Personnel	235,552	201,079	265,452	265,452	260,743	265,958	271,277	276,703
Supplies	20,747	13,289	27,947	27,947	26,445	26,974	27,513	28,063
Services	130,306	126,722	187,218	187,218	169,196	172,580	176,032	179,553
Capital Outlay	14,148	4,594	14,399	14,399	10,536	10,641	10,747	10,854
Interdepartmental Charges	8,763	6,917	11,931	11,931	11,673	11,904	12,139	12,379
Total Expenditures	409,516	352,601	506,947	506,947	478,593	488,057	497,708	507,552
Operating Transfers To:								
Special Revenue Fund	-	-	8,182	8,182	10,432	10,849	11,283	11,734
Debt Service Fund	97,020	94,520	97,520	97,520	95,320	93,120	95,920	92,920
Capital Projects Fund	50,000	100,000	100,000	100,000	250,000	250,000	250,000	195,000
Total Operating Transfers	147,020	194,520	205,702	205,702	355,752	353,969	357,203	299,654
Total Expenditures and Operating Transfers	556,536	547,121	712,649	712,649	834,345	842,026	854,911	807,206
Net Results From Operations	134,900	131,594	(63,287)	(32,518)	(91,470)	(98,392)	(104,443)	(43,690)
Projected Lapse	-	-	30,417	39,249	28,716	29,283	29,862	30,453
Change in Fund Balance	134,900	131,594	(32,870)	6,731	(62,754)	(69,109)	(74,581)	(13,237)
Beginning Fund Balance	374,715	509,615	641,209	641,209	647,940	585,186	516,077	441,496
Ending Fund Balance	$ 509,615	$ 641,209	$ 608,339	$ 647,940	$ 585,186	$ 516,077	$ 441,496	$ 428,259


Bear Creek Fire Service Area
Revenue and Expenditures
$900,000
$850,000
$800,000
$750,000
$700,000
$650,000
$600,000
$550,000
$500,000
$450,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenue
Total Expenditures


Bear Creek Fire Service Area
Unrestricted Fund Balance
$650,000
$550,000
$450,000
$350,000
$250,000
$150,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 207 **Bear Creek Fire Service Area**

Dept 51210

Mission

Provide rapid emergency fire, EMS, and rescue response services to the residents and visitors of the Bear Creek Fire Service Area.

Program Description

The Bear Creek Fire Service Area provides support staff consisting of a three-quarter Fire Chief, a three-quarter Fire Technician, and a Board of Directors to assist the Bear Creek Volunteer Fire & EMS, Inc., consisting of 29 volunteers, in providing emergency response to the residents of BCFSA and the State of Alaska. The Service Area and volunteer group work cooperatively in providing community fire suppression, rescue and emergency medical services, firefighter and EMS training, and public education to residents in the community as well as the greater Seward Area.

Major Long Term Issues and Concerns:

- Rebuilding the Capital Projects Fund to reflect a realistic and sustainable asset replacement program.
- Increase training requirements for certification of volunteers in firefighting and EMS.
- Providing training and apparatus replacement program that supports a unit based response.

FY2021 Accomplishments

- Established a Driver/Operator program with a clearly defined pathway to Engineer.
- Initiated Monthly Officer's Meetings/Training to build a formal training platform at the Officer Level.
- Haz-Mat Awareness and Operations Course. Anticipated 10 students participating.

FY2022 New Initiatives/Goals:

- Host a Firefighter I course with an anticipated 10 attendees.
- Host an ETT/EMT I Bridge course for Bear Creek responders.
- Host an ETT course for the Seward Police Department.
- Expand social media presence.
- Transition from structural gear to EMS gear on EMS-only responses.
- Begin the multi-year plan to transition to a unit-based response.

Performance Measures

Priority/Goal: Public Safety
Goal: Volunteer recruitment and retention
Objective: 1. Continue with paid weekly training meetings for our volunteers
2. Post on website and Facebook page notifying the public of up and coming activities, photos, training and events
3. Post on electronic road sign

Measures:

Membership Numbers	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	2	2	2	2
Volunteer firefighters	27	28	29	30
Total number of new volunteer recruits	5	6	6	5

Department Function

Fund 207 **Bear Creek Fire Service Area - Continued**

Dept 51210

Priority/Goal: Public Safety
Goal: Fire Prevention Education
Objective: 1. Increased contact with the general public, through community activities, open house, and current Public Safety Programs.
2. Continued efforts to educate children in fire prevention through increased involvement with schools.

Measures:

Fire Prevention & Education Functions	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Open houses/activities exposing general public to fire prevention education	5	5	1	2
In-school visits for fire prevention education	1	1	0	1
Smoke detector installation/evaluation	2	2	5	20
Community Q-CPR &/or 1st Aid courses	35	35	15	10

Priority/Goal: Public Safety
Goal: Improved Response Times/Types
Objective: 1. To provide the appropriate training to the volunteers.
2. Increasing the number of available responders.

Measures:

Average Times & Types of Calls	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
First responding unit from time of call to enroute	7:08	6:57	6:42	6:29
Response time: from time of call to scene of incident – inside the Service Area	8:45	8:50	8:30	8:15
Response time: from time of call to scene of incident – outside the Service Area (Mutual Aid)	17:20	28:00	25:00	20:00
Total number of calls	136	119	137	130
Total number of EMS/Rescue calls	74	62	84	73
Total number of fire calls	16	17	11	15
Total number of other calls	9	9	12	15
Total number of cancelled in-route	37	31	30	27

	FY2019 Actual		FY2020 Actual		FY2021 Projected		FY2022 Estimated	
Call Volume Vs. Responder Average	**Calls**	**Responders**	**Calls**	**Responders**	**Calls**	**Responders**	**Calls**	**Responders**
Response/Aid provided by Bear Creek Fire SA								
Bear Creek Fire Service Area	112	4	94	4	119	5	113	6
Seward Fire - Automatic Aid given – fire calls	13	7	15	5	8	4	7	4
Lowell Point - Mutual Aid given - fire calls	1	7	0	0	2	3	2	3
Moose Pass Fire – Mutual Aid given– fire calls	2	4	9	5	3	3	3	3
SAR – Alaska State Troopers	8	7	1	5	5	8	5	8
Aid provided to Bear Creek								
Seward Fire - Automatic Aid received– fire calls	10	7	9	7	5	7	5	7
Lowell Point Fire - Automatic Aid received– fire calls	0	0	0	0	2	3	2	3

Department Function

Fund 207 **Bear Creek Fire Service Area - Continued**

Dept 51210

Priority/Goal: Public Safety
Goal: Standardized Level of Certification for Responders
Objective: 1. Establish Emergency Trauma Technician as a basic level of training for all volunteers.
2. Expand Emergency Medical Services to include transport for service area.
3. Establish four levels of qualifications for all volunteers.

Measures:

Certified First Responders	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Volunteer first responders	27	28	29	30
ETT – Certifications	8	6	8	7
EMT-1 Certifications	18	19	21	20
Exterior Firefighter/ FFI / FFII & Fire Officer	14	14	17	12
Fire ground Support Personnel (Rehab, etc.)	13	15	20	21
Weekly Operational/Administrative & Non-Certified Training sessions days / hours	81 sessions 189 hrs.	101 sessions 162 hrs.	76 sessions 190 hrs.	90 sessions 220 hrs.
Additional Certified Firefighter & EMS Training sessions / hours	98 sessions 284 hrs.	43 sessions 148 hrs.	14 sessions 80 hrs.	70 sessions 280 hrs.

Commentary

The department administration, with the support of volunteers, will continue to build upon and foster the relationship with the service area board and assembly to move the service area ahead financially & as a vital community service.

Kenai Peninsula Borough
Budget Detail

Fund 207
Department 51210 - Bear Creek Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 121,014	$ 97,119	$ 134,189	$ 134,189	$ 135,395	$ 1,206	0.90%
40120	Temporary Wages	8,807	12,494	17,200	17,200	14,525	(2,675)	-15.55%
40130	Overtime	671	-	4,296	4,296	876	(3,420)	-79.61%
40210	FICA	10,353	8,572	13,215	13,215	12,739	(476)	-3.60%
40221	PERS	35,971	32,884	30,971	30,971	30,494	(477)	-1.54%
40321	Health Insurance	47,478	40,646	50,500	50,500	53,000	2,500	4.95%
40322	Life Insurance	198	137	330	330	332	2	0.61%
40410	Leave	10,916	9,103	14,751	14,751	13,382	(1,369)	-9.28%
40511	Other Benefits	144	124	-	-	-	-	-
	Total: Personnel	235,552	201,079	265,452	265,452	260,743	(4,709)	-1.77%
Supplies								
42120	Computer Software	-	-	315	315	315	-	0.00%
42210	Operating Supplies	3,267	1,055	4,750	4,750	4,250	(500)	-10.53%
42220	Fire/Medical/Rescue Supplies	3,788	68	4,670	4,670	4,170	(500)	-10.71%
42230	Fuel, Oils and Lubricants	2,999	1,679	8,000	8,000	6,500	(1,500)	-18.75%
42250	Uniforms	1,206	792	1,270	1,270	2,270	1,000	78.74%
42263	Training Supplies	2,456	2,800	3,340	3,340	2,340	(1,000)	-29.94%
42310	Repair/Maintenance Supplies	934	1,325	2,500	2,500	2,500	-	0.00%
42360	Motor Vehicle Repair Supplies	4,617	4,474	1,942	1,942	3,000	1,058	54.48%
42410	Small Tools & Equipment	1,480	1,096	1,160	1,160	1,100	(60)	-5.17%
	Total: Supplies	20,747	13,289	27,947	27,947	26,445	(1,502)	-5.37%
Services								
43011	Contractual Services	20,557	16,436	29,083	28,931	25,728	(3,355)	-11.54%
43014	Physical Examinations	3,158	456	12,100	12,100	11,100	(1,000)	-8.26%
43019	Software Licensing	4,192	3,914	3,940	4,090	4,044	104	2.64%
43110	Communications	6,098	9,033	8,684	8,684	9,000	316	3.64%
43140	Postage and Freight	42	46	100	100	100	-	0.00%
43210	Transportation/Subsistence	2,789	2,671	6,003	6,003	2,450	(3,553)	-59.19%
43260	Training	1,199	202	950	950	1,080	130	13.68%
43510	Insurance Premium	35,290	37,037	36,274	36,274	21,123	(15,151)	-41.77%
43610	Utilities	40,655	45,394	50,000	50,000	50,000	-	0.00%
43720	Equipment Maintenance	6,491	1,536	10,000	10,000	8,000	(2,000)	-20.00%
43750	Vehicle Maintenance	350	480	15,000	15,000	15,000	-	0.00%
43780	Buildings/Ground Maintenance	7,769	7,685	12,800	12,800	20,191	7,391	57.74%
43810	Rents & Operating Leases	46	92	90	92	95	5	5.56%
43920	Dues and Subscriptions	1,670	1,740	2,194	2,194	1,285	(909)	-41.43%
	Total: Services	130,306	126,722	187,218	187,218	169,196	(18,022)	-9.63%
Capital Outlay								
48710	Minor Office Equipment	-	2,077	-	-	-	-	-
48720	Minor Office Furniture	918	-	-	-	-	-	-
48750	Minor Medical Equipment	1,512	1,345	250	4,250	5,536	5,286	2114.40%
48760	Minor Fire Fighting Equipment	11,718	1,172	14,149	10,149	5,000	(9,149)	-64.66%
	Total: Capital Outlay	14,148	4,594	14,399	14,399	10,536	(3,863)	-26.83%
Transfers								
50264	911 Communications	-	-	8,182	8,182	10,432	2,250	27.50%
50342	Bear Creek Debt Service	97,020	94,520	97,520	97,520	95,320	(2,200)	-2.26%
50442	Bear Creek Capital Projects	50,000	100,000	100,000	100,000	250,000	150,000	150.00%
	Total: Transfers	147,020	194,520	205,702	205,702	355,752	150,050	72.95%

Kenai Peninsula Borough
Budget Detail

Fund 207
Department 51210 - Bear Creek Administration - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Interdepartmental Charges								
60004	Mileage Ticket Credits	-	-	(434)	(434)	-	434	-
61990	Admin Service Fee	8,763	6,917	12,365	12,365	11,673	(692)	-5.60%
	Total: Interdepartmental Charges	8,763	6,917	11,931	11,931	11,673	(258)	-2.16%
Department Total		$ 556,536	$ 547,121	$ 712,649	$ 712,649	$ 834,345	$ 121,696	17.08%

Line-Item Explanations

40110 Regular Wages. Staff includes 1 Fire Chief and 1 Firefighter Technician. Positions increased to full-time in FY2019 to cover 1/2 time EPHESA coordinator position which will be reimbursed through contract agreement with EPHESA.

42230 Fuel, Oils, & Lubricants. Reduced to reflect a more accurate value for fuel usage.

42250 Uniforms. Increase due to new EMS response wear ($1,000). Also includes station wear ($750), helmet shields ($450), and uniform allowance ($70).

42360 Motor Vehicle Repair Supplies. Apparatus tires ($2,000), apparatus batteries ($500), and misc. apparatus supplies ($500).

43011 Contractual Services. Reduced due to Swiftwater Rescue class and Low-Angle Rope Rescue class being taught in-house at no cost to the service area. Medical directors program ($15,144), voice notification program/eDispatch ($1,600), on-call maintenance and vehicle/small engine maintenance ($5,000), out-of-state background checks and DMV checks on perspective employees ($500), air quality testing for SCBA compressor ($500), EMT I /Bridge course ($2,400), embroidery services for uniforms ($500), and radio frequency contract for DVRS ($84).

43210 Transportation/Subsistence. Reduced due to EMS Symposium and Leadership Summit cancellation. Quarterly medical director run review & leadership meetings ($500), administrative travel and per diem to Soldotna for budget, dispatch, and service area related meetings ($1,450), and meal allowance for volunteers on long-term incidents ($500).

43260 Training. Course fees for CPR ($50), ETT ($80), EMT I ($200), and Firefighter I Courses ($750).

43510 Insurance Premium. Change in calculation due to personnel changes that influenced projected costs ($21,123).

43720 Equipment Maintenance. Reduced due to lower anticipated radio maintenance costs. Copier maintenance contract ($600), SCBA compressor annual maintenance ($1,400), extrication tools annual maintenance ($2,100), SCBA annual inspection ($1,300), Fit Tester annual calibration ($585), and radio maintenance ($2,015).

43780 Building/Grounds Maintenance. Increase due to one-time cost to upgrade control systems ($7,391).

43920 Dues & Subscriptions . Reduced due to initial certifications being moved to Training. KPB Fire Chief's Association membership ($60), Alaska Fire Chiefs Association membership ($200), Kenai Peninsula Emergency Services, Inc. membership, ($25), State of Alaska Firefighters Association Phoenix Chapter ($300), State of AK Search and Rescue ($100), apparatus registrations for SOA/DMV ($100), agency cost for Amazon Prime ($60), recertification for CPR, ETT, and EMT I ($440).

48750 Minor Medical Equipment. Match for Code Blue grant funds for radio replacement, plus shipping ($3,036), EMS gear for EMS calls. ($2,500). Transitioning from structural gear to EMS gear for EMS-only calls.

48760 Minor Firefighting Equipment. Purchase two sets of structural firefighting gear ($2,500 each).

50264 911 Communications. To cover charges from E911 for the cost of operating the E911 dispatch center in Soldotna ($10,432).

50342 Transfer to Debt Service. To cover the current portion of principal and interest for bonds issued in FY2013 to finance the construction of the multi-use facility ($95,320).

50442 Transfer to Capital Projects. Annual transfer to fund long-term capital projects/replacement requirements. See capital projects section.

61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

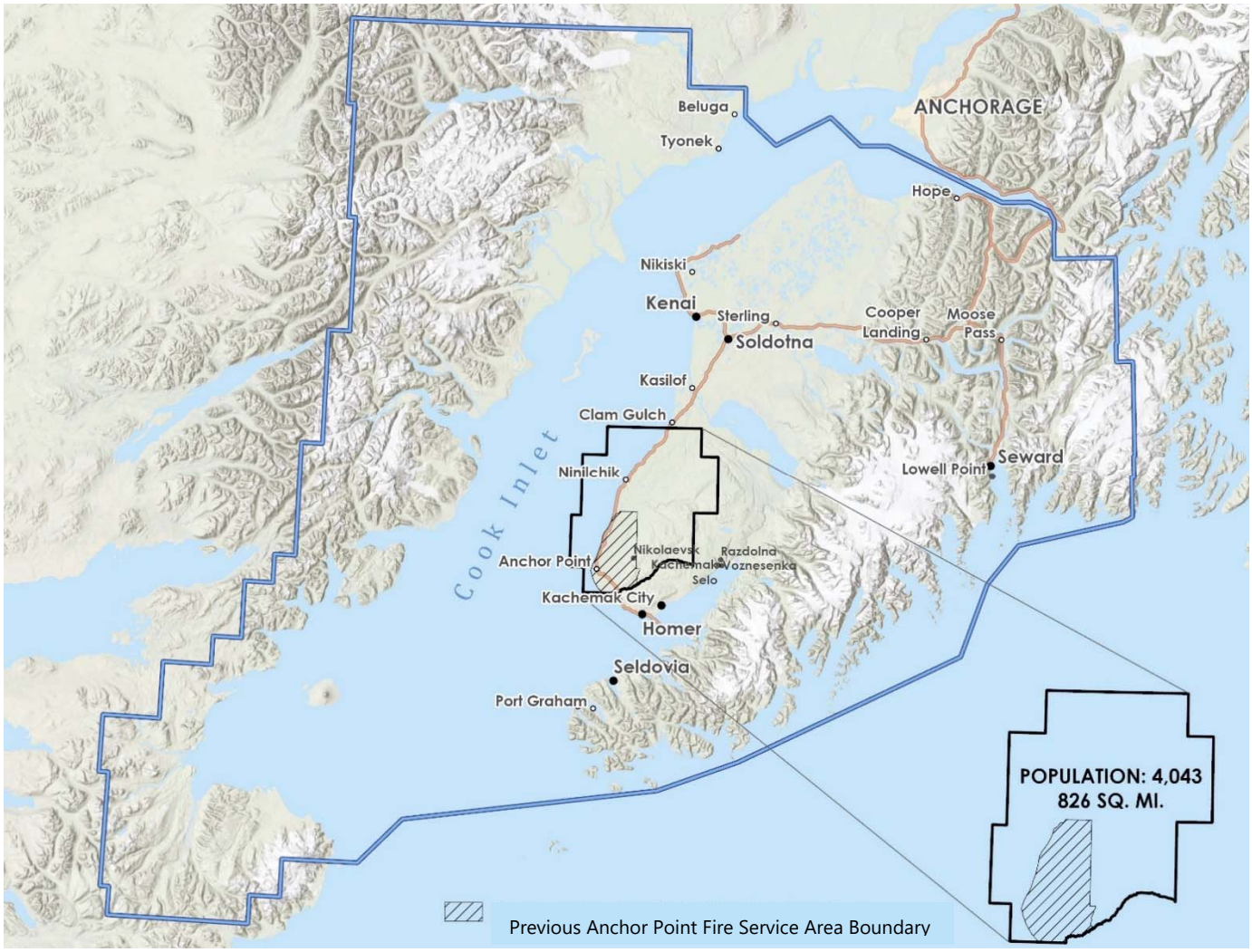
For capital projects information of this department - See the Capital Projects section - Pages 350, 353, 363, & 395.

Western Emergency Service Area

Originally established in October 1983, and expanded 612 square miles to include the Ninilchik area in February 2021, this service area provides fire protection and emergency services in the Anchor Point, Ninichik , Happy Valley, Clam Gulch, Nikolaevsk and Caribou Hills. The service area covers 45 miles of the Sterling Highway, all of the Old Seward Highway, Oil Well Road, and the majority of the North Fork Loop. The department is staffed by 10 full-time permanent employees and 50 volunteers. Five service area residents are appointed by the Mayor and confirmed by the Assembly to serve on its board, each serving a three-year term.

The service area operates five engine/pumpers (one of which are housed in the satellite station in Nikolaevsk Village), one rescue truck, five pumper/tenders, five ALS ambulances (one of which is housed in the satellite station in Nikolaevsk Village), one ladder truck, three commend vehicles, six utility vehicles (one of which is housed in the Nikolaevsk station), two wildland brush truck, and two UTVs for wildland and beach access.

The major source of revenue is property tax. The mill rate is 2.95 mills for fiscal year 2022.

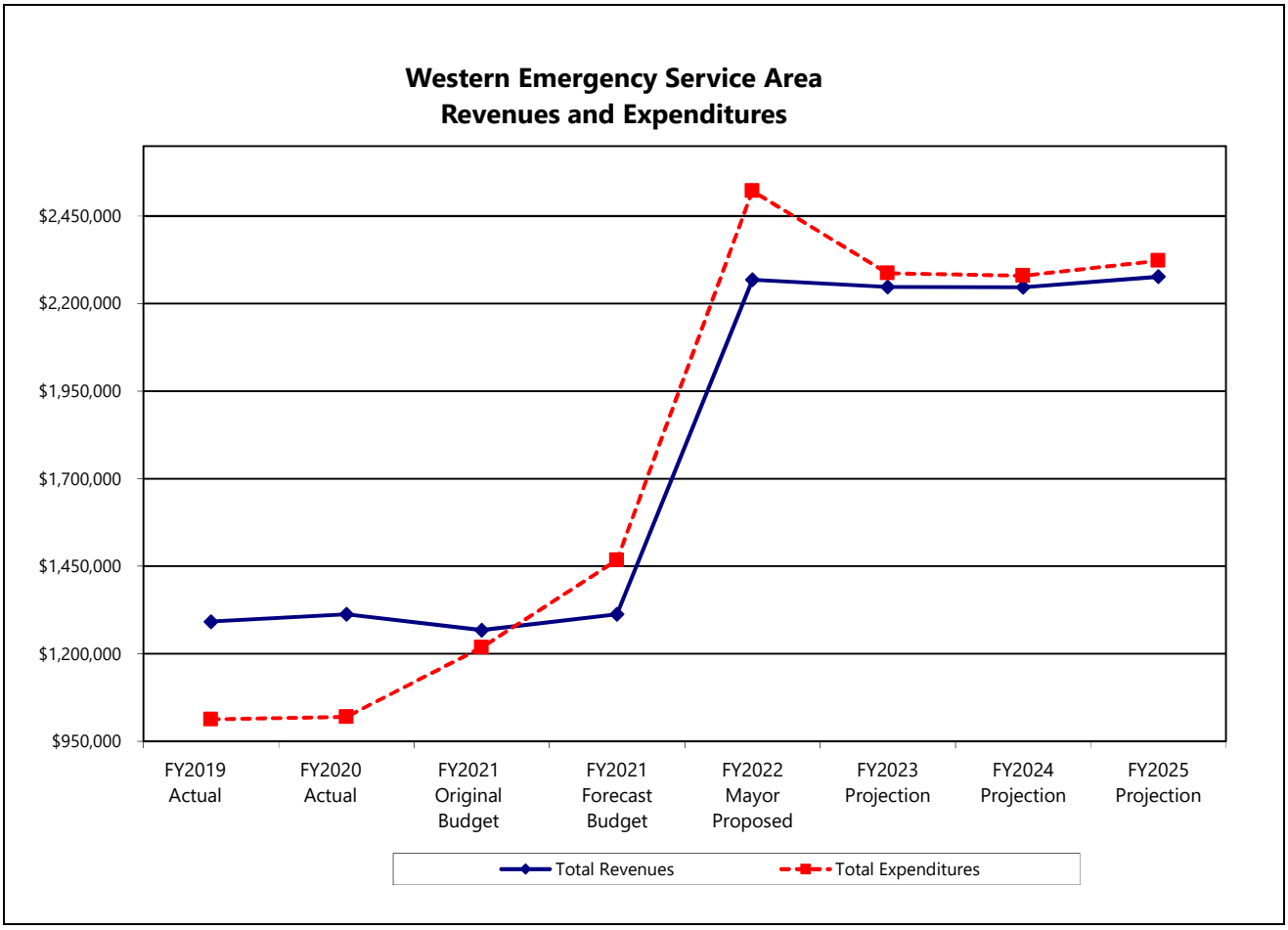


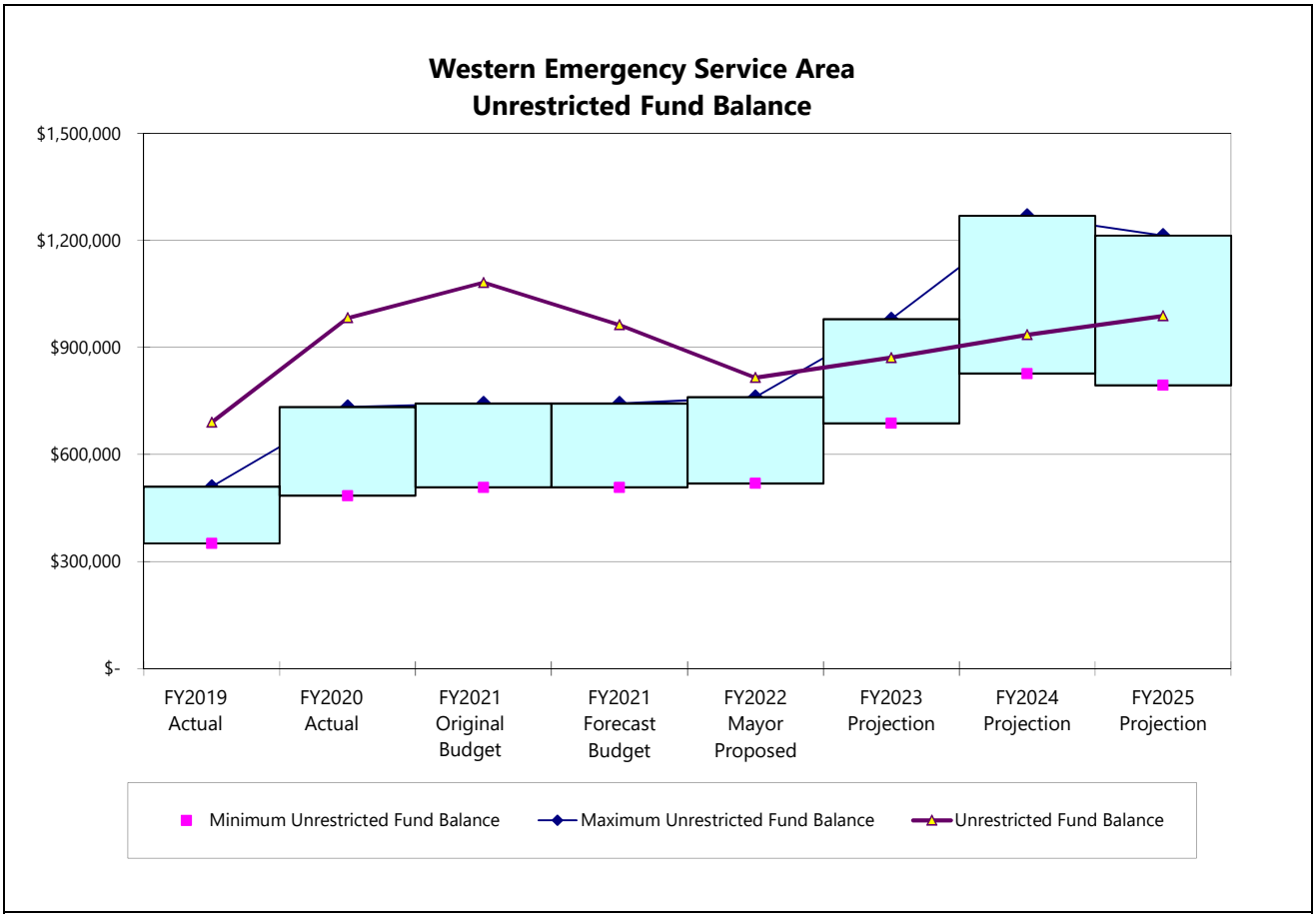
Board Members

Cherie Richter
Dawson Slaughter
Katheryn Lopeman
Katherine Covey
Janice Nofziger
Chief: Jon Marsh

Fund: 209 Western Emergency Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	230,366	235,726	242,266	241,239	425,088	425,088	429,339	437,926
Personal	27,043	26,990	27,695	27,896	48,597	49,083	49,574	49,574
Oil & Gas (AS 43.56)	149,085	155,268	162,153	162,153	229,854	222,958	216,269	216,269
	406,494	417,984	432,114	431,288	703,539	697,129	695,182	703,769
Mill Rate	2.75	2.75	2.85	2.85	2.95	2.95	2.95	2.95
Revenues:								
Property Taxes								
Real	$ 636,047	$ 641,252	$ 635,221	$ 638,705	$ 1,254,010	$ 1,254,010	$ 1,266,550	$ 1,291,882
Personal	74,230	74,175	72,616	83,548	140,494	141,899	143,318	143,318
Oil & Gas (AS 43.56)	409,983	426,986	439,029	462,136	678,069	657,726	637,994	637,994
Interest	4,381	4,416	4,469	4,469	4,504	4,527	4,550	4,573
Flat Tax	4,397	5,155	3,401	3,401	3,401	3,418	3,435	3,452
Motor Vehicle Tax	11,902	10,297	12,182	12,182	11,100	11,322	11,548	11,779
Total Property Taxes	1,140,940	1,162,281	1,166,918	1,204,441	2,091,578	2,072,902	2,067,395	2,092,998
Federal Revenues	15,000	-	-	7,500	-	-	-	-
State Revenues	17,060	31,900	-	-	-	-	-	-
Interest Earnings	36,658	40,862	15,596	15,596	19,262	16,308	17,425	18,706
Other Revenue	82,028	77,626	85,000	85,000	157,000	158,570	161,741	164,976
Total Revenues	1,291,686	1,312,669	1,267,514	1,312,537	2,267,840	2,247,780	2,246,561	2,276,680
Expenditures:								
Personnel	522,758	526,100	684,689	804,541	1,434,637	1,463,330	1,492,597	1,522,449
Supplies	50,651	59,141	87,050	112,050	138,139	140,902	143,720	146,594
Services	159,896	158,750	246,424	295,674	371,729	379,164	386,747	394,482
Capital Outlay	84,131	44,552	59,732	112,781	127,360	78,134	78,915	79,704
Interdepartmental Charges	20,438	16,768	24,897	27,263	51,797	51,538	52,549	53,581
Total Expenditures	837,874	805,311	1,102,792	1,352,309	2,123,662	2,113,068	2,154,528	2,196,810
Operating Transfers To:								
Special Revenue Fund	14,780	14,668	15,220	15,220	23,040	23,962	24,920	25,917
Capital Projects Fund	160,000	200,000	100,000	100,000	375,000	150,000	100,000	100,000
Total Operating Transfers	174,780	214,668	115,220	115,220	398,040	173,962	124,920	125,917
Total Expenditures and Operating Transfers	1,012,654	1,019,979	1,218,012	1,467,529	2,521,702	2,287,030	2,279,448	2,322,727
Net Results From Operations	279,032	292,690	49,502	(154,992)	(253,862)	(39,250)	(32,887)	(46,047)
Projected Lapse	-	-	49,626	135,231	106,183	95,088	96,954	98,856
Change in Fund Balance	279,032	292,690	99,128	(19,761)	(147,679)	55,838	64,067	52,809
Beginning Fund Balance	411,132	690,164	982,854	982,854	963,093	815,414	871,252	935,319
Ending Fund Balance	$ 690,164	$ 982,854	$ 1,081,982	$ 963,093	$ 815,414	$ 871,252	$ 935,319	$ 988,128


Western Emergency Service Area
Revenues and Expenditures
$2,450,000
$2,200,000
$1,950,000
$1,700,000
$1,450,000
$1,200,000
$950,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


Western Emergency Service Area
Unrestricted Fund Balance
$1,500,000
$1,200,000
$900,000
$600,000
$300,000
$-
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 209 **Western Emergency Service Area**

Dept 51410

Mission

Western Emergency Services is committed to meet the needs and exceed the expectations of the citizens of our community with effective emergency and non-emergency services by protecting life and property through firefighter/EMS training, public fire education and fire prevention.

Program Description

Western Emergency Service Area is responsible for providing fire suppression and rescue for protection of life and property and emergency medical services to an 826 square mile area which includes Anchor Point, Ninilchik, Happy Valley, Clam Gulch, Nikolaevsk and Caribou Hills. The service area covers 45 miles of the Sterling Highway, all of the Old Sterling Highway and Oil Well Road, and the majority of the North Fork Loop.

Major Long Term Issues and Concerns:

- Continued volunteer recruitment and retention.
- Continued training of current volunteers and newly recruited members.
- Obtaining funds to replacement plan for aging apparatus and utility vehicles.
- Construction of a new station in Happy Valley to address a 10-mile stretch along the Sterling Highway in between Ninilchik and Anchor Point that are not within 5 miles of a station.
- Replacement of mobile radios in all apparatus, utility vehicles and 2 command vehicles.
- Determine best possible way to increase staffing to meet the minimum staffing of 2 per station, 24-hour coverage 365 days per year at Stations 1 and 3.

FY2021 Accomplishments

Administration:

- Completed expansion of Anchor Point Emergency Services to now include area formerly serviced by Ninilchik Emergency Services. Expanded area renamed to Western Emergency Service Area.
- Completion of FY20 Firefighter I and EMT 1 classes despite long delays due to pandemic.

Operations:

- Addition of rental building behind Anchor Point Station to house ladder truck and additional apparatus and mechanic shop to eliminate the need to secure funding to construct a building in Anchor Point to house the ladder truck, making it available to a much larger part of the service area.
- Formalized mutual and automatic aid agreements between WES and Kachemak Emergency Services, Homer Volunteer Fire Department and Central Emergency Services.
- Standardization of all services and protocols between Ninilchik and Anchor Point Stations.

FY2022 New Initiatives:

- Complete in-ground water tank capital project at Resch Road to cut water shuttle times in half for fires in that part of the service area resulting in more successful suppression operations.
- Replacement of 4 cardiac monitor defibrillators due to current manufacture no longer maintaining current models and to standardize all six monitors between stations.
- Replacement self-contained breathing apparatus and compressors/fill stations to remain NFPA compliant.
- Replacement of a Command Vehicle.
- Obtain State of Alaska certifications for Fire Apparatus Driver Operator for 15 members.

Performance Measures

Priority/Goal: Public Safety
Goal: Provide the highest level of fire and emergency medical training and certifications for department members.
Objective: Continue with on-going, quality training to meet State of Alaska fire and EMS training standards.
Measures: Certification and qualifications of employees and volunteer members.

Department Personnel	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
EMS trained	30	24	59	59
Fire trained	27	20	38	47
Total Responders available	37	29	60	60

Department Function

Fund 209 **Western Emergency Service Area - Continued**

Dept 51410

Measures:

Certified First Responders	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Emergency Trauma Technician	3	2	6	2
Emergency Medical Technician 1	10	11	25	30
Emergency Medical Technician 2	3	2	12	12
Emergency Medical Technician 3	6	7	12	12
Mobile Intensive Care Paramedic	1	0	4	5
Exterior Firefighter/ FFI / FFII	27	23	38	40
Fire Investigator / Technician	5	5	5	10
Alaska Fire Service Instructor 1	3	4	7	10
Alaska Fire Service Instructor 2	0	1	2	3
Live Fire Instructor	1	1	3	3
ETT/EMT Instructor	5	4	5	6

Priority/Goal: Fire and Emergency Medical Response
Goal: Respond to all emergency calls in a timely and safe manner**,** while providing the highest level of emergency services to our community.
Objective: Reduce injuries, protect life and property from fire, motor vehicle accidents, and environmental emergencies.
Measures:

Call Volume By Calendar Year	CY2018 Actual	CY2019 Actual	CY2020 Actual	CY2021 Projected
Fires (Buildings, Vehicles, Wildland)	22	26	30	50
Overpressure Rupture, Explosion, Overheat (no fire)	1	0	0	0
Emergency Medical Services & Rescue	223	180	210	446
Hazardous Conditions	4	2	6	12
Service Calls (Public, Smoke Odor, Standby)	1	22	3	20
Good Intent Calls (Cancelled, Nothing Found)	26	33	29	40
False Alarms	2	6	6	10
Total Call Volume	**279**	**269**	**283**	**578**
Total Ambulance Transports	151	172	149	340
Fire Responder Average	11	11	12	16
EMS Responder Average	5	5	4	5
Annual Fire Loss	**$206,500**	**$296,850**	**$301,500**	**$400,000**

Note: CY2021 Projected includes Anchor Point Emergency Services and Ninilchik Emergency Services combined due to the expansion of the service area.

Service Area Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Adopted
Staffing history (FTE)	5.0	5.0	10.0	10.0

Kenai Peninsula Borough
Budget Detail

Fund 209
Department 51410 - Western Emergency Service Area

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 259,627	$ 235,908	$ 345,513	$ 397,264	$ 662,071	$ 316,558	91.62%
40111	Special Pay	-	-	-	935	6,630	6,630	-
40120	Temporary Wages	21,382	36,948	50,000	58,071	88,200	38,200	76.40%
40130	Overtime Wages	22,556	33,465	9,168	16,006	65,224	56,056	611.43%
40131	FLSA Overtime Wages	-	-	-	2,450	17,408	17,408	-
40210	FICA	24,955	24,931	34,495	39,995	72,463	37,968	110.07%
40221	PERS	76,825	74,875	79,681	93,565	168,230	88,549	111.13%
40321	Health Insurance	82,606	89,138	126,250	148,672	265,000	138,750	109.90%
40322	Life Insurance	430	328	853	984	1,656	803	94.14%
40410	Leave	33,939	30,195	38,729	46,596	87,755	49,026	126.59%
40511	Other Benefits	438	312	-	3	-	-	-
	Total: Personnel	522,758	526,100	684,689	804,541	1,434,637	749,948	109.53%
Supplies								
42120	Computer Software	-	6,044	600	5,100	1,200	600	100.00%
42210	Operating Supplies	11,035	6,574	14,000	18,000	21,539	7,539	53.85%
42220	Fire/Medical/Rescue Supplies	9,687	14,486	17,700	21,900	28,660	10,960	61.92%
42230	Fuel, Oils and Lubricants	12,513	12,383	17,000	22,000	28,063	11,063	65.08%
42250	Uniforms	5,713	5,704	6,000	8,000	12,000	6,000	100.00%
42263	Training Supplies	3,628	747	6,000	6,900	8,000	2,000	33.33%
42310	Repair/Maintenance Supplies	1,106	1,312	7,500	8,400	9,500	2,000	26.67%
42360	Motor Vehicle Repair	5,220	8,488	14,250	15,250	17,543	3,293	23.11%
42410	Small Tools & Equipment	1,749	3,403	4,000	6,500	11,634	7,634	190.85%
	Total: Supplies	50,651	59,141	87,050	112,050	138,139	51,089	58.69%
Services								
43011	Contractual Services	25,446	29,250	42,400	44,525	53,933	11,533	27.20%
43014	Physical Examinations	26,894	848	20,000	16,600	25,038	5,038	25.19%
43019	Software Licensing	935	4,472	6,780	21,396	27,700	20,920	308.55%
43110	Communications	10,542	11,616	22,108	27,108	34,755	12,647	57.21%
43140	Postage and Freight	13	-	500	825	1,000	500	100.00%
43210	Transport/Subsistence	6,690	18,736	12,691	12,300	18,071	5,380	42.39%
43260	Training	5,246	4,571	6,050	3,575	9,050	3,000	49.59%
43310	Advertising	-	-	200	-	200	-	0.00%
43410	Printing	-	-	100	-	100	-	0.00%
43510	Insurance Premium	55,579	57,968	62,539	87,539	102,539	40,000	63.96%
43610	Utilities	21,704	22,191	26,006	31,006	36,113	10,107	38.86%
43720	Equipment Maintenance	1,683	2,803	7,885	9,885	15,000	7,115	90.23%
43750	Vehicle Maintenance	1,750	2,523	5,500	5,000	6,000	500	9.09%
43780	Buildings/Grounds Maintenance	1,780	1,944	7,500	9,500	14,000	6,500	86.67%
43810	Rents and Operating Leases	740	783	24,750	24,750	25,790	1,040	4.20%
43920	Dues and Subscriptions	894	1,045	1,415	1,665	2,440	1,025	72.44%
	Total: Services	159,896	158,750	246,424	295,674	371,729	125,305	50.85%
Capital Outlay								
48515	Medical Equipment	-	-	-	26,100	43,600	43,600	-
48620	Building Purchase	-	-	-	10	-	-	-
48710	Minor Office Equipment	8,114	15,368	17,290	20,790	14,890	(2,400)	-13.88%
48720	Minor Office Furniture	2,143	3,411	3,000	3,990	5,000	2,000	66.67%
48740	Minor Machines & Equipment	4,204	-	1,150	5,150	1,150	-	0.00%
48750	Minor Medical Equipment	16,262	5,769	5,000	5,500	11,800	6,800	136.00%
48755	Minor Recreation Equipment	-	2,969	6,500	6,500	9,500	3,000	46.15%
48760	Minor Firefighting/Rescue Equipment	53,408	17,035	26,792	44,741	41,420	14,628	54.60%
	Total: Capital Outlay	84,131	44,552	59,732	112,781	127,360	67,628	113.22%
Transfers								
50264	911 Communications	14,780	14,668	15,220	15,220	23,040	7,820	51.38%
50444	Western Emergency Capital Projects	160,000	200,000	100,000	100,000	375,000	275,000	275.00%
	Total: Transfers	174,780	214,668	115,220	115,220	398,040	282,820	245.46%

Kenai Peninsula Borough
Budget Detail

Fund 209
Department 51410 - Western Emergency Service Area - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Interdepartmental Charges								
60004	Mileage Ticket Credits	-	(1,902)	(2,000)	(2,000)	-	2,000	-
61990	Admin Service Fee	20,438	18,670	26,897	29,263	51,797	24,900	92.58%
	Total: Interdepartmental Charges	20,438	16,768	24,897	27,263	51,797	26,900	108.05%
Department Total		$ 1,012,654	$ 1,019,979	$ 1,218,012	$ 1,467,529	$ 2,521,702	$ 1,303,690	107.03%

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Chief, 1 Deputy Chief , 1 Assistant Chief, 1 Mechanic, 1 Firefighter Technician and 5 Firefighters

Added: 5 Firefighters (Resolution 2021-010)
Added: One 56-hour Assistant Chief
Removed: One Fire Technician

40120 Temporary Wages. Increased to cover additional stipends for added volunteers, as a result of the service area expansion.

40130 Overtime Wages. Increased to support six new 56 hour employees' overtime due to emergency responses by permanent employees.

43011 Contractual Services. Medical director contract ($15,333), annual ground ladder, aerial and pump testing ($7,700), O2 cylinder maintenance ($1,000), Image Trend ($4,500), responder tracking system ($700), ambulance billing service ($7,500), drug disposal services ($500), and Service Area Board annual appreciation, training & retention banquet ($4,000), EMT 2/3 instructor fees ($3,500), Medical equipment service contract ($4,400), air compressor testing ($1,200), background checks ($1,200), and Konica Minolta ($2,400).

43019 Software Licensing. Security cameras software ($700), fire/ems records management software ($4,500), pediatric guide software ($550), protocol app ($2,500), standard operating procedures software management ($250), dispatch alerting software ($1,500), training maintenance database software ($7,500), vehicle diagnostic software ($2,500), vehicle maintenance equipment inventory supply software ($4,200), and CAD interface software ($3,500).

43110 Communications. Increased to cover cost of iPad data service for 5 iPads used for CAD and patient reports ($6,600) and increased costs to provide communication services for Ninilchik station ($9,647).

43210 Transportation/Subsistence. Attendance at the Alaska EMS Symposium in Anchorage ($6,475), Alaska State Firefighter Conference ($8,435), and Fire Chief Summit in Juneau ($3,161).

43260 Training. Alaska State Firefighter conference ($2,800) EMS Symposium ($2,450), annual training for EMT, Firefighter and Haz-Mat Ops classes ($3,000), and Fire Chief's Conference ($800).

43510 Insurance Premium. Increased to cover added Ninilchik station, assets and personnel premiums for coverage for workman's compensation, property, liability, and other insurance.

43610 Utilities. Increased ($10,100) to support estimated utilities Ninilchik station and annual increase in existing service.

43720 Equipment Maintenance. Increased for SCBA testing ($6,000), Ninilchik maintenance expense ($7,116).

43920 Dues and Subscriptions. International Association of Fire Chiefs membership ($300), Alaska Fire Chiefs Association membership ($300), Kenai Peninsula Fire Chiefs Association membership ($150), Alaska State Firefighters Association ($500), Alaska Association of Fire & Arson Investigators ($100), Kenai Peninsula EMS membership ($25), apparatus registrations for SOA/DMV ($200), various other membership dues & publications ($115), and EMS recertification's ($750).

48515 Medical Equipment. Advanced cardiac trainer module ($17,500) and patient loading system ($26,100).

48710 Minor Office Equipment. 2 computers ($1,105 each), 4 monitors ($245 ea.) per 5 year scheduled replacement plan, Bizhub copier/printer for Station 1 ($6,700), and radio or communication equipment replacement for items that become damaged beyond repair ($5,000).

48720 Minor Office Furniture. Additional office furniture for Station 1 ($5,000).

48740 Minor Machines & Equipment. Miscellaneous replacement of needed minor equipment ($1,150).

48750 Minor Medical Equipment. AED ($1,800), CO detectors for EMS bags ($2,000), Rad 57 monitor and pediatric sensors ($7,000), and miscellaneous medical equipment that may become damaged during use ($1,000).

48755 Minor Recreational Equipment. . Fitness equipment for Station 1; treadmill ($3,500), elliptical ($3,000), and stationary bike ($3,000).

48760 Minor Fire Fighting Equipment. 8 sets of new turnout gear, helmets, boots, gloves and other related PPE per 10 year replacement plan ($35,860), VFA grant matching funds ($560), and miscellaneous minor fire equipment that may become damaged during use ($5,000).

50444 Transfer to Capital Projects. Annual transfer to fund long-term capital projects/replacement requirements. See capital projects section of this document.

61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

For capital projects information of this department - See the Capital Projects section - Pages 350, 354, 364 & 396-398.

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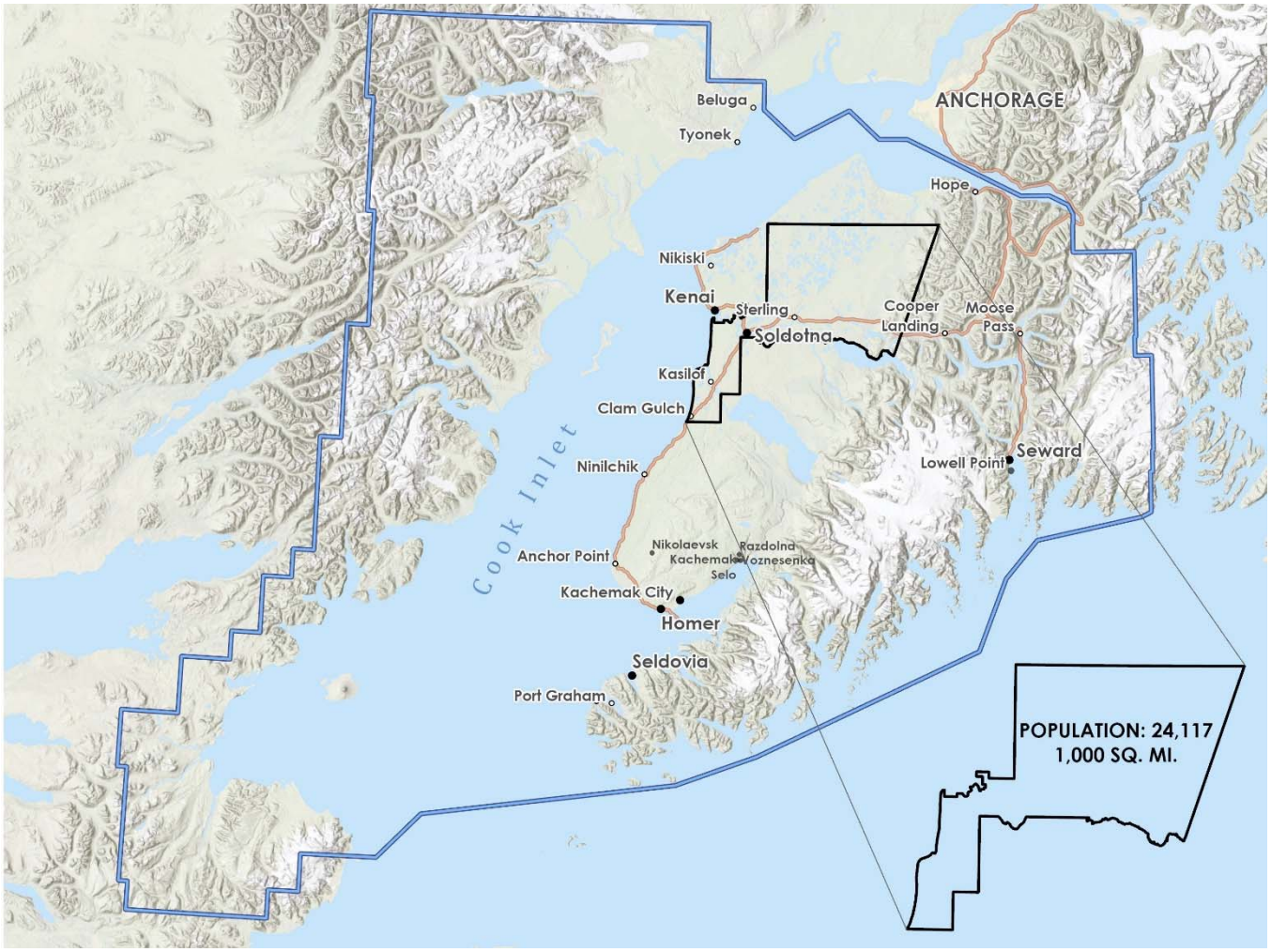
Central Emergency Service Area

In October 1991, voters approved the unification of the Ridgeway/Sterling Fire Service Area, the Kalifornsky Fire Service Area, a portion of the Central Peninsula Emergency Medical Service Area, and fire powers from the City of Soldotna. Previously, these areas had been operating as Central Emergency Services under an intergovernmental agreement to provide fire and emergency medical services. At the October 2004 election voters elected to admit the more populated areas of the Central Peninsula Emergency Medical Service Area to this service area. A five-member joint operations board is elected by voters within the Central Emergency Service Area and the Central Peninsula Emergency Medical Service Area.

The staff includes 48 permanent employees and 30 volunteers. There are 8 fire stations, 5 staffed stations and 3 un-staffed sub-stations.

The mill levy for the service area is 2.85 for fiscal year 2022. Additional funding is provided by ambulance billing fees charged to users of the ambulances, and interest income.

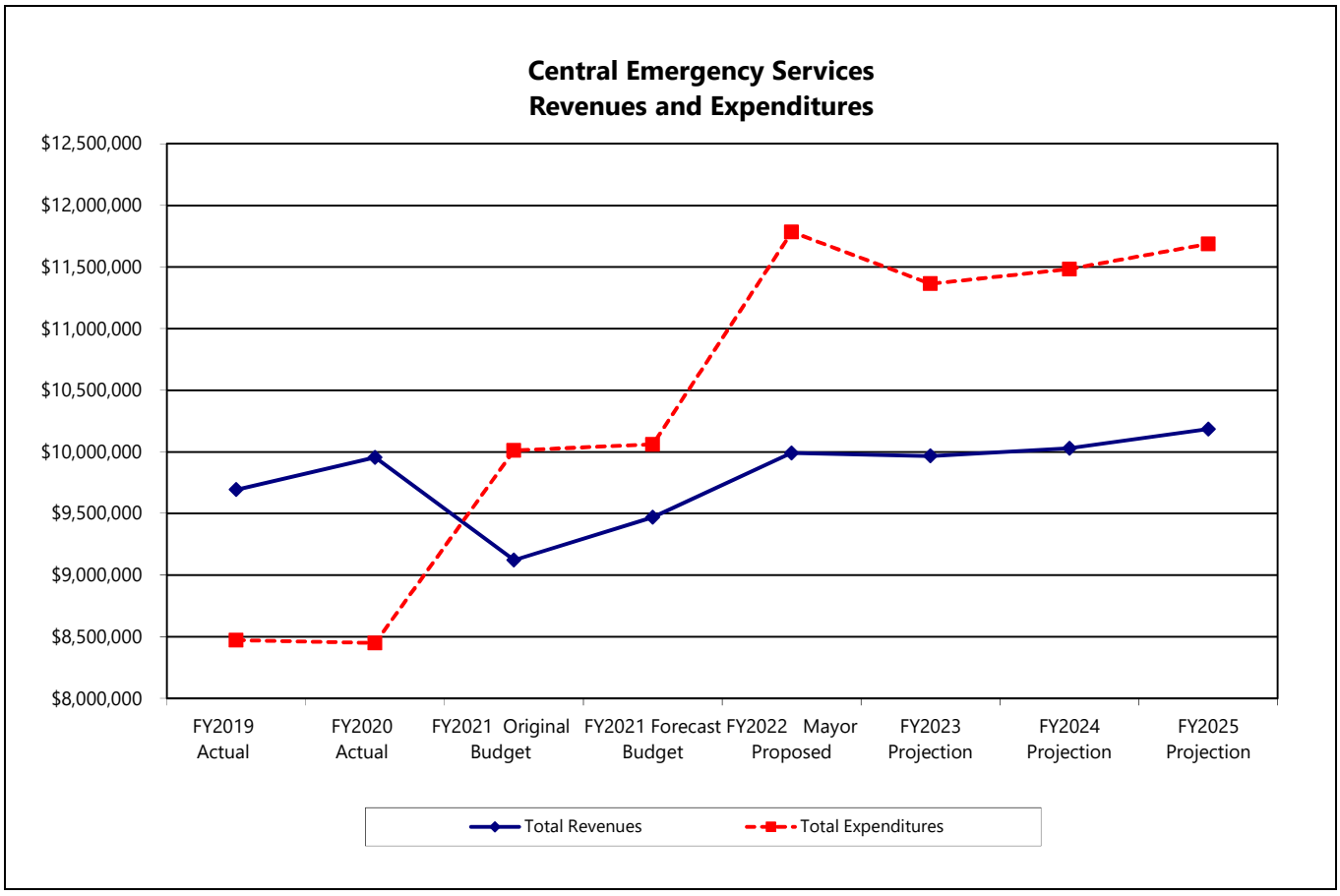


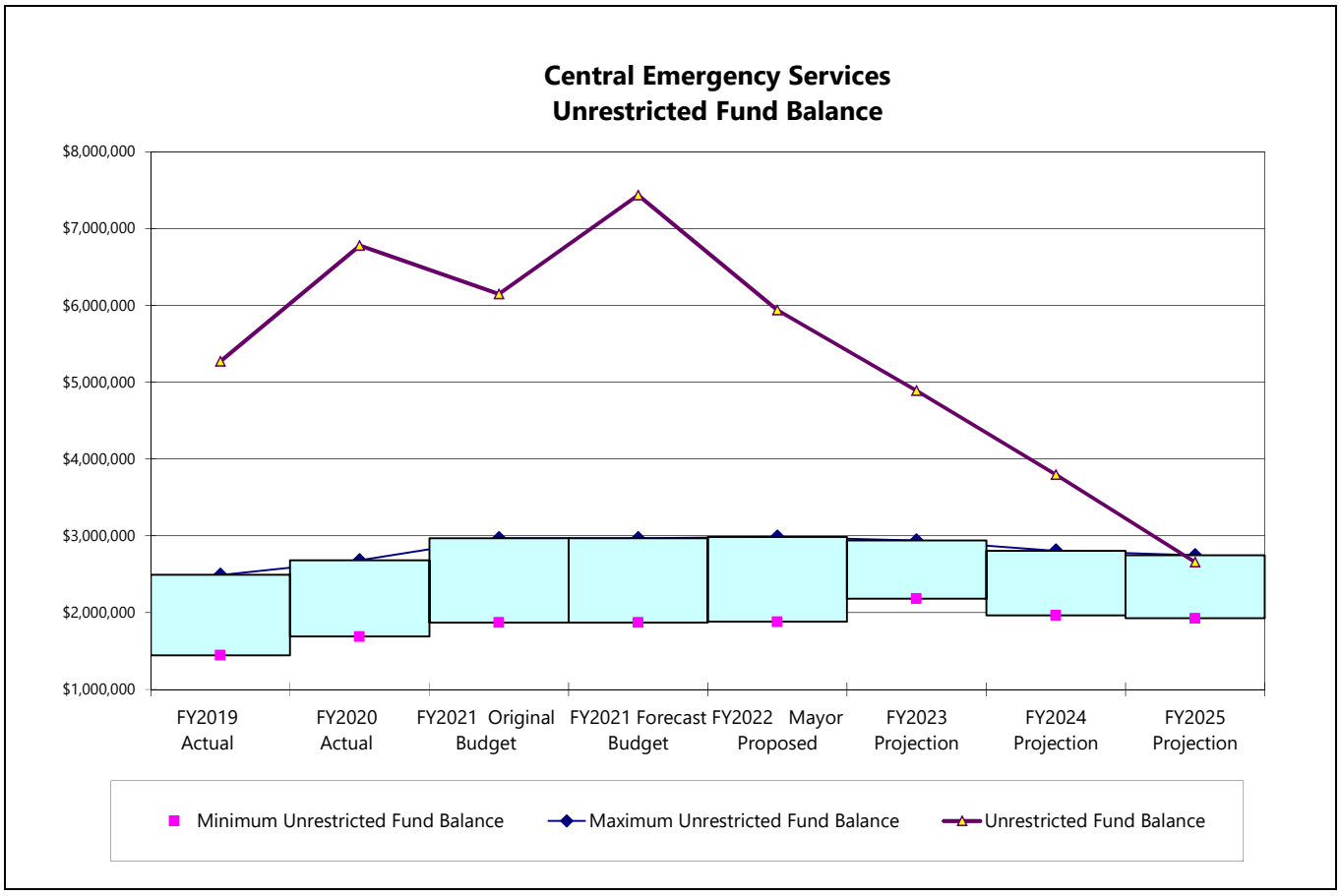
Board Members
Steve Tachick
Ralph Linn
Ryan Kapp
Leslie Morton
Gary Hale

Fire Chief: Roy Browning

Fund: 211 Central Emergency Services - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	2,663,665	2,732,911	2,798,126	2,787,832	2,846,135	2,846,135	2,874,596	2,932,088
Personal	117,154	118,548	115,412	118,707	118,496	119,681	120,878	122,087
Oil & Gas (AS 43.56)	117,691	117,007	114,987	114,987	118,107	114,564	111,127	111,127
	2,898,510	2,968,466	3,028,525	3,021,526	3,082,738	3,080,380	3,106,601	3,165,302
Mill Rate	2.85	2.85	2.85	2.85	2.85	2.85	2.85	2.85
Revenues:								
Property Taxes								
Real	$ 7,553,161	$ 7,733,748	$ 7,336,686	$ 7,663,690	$ 8,111,485	$ 8,111,485	$ 8,192,599	$ 8,356,451
Personal	335,535	345,172	302,610	361,237	330,959	334,269	334,269	334,269
Oil & Gas (AS 43.56)	335,419	333,471	311,327	327,713	336,605	326,507	316,712	316,712
Interest	19,844	23,236	18,000	18,000	18,000	18,360	18,727	19,102
Flat Tax	47,605	62,011	53,728	53,728	53,728	54,803	55,899	57,017
Motor Vehicle Tax	148,778	128,544	147,970	147,970	138,661	141,434	144,263	147,148
Total Property Taxes	8,440,342	8,626,182	8,170,321	8,572,338	8,989,438	8,986,858	9,062,469	9,230,699
Federal Revenues	-	-	-	-	-	-	-	-
State Revenues	227,947	272,150	-	-	-	-	-	-
Interest Earnings	247,352	263,776	97,921	97,921	148,680	118,762	97,806	75,880
Other Revenue	770,814	785,313	846,000	792,000	846,000	854,460	863,005	871,635
Total Revenues	9,686,455	9,947,421	9,114,242	9,462,259	9,984,118	9,960,080	10,023,280	10,178,214
Operating Transfers From:								
Special Revenue Fund	7,476	7,788	7,512	7,512	7,455	7,210	7,099	7,225
Total Operating Transfers	7,476	7,788	7,512	7,512	7,455	7,210	7,099	7,225
Total Revenues and Operating Transfers	9,693,931	9,955,209	9,121,754	9,469,771	9,991,573	9,967,290	10,030,379	10,185,439
Expenditures:								
Personnel	5,914,155	5,072,512	6,853,349	6,853,349	7,797,880	7,953,838	8,112,915	8,275,173
Supplies	274,095	317,625	376,710	376,710	435,020	421,280	429,706	438,300
Services	879,054	885,193	1,144,421	1,181,916	1,192,827	1,216,684	1,241,018	1,265,838
Capital Outlay	84,333	136,675	108,338	111,583	212,742	120,097	121,298	122,511
Interdepartmental Charges	178,753	163,221	212,070	218,829	240,962	242,797	247,623	252,546
Total Expenditures	7,330,390	6,575,226	8,694,888	8,742,387	9,879,431	9,954,696	10,152,560	10,354,368
Operating Transfers To:								
Special Revenue Fund	145,204	153,139	146,632	146,632	133,395	138,731	144,280	150,051
Capital Projects Fund	550,000	1,250,000	600,000	600,000	1,200,000	700,000	700,000	700,000
Debt Service Fund	446,688	471,042	571,063	571,063	571,063	570,063	485,188	481,563
Total Operating Transfers	1,141,892	1,874,181	1,317,695	1,317,695	1,904,458	1,408,794	1,329,468	1,331,614
Total Expenditures and Operating Transfers	8,472,282	8,449,407	10,012,583	10,060,082	11,783,889	11,363,490	11,482,028	11,685,982
Net Results From Operations	1,221,649	1,505,802	(890,829)	(590,311)	(1,792,316)	(1,396,200)	(1,451,649)	(1,500,543)
Projected Lapse	-	-	260,847	1,247,151	296,383	348,414	355,340	362,403
Change in fund balance	1,221,649	1,505,802	(629,982)	656,840	(1,495,933)	(1,047,786)	(1,096,309)	(1,138,140)
Beginning Fund Balance	4,049,723	5,271,372	6,777,174	6,777,174	7,434,014	5,938,081	4,890,295	3,793,986
Ending Fund Balance	$ 5,271,372	$ 6,777,174	$ 6,147,192	$ 7,434,014	$ 5,938,081	$ 4,890,295	$ 3,793,986	$ 2,655,846


Central Emergency Services
Revenues and Expenditures
$12,500,000
$12,000,000
$11,500,000
$11,000,000
$10,500,000
$10,000,000
$9,500,000
$9,000,000
$8,500,000
$8,000,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


Central Emergency Services
Unrestricted Fund Balance
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 211 **Central Emergency Service Area**

Dept 51610

Mission

"Central Emergency Services is dedicated to protecting the lives and property of our community and visitors by providing professional emergency services through incident response, training, public education and fire prevention"

Teamwork-Integrity-Dedication-Pride

Program Description

- CES serves a population of 24,196 citizens within a 2,200 square mile service area.
- CES operates three staffed stations and two part-time/volunteer staffed stations.
- Staffing consists of 46 career, 2 support, and 30 volunteer personnel.

Major Long Term Issues and Concerns:

- Priority: Construction of a new Soldotna fire station must take place to deliver emergency services to the community.
- Meeting the needs of training, staffing and succession planning for the service area.
- Staffing all Stations full-time, supplemented with volunteers, with limited revenue.
- Address long term funding and alternative funding in order to maintain and deliver current levels of fire protection and emergency services.
- Monitor trends throughout the fire service to improve efficiency and effectiveness.

FY 2021 Accomplishments:

Administration

- Added 3 Senior Captains-Shift Supervisors, to improve safety, response and accountability.
- Added Fire Station Message Boards to improve communications and safety.
- Implementation of Post Incident Analysis Review of Operations/Safety after major events.
- Created a Volunteer Program Advisory Committee to address stakeholder needs for volunteers and fulltime firefighters.
- Implemented a weekly command staff meeting to improve communications, support and accountability department wide.
- Revised the Auto-Aid Agreements with City of Kenai, and the Western Emergency Services.
- Completed Fire Station Alerting Project.
- Standard Operating Guidelines (SOG) revised/updated.
- Implementation of Project Management Workflow to improve efficiency.

Operations/Training:

- Established a new recruit task book for new hires and volunteers.
- Development of a Volunteer Advanced Driver/Operator Program.
- Boat Operator Instructor Program delivered, which will help reduce costs by being able to provide in house training instead of contracting.
- SCBA Breathing Air Equipment Project completed putting 50 new SCBA's into service, resulting in more reliable safety equipment.
- Alaska Firefighter 1 class delivered, having classes hosted by CES enhances recruitment and retention of volunteers
- Alaska Fire Instructor 1 and 2 class delivered, creating more in house state certified instructors, helping maintain state accreditations and reducing costs of outside training.
- Provided multiple certifications and trainings in house, including EMT 1, Fire Officer 1, Fire Instructor 1 & 2, and Certified Car Seat Technicians. Offering training in house ensures our personnel are trained to our standards and reduces overall training costs compared to external training.
- Took delivery and put into service a new rescue boat, two new ambulances and two new fire trucks. This added equipment gives the service area reliable front line equipment for the next twenty years.
- Training/meeting room leased to improve communications/logistics.

FY2022 New Initiatives:

- Full-time Staffing of Funny River Fire Station #5 giving our Funny River residents the same staffing level as Kalifornsky Beach and Sterling.
- Acquire Soldotna Fire Station land and begin design work for future station to replace the current Station #1, which is inadequate due to age.
- Place into service two new Engines reducing maintenance costs on older fire apparatus and is safer for personnel use
- Complete Implementation of the supply inventory program to help in timely replacement and ordering for all of our stations.
- Complete Knox Key Secure fleet replacement to increase security and accountability for our fire apparatus.
- Continue work on Officer Development Program to improve morale, accountability and succession planning.
- Start Training Site Expansion Project with Capital Projects to improve training operations to increase skill level of personnel to deliver better services.

Department Function

Fund 211 **Central Emergency Service Area - Continued**

Dept 51610

Performance Measures

FTE Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Full Time staffing history	44	44	44	48
Volunteers staffing history	21	29	25	30

Priority/Goal: Emergency Medical Services (EMS)
Goal: Ensure timely response and highest level of service per emergency medical response.
Objective: Provide advanced level EMS care on scene within 8 minutes 90% of the time. (NFPA 1710)

Measures:

EMS Response Time Analysis	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Average Response Time	7:48	6:37	7:10	7:45
% of Calls Under 8 Minute Response Time	70.3%	79.57%	75.05%	70.0%
% of Calls Advanced Life Support (ALS) Paramedic Response (added in FY2020)	-	98.22%	95%	95%

Priority/Goal: Fire and Emergency Medical Training
Goal: Provide the highest level of fire and emergency pre-hospital training and certifications for department members.
Objective: Continue with on-going, quality training to meet State of Alaska fire and EMS training standards.

Measures: Certification and qualifications of the 42 uniformed employees (FTE), 25 Volunteer members.

Certification Levels	Benchmark	Chiefs (3 FTE's)	Captains (7FTE's)	Engineers (18 FTE's)	Firefighters (17 FTE's)	Vols. (25)	FY 2020 Totals	FY 2021 Totals
Paramedic 2	15	-	5	4	3	-	13	12
Paramedic 1	10	-	-	5	4	1	7	10
Emergency Medical Technician 3	12	-	2	5	7	2	17	16
Emergency Medical Technician 2	4	-	-	1	1	2	1	4
Emergency Medical Technician 1	20	-	-	-	1	8	20	9
Emergency Trauma Technician	10	1	-	-	-	5	3	5
Alaska Fire Service Instructor 2	5	2	1	2	2	1	4	8
Alaska Fire Service Instructor 1	25	3	7	10	10	1	16	31
Alaska Fire Officer 1	20	3	7	4	2	3	14	19
Alaska Firefighter 2	48	3	7	19	13	4	38	46
Alaska Firefighter 1	64	3	7	19	13	10	48	52
Basic Firefighter	12	-	-	-	-	12	9	12
Dive Rescue Technician	9	-	3	5	1	-	6	9
Forestry Red Card	35	-	3	14	7	2	26	26
Alaska Fire Investigator Tech.	6	1	3	2	2	-	2	8
Alaska Certified Fire Investigator	5	1	1	1	-	-	3	3

Department Function

Fund 211 **Central Emergency Service Area - Continued**

Dept 51610

Priority/Goal: Fire and Emergency Medical Response
Goal: Respond to all emergency calls in a timely and safe manner**,** while providing the highest level of emergency services to our community.
Objective: Reduce injuries, protect life and property from fire, motor vehicle accidents, and environmental emergencies. Reduce the amount of property loss due to fire by arriving on scene within 8 minutes.

Measures:

CES Annual NFPA Survey	FY 2019 Actual	FY 2020 Actual	FY 2021 Projected	FY 2022 Estimated
Fire (Buildings, Vehicles, Wildland)	76	98	127	133
Emergency Medical Service & Rescue	1,771	1,867	2,026	2,127
Explosions & Ruptures	2	4	4	4
Hazardous Conditions (Gas, CO, Electrical)	81	84	114	120
Service Calls (Lift Assist, Smoke Odor, Agency Stand-By)	136	204	271	284
Good Intent Call (Cancelled Call, Public Assist, Nothing Found)	283	249	189	198
False Alarm (Fire Alarm Malfunctions)	124	140	117	122
Average Response Times All Calls	11:31	11:34	11:34	11:30
Total	2,473	2,646	2,848	2,988
Annual Fire Loss (Property & Contents)	$835,105	$1,612,500	$1,163,985	$1,222,184

Commentary
The increased demand for emergency services in the City of Soldotna and surrounding areas has long outpaced the operational capacity of the current 64-year old Soldotna Fire Station. Plans for a new Soldotna station must be a priority in order to meet the demands of the Service Area. Reduction in revenue and elimination of state capital awards for local requests have compounded an extreme challenge for CES in balancing services while deferring additional needs. CES will need to focus on training a younger workforce. With the additional full-time position in training, improvement in training delivery and planning will reduce risk and ensure a properly trained workforce for response to the ever-rising demands for service. CES has plans to staff Funny River Fire Station full-time, with the additional personnel. This will aid in limiting resource draws from the core of the Soldotna area. The Central Peninsula's aging population and growing medical facility infrastructure will ensure a steady increase in the need and reliance on emergency medical treatment and transport. The department has seen a steady increase in non-emergency related transports and lift assists that will continue to trend as the community ages. CES continues to see a large increase in the number of simultaneous calls that occur. This will be a challenge for the organization moving forward.

Kenai Peninsula Borough
Budget Detail

Fund 211
Department 51610 - Central Emergency Services

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 2,503,972	$ 2,206,858	$ 3,284,170	$ 3,284,170	$ 3,666,733	$ 382,563	11.65%
40111	Special Pay	27,060	23,777	34,125	34,125	44,200	10,075	29.52%
40120	Temporary Wages	135,271	137,232	240,000	239,040	262,140	22,140	9.23%
40130	Overtime Wages	547,856	300,617	326,881	326,881	509,089	182,208	55.74%
40131	FLSA Overtime Wages	41,629	36,832	120,634	120,634	142,644	22,010	18.25%
40210	FICA	275,848	230,243	356,059	356,059	408,924	52,865	14.85%
40221	PERS	983,397	859,392	847,522	847,522	979,817	132,295	15.61%
40321	Health Insurance	911,460	845,700	1,085,750	1,085,750	1,166,000	80,250	7.39%
40322	Life Insurance	4,627	3,491	8,194	8,194	9,143	949	11.58%
40410	Leave	476,248	416,880	550,014	550,014	609,190	59,176	10.76%
40511	Other Benefits	6,787	11,490	-	960	-	-	-
	Total: Personnel	5,914,155	5,072,512	6,853,349	6,853,349	7,797,880	944,531	13.78%
Supplies								
42120	Computer Software	-	7,051	-	-	900	900	-
42210	Operating Supplies	26,314	23,191	37,810	37,810	38,660	850	2.25%
42220	Fire/Medical/Rescue Supplies	79,036	95,030	85,700	85,700	110,700	25,000	29.17%
42230	Fuel, Oils and Lubricants	54,465	54,986	90,500	90,500	93,500	3,000	3.31%
42250	Uniforms	18,178	21,541	31,500	31,500	37,060	5,560	17.65%
42263	Training Supplies	8,969	7,069	16,250	16,250	26,250	10,000	61.54%
42310	Repair/Maintenance Supplies	12,194	13,555	25,950	25,950	25,950	-	0.00%
42360	Motor Vehicle Repair	51,805	68,942	61,500	61,500	74,500	13,000	21.14%
42410	Small Tools & Equipment	23,134	26,260	27,500	27,500	27,500	-	0.00%
	Total: Supplies	274,095	317,625	376,710	376,710	435,020	58,310	15.48%
Services								
43011	Contractual Services	171,341	170,033	200,892	195,292	206,663	5,771	2.87%
43014	Physical Examinations	13,657	-	46,340	92,680	56,340	10,000	21.58%
43019	Software Licensing	54,396	68,799	78,393	78,393	62,498	(15,895)	-20.28%
43110	Communications	53,469	56,495	71,127	71,127	73,151	2,024	2.85%
43140	Postage and Freight	638	135	1,500	1,500	1,500	-	0.00%
43210	Transportation/Subsistence	18,152	20,327	54,153	54,153	57,516	3,363	6.21%
43220	Car Allowance	22	66	-	-	-	-	-
43260	Training	6,344	4,050	30,245	30,245	32,595	2,350	7.77%
43310	Advertising	1,739	390	2,350	2,350	2,350	-	0.00%
43410	Printing	-	-	515	515	515	-	0.00%
43510	Insurance Premium	323,351	326,043	357,180	357,180	372,455	15,275	4.28%
43610	Utilities	126,108	131,368	140,039	140,039	142,573	2,534	1.81%
43720	Equipment Maintenance	37,049	36,560	57,984	57,984	68,080	10,096	17.41%
43750	Vehicles Maintenance	20,434	6,974	19,700	19,700	22,700	3,000	15.23%
43780	Buildings/Grounds Maintenance	37,765	51,467	65,547	62,302	65,547	-	0.00%
43810	Rents and Operating Leases	7,015	7,896	9,080	9,080	18,520	9,440	103.96%
43920	Dues and Subscriptions	7,574	4,590	9,376	9,376	9,824	448	4.78%
	Total: Services	879,054	885,193	1,144,421	1,181,916	1,192,827	48,406	4.23%
Capital Outlay								
48311	Machinery & Equipment	-	-	-	6,302	36,755	36,755	-
48513	Recreational Equipment	-	6,428	7,700	-	-	(7,700)	-100.00%
48514	Fire Fighting/Rescue Equipment	-	-	-	-	16,500	16,500	-
48515	Medical Equipment	-	7,358	17,500	17,140	-	(17,500)	-100.00%
48520	Storage/Buildings/Containers	-	4,680	-	-	-	-	-
48710	Minor Office Equipment	4,414	9,807	2,000	2,559	8,400	6,400	320.00%
48720	Minor Office Furniture	3,404	4,763	3,000	457	7,000	4,000	133.33%
48740	Minor Machines & Equipment	15,026	14,848	3,450	11,163	33,099	29,649	859.39%
48750	Minor Medical Equipment	-	1,641	-	2,995	10,500	10,500	-
48760	Minor Fire Ftg/Rescue Equipment	61,489	87,150	74,688	70,967	100,488	25,800	34.54%
	Total: Capital Outlay	84,333	136,675	108,338	111,583	212,742	104,404	96.37%

Kenai Peninsula Borough
Budget Detail

Fund 211
Department 51610 - Central Emergency Services - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Transfers								
50264	911 Communications	145,204	153,139	146,632	146,632	133,395	(13,237)	-9.03%
50358	CES Debt Service	446,688	471,042	571,063	571,063	571,063	-	0.00%
50443	CES Capital Projects	550,000	1,250,000	600,000	600,000	1,200,000	600,000	100.00%
	Total: Transfers	1,141,892	1,874,181	1,317,695	1,317,695	1,904,458	586,763	44.53%
Interdepartmental Charges								
60000	Charges (To) From Other Dept's	(112)	(309)	-	5,600	-	(5,600)	-100.00%
60004	Mileage Ticket Credits	(357)	(334)	-	-	-	-	-
61990	Admin Service Fee	179,222	163,864	212,070	213,229	240,962	28,892	13.62%
	Total: Interdepartmental Charges	178,753	163,221	212,070	218,829	240,962	23,292	10.98%
Department Total		$ 8,472,282	$ 8,449,407	$ 10,012,583	$ 10,060,082	$ 11,783,889	$ 1,765,706	17.63%

Line-Item Explanations

40110 Regular Wages. Staff includes: Chief, Deputy Chief, Training Officer, Fire Marshal, 6 Captains, 30 Engineers-EMTs, 2 Fire Technicians, 1 Mechanic, 1 Administrative Assistant.

Add 3 Engineers
Add 1 Senior Captain

40120 Temporary wages. Increase for Temporary Mechanic's Helper

40130 Overtime Wages. Increase due to additional personnel, increased call-back, and to reflect true overtime costs.

42220 Fire Medical Supplies. Increase of ($3,000) for firefighting foam for additional fire trucks, increase of ($22,000) medical supplies for ambulances, due to increased medication costs and increased usage.

42250 Uniforms. Increase of ($5,560) for additional employees and volunteers.

42263 Training Supplies. Increase of ($5,000) for live fire training and increase of ($5,000) for training props for firefighter 1 classes for volunteer training.

42360 Vehicle Repair & Maintenance. Increase of ($8,000) for tire pressure sensor for fire trucks & ambulances, increase of ($5,000) for repair and supplies cost increase.

43011 Contractual Services. Medical director contract ($109,350), ambulance billing ($37,000), UL aerial, ladder, pumper test ($10,000), boat operations class instructor fees ($7,380), paramedic refresher instructor fees ($5,500), custodial services-OEM ($8,400), drain haz-mat removal ($4,000) bunker gear repair ($2,225), medical director travel/training ($3,183), vehicle towing ($1,000), DEA drug disposal ($1,000) , E-Dispatch ($2,150) background checks ($800), annual bond arbitrage fee ($1,500), Image Trend live tech support ($6,500), and other miscellaneous small contracts ($6,675).

43014 Physical Examinations. Increase due to new contract and additional employees.

43019 Software Licensing. Fire records management software ($17,500), fire building pre-plan software ($600), fire scenario training software ($495), pediatric guide software ($550), Microsoft outlook software w/upgrades ($2,500), protocol app ($2,500), scheduling software ($7,000), security camera software ($1,700), SOP software management ($240), station alerting software ($6,825) station encoder interface software ($630), training maintenance database software ($8,019), vehicle diagnostic software ($539), vehicle maintenance equipment inventory supply software ($13,400).

43110 Communications. Increase due to internet upgrade and TLS line increase at all stations per IT.

43210 Transportation and Subsistence. Increased for additional out of area conferences and trainings.

43260 Training. Increase of ($200) registration for ASFA Fall Conference Fairbanks and Imagetrend Minneapolis MN ($2,150).

43510 Insurance. Increase in equipment value and additional personnel.

43720 Equipment Maintenance. Increase due to new Station Alerting Equipment service. Appliance repair ($1,000), copier maintenance ($3,000), exercise equipment maintenance/repair ($500), gas monitor calibration/repair ($1,600), dive cylinder testing ($1,800), I-Stat maintenance ($750), I-Stat testing ($4,850), ladder maintenance ($500), posi-check annual calibration ($2,000), radio equipment maintenance ($7,580), SCBA repairs ($2,000), powercot/lifepack service contract ($25,000), Station Alerting Equipment service contract ($17,500).

43750 Vehicles Maintenance. Increase to install key secure units to multiple apparatus.

43810 Rents and Operating Leases. Increase due to rental of training room at Soldotna Prep. Booth rentals for public education ($80), oxygen cylinder rental ($3,000), portable toilet rental for training site ($3,500), propane tank rental ($550), room rental for awards ($750), bunker gear rental ($1,900), tool rental ($900), and training/conference room at Soldotna Prep ($7,840).

48311 Machinery & Equipment. Fire prevention/education fire extinguisher training system ($18,500), forcible entry training door prop ($8,700), and hose roller management system ($9,555).

48514 Firefighting Equipment. Off-road ATV skid mounted rescue patient transport system ($10,000), and thermal imaging safety cameras ($6,500).

48710 Minor Office Equipment. Replace 3 computer towers, monitors, and sound bars for Chief, Training Officer, and Senior Captain ($4,000), printer for Station 5 ($900), and purchase 3 satellite phones $3,500).

48720 Minor Office Furniture. Increase of ($4,000) miscellaneous fire station furniture replacement (i.e.: recliners, kitchen chairs, mattresses).

48740 Minor Machines and Equipment. Purchase 15 Knox Key Secure ($15,839), 2 Knox Med vault ($3,760), and 2 hose tester/flow meter ($5,000), gas detection and monitoring equipment ($4,500), and appliance replacements ($4,000).

48750 Minor Medical Equipment. 2 video laryngoscope ($6,000), and Automated External Defibrillator-AED ($4,500).

48760 Minor Firefighting Rescue Equipment. Bunker gear ($56,820), firefighter tools to outfit a new apparatus, SCBA tanks, rescue tools, wildland hose ($16,000), wildland PPE ($4,000), water dive/rescue ($11,668), and 12 PPE ballistic vests ($12,000).

50358 Transfer to Debt Service. Current portion of principal and interest for bonds issued in FY15, FY16, and FY20 to fund fire apparatus and facilities.

61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount is 2.5% of the personnel, supplies, services, and capital outlay budgets.

For capital projects information on this department - See the capital projects section - Pages 350, 354, 365, & 399-403.

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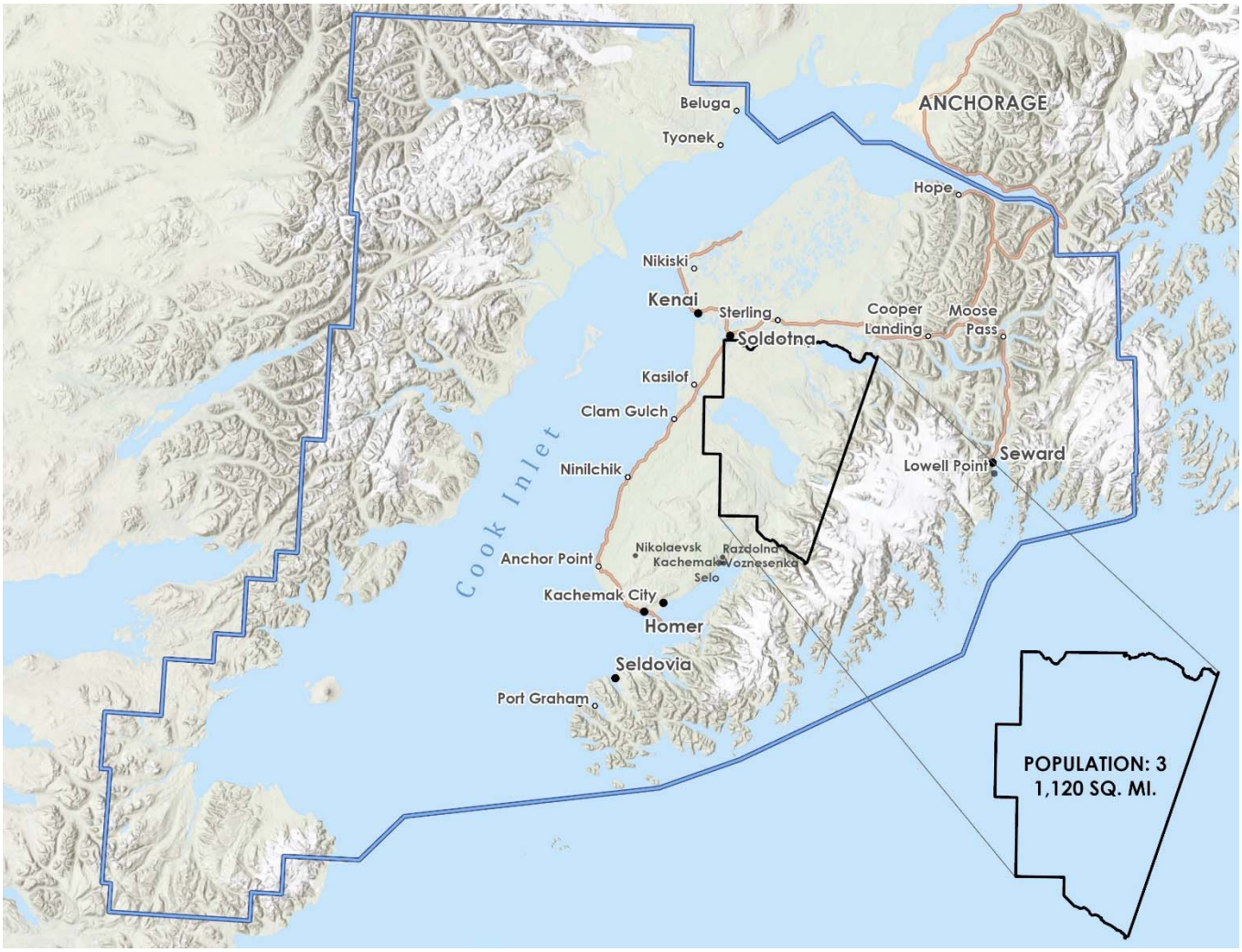
Central Peninsula Emergency Medical Service Area

Established in October 1981, this service area was formed to provide ambulance and emergency medical services for the residents of the Central Peninsula area of the Borough. At the October 1991 and 2004 elections, the most populated areas of this service area were consolidated into the Central Emergency Service Area. Ambulance service to the remaining portion is provided by Central Emergency Services, and the taxes collected in this area are transferred to the Central Emergency Service Area for payment of this service.

A five-member joint operations board is elected by voters within this service area and the Central Emergency Services Area to provide oversight of the joint operations of the two service areas. The mill levy for fiscal year 2022 is 1.00, which is the maximum allowed.



Board Members
Steve Tachick
Ralph Linn
Ryan Kapp
Leslie Morton
Gary Hale

Chief: Roy Browning

Fund: 220 Central Peninsula Emergency Medical Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	5,933	6,442	6,432	6,432	6,112	5,990	5,870	5,987
Personal	848	838	810	810	777	777	777	777
	6,781	7,280	7,242	7,242	6,889	6,767	6,647	6,764
Mill Rate	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Revenues:								
Property Taxes								
Real	$ 5,996	$ 6,438	$ 5,917	$ 6,374	$ 6,112	$ 5,990	$ 5,870	$ 5,987
Personal	839	838	745	853	761	761	761	761
Interest	20	21	-	16	-	-	-	-
Flat Tax	535	491	850	401	450	459	468	477
Total Property Taxes	7,390	7,788	7,512	7,644	7,323	7,210	7,099	7,225
Total Revenues	7,390	7,788	7,512	7,644	7,323	7,210	7,099	7,225
Expenditures								
Operating Transfers To:								
Central Emergency Services	7,476	7,788	7,512	7,512	7,455	7,210	7,099	7,225
Total Operating Transfers	7,476	7,788	7,512	7,512	7,455	7,210	7,099	7,225
Total Expenditures and Operating Transfers	7,476	7,788	7,512	7,512	7,455	7,210	7,099	7,225
Net Results From Operations	(86)	-	-	132	(132)	-	-	-
Beginning Fund Balance	86	-	-	-	132	-	-	-
Ending Fund Balance	$ -	$ -	$ -	$ 132	$ -	$ -	$ -	$ -

Kenai Peninsula Borough
Budget Detail

Fund 220
Department 52110 - Central Peninsula EMSA Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Transfers								
50211	Tfr Central Emergency Services	$ 7,476	$ 7,788	$ 7,512	$ 7,512	$ 7,455	(57)	-0.76%
	Total: Transfers	7,476	7,788	7,512	7,512	7,455	(57)	-0.76%
Department Total		$ 7,476	$ 7,788	$ 7,512	$ 7,512	$ 7,455	$ (57)	-0.76%

Line-Item Explanation

50211 Transfer to Central Emergency Services. Emergency medical services for the service area residents are provided by Central Emergency Services (CES), with compensation provided by the transfer of funds collected on the service areas one mill rate to CES (See CES for description of activity, pages 191-199).

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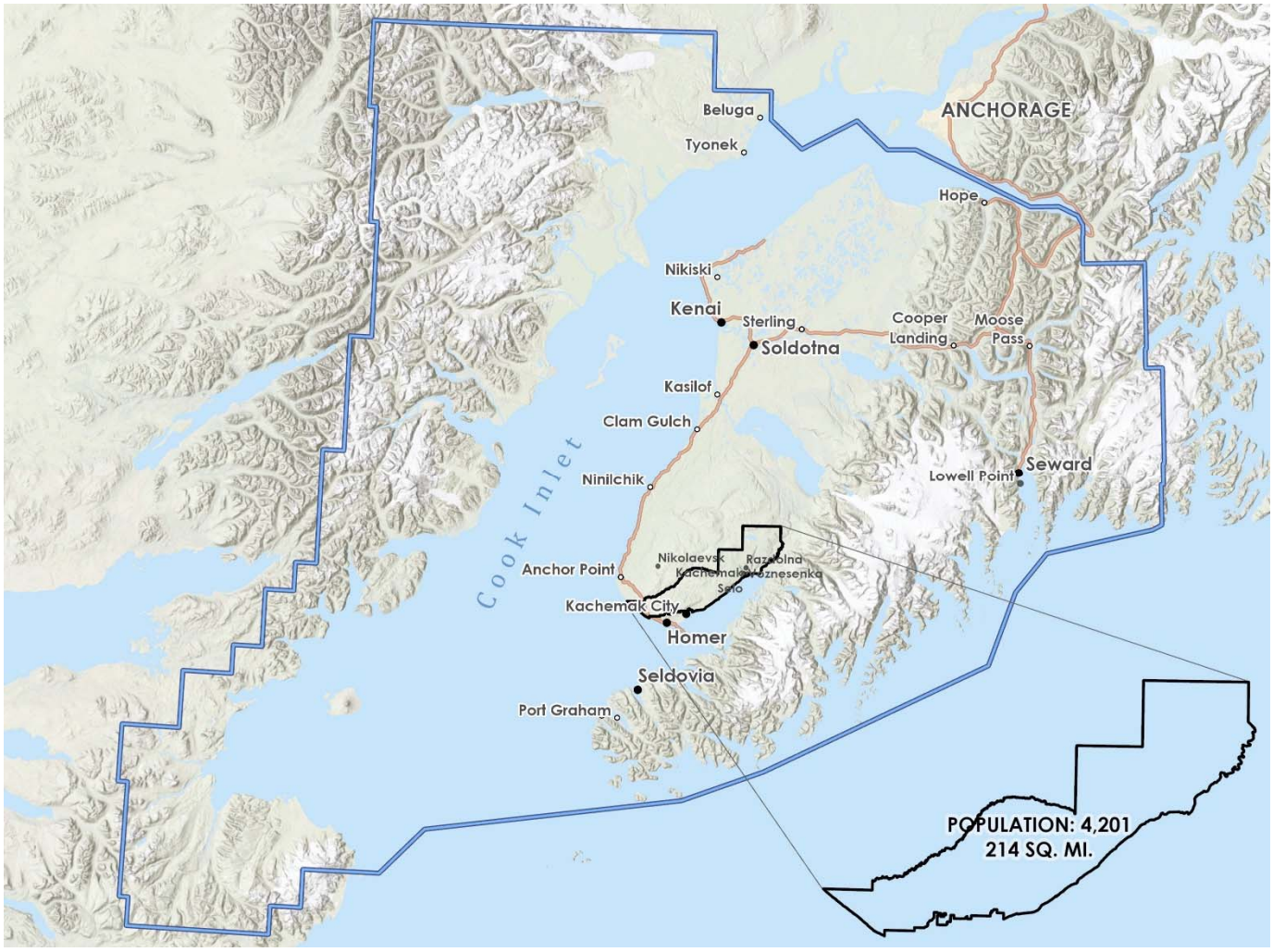
Kachemak Emergency Service Area

This service area was created on October 10, 2000, to provide fire protection and emergency medical service for the area surrounding the City of Homer and Kachemak City. The fire department is staffed by 7 permanent full-time employees and 38 volunteers. Five service area residents are appointed by the Mayor and confirmed by the Assembly to serve on its board, each serving a three-year term.

Revenue is raised through property tax. The mill rate is 2.95 mills for fiscal year 2022.

Additional funding is provided through ambulance billing fees and interest income.

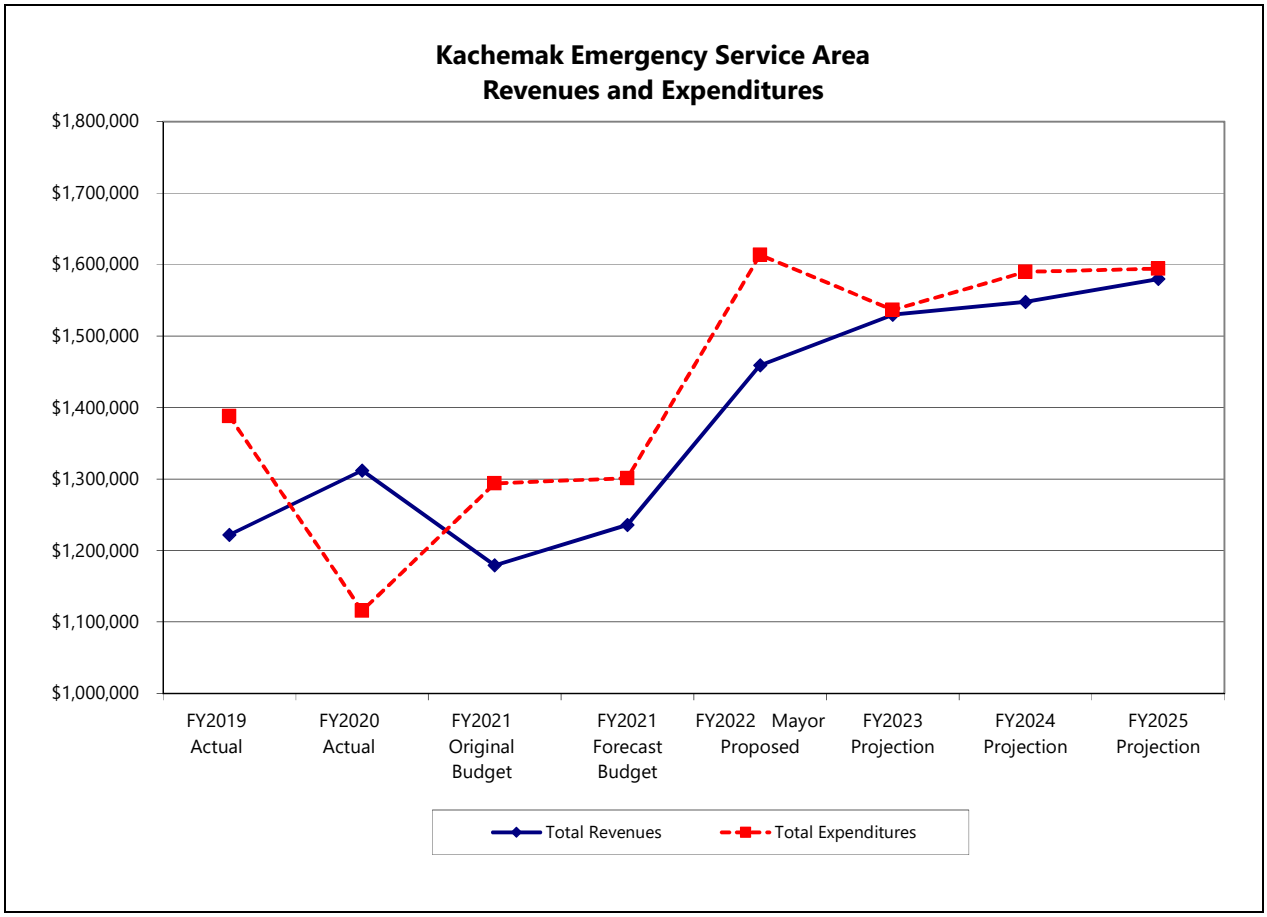


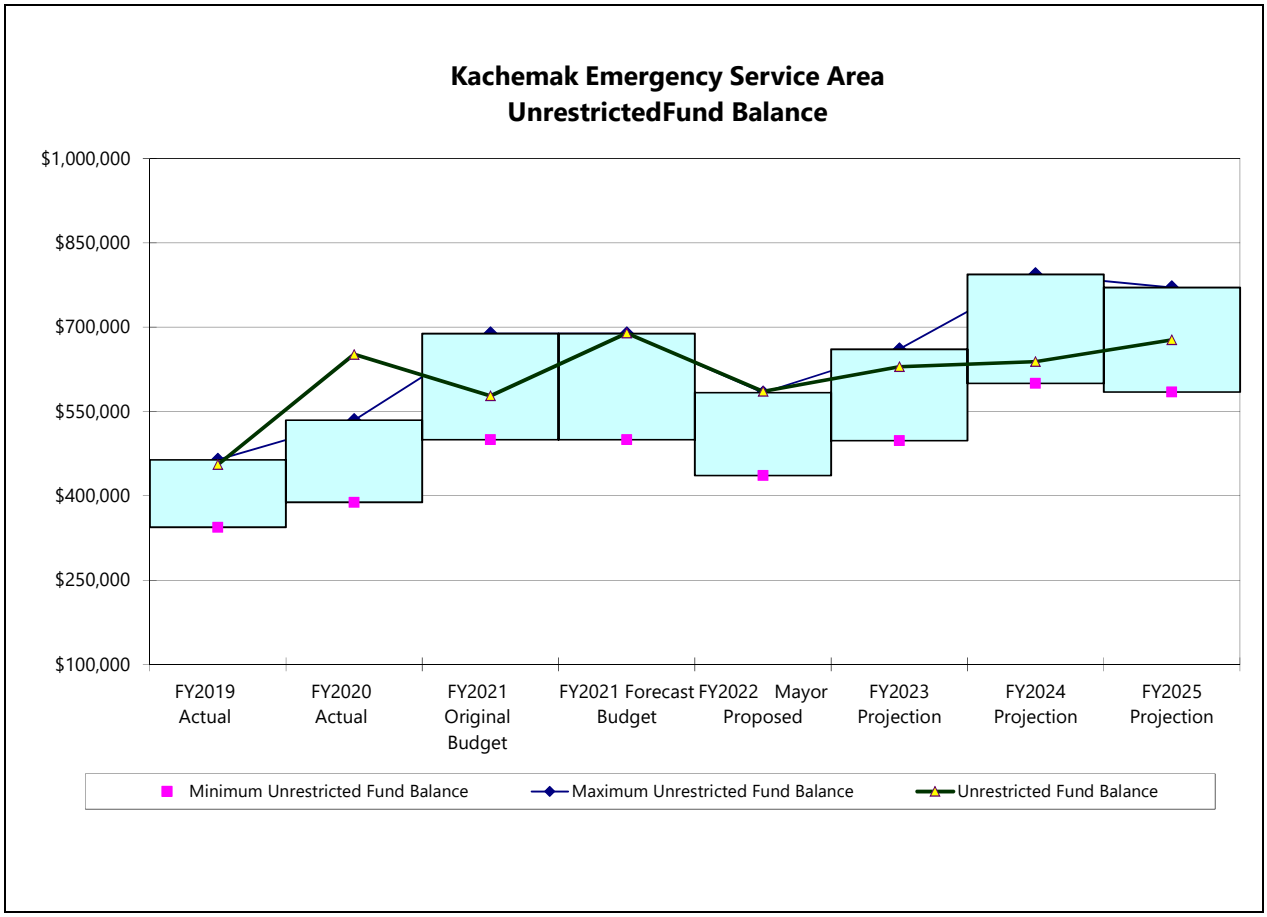
Board Members
Milli Martin
Jeffrey Serio
Christopher Gordon
Donald Cotogno
Matthew Schneyer

Chief: Bob Cicciarella

Fund: 212 Kachemak Emergency Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	411,291	431,747	451,120	447,058	458,086	458,086	462,667	471,920
Personal	6,611	6,518	6,841	6,850	7,927	8,006	8,086	8,167
	417,902	438,265	457,961	453,908	466,013	466,092	470,753	480,087
Mill Rate	2.60	2.60	2.60	2.60	2.95	3.10	3.10	3.10
Revenues:								
Property Taxes								
Real	$ 1,067,943	$ 1,112,608	$ 1,079,079	$ 1,122,916	$ 1,351,354	$ 1,420,067	$ 1,434,268	$ 1,462,952
Personal	16,896	15,863	16,364	22,197	22,917	24,322	24,565	24,811
Interest	3,265	3,011	1,800	1,800	1,800	1,836	1,873	1,910
Flat Tax	5,669	6,005	3,375	3,375	3,375	3,443	3,512	3,582
Motor Vehicle Tax	27,757	24,035	28,370	28,370	25,896	26,414	26,942	27,481
Total Property Taxes	1,121,530	1,161,522	1,128,988	1,178,658	1,405,342	1,476,082	1,491,160	1,520,736
Federal Revenue	14,126	-	-	7,048	-	-	-	-
State Revenue	19,367	64,032	-	-	-	-	-	-
Interest Earnings	34,254	25,955	10,112	10,096	13,788	11,711	12,590	12,779
Other Revenue	32,645	60,402	40,000	40,000	40,000	42,000	44,100	46,305
Total Revenues	1,221,922	1,311,911	1,179,100	1,235,802	1,459,130	1,529,793	1,547,850	1,579,820
Expenditures:								
Personnel	583,267	587,642	688,233	688,233	928,951	947,530	966,481	985,811
Supplies	60,860	67,677	106,000	106,000	108,000	110,160	112,363	114,610
Services	170,144	185,493	259,040	264,280	273,007	256,027	261,148	266,371
Capital Outlay	70,080	139,516	100,000	101,730	102,000	95,445	96,399	97,363
Interdepartmental Charges	21,636	23,755	27,807	27,885	35,299	35,229	35,910	36,604
Total Expenditures	905,987	1,004,083	1,181,080	1,188,128	1,447,257	1,444,391	1,472,301	1,500,759
Operating Transfers To:								
Special Revenue Fund	16,530	11,497	12,874	12,874	16,345	16,999	17,679	18,386
Capital Projects Fund	300,000	100,000	100,000	100,000	150,000	75,000	100,000	75,000
Debt Service Fund	165,387	-	-	-	-	-	-	-
Total Operating Transfers	481,917	111,497	112,874	112,874	166,345	91,999	117,679	93,386
Total Expenditures and Operating Transfers	1,387,904	1,115,580	1,293,954	1,301,002	1,613,602	1,536,390	1,589,980	1,594,145
Net Results From Operations	(165,982)	196,331	(114,854)	(65,200)	(154,472)	(6,597)	(42,130)	(14,325)
Projected Lapse	-	-	41,338	103,131	50,654	50,554	51,531	52,527
Change in Fund Balance	(165,982)	196,331	(73,516)	37,931	(103,818)	43,957	9,401	38,202
Beginning Fund Balance	621,105	455,123	651,454	651,454	689,385	585,567	629,524	638,925
Ending Fund Balance	$ 455,123	$ 651,454	$ 577,938	$ 689,385	$ 585,567	$ 629,524	$ 638,925	$ 677,127


Kachemak Emergency Service Area
Revenues and Expenditures
$1,800,000
$1,700,000
$1,600,000
$1,500,000
$1,400,000
$1,300,000
$1,200,000
$1,100,000
$1,000,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


Kachemak Emergency Service Area
UnrestrictedFund Balance
$1,000,000
$850,000
$700,000
$550,000
$400,000
$250,000
$100,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 212 **Kachemak Emergency Service Area**

Dept 51810

Mission

To provide safe, effective, high quality and affordable fire suppression and emergency medical service to reduce the loss of life and property accomplished through the mandating and execution of proactive programs while promoting a positive and dependable environment for volunteers.

Program Description

KESA provides fire suppression, emergency medical and rescue services to a 214 square mile area surrounding the City of Homer on the South Kenai Peninsula.

Major Long Term Issues and Concerns:

- Development of a 5 Year Comprehensive Plan is still outstanding. Funding and space are major concerns.
- Recruitment and retention of volunteers.
- Need for 56-hour employees to cover increased call volume.
- The effects of COVID-19 on volunteer retention.
- Lack of living quarters, storage and office space at Stations 1 and 2 and a cost effective solution.
- Support for a Response Plan for Kachemak Selo community.

FY2021 Accomplishments:

- Completed highest call volume year on record.
- Reduced response times although overall average is static due to winter months and poor plowing conditions of roads.
- Manned both stations during weekdays.

FY2022 New Initiatives:

- Continue to staff Station 2 during weekdays for emergency response.
- Hold Firefighter I Recruit Class. (Postponed due to COVID)
- Lease office trailer for Station 2 to accommodate personnel space.
- Host Rope Rescue training course.

Performance Measures

Priority/Goal: Fire and Emergency Medical Services

Goal: Timely response, professionalism, courtesy, knowledge displayed to emergency incidents in all areas

Objective: 1. Provide fire and emergency medical response on scene within 8 minutes of call for all areas.
2. Continue to deliver professional services while leaving a positive impression and outcome to the customer.
3. Build on strengths and ratify areas of deficiency.

Measures:

Average Response Times by Station	Benchmark (minutes)	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Diamond Ridge	8	12	12	12	12
Fritz Creek/McNeil Canyon	8	9	9	10	10
Voznesenka / Razdolna	8	16	16	15	15

Call Volume Vs. Responder Average	CY2019 Actual		CY2020 Actual		CY2021 Projected	
	Calls	Responders	Calls	Responders	Calls	Responders
Diamond Ridge – fire calls	46	15	48	12	55	18
Diamond Ridge – EMS calls	43	6	62	6	57	8
Fritz Creek/McNeil Canyon - fire calls	63	14	58	14	72	19
Fritz Creek/McNeil Canyon – EMS calls	64	6	85	6	77	8
WESA -Automatic Aid– fire calls	10	6	10	6	10	6
WESA -Mutual Aid– fire calls	0	0	0	0	0	0
WESA -Mutual Aid– EMS calls	6	8	0	4	6	8
City of Homer -Automatic Aid - Fire calls	6	10	7	8	6	10
City of Homer -Mutual Aid - Fire calls	2	4	3	6	2	4
City of Homer – Mutual aid – EMS calls	2	4	3	5	2	5

Department Function

Fund 212 **Kachemak Emergency Service Area - Continued**

Dept 51810

Measures:

Kachemak Emergency Service Area Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history (FTE)	4.0	5.0	5.0	7.0
Volunteer firefighters	45	43	38	38

Priority/Goal: Increase service level for emergency medical response.
Goal: Establish program service area-wide for advance life support care in line with other advanced service areas within the Borough.
Objective: 1. Train responders to master new standing orders and increased medical procedures.
2. Upgrade medical equipment and supplies to support standing orders.
3. Complete expanded scope training enabling EMT's to perform new medical procedures and use new medications.
4. Implement physician based trainings and training for each advanced EMT Level in order to maintain advanced level responders.

Measures:

	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Physician Based Training	15	10	11	12	12
EMT II Training	10	12	15	12	12
EMT III Training	10	12	9	12	12
ACLS Training	10	11	10	11	12
PALS Class	2	2	2	2	2

Priority/Goal: Increase service level for fire and rescue response
Goal: Establish program service area-wide for improved firefighting and rescue capabilities in line with other advanced service areas in the Borough.
Objective: 1. Improve fire officer staff and capabilities.
2. Increase engineer staffing through training.
3. Establish and train specialized crews.
4. Acquire equipment to support fire, EMS, and search & rescue operations.

Measures:

	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Firefighter II/Officer Training	12	13	10	12	12
Engineer Training	10	6	4	6	6
Truck Company Operations Training	10	10	5	6	6
Specialized Training including Rapid Intervention Team, Confined Space Rescue, High Angle Rescue, Fire Investigation	8	10	2	12	12
Wildland Fire Training	6	5	5	5	5

Commentary
KESA continues to provide leading edge service through implementing the latest in EMS and firefighting technology and best practices. The training and execution for Tele-medicine, on-scene blood analysis and respiratory therapy continues to save lives and reverse deteriorating conditions in numerous patients. Best practice and innovative systems have also paid off in firefighting practices. Houses that otherwise would have been a total lost in past years are being saved to the point where homeowners can salvage valued possessions. Property owners are getting a significant savings on their insurance premiums with the drop in ISO ratings. The issue going forward is the ability to continue to provide this high level of service with the resources available, both human and financial. This continues to be the standard year to year.

Kenai Peninsula Borough
Budget Detail

Fund 212
Department 51810 - Kachemak Emergency Service Area

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 303,816	$ 280,493	$ 347,896	$ 347,896	$ 473,936	$ 126,040	36.23%
40120	Temporary Wages	18,758	49,417	24,950	24,950	33,900	8,950	35.87%
40130	Overtime Wages	1,865	11,538	27,651	27,651	25,847	(1,804)	-6.52%
40210	FICA	26,105	27,649	34,397	34,397	45,602	11,205	32.58%
40221	PERS	89,077	87,652	84,179	84,179	112,601	28,422	33.76%
40321	Health Insurance	107,332	96,853	126,250	126,250	185,500	59,250	46.93%
40322	Life Insurance	511	394	860	860	1,178	318	36.98%
40410	Leave	35,437	33,330	42,050	42,050	50,387	8,337	19.83%
40511	Other Benefits	366	316	-	-	-	-	-
	Total: Personnel	583,267	587,642	688,233	688,233	928,951	240,718	34.98%
Supplies								
42120	Computer Software	-	-	-	26	-	-	-
42210	Operating Supplies	9,124	9,769	20,000	16,874	20,000	-	0.00%
42220	Fire/Medical/Rescue Supplies	15,702	15,668	20,000	20,000	20,000	-	0.00%
42230	Fuel, Oils and Lubricants	16,924	15,113	25,000	25,000	25,000	-	0.00%
42250	Uniforms	2,893	5,908	10,000	10,000	10,000	-	0.00%
42263	Training Supplies	3,167	2,790	5,000	5,000	5,000	-	0.00%
42310	Repair & Maintenance Supplies	332	2,094	5,000	5,000	8,000	3,000	60.00%
42360	Motor Vehicle Repair Supplies	8,446	10,802	15,000	15,000	10,000	(5,000)	-33.33%
42410	Small Tools & Equipment	4,272	5,533	6,000	9,100	10,000	4,000	66.67%
	Total: Supplies	60,860	67,677	106,000	106,000	108,000	2,000	1.89%
Services								
43011	Contractual Services	36,360	37,532	46,125	56,565	51,171	5,046	10.94%
43014	Physical Examinations	6,507	4,065	25,000	15,500	15,000	(10,000)	-40.00%
43019	Software Licensing	920	460	2,340	4,902	5,000	2,660	113.68%
43110	Communications	13,678	13,739	16,000	16,000	16,000	-	0.00%
43140	Postage and Freight	739	575	1,500	1,500	1,500	-	0.00%
43210	Transportation & Subsistence	7,121	7,178	15,200	15,200	22,600	7,400	48.68%
43260	Training	1,870	1,340	6,000	4,563	5,200	(800)	-13.33%
43310	Advertising	-	-	-	575	-	-	-
43410	Printing	-	-	500	500	500	-	0.00%
43510	Insurance Premium	54,816	56,092	60,200	60,200	53,793	(6,407)	-10.64%
43610	Utilities	34,122	34,778	35,000	35,000	35,000	-	0.00%
43720	Equipment Maintenance	4,605	4,837	6,000	6,000	17,046	11,046	184.10%
43750	Vehicle Maintenance	208	17,354	30,000	30,000	40,000	10,000	33.33%
43780	Building & Grounds Maint	2,626	2,550	10,000	12,500	5,000	(5,000)	-50.00%
43810	Rents and Operating Leases	2,343	2,104	2,118	2,218	2,118	-	0.00%
43920	Dues and Subscriptions	4,229	2,889	3,057	3,057	3,079	22	0.72%
	Total: Services	170,144	185,493	259,040	264,280	273,007	13,967	5.39%
Capital Outlay								
48120	Major Office Equipment	-	6,267	-	6,983	6,500	6,500	0.00%
48311	Machinery and Equipment	-	-	-	-	23,500	23,500	-
48514	Firefighting/Rescue Equipment	6,278	16,493	-	-	-	-	0.00%
48515	Medical Equipment	1,395	69,376	-	-	-	-	-
48710	Minor Office Equipment	19,767	5,176	25,000	18,017	17,000	(8,000)	-32.00%
48720	Minor Office Furniture	10,697	-	10,000	4,760	-	(10,000)	-100.00%
48750	Minor Medical Equipment	252	2,807	5,000	5,000	5,000	-	0.00%
48760	Minor Fire Ftg/Rescue Equipment	31,691	39,397	60,000	66,970	50,000	(10,000)	-16.67%
	Total: Capital Outlay	70,080	139,516	100,000	101,730	102,000	2,000	2.00%
Transfers								
50264	911 Communications	16,530	11,497	12,874	12,874	16,345	3,471	26.96%
50446	KES Debt - Fire Apparatus	165,387	-	-	-	-	-	-
50446	KES Capital Projects	300,000	100,000	100,000	100,000	150,000	50,000	50.00%
	Total: Transfers	481,917	111,497	112,874	112,874	166,345	53,471	47.37%

Kenai Peninsula Borough
Budget Detail

Fund 212
Department 51810 - Kachemak Emergency Service Area - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(463)	-	(1,000)	(1,000)	-	1,000	-
61990	Administrative Service Fee	22,099	23,755	28,807	28,885	35,299	6,492	22.54%
	Total: Interdepartmental Charges	21,636	23,755	27,807	27,885	35,299	7,492	26.87%
Department Total		$ 1,387,904	$ 1,115,580	$ 1,293,954	$ 1,301,002	$ 1,613,602	$ 319,648	24.70%

Line-Item Explanations

40110 Regular Wages. Staff includes: Chief, Deputy Chief, 5 Firefighter Technicians.
Removed: 1 Administrative Assistant
Added: 3 Firefighter Technicians

40120 Temporary Wages. For volunteer call-out. Wages used for project work by volunteers and in-house snow plowing.

42250 Uniforms. Firefighter Technician uniforms and volunteer uniforms.

42310 Repair & Maintenance Supplies. Increased for spike in station repairs due to aging.

42360 Motor Vehicle Repair Supplies. Decreased due to outsourcing of vehicle repairs.

42410 Small Tools & Equipment. Increase to cover more items charged to this category including lawn mower and other tools.

43011 Contractual Services. Increase due to the addition of a one-time rope rescue course ($12,000). Also includes contracts for I Am Responding emergency notification and response system ($895), medical director contract ($15,333), laboratory director with CLIA (clinical laboratory improvement amendment) license ($2,000), inventory and maintenance tracking system ($6,000), Image Trend support ($1,220), ambulance billing service ($2,000), Phillips MRX service ($935), turnout gear repairs ($1,000), ISTAT maintenance ($2,000), UL pump and ladder testing ($6,200), fire extinguisher service ($650), and misc. small contracts ($938).

43014 Physical Examinations. Decreased due to uncertainty of getting exams next FY. Exams were put on hold by doctors due to COVID. Baseline exams and new volunteers and members hitting their two year cycle.

43019 Software Licensing. CrewForce Software license ($3,800), security camera ($500) and other small software licenses ($700).

43110 Communications: TLS pipe going to both stations, cellular data lines for the heart monitor to transmit tele-medicine to the hospital, and cellular data lines for the MDT's.

43210 Transportation/Subsistence. Increase due to cost to send contracted mechanic to training at Rosenbauer and EVT School. Attendance at conferences including Alaska EMS Symposium, Alaska Fire Investigators conference, Alaska Fire Chief conference, Alaska Fire conference, and volunteers meals.

43260 Training. Includes various conferences including Alaska Firefighters conference, Alaska Fire Chiefs summit, Alaska EMS symposium, and misc. recertifications and training.

43510 Insurance Premium. Slight decrease in premium for coverage for workman's compensation, property, liability, and other insurance.

43720 Equipment Maintenance. Increased to cover PMI of generator ($10,000). Also includes radio programming for TDMA & ALMR changes previously budgeted under contract services ($7,046).

43750 Vehicle Maintenance. Increased for costs associated with contracted mechanic services.

43780 Building & Grounds Maint. Decreased for repairs that were not cost effective for the ATCO Trailer budgeted in FY21.

43810 Rents and Operating Leases. Includes repeater site rental ($1,200), propane tank lease ($123), O2 cylinder rental ($425), and postage meter rental ($320).

48120 Major Office Equipment. Base radio for Station 1 including microphone cables, power supply, etc. ($6,500).

48311 Machinery and Equipment. Office trailer $16,000), and utility trailer for UTV brush units, etc. ($7,500).

48710 Minor Office Equipment. Antenna replacement for Station 1 ($2,000), and six APX 1000s portable radios deferred from last year due to low volunteer numbers ($2,500 each).

48750 Minor Medical Equipment. Increased for various equipment upgrades/needs including iStat cartridges, backboards, etc. ($5,000).

48760 Minor Fire Fighting Equipment. 10 sets of turnout gear replacement and new purchases for additional volunteers ($13,570), two PPV fans ($9,000), thermal imaging camera ($6,500), wildland boot replacements ($3,800), deferred from FY21, K-12 saw ($5,000), and response parkers ($5,000), nozzles, adapters, tools and misc. equipment ($7,130).

50264 Transfer to 911 Fund. To cover charges from the 911 fund for cost of operating the 911 call center.

50446 Transfer to KES Capital Projects Fund. Annual transfer to fund capital projects.

61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

For capital projects information on this department - See the Capital Projects Section - Pages 350, 354, 366, & 404.

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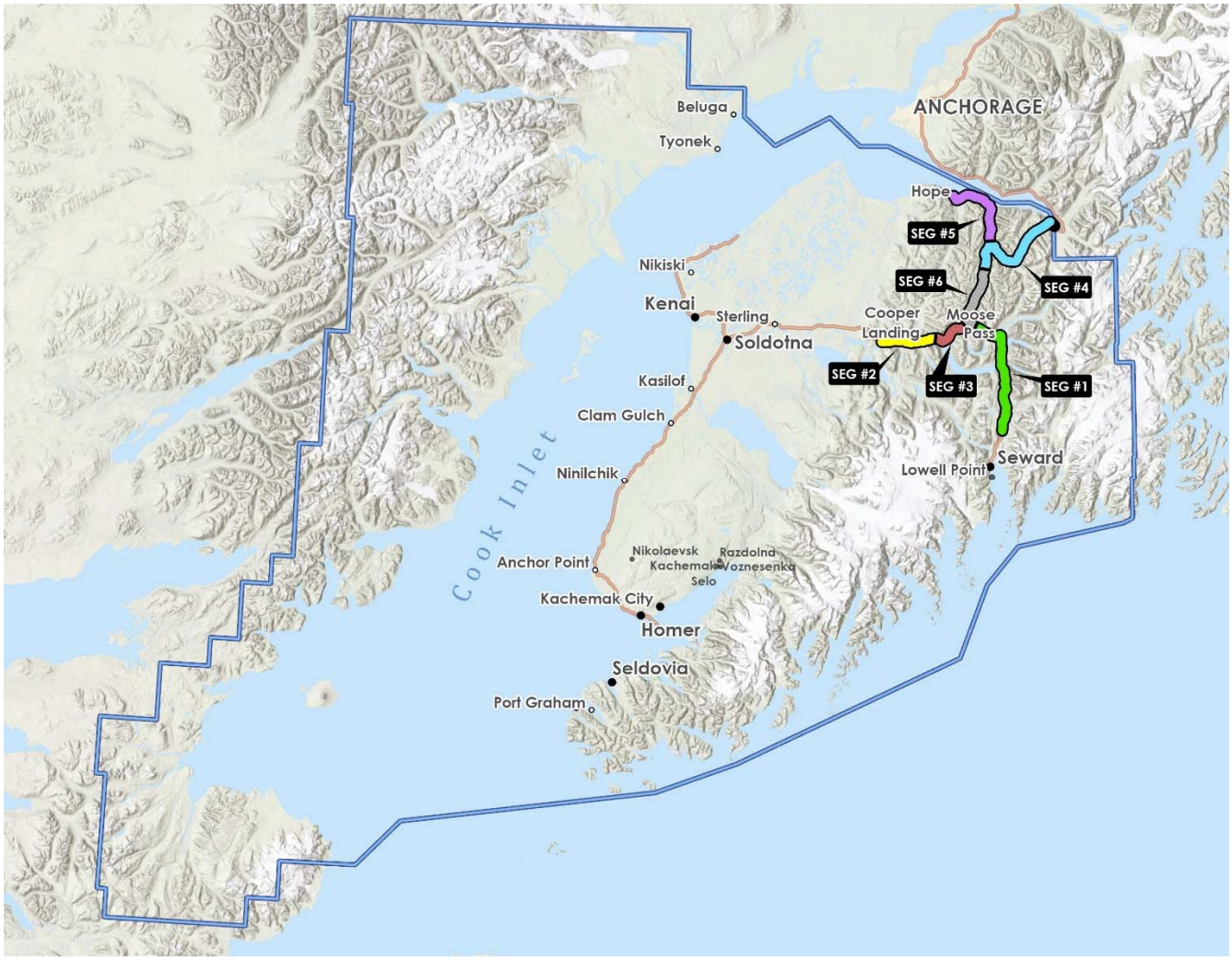
Eastern Peninsula Highway Emergency Service Area

This service area was created on May 16, 2017, to provide fire protection and emergency services along the heavily traveled highways that serves as the sole road connections between various communities of the Kenai Peninsula and Turnagin Pass. The department is staffed by .50 contracted FTEs. Five Borough residents are appointed by the Mayor and confirmed by the Assembly to serve on its board.

The response area covered by the service area is between milepost 8.5 and 75 along the Seward Highway and between mile post 37 and 58 along the Sterling Highway and between milepost 0 and 13 along the Hope Highway near the communities of Hope, Cooper Landing, Moose Pass, and Seward. Emergency services will be contracted with community volunteer groups in the area.

The major source of revenue is a transfer from the General Fund utilizing the federal Payment in Lieu of Taxes (PILT) funds.

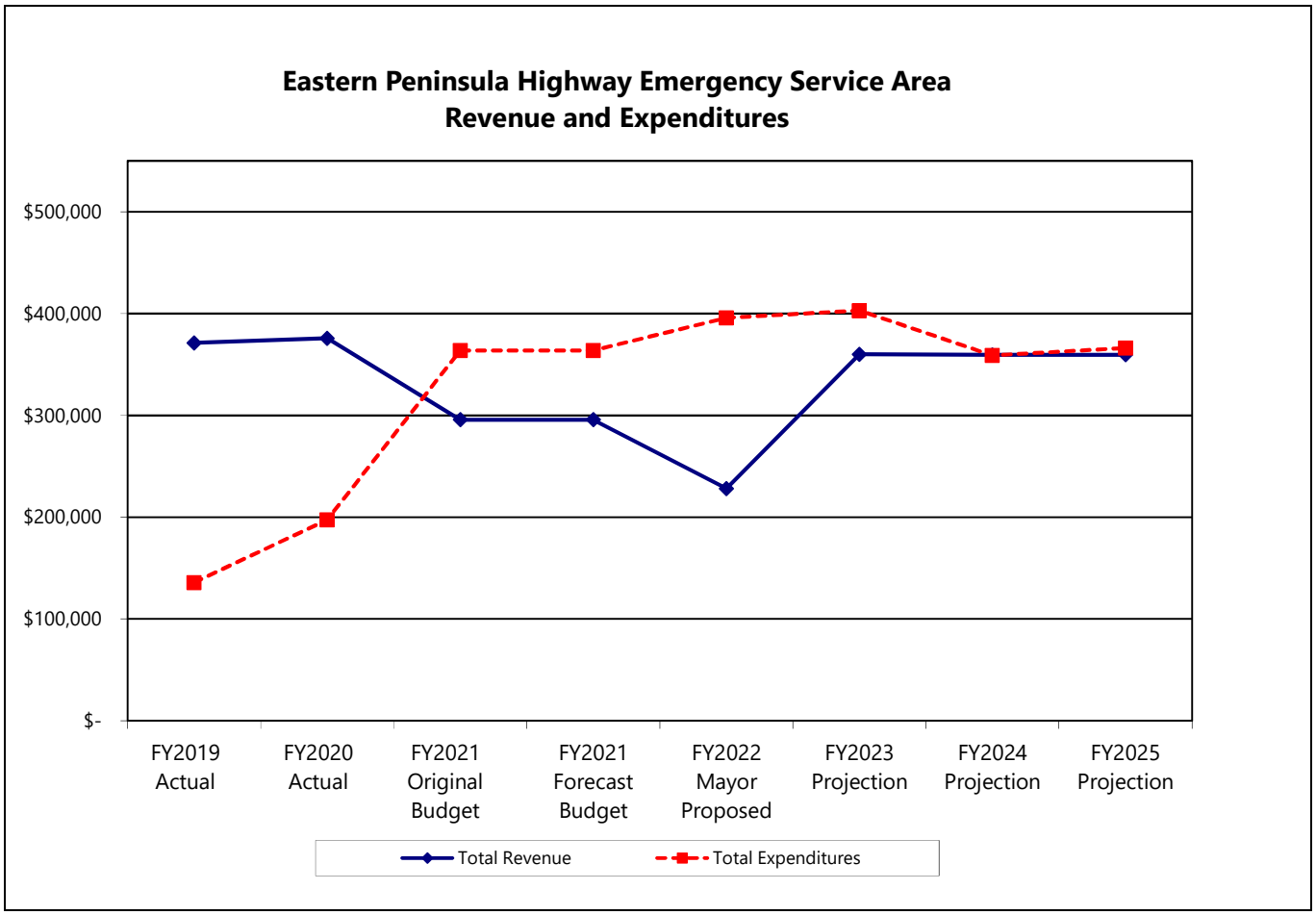


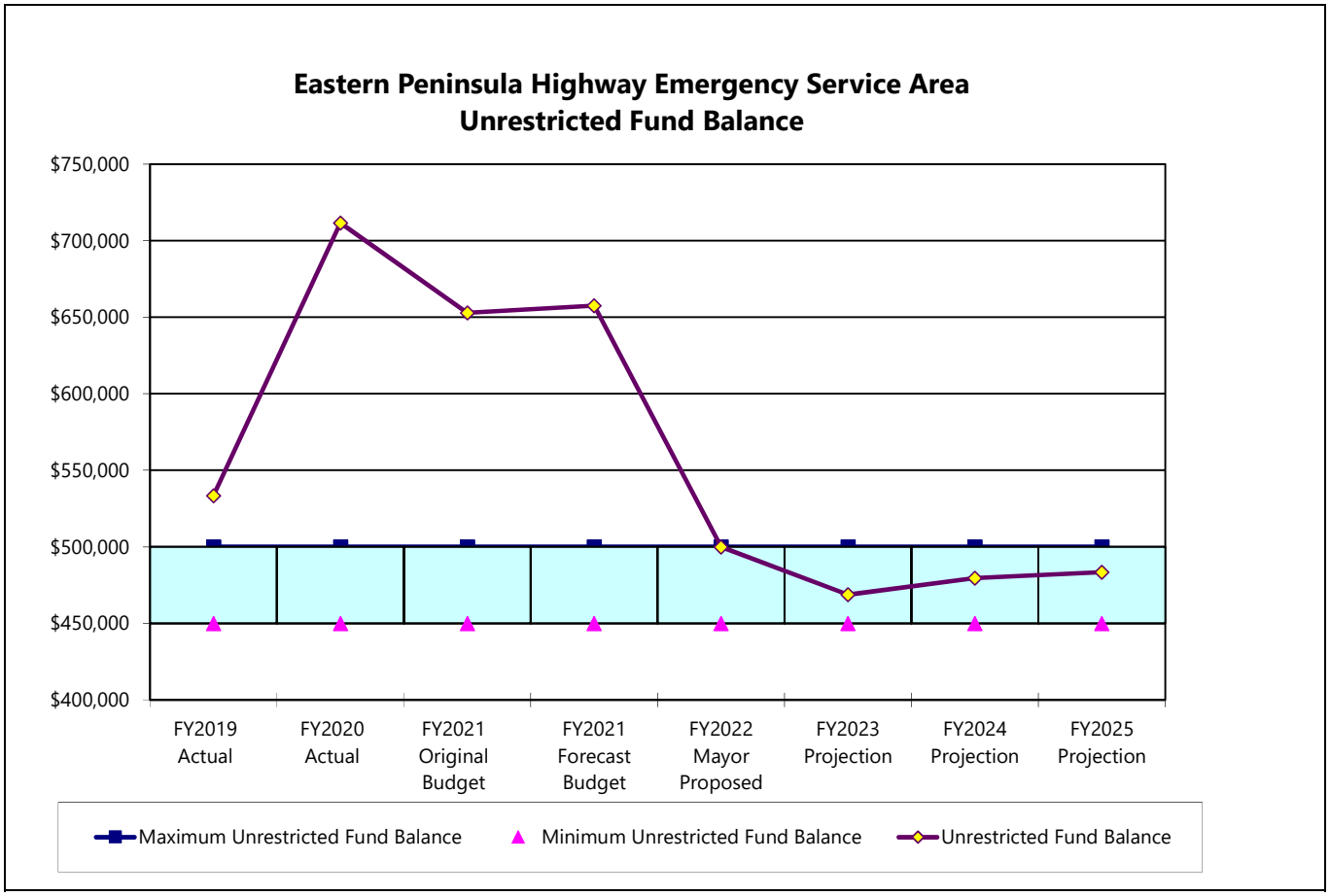
Board Members
Michelle Stewart
Riley Shurtleff
Sean Carrington
Vacant
Jessica Hogan

EPHESA DISPATCH RESPONSE AREAS
Segment#1: Seward Hwy MP 8.5 to Seward Hwy MP 37
Segment#2: Sterling Hwy MP 46 to Sterling Hwy MP 58
Segment#3: Seward Hwy MP 37 (Sterling Y) to Sterling Hwy MP45
Segment#4: Seward Hwy MP 51 to Seward Hwy MP 75 (Borough boundary)
Segment#5: Hope Hwy (Seward Hwy MP 55) to end of Hope Hwy
Segment#6: Seward Hwy MP 37.1 to Seward Hwy MP 50

Fund: 235 Eastern Peninsula Highway Emergency Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
Interest Earnings	$ 21,172	$ 25,693	$ 11,173	$ 11,173	$ 13,151	$ 10,000	$ 9,374	$ 9,591
Total Revenues	21,172	25,693	11,173	11,173	13,151	10,000	9,374	9,591
Operating Transfers From:								
General Fund	350,000	350,000	284,621	284,621	215,067	350,000	350,000	350,000
Total Operating Transfers	350,000	350,000	284,621	284,621	215,067	350,000	350,000	350,000
Total Revenues and Operating Transfers	371,172	375,693	295,794	295,794	228,218	360,000	359,374	359,591
Expenditures:								
Supplies	2,383	17	4,560	4,560	2,393	2,441	2,490	2,540
Services	130,243	176,091	329,230	327,730	310,777	316,993	323,333	329,800
Capital Outlay	-	12,229	16,070	17,570	61,000	61,610	11,726	11,843
Interdepartmental Charges	3,316	4,236	8,872	8,872	9,653	9,526	8,439	8,605
Total Expenditures	135,942	192,573	358,732	358,732	383,823	390,570	345,988	352,788
Operating Transfers To:								
Special Revenue Fund	-	5,000	5,000	5,000	11,954	12,432	12,929	13,446
Total Operating Transfers	-	5,000	5,000	5,000	11,954	12,432	12,929	13,446
Total Expenditures and Operating Transfers	135,942	197,573	363,732	363,732	395,777	403,002	358,917	366,234
Net Results From Operations	235,230	178,120	(67,938)	(67,938)	(167,559)	(43,002)	457	(6,643)
Projected Lapse	-	-	9,266	13,852	10,019	11,717	10,380	10,584
Change in Fund Balance	235,230	178,120	(58,672)	(54,086)	(157,540)	(31,285)	10,837	3,941
Beginning Fund Balance	298,276	533,506	711,626	711,626	657,540	500,000	468,715	479,552
Ending Fund Balance	$ 533,506	$ 711,626	$ 652,954	$ 657,540	$ 500,000	$ 468,715	$ 479,552	$ 483,493


Eastern Peninsula Highway Emergency Service Area
Revenue and Expenditures
$500,000
$400,000
$300,000
$200,000
$100,000
$-
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenue
Total Expenditures


Eastern Peninsula Highway Emergency Service Area
Unrestricted Fund Balance
$750,000
$700,000
$650,000
$600,000
$550,000
$500,000
$450,000
$400,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Maximum Unrestricted Fund Balance
Minimum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 235 **Eastern Peninsula Highway Emergency Service Area**

Dept 51710

Mission

The mission of the Eastern Peninsula Highway Emergency Service Area is to provide consistent and coordinated response to incidents requiring fire and emergency medical services along heavily traveled highway corridor.

Program Description

- The Eastern Peninsula Highway Emergency Service Area provides fire protection and emergency medical services within the highway corridor between mileposts 8.5 - 75 Seward Highway, mile 0 – 13 Hope Highway, and mile 37-58 of the Sterling Highway, consisting of 103.5 highway miles.
- The Service Area has .50 contracted FTE employees, and 5 appointed board members.

Major Long Term Issues and Concerns:

- Providing consistent, coordinated responses that can provide reliable resources to all emergencies along the highway corridor.
- Restricted and lack of maintenance of the Seward Highway and Hope Highway limiting first responder and ambulance response.
- Slow enroute response times from interior contracted agencies and the ability to provide timely service to calls.
- Poor communications along the highway corridor.

FY2021 Accomplishments

- Established KPB East as the common dispatch area.
- Created a run-times matrix to assist with segment award in future FYs.
- Provided more portable extrication equipment to Girdwood Fire for responses along the north portion of EPHESA.

FY2022 New Initiatives/Goals:

- Introduction of Cooperative Agreement that spans multiple years.
- Limit award of segments based on performance and location.
- Provide ETT/EMT I Bridge, Extrication, and Fire courses to the contracted agencies.

Performance Measures

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Contracted FTEs	.50	.50	.50	.50

Priority/Goal: Consistent Emergency Medical/Fire/Rescue Extrication response on the Highway Corridor
Goal: 100% coverage for all identified segments and emergency response activities
Measures: Percent covered per segment in fiscal year

		FY2021 Response Coverage		
Segments	**Benchmark**	**First Response**	**Fire Rescue**	**Ambulance transport**
8.5 to 37 Seward Hwy	100%	100%	0%	100%
37.1 to 50 Seward Hwy	100%	100%	100%	100%
51 to 75 Seward Hwy	100%	64%	50%	100%
37 to 45 Sterling Hwy	100%	100%	100%	100%
46 to 58 Sterling Hwy	100%	100%	100%	100%
0 to 13 Hope Hwy	100%	100%	N/A	100%

Department Function

Fund 235 **Eastern Peninsula Highway Emergency Service Area - Continued**

Dept 51710

Priority: Public Safety
Goal: Improve coverage through Tiered Dispatch
Objective: 1. Improve the success of Primary Dispatch Response for Medical/Fire/Rescue Extrication
2. Award dispatch priority based on agency strength and location
3. Improve communications
Measures: Level of Service call volume for each Segment
Percent of Primary Secondary Tertiary Response in each segment for each Level of Service

FY2021 to Current date	Segment 1 8.5 to 37 Seward Hwy	Segment 2 46 to 58 Sterling Hwy	Segment 3 37 to 45.9 Sterling Hwy	Segment 4 50.1 to 75 Seward Hwy	Segment 5 0 to 13 Hope Hwy	Segment 6 37.1 to 50 Seward Hwy
EPHESA – MVC	5	3	5	14	1	6
EPHESA – Fire calls only	4	N/A	1	N/A	N/A	3
EPHESA – EMS calls only	N/A	N/A	N/A	1	N/A	N/A

Primary Dispatch	Segment 1 8.5 to 37 Seward Hwy		Segment 2 46 to 58 Sterling Hwy		Segment 3 37 to 45.9 Sterling Hwy		Segment 4 50.1 to 75 Seward Hwy		Segment 5 0 to 13 Hope Hwy		Segment 6 37.1 to 50 Seward Hwy	
	FY20	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**
1st Responder	100%	78%	100%	100%	91%	100%	52%	27%	100%	0%	100%	89%
Ground Transport	100%	100%	92%	100%	100%	100%	91%	93%	0%	100%	100%	100%
Fire / Rescue Extrication	86%	44%	92%	N/A	100%	100%	100%	N/A	100%	N/A	100%	100%

Secondary Dispatch	Segment 1 8.5 to 37 Seward Hwy		Segment 2 46 to 58 Sterling Hwy		Segment 3 37 to 45.9 Sterling Hwy		Segment 4 50.1 to 75 Seward Hwy		Segment 5 0 to 13 Hope Hwy		Segment 6 37.1 to 50 Seward Hwy	
	FY20	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**
1st Responder	0%	78%	0%	0%	9%	0%	48%	73%	0%	100%	0%	11%
Ground Transport	0%	56%	8%	0%	0%	0%	8%	0%	100%	0%	0%	0%
Fire / Rescue Extrication	14%	0%	8%	N/A	0%	0%	0%	N/A	0%	N/A	0%	0%

Tertiary Dispatch	Segment 1 8.5 to 37 Seward Hwy		Segment 2 46 to 58 Sterling Hwy		Segment 3 37 to 45.9 Sterling Hwy		Segment 4 50.1 to 75 Seward Hwy		Segment 5 0 to 13 Hope Hwy		Segment 6 37.1 to 50 Seward Hwy	
	FY20	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**
1st Responder	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Ground Transport	0%	0%	0%	0%	0%	0%	1%	7%	0%	0%	0%	0%
Fire / Rescue Extrication	0%	0%	0%	N/A	0%	0%	0%	N/A	0%	N/A	0%	N/A

***N/A = Not applicable**

Priority: Public Safety
Goal: Improve Response Times by Interior Agencies on the Highway Corridor
Objective: 1. Award dispatch priority based on agency strength and location
2. Award dispatch priority based on Dispatch to Enroute Times
3. Financially incentivize agencies to improve Response Times
Measures: Average times for Interior Agencies from Dispatch to Enroute with Apparatus

Enroute Times	**Cooper Landing**		**Moose Pass**		**Hope**	
	FY20	**FY21**	**FY20**	**FY21**	**FY20**	**FY21**
Dispatch to Enroute Times	12 min 41 sec	5 min 34 sec	16 min 18 sec	22 min 55 sec	18 min 15 sec	15 min 40 sec

Kenai Peninsula Borough
Budget Detail

Fund 235
Department 51710 - Eastern Peninsula Highway Emergency Service Area

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Supplies								
42210	Operating Supplies	$ 1,006	$ -	$ 1,395	$ 1,395	$ 750	$ (645)	-46.24%
42250	Uniforms	19	17	20	20	18	(2)	-10.00%
42263	Training Supplies	1,027	-	1,895	1,895	1,125	(770)	-40.63%
42310	Repair & Maintenance Supplies	-	-	500	500	500	-	0.00%
42410	Small Tools & Equipment	331	-	750	750	-	(750)	-100.00%
	Total: Supplies	2,383	17	4,560	4,560	2,393	(2,167)	-47.52%
Services								
43011	Contractual Services	125,242	169,818	316,384	314,784	301,868	(14,516)	-4.59%
43019	Software Licensing	-	-	15	15	16	1	6.67%
43110	Communications	1,993	1,908	2,000	2,000	2,100	100	5.00%
43140	Postage and Freight	52	-	500	500	100	(400)	-80.00%
43210	Transportation/Subsistence	551	1,911	5,903	5,903	2,600	(3,303)	-55.95%
43260	Training	-	400	450	450	1,110	660	146.67%
43310	Advertising	-	-	1,000	1,000	-	(1,000)	-100.00%
43510	Insurance Premium	800	334	334	334	673	339	101.50%
43610	Utilities	1,337	1,474	2,000	2,000	2,000	-	0.00%
43720	Equipment Maintenance	95	146	250	250	100	(150)	-60.00%
43780	Buildings/Grounds Maintenance	173	100	194	294	210	16	8.25%
43810	Rents & Operating Leases	-	-	200	200	-	(200)	-100.00%
	Total: Services	130,243	176,091	329,230	327,730	310,777	(18,453)	-5.60%
Capital Outlay								
48311	Machinery & Equipment	-	-	-	9,131	-	-	-
48514	Fire Fighting/Rescue Equipment	-	9,337	7,910	8,310	-	(7,910)	-100.00%
48760	Minor Fire Fighting Equipment	-	2,892	8,160	129	61,000	52,840	647.55%
	Total: Capital Outlay	-	12,229	16,070	17,570	61,000	44,930	279.59%
Transfers								
50264	911 Communications	-	5,000	5,000	5,000	11,954	6,954	139.08%
	Total: Transfers	-	5,000	5,000	5,000	11,954	6,954	139.08%
Interdepartmental Charges								
61990	Admin Service Fee	3,316	4,236	8,872	8,872	9,653	781	8.80%
	Total: Interdepartmental Charges	3,316	4,236	8,872	8,872	9,653	781	8.80%
Department Total		$ 135,942	$ 197,573	$ 363,732	$ 363,732	$ 395,777	$ 32,045	8.81%

Kenai Peninsula Borough
Budget Detail

Fund 235
Department 51710 - Eastern Peninsula Highway Emergency Service Area - Continued

Line-Item Explanations

42210 Operating Supplies. Amount reduced to reflect a more accurate annual cost.

42263 Training Supplies. To assist with minimum training requirements. ETT books ($125), EMT I books ($500), and Firefighter Essential books ($500).

43011 Contractual Services. Reduced due to removal of ambulance billing option, removal of one-time MOA for mutual aid agreement, and reduction of misc. small contracts. Includes Agency strengthening contracts ($60,000), Agency performance stipends ($150,000), contracted personnel ($63,095), physician sponsor contract ($13,073), standardized dispatch-voice notification program-eDispatch ($2,500), Medicare validation ($750), Instructor provided training for extrication course ($3,550), ETT course ($1,500), EMT 1 course ($2,400), and misc. small contracts ($5,000).

43140 Postage and Freight. Amount reduced to reflect a more accurate annual cost.

43210 Transportation/Subsistence. Amount reduced due to Leadership Summit cancellation. Mileage reimbursement for personnel for board, budget, & quarterly reviews ($2,600).

43260 Training. Certification Fees for ETT($60), EMT I ($150), Haz-Mat ($450), and Firefighter I courses ($450).

43510 Insurance Premiums. Change in calculation due to personnel changes that influenced projected costs.

43610 Utilities. Includes shared utility expenses with BCFSA ($2,000).

43720 Equipment Maintenance. Reduced to reflect a more accurate annual projection of shared expenses with BCFSA for the copier ($100).

43780 Buildings/Grounds Maintenance. Also includes shared building/grounds maintenance expenses with BCFSA ($210).

48760 Minor Fire Fighting/Rescue Equipment. Purchase of approximately 10 mobile/portable radio equipment including programming and accessories for the four primary responding agencies for the purpose of providing the minimum for radio communications and dispatching ($61,000).

50264 911 Communications. E911 Dispatch from Soldotna ($11,954).

61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount is 2.5% of the personnel, supplies, services, and capital outlay budgets.

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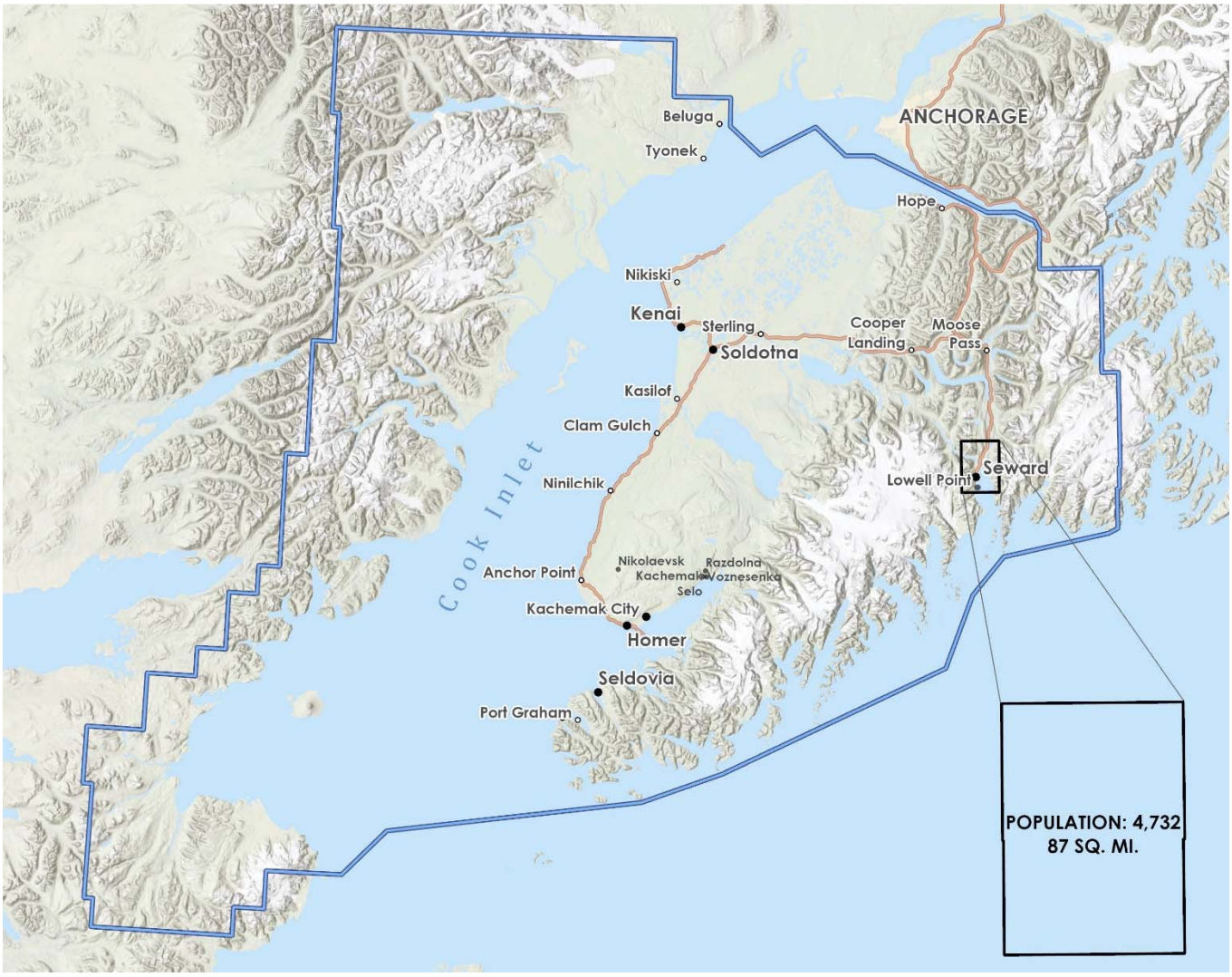
Seward-Bear Creek Flood Service Area

Established in August 2003, this service area was established to provide flood planning, protection and mitigation services to the residents of the service area. The service area is overseen by an elected seven-member board, each serving one to three-year terms. The department is staffed by 1.5 permanent employees.

Revenue is raised through property tax. The mill rate is .75 mills for fiscal year 2022.

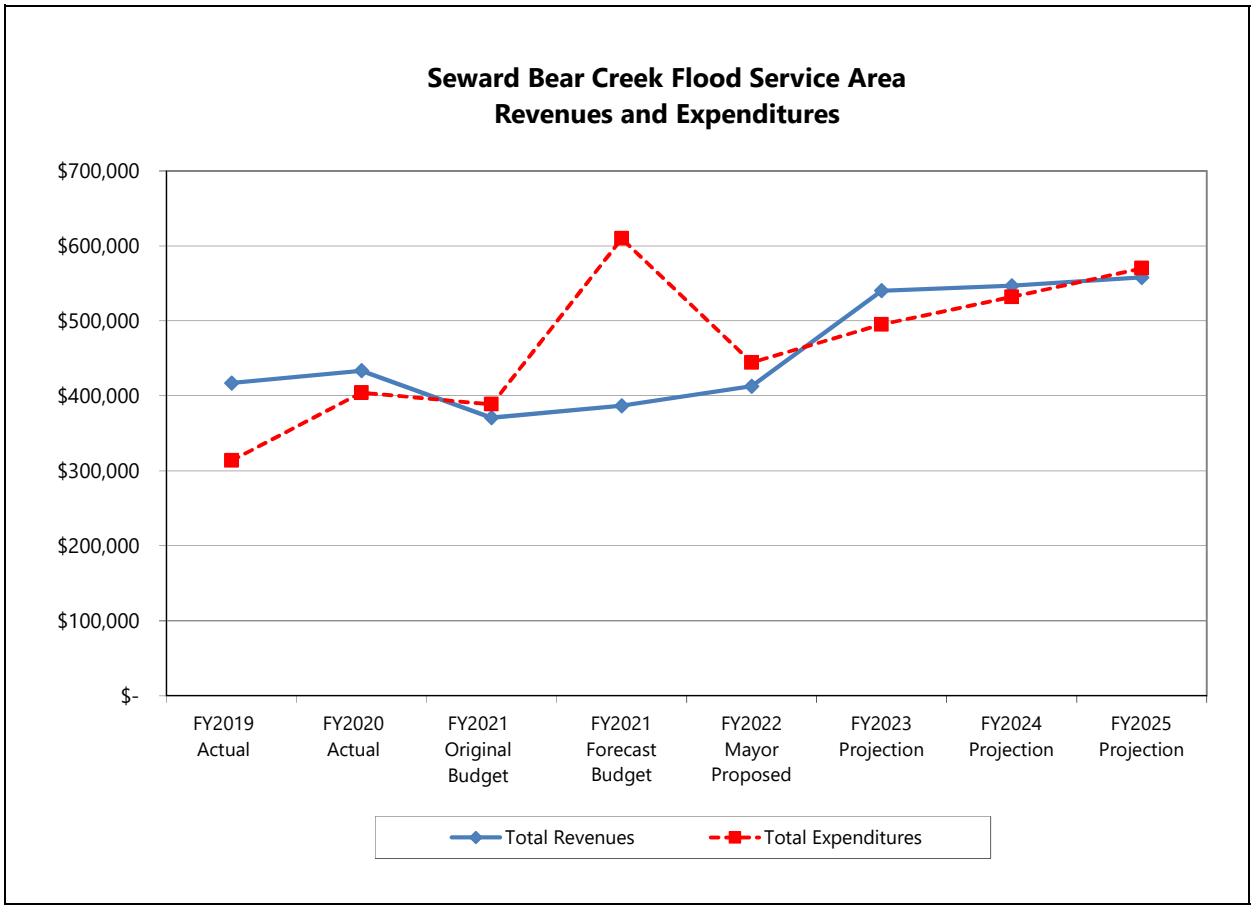


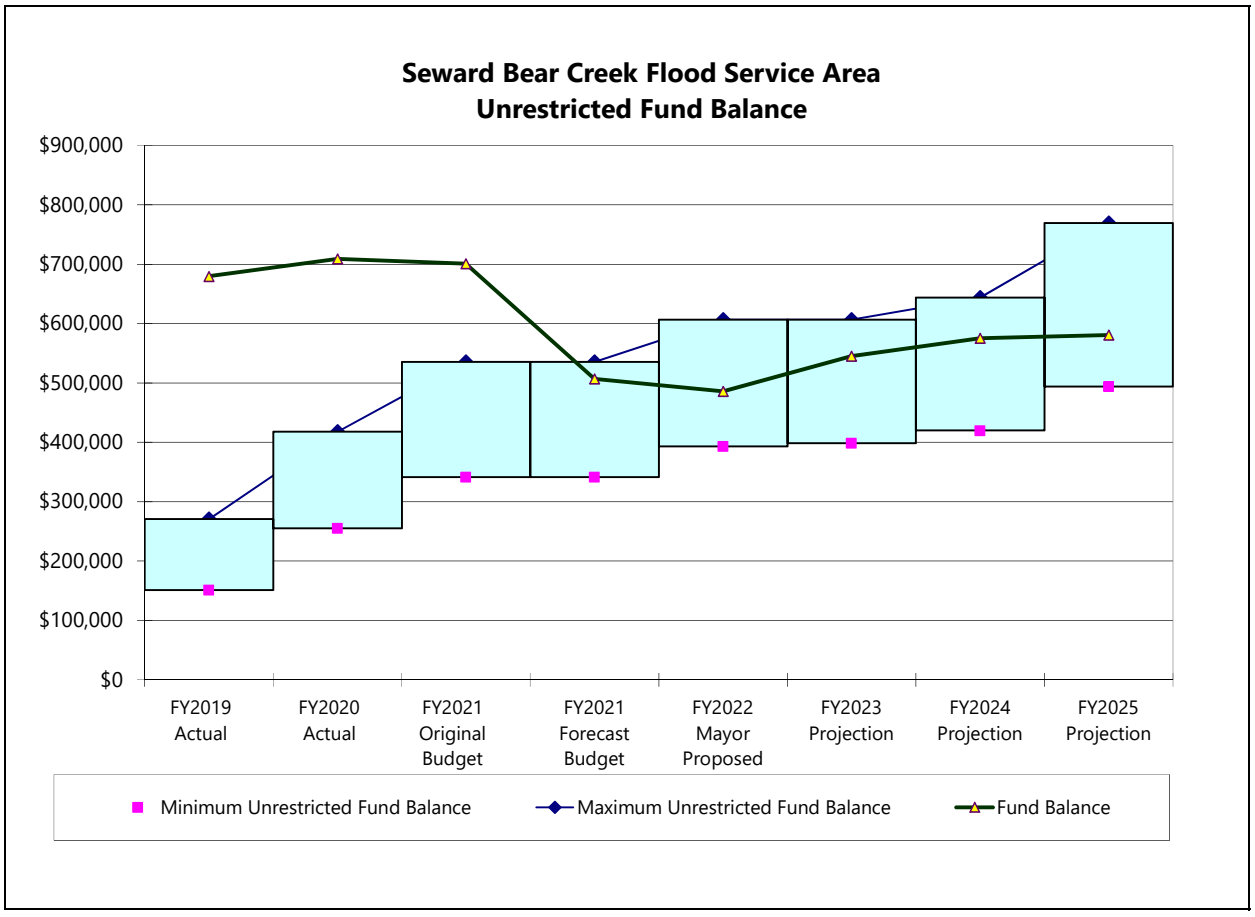
Board Members

David Hettick Sr.
Robert (Bob) Reisner
Edward Decastro
Dwayne Atwood
Steven Taylor
Orson Smith
Mark Ganser

Fund: 259 Seward-Bear Creek Flood Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	436,279	457,359	472,028	470,194	487,783	487,783	492,661	502,514
Personal	24,285	24,558	21,294	25,267	20,748	20,955	21,165	21,377
Oil & Gas (AS 43.56)	15,946	7,014	-	-	106	103	100	100
	476,510	488,931	493,322	495,461	508,637	508,841	513,926	523,991
Mill Rate	0.75	0.75	0.75	0.75	0.75	1.00	1.00	1.00
Revenues:								
Property Taxes								
Real	$ 325,550	$ 342,919	$ 325,699	$ 335,657	$ 365,837	$ 487,783	$ 492,661	$ 502,514
Personal	19,250	22,578	14,693	20,607	15,250	20,536	20,742	20,949
Oil & Gas (AS 43.56)	11,960	5,261	-	-	80	103	100	100
Interest	1,014	1,464	681	681	762	1,017	1,027	1,047
Flat Tax	18,784	20,023	12,712	12,712	12,712	12,966	13,225	13,490
Motor Vehicle Tax	8,490	7,381	9,044	9,044	7,936	8,095	8,257	8,422
Total Property Taxes	385,048	399,626	362,829	378,701	402,577	530,500	536,012	546,522
State Revenue	5,723	6,771	-	-	-	-	-	-
Interest Earnings	26,246	27,189	8,022	8,022	10,133	9,717	10,900	11,510
Total Revenues	417,017	433,586	370,851	386,723	412,710	540,217	546,912	558,032
Total Revenues and Operating Transfers	417,017	433,586	370,851	386,723	412,710	540,217	546,912	558,032
Expenditures:								
Personnel	170,590	176,698	176,801	176,801	189,103	192,885	197,707	203,638
Supplies	2,535	1,575	7,700	6,980	4,260	4,345	4,432	4,521
Services	130,757	216,912	182,007	401,536	198,619	273,619	304,591	335,683
Capital Outlay	1,924	-	2,700	3,420	12,147	2,190	2,234	2,279
Interdepartmental Charges	7,844	8,983	19,480	20,951	40,136	22,076	22,974	23,903
Total Expenditures	313,650	404,168	388,688	609,688	444,265	495,115	531,938	570,024
Total Expenditures and Operating Transfers	313,650	404,168	388,688	609,688	444,265	495,115	531,938	570,024
Net Results From Operations	103,367	29,418	(17,837)	(222,965)	(31,555)	45,102	14,974	(11,992)
Projected Lapse	-	-	9,620	20,597	10,751	14,008	15,563	17,124
Change in Fund Balance	103,367	29,418	(8,217)	(202,368)	(20,804)	59,110	30,537	5,132
Beginning Fund Balance	576,255	679,622	709,040	709,040	506,672	485,868	544,978	575,515
Ending Fund Balance	$ 679,622	$ 709,040	$ 700,823	$ 506,672	$ 485,868	$ 544,978	$ 575,515	$ 580,647


Seward Bear Creek Flood Service Area
Revenues and Expenditures
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


Seward Bear Creek Flood Service Area
Unrestricted Fund Balance
$900,000
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$0
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Fund Balance

Department Function

Fund 259 **Seward/Bear Creek Flood Service Area**

Dept 21212

Mission

The mission of the Seward/Bear Creek Flood Service Area is to provide flood planning, protection, and mitigation services in coordination with the appropriate agencies, to reduce the risk of flood damage to private and public property.

Program Description

The Flood Service Area is responsible for providing flood planning and mitigation services to the Seward/ Bear Creek/ Lowell Point community. The Board of Directors is tasked to determine flood planning needs and to advise and facilitate flood hazard reduction measures.

Major Long Term Issues and Concerns:

- Development of a sediment management and maintenance program for local area creeks is a long-term process and requires agency and private property owner partnerships, determining access to sites and areas outside the floodplain for gravel deposition, funding, permits, and plans for regular sediment and debris removal at critical maintenance sites.

SBCFSA requests assistance from KPB Departments on these long term issues:

- Gaining site control of Box Canyon Creek water diversion structure, through land acquisition, easement or other mechanism, to be eligible for US Army Corps of Engineers programs or other hazard mitigation grant funding.
- Replacement and elevation of the Bruno Road Bridge over Kwechak Creek in the Questawoods subdivision.
- Replacement or relocation of the Forest Road Bridge over Lost Creek in the Old Mill subdivision.

FY2021 Accomplishments

- In partnership with the US Army Corps of Engineers, SBCFSA/ KPB and the City of Seward began a two-year feasibility study for flood risk management on Japanese Creek.
- Contracted with Alaska Water Resource (AWR) Engineering to update the Seward Mapped Flood Data Area (SMFDA) with flood hazard analyses and base flood depth maps in three high development neighborhoods.
- Established benchmarks and baseline channel design plans for five sediment management and maintenance sites.
- Completed two pilot sediment management (material extraction) and maintenance projects on Sawmill and Kwechak Creeks.
- Completed emerging situation repairs to address rapidly eroding embankments at Kwechak, Sawmill and Lost Creeks in fall of 2020 and cleared an ice jam at the Forest Road Bridge over Lost Creek in late 2020.

FY2022 New Initiatives:

- Implement a Sediment Management & Maintenance Program to maintain active channels and embankments at five regular maintenance sites.
- In partnership with US Fish & Wildlife Service, State of Alaska Fish & Game, Kachemak Heritage Land Trust, and other local stakeholders, develop a strategic conservation plan for the Salmon Creek Conservation Area including acquisition of high risk parcels in the floodplain.
- In partnership with US Fish & Wildlife Service and City of Seward, complete a culvert optimization project on Second Avenue to the Seward Lagoon.

Performance Measures

Priority/Goal: Public Outreach and Education
Goal: Raise public awareness of floodplain risks, mitigation efforts, and national flood insurance program
Objective: 1. Send out educational mailing to all service area property owners
2. Conduct Community Work Sessions/ Public meetings

Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Number of bulk educational mailings	1	0	1	1
Number of community work sessions/ public meetings	2	2	0	2

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Service Area staffing history	1.5	1.5	1.5	1.5

Department Function

Fund 259 **Seward/Bear Creek Flood Service Area - Continued**

Dept 21212

Priority/Goal: Flood Mitigation
Goal: Prioritize, plan, and facilitate flood mitigation projects
Objective: 1. Obtain grant funding for risk assessment or mitigation projects
2. Complete in-stream and multi-agency mitigation projects
Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Grant /Partnership mitigation funding applications	2	2	2	1
In-stream mitigation projects	4	4	4	4
Multi-agency mitigation projects	2	2	2	2

Commentary
In-progress and completed FY21 mitigation projects approved by the Service Area under contractual services:

Grant Applications or Partnership Agreements (grant/project costs expended in FY21)
- Seward Mapped Flood Data Area (SFMDA) Flood Risk Assessment & Mapping Update – State Grant Funded $87,255 (completed)
- US Army Corps of Engineers Japanese Creek Feasibility Study – SBCFSA/ KPB/ City of Seward Local Sponsor Partnership – SBCFSA local match $180,000 (in progress)

Flood mitigation projects (project costs expended in FY21)
- Kwechak Creek (KC11) Embankment Maintenance – $18,500 (completed)
- Kwechak Creek Sediment Management & Embankment Maintenance – Spring 2021 – Project budget $80,000 (projected)

Emerging situation projects (project costs expended in FY21)
- Kwechak, Lost, and Sawmill Creeks Eroding Embankments – $10,933 (completed)
- Lost Creek Forest Road Bridge Ice Jam – $8,504 (completed)

Multi-agency mitigation projects (project costs expended in FY21)
- Sawmill Creek Sediment Management & Embankment Maintenance – $89,000 (completed)
- US Fish & Wildlife Service/ City of Seward Second Avenue Culvert Optimization – Survey $16,700 (grant applications in progress)

Anticipated Supplemental Appropriations from Unrestricted Fund Balance	FY2022	FY2023	FY2024
Flood Mitigation Projects Projects in the planning phase. Exact costs, partnership agreements, grant funding and project years to be determined. Anticipated SBCFSA match listed with funding/ agreements from other partner agencies expected.			
• City of Seward Partnership Second Avenue Culvert Optimization	$75,000		
• Japanese Creek Parcel Acquisitions		$100,000	
• US Dept. of Agriculture Forest Service Small Land Tract Conveyance – Box Canyon Water Diversion Structure			$125,000

Kenai Peninsula Borough
Budget Detail

Fund 259
Department 21212 - Seward-Bear Creek Flood Service Area

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 80,755	$ 81,016	$ 87,700	$ 87,700	$ 91,034	$ 3,334	3.80%
40130	Overtime Wages	75	946	-	-	2,731	2,731	-
40210	FICA	6,327	6,540	7,783	7,783	8,392	609	7.82%
40221	PERS	26,093	26,936	20,066	20,066	21,431	1,365	6.80%
40321	Health Insurance	47,364	50,498	50,500	50,500	53,000	2,500	4.95%
40322	Life Insurance	141	124	222	222	230	8	3.60%
40410	Leave	9,557	10,362	10,530	10,530	12,285	1,755	16.67%
40511	Other Benefits	278	276	-	-	-	-	-
	Total: Personnel	170,590	176,698	176,801	176,801	189,103	12,302	6.96%
Supplies								
42020	Signage Supplies	680	-	500	500	300	(200)	-40.00%
42120	Computer Software	248	-	200	200	200	-	0.00%
42210	Operating Supplies	1,266	411	3,000	2,280	3,000	-	0.00%
42250	Uniforms	195	268	200	200	200	-	0.00%
42310	Repair/Maintenance Supplies	15	-	-	-	60	60	-
42410	Small Tools & Equipment	131	896	3,800	3,800	500	(3,300)	-86.84%
	Total: Supplies	2,535	1,575	7,700	6,980	4,260	(3,440)	-44.68%
Services								
43011	Contractual Services	109,163	199,222	160,000	379,529	175,000	15,000	9.38%
43110	Communications	2,211	2,080	2,232	2,232	856	(1,376)	-61.65%
43140	Postage and Freight	669	91	1,000	1,000	1,000	-	0.00%
43210	Transportation/Subsistence	5,276	2,237	5,142	5,142	6,123	981	19.08%
43220	Car Allowance	169	5	-	-	-	-	-
43260	Training	125	399	475	475	965	490	103.16%
43310	Advertising	816	416	500	500	600	100	20.00%
43510	Insurance Premium	314	390	434	434	796	362	83.41%
43610	Utilities	-	-	-	-	2,975	2,975	-
43720	Equipment Maintenance	1,213	1,057	700	700	500	(200)	-28.57%
43810	Rents and Operating Leases	10,431	10,433	10,849	10,849	8,738	(2,111)	-19.46%
43920	Dues and Subscriptions	370	582	675	675	1,066	391	57.93%
	Total: Services	130,757	216,912	182,007	401,536	198,619	16,612	9.13%
Capital Outlay								
48610	Land Purchase	-	-	-	600	-	-	-
48710	Minor Office Equipment	1,400	-	2,300	2,300	5,557	3,257	141.61%
48720	Minor Office Furniture	524	-	400	520	3,600	3,200	800.00%
48740	Minor Machinery & Equipment	-	-	-	-	2,990	2,990	-
	Total: Capital Outlay	1,924	-	2,700	3,420	12,147	9,447	349.89%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	1,382	-	10,000	10,000	30,000	20,000	200.00%
60004	Mileage Ticket Credits	(1,188)	-	-	-	(700)	(700)	-
61990	Administrative Service Fee	7,650	8,983	9,480	10,951	10,836	1,356	14.30%
	Total: Interdepartmental Charges	7,844	8,983	19,480	20,951	40,136	20,656	106.04%
Department Total		$ 313,650	$ 404,168	$ 388,688	$ 609,688	$ 444,265	$ 55,577	14.30%

Kenai Peninsula Borough
Budget Detail

Fund 259
Department 21212 - Seward-Bear Creek Flood Service Area - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes 3/4 time Service Area Program Lead and 3/4 time Administrative Assistant.

42250 Uniforms. Rain gear for staff.

42410 Small Tools & Equipment. Microwave and mini-fridge for new office break area ($500).

43011 Contractual Services. Primary increase related to office moving costs ($2,000) and an increase to emerging situations ($20,000). Removed channel /embankment maintenance contract, and City of Seward culvert optimization contract budged in FY21. Replaced with sediment management and maintenance program ($88,000), and Japanese Creek short-term mitigation project (65,000).

43110 Communications. Telephone line monthly charge and one-time reconnect fee ($160). Decrease due to office move (lease includes data line).

43210 Transportation/Subsistence. Mileage for in-field work in personal vehicle ($2,000), and travel to out-of-state floodplain conferences ($2,356). Also includes travel for meetings/training in Anchorage & Soldotna ($1,047) and board meeting food allowance ($720).

43260 Training. Registration fees for out-of-state conferences for staff ($965). Floodplain management certification requires 16 continuing education credits every 2 years. Program Lead has been CFM since 2011.

43610 Utilities. Increase due to move to new office.

43720 Equipment Maintenance. Konica Minolta copier agreement.

43810 Rents & Operating Leases. Office space lease agreement ($8,640), and post box fee ($98). Decrease due to move of offices to Bear Creek Fire Station.

43920 Dues & Subscriptions. Increase is due to data transmission for 2 iridium stream gages ($392). Other items include Staff Floodplain Managers Certification (every other year $120), NORFMA and ASFPM floodplain managers memberships for training and support ($410), satellite communication subscription for emergency locator for in-field safety ($144).

48710 Minor Office Equipment. Replacement of 2 phones for new office ($700), IT network switch for new office ($2,500), desktop computer and monitor for board meetings in new office space (shared expenditure with OEM $2,357).

48720 Minor Office Furniture. Tables and chairs for the new office meeting room (shared expenditure with OEM $3,600).

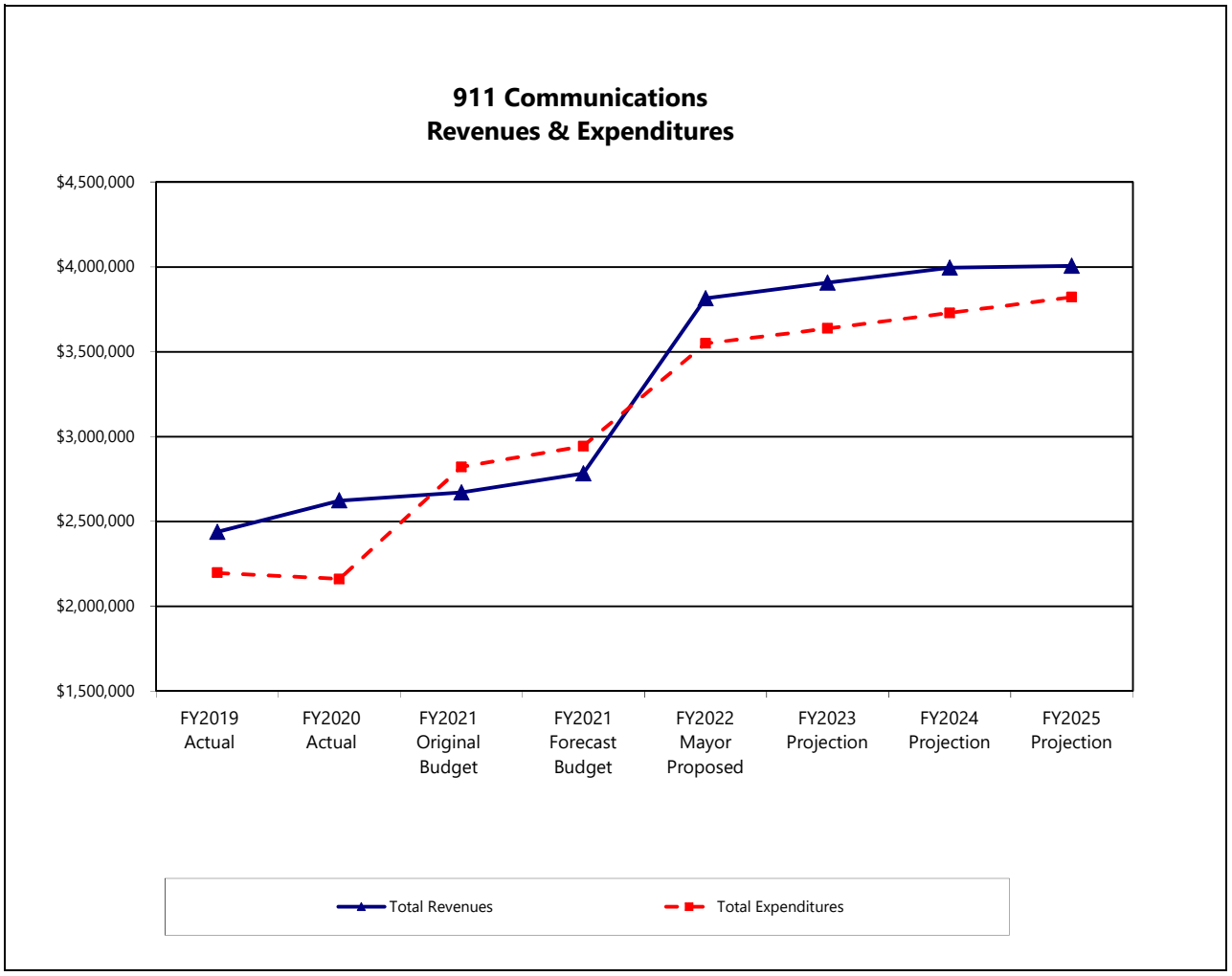
48740 Minor Machinery & Equipment. One-time purchase of 2 iridium stream gages ($2,990).

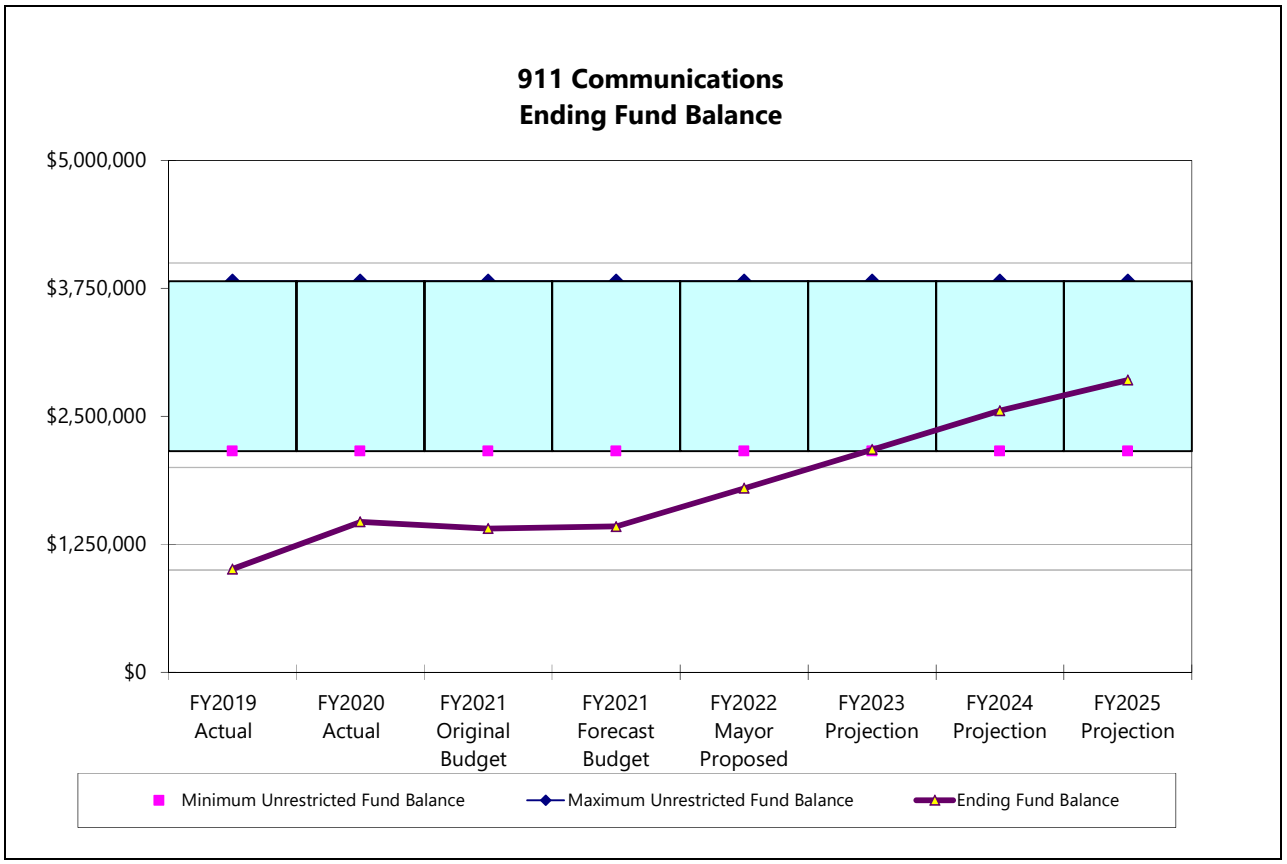
60000 Charges (To) From Other Depts. These are charges paid to the Purchasing & Contracting department for project management on SBCFSA projects.

61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, capital outlay and interdepartmental wage charges.

Fund: 264 911 Communications - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
911 Charges	$ 1,581,164	$ 1,386,819	$ 1,461,000	$ 1,461,000	$ 1,482,557	1,482,000	1,482,000	1,482,000
Fees for service	165,568	341,205	115,000	115,000	1,925,819	2,160,069	2,237,754	2,235,979
Other Revenue	150,130	150,150	150,000	150,000	-	-	-	-
Total Revenues	1,896,862	1,878,174	1,726,000	1,726,000	3,408,376	3,642,069	3,719,754	3,717,979
Operating Transfers From:								
General Fund	300,000	502,251	700,000	811,869	151,673	-	-	-
Nikiski Fire Service Area	63,981	57,880	57,278	57,278	60,009	62,409	64,905	67,501
Western Emergency Service Area	14,780	14,668	15,220	15,220	23,040	23,962	24,920	25,917
Central Emergency Service Area	145,204	153,139	146,632	146,632	133,395	138,731	144,280	150,051
Bear Creek Fire Service Area	-	-	8,182	8,182	10,432	10,849	11,283	11,734
Kachemak Emergency Service Area	16,530	11,497	12,874	12,874	16,345	16,999	17,679	18,386
EPHESA	-	5,000	5,000	5,000	11,954	12,432	12,929	13,446
Total Operating Transfers	540,495	744,435	945,186	1,057,055	406,848	265,382	275,996	287,035
Total Revenues and Operating Transfers	2,437,357	2,622,609	2,671,186	2,783,055	3,815,224	3,907,451	3,995,750	4,005,014
Expenditures:								
Personnel	1,571,331	1,480,117	1,986,908	2,098,777	2,729,296	2,797,528	2,867,466	2,939,153
Supplies	13,177	6,037	19,000	19,000	16,300	16,708	17,126	17,554
Services	503,492	537,242	663,344	673,179	642,083	658,135	674,588	691,453
Capital Outlay	29,520	49,084	33,285	37,905	47,669	48,861	50,083	51,335
Interdepartmental Charges	79,224	87,827	118,317	114,117	113,117	115,945	118,844	121,815
Total Expenditures	2,196,744	2,160,307	2,820,854	2,942,978	3,548,465	3,637,177	3,728,107	3,821,310
Total Expenditures and Operating Transfers	2,196,744	2,160,307	2,820,854	2,942,978	3,548,465	3,637,177	3,728,107	3,821,310
Net Results From Operations	240,613	462,302	(149,668)	(159,923)	266,759	270,274	267,643	183,704
Projected Lapse	-	-	84,626	114,212	106,454	109,115	111,843	114,639
Change in Fund Balance	240,613	462,302	(65,042)	(45,711)	373,213	379,389	379,486	298,343
Beginning Fund Balance	766,415	1,007,028	1,469,330	1,469,330	1,423,619	1,796,832	2,176,221	2,555,707
Ending Fund Balance	$ 1,007,028	$ 1,469,330	$ 1,404,288	$ 1,423,619	$ 1,796,832	2,176,221	2,555,707	2,854,050
Fund Balance Designation:								
Restricted E911 Fee	$ 922,283	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Restricted for Capital Replacement	-	-	-	-	455,631	744,682	1,039,514	1,340,243
Unrestricted	84,745	1,469,330	1,404,288	1,423,619	1,341,201	1,431,539	1,516,193	1,513,807
Ending Fund Balance	$ 1,007,028	$ 1,469,330	$ 1,404,288	$ 1,423,619	$ 1,796,832	2,176,221	2,555,707	2,854,050


911 Communications
Revenues & Expenditures
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


911 Communications
Ending Fund Balance
$5,000,000
$3,750,000
$2,500,000
$1,250,000
$0
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Ending Fund Balance

Department Function

Fund 264 **911 Communications**

Dept 11255

Mission

Our mission is to enhance the quality of life of the Kenai Peninsula Borough citizens by serving as the communications link between the citizen and the public safety services.

Program Description

The Soldotna Public Safety Communications Center (SPSCC) is responsible for providing emergency and routine public safety radio, telephone, 9-1-1 and computer-aided dispatching services to multiple law enforcement, fire, and EMS agencies. We will strive to handle all 9-1-1 and other calls for service in a prompt, courteous, professional manner. We recognize that service is our one and only product and we share a common ongoing goal to provide it at the highest possible level. We recognize that our strength and success are tied directly to the unique contributions of each of us working in the spirit of cooperation and teamwork.

Major Long Term Issues and Concerns

- Increased facility space to accommodate personnel, office and storage.

FY2021 Accomplishments:

- Replaced outdated E911 call management system with new NENA i3 compliant version of software.
- Deployed Texting to 9-1-1 which provides accessibility to the hearing and speech impaired population and provides an alternative to reach help in a dangerous situation when a voice call is not possible or where a voice call fails due to a high volume of phone activity but texting is successful.
- Complete installation of redundant microwave connection.
- Participated in call reviews in other fire service areas.
- Implemented USDD digital fire station alerting system.
- Built out secondary back-up PSAP at Gillman River Center in Soldotna (in process - will be completed by end of the fiscal year 2021)
- Implemented new MPLS network dedicated for 9-1-1 services that provides enhanced performance and reliability.

FY2022 New Initiatives:

- Establish SPSCC Working Group with agency users to meet regularly.
- Implement new user fee structure to equitably allocate operational costs among all users.
- Transition remaining SPSCC staff to KPB employment.
- Creation of CAD Information Technology Specialist position to accommodate technology needs.

Performance Measures

Priority/Goal: Public Safety Communications

Goal: To deliver the highest level of professional service to the public, emergency responders and external agencies.

Objective:

1. Answer 95% of all 9-1-1 calls within 15 seconds or less (NFPA 1221).
2. Answer 90% of all 9-1-1 calls within 10 seconds or less (internal goal).

Measure:

	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Average 9-1-1 time to answer	:10	:08	:08	:08	:08
Total 9-1-1 calls received		24,482	24,611	24,900	25,000
Average 9-1-1 call duration		2:33	2:33	2:33	2:33
E911 Surcharge		$ 2.00	$ 2.00	$ 2.00	$ 2.00

Department Function

Fund 264 **911 Communications - Continued**

Dept 11255

Priority/Goal: Training
Goal: Educate our staff
Objective: Have all staff complete and pass EMD and EFD classes and receive certification.
Measure:

	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Estimated	FY2022 Estimated
Percent of staff passing EMD, EFD classes	100%	100%	100%	100%	100%

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	13	13	16	22

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
CAD (Computer Aided Dispatch) calls for service law enforcement	57,618	55,955	60,000	60,000
CAD (Computer Aided Dispatch) calls for service EMS/Fire	4,487	4,569	4,550	4,550

Kenai Peninsula Borough
Budget Detail

Fund 264
Department 11255 - 911 Communications

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 776,944	$ 752,212	$ 1,038,122	$ 1,081,243	$ 1,429,494	$ 391,372	37.70%
40120	Temporary Wages	-	395	-	13,500	-	-	-
40130	Overtime Wages	106,443	2,273	89,317	95,067	137,374	48,057	53.80%
40210	FICA	72,751	67,079	98,572	103,760	136,013	37,441	37.98%
40221	PERS	236,763	271,665	256,371	270,171	354,986	98,615	38.47%
40321	Health Insurance	267,706	276,198	378,750	404,000	503,500	124,750	32.94%
40322	Life Insurance	1,272	1,096	2,606	2,746	3,585	979	37.57%
40410	Leave	107,808	107,694	123,170	128,290	164,344	41,174	33.43%
40511	Other Benefits	1,644	1,505	-	-	-	-	-
	Total: Personnel	1,571,331	1,480,117	1,986,908	2,098,777	2,729,296	742,388	37.36%
Supplies								
42120	Computer Software	-	788	300	300	300	-	0.00%
42210	Operating Supplies	843	812	3,000	3,000	3,000	-	0.00%
42263	Training Supplies	225	-	1,100	1,100	1,100	-	0.00%
42310	Repair/Maintenance Supplies	9,656	2,307	10,000	10,000	10,000	-	0.00%
42410	Small Tools & Equipment	2,453	2,130	4,600	4,600	1,900	(2,700)	-58.70%
	Total: Supplies	13,177	6,037	19,000	19,000	16,300	(2,700)	-14.21%
Services								
43011	Contractual Services	176,811	171,641	184,695	190,895	190,590	5,895	3.19%
43019	Software Licensing	152,705	176,242	195,866	195,866	144,210	(51,656)	-26.37%
43110	Communications	80,569	84,381	125,680	125,680	110,000	(15,680)	-12.48%
43210	Transportation/Subsistence	5,394	4,213	7,300	7,300	4,656	(2,644)	-36.22%
43260	Training	1,789	1,565	5,820	9,455	7,535	1,715	29.47%
43260	Advertising	1,005	-	-	-	-	-	-
43410	Printing	-	-	100	100	100	-	0.00%
43510	Insurance Premium	5,362	5,983	6,482	6,482	15,918	9,436	145.57%
43610	Utilities	52,820	52,087	52,000	52,000	64,515	12,515	24.07%
43720	Equipment Maintenance	16,135	30,623	32,240	32,240	18,500	(13,740)	-42.62%
43780	Building/Ground Maintenance	9,651	9,201	15,100	15,100	21,636	6,536	43.28%
43812	Equipment Replacement Payment	459	460	37,261	37,261	63,623	26,362	70.75%
43920	Dues and Subscriptions	792	846	800	800	800	-	0.00%
	Total: Services	503,492	537,242	663,344	673,179	642,083	(21,261)	-3.21%
Capital Outlay								
48120	Major Office Equipment	6,436	24,375	8,000	12,620	30,334	22,334	279.18%
48710	Minor Office Equipment	22,519	24,721	25,285	25,285	15,635	(9,650)	-38.16%
48720	Minor Office Furniture	565	(12)	-	-	1,700	1,700	-
	Total: Capital Outlay	29,520	49,084	33,285	37,905	47,669	14,384	43.21%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	79,224	87,827	118,717	114,517	113,117	(5,600)	-4.72%
60004	Mileage Ticket Credits	-	-	(400)	(400)	-	400	-
	Total: Interdepartmental Charges	79,224	87,827	118,317	114,117	113,117	(5,200)	-4.39%
Department Total		$ 2,196,744	$ 2,160,307	$ 2,820,854	$ 2,942,978	$ 3,548,465	$ 727,611	25.79%

Kenai Peninsula Borough
Budget Detail

Fund 264
Department 11255 - 911 Communications - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: 1 Senior Manager, 1 Alternate Manager, 3 Shift Supervisors, 13 Public Safety Dispatchers, 1 Quality Assurance Specialist, 1 CAD Specialist, and 1 Emergency Management Technical Specialist (IT).

Added: 1 Alternate Manager
Added: 4 Public Safety Dispatchers
Added: 1 CAD Specialist

42310 Repair/Maintenance Supplies. 75% of cost for power module for ERC (75% = $5,550) (the remaining 25% to be covered by OEM) and spare parts not under warranty or support ($3,500), replace rack mounted UP batteries ($950).

42410 Small Tools. Purchase of dispatch headsets and bases ($1,500), and electrostatic-free vacuum for PC ($400).

43011 Contractual Services. Payments to cities for E911 services ($158,400), EMD sponsoring physician ($14,845), new employee drug tests/background checks ($300), telelanguage services ($150), KPB hosted EMD and EFD courses ($6,000), janitorial services ($8,400), and 911 back up center ($2,495).

43019 Software Licensing. Solacom Guardian technical support call handling annual maintenance ($36,000), and 911 Datamaster ALI/GIS database software tech support and licensing ($19,200), security camera software renewal, ($184), CAD software maintenance ($43,000), EMD, EFD, AQUA protocol software and cardset support and updates, ($17,304) for City of Kenai ($2,472), Microsoft Windows Server ($5,500), EqualLogic SAN support ($3,100), Solarwinds software maintenance ($350), AudioCodes Voice Gateways annual technical support & hardware support ($4,000), VMWare renewal foundation for 911 servers ($6,000), Critical software 4 year renewal ($2,100), and Cisco contract support renewals ($5,000).

43110 Communications. Dedicated long distance circuits, trunks, and data lines and connectivity ($107,300), cell phone stipend for IT Specialist, Senior Manager, and Alternate Manager ($900 each).

43210 Transportation/Subsistence. Travel costs and lodging for yearly conferences with subject matter pertaining to 911, public safety, and emerging technologies.

43260 Training. Police Legal Sciences online training ($2,375), NAED training for EMD/EFD certification/recertification ($1,660), BLS ($500), and miscellaneous staff training ($3,000).

43610 Utilities. Maintenance and utility costs for 911 back up center at River Center ($11,515).

43720 Equipment Maintenance. Radio maintenance contract ($17,500), and Bizhub maintenance contact ($1,000).

43780 Building/Grounds Maintenance. Grounds maintenance ($1,000), and elevator maintenance ($2,100), generator/building maintenance ($9,500), snow removal (2,500), and River Center backup center ($6,536).

48120 Office Equipment. Cisco distribution switches/KPD ($16,000), Spectracom Net clock ($6,000), and replacement of AC unit ($8,334).

48710 Minor Office Equipment. Equallogic SAN ($385), Cisco router and switch replacements ($7,000), Dell Optiplex workstation replacements ($3,750), monitor replacements ($1,500), and 2 laptops ($3,000).

48720 Minor Office Furniture. Dispatch chairs for 911 backup center ($1,200), and break room chair replacement ($500).

60000 Charges (To) From Other Departments. These are charges from Resource Planning -GIS for 90% of the wages and benefits of the Addressing Officer responsible for all 911 addressing and database management ($113,117).

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
SAN Replication/ data protection **	$ 1,839	$ 460	$ 460	$ -
Call Manager Software	-	36,801	36,801	110,403
Logger FY22	-	-	26,362	79,086
	$ 1,839	$ 37,261	$ 63,623	$ 189,489

** An 85/15 split is being billed to the IT Department and 911 fund respectively for this hardware.

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Recreation Service Areas

The Borough has two (2) recreation service areas, the North Peninsula Recreation Service Area and the Seldovia Recreation Service Area. Each service area has a separate board of directors and its own taxing jurisdiction although the Borough sets the mill rate and approves their budget

The major source of revenue for each of these service areas is property tax. Additional funding is provided through user fees, state grants and interest earnings.

North Peninsula Recreation Service Area - this service area provides recreation services for the residents of Nikiski and Tyonek.

Seldovia Recreational Service Area - this service area provides recreational services for the residents of Seldovia.

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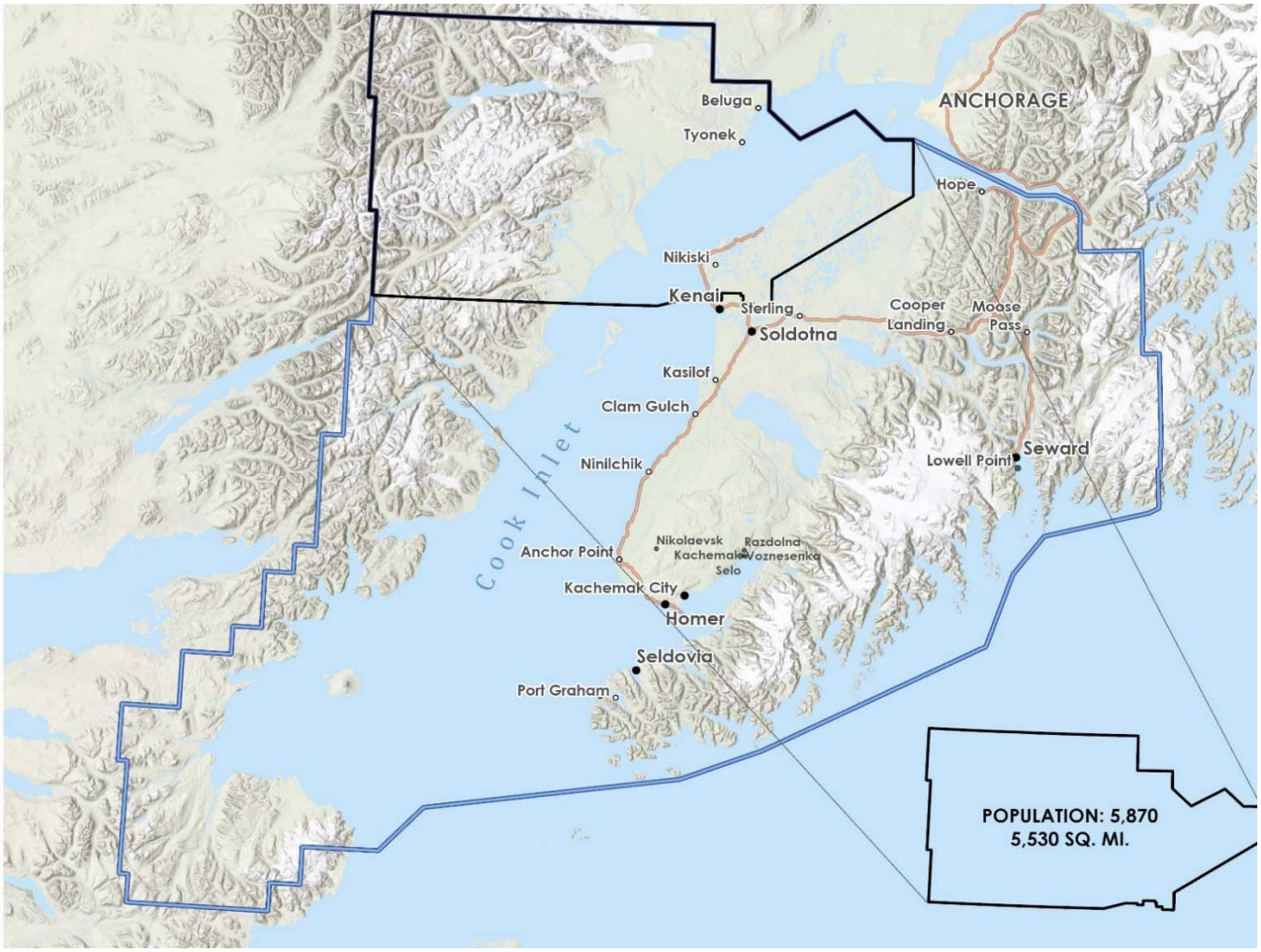
North Peninsula Recreation Service Area

The recreation service area was formed to provide recreation services for the Nikiski and Tyonek area residents. Established in 1974, five elected members serve on its board. The service area has 9.5 permanent employees. Programs include basketball, volleyball, flag football, pickle ball, kickball, hockey, teen night, open gym activities, community classes and aquatic programs. The service area sponsors "Family Fun in the Midnight Sun" in June as a community wide event. The Boys & Girls Club of South Central Alaska is contracted to provide the recreation services for the Village of Tyonek.

Facilities in Nikiski, operated/owned by the North Peninsula Recreation Service Area, consist of an indoor swimming pool with waterslide, multipurpose fields, community playgrounds, covered natural ice rink, trail systems, skateboard park, racquetball courts with exercise area, disc golf course and a community center. The Nikiski Community Recreation Center (NCRC) currently houses a teen center, full swing golf simulator, gymnasium used for sporting activities and leagues, and banquet room and classroom/training spaces used for rentals for small and large group gatherings.

Revenues are derived primarily through property tax. The mill rate for fiscal year 2022 is 1.00 mills. Other revenues include facility user fees, program fees, and interest income.

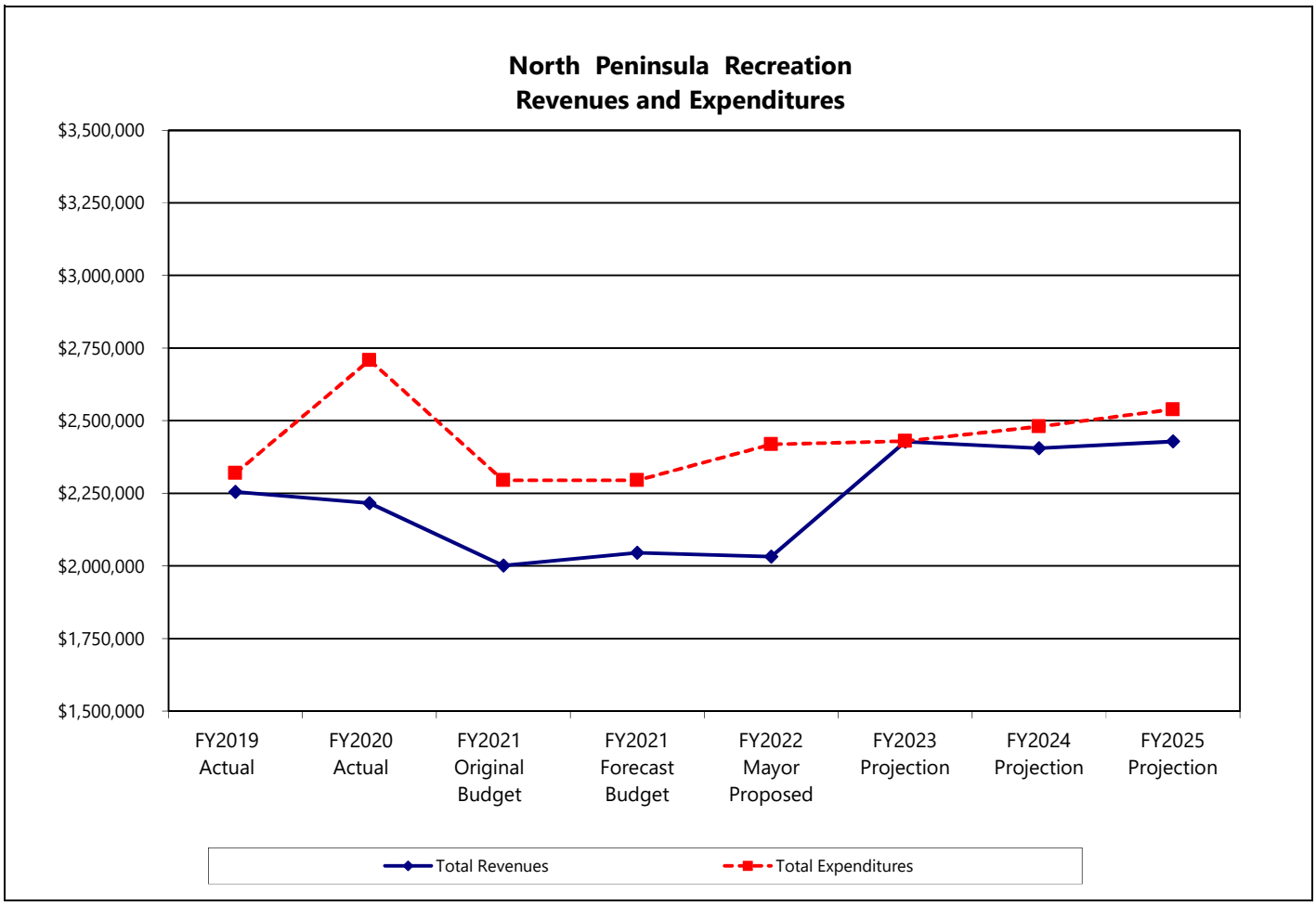


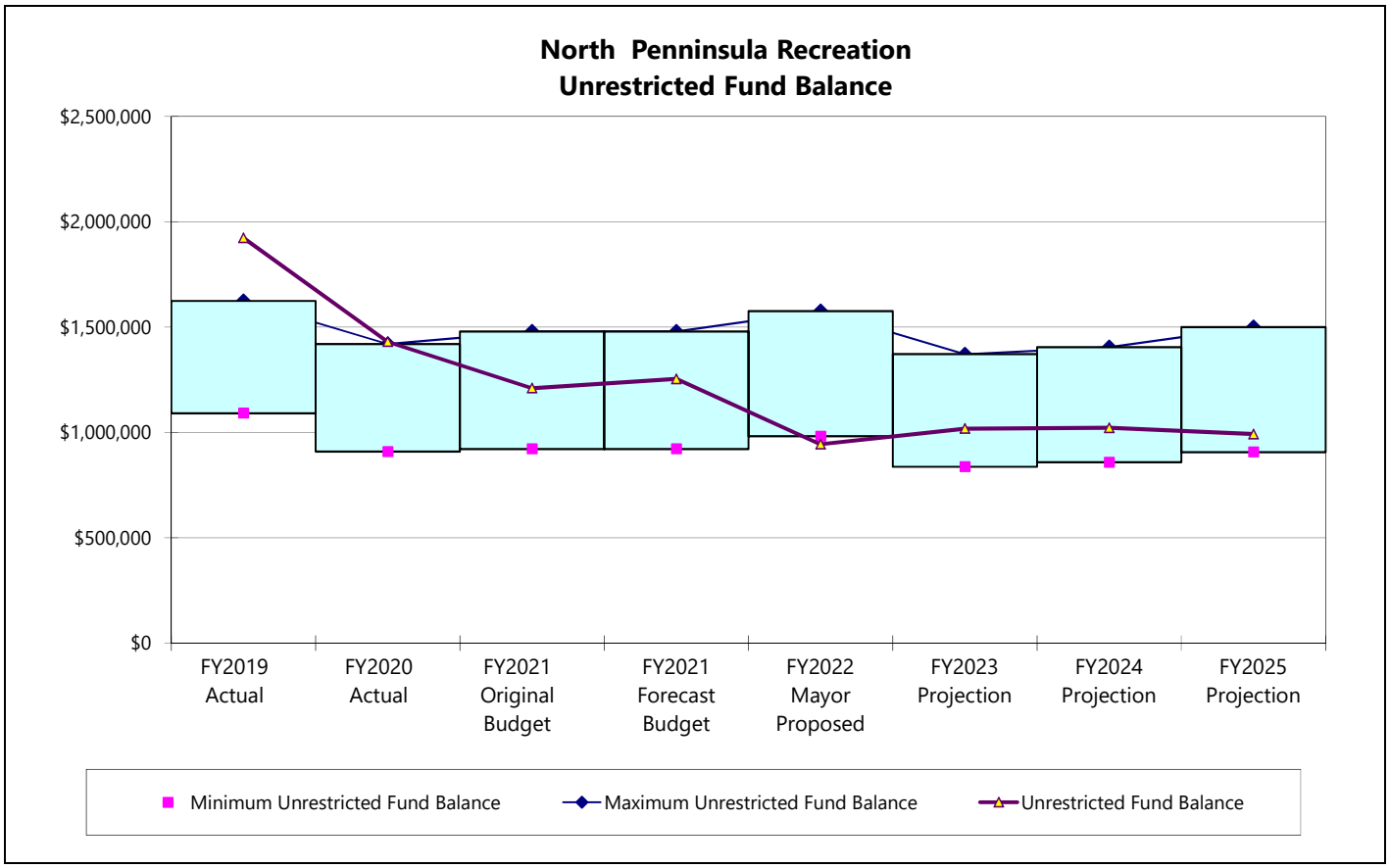
Board Members

Stacy Oliva
Michele Carver
Felix Martinez
Harrison Deveer
Sasha Fallon
Recreation Director: Rachel Parra

Fund: 225 North Peninsula Recreation Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	666,850	675,877	679,170	676,324	654,736	654,736	661,283	674,509
Personal	44,661	39,858	38,296	39,421	38,342	38,725	39,112	39,503
Oil & Gas (AS 43.56)	1,147,184	1,172,686	1,103,646	1,103,361	1,050,477	1,018,963	988,394	988,394
	1,858,695	1,888,421	1,821,112	1,819,106	1,743,555	1,712,424	1,688,789	1,702,406
Mill Rate	1.00	1.00	1.00	1.00	1.00	1.25	1.25	1.25
Revenues:								
Property Taxes								
Real	$ 666,118	$ 675,189	$ 624,836	$ 649,637	$ 654,736	$ 818,420	$ 826,604	$ 843,136
Personal	44,036	41,695	35,232	43,208	37,575	47,438	47,912	48,391
Oil & Gas (AS 43.56)	1,146,476	1,171,835	1,048,464	1,104,694	1,050,477	1,273,704	1,235,493	1,235,493
Interest	2,366	2,244	7,322	7,322	7,615	7,920	8,237	8,566
Flat Tax	3,211	4,308	3,665	3,665	3,665	3,738	3,813	3,889
Motor Vehicle Tax	18,849	16,324	19,284	19,284	17,587	17,939	18,298	18,664
Total Property Taxes	1,881,056	1,911,595	1,738,803	1,827,810	1,771,655	2,169,159	2,140,357	2,158,139
State Revenue	35,447	40,543	-	-	-	-	-	-
Interest Earnings	98,639	82,264	26,704	26,704	25,082	18,873	20,369	20,442
Other Revenue	239,254	181,678	235,340	190,340	235,340	240,047	244,848	249,745
Total Revenues	2,254,396	2,216,080	2,000,847	2,044,854	2,032,077	2,428,079	2,405,574	2,428,326
Total Revenues and Other Financing Sources	2,254,396	2,216,080	2,000,847	2,044,854	2,032,077	2,428,079	2,405,574	2,428,326
Expenditures:								
Personnel	1,206,042	1,149,715	1,298,496	1,298,496	1,310,227	1,336,432	1,369,843	1,410,938
Supplies	119,415	109,923	136,632	136,632	144,897	147,795	150,751	153,766
Services	496,711	544,197	591,756	591,756	630,417	630,417	643,025	655,886
Capital Outlay	11,792	15,762	16,570	16,570	30,000	11,730	11,965	12,204
Interdepartmental Charges	45,529	38,940	51,086	51,086	52,889	53,159	54,390	55,820
Total Expenditures	1,879,489	1,858,537	2,094,540	2,094,540	2,168,430	2,179,533	2,229,974	2,288,614
Operating Transfers To:								
Capital Projects Fund	440,000	850,000	200,000	200,000	250,000	250,000	250,000	250,000
Total Operating Transfers	440,000	850,000	200,000	200,000	250,000	250,000	250,000	250,000
Total Expenditures and Operating Transfers	2,319,489	2,708,537	2,294,540	2,294,540	2,418,430	2,429,533	2,479,974	2,538,614
Net Results From Operations	(65,093)	(492,457)	(293,693)	(249,686)	(386,353)	(1,454)	(74,400)	(110,288)
Projected Lapse	-	-	73,309	73,309	75,895	76,284	78,049	80,101
Change in Fund Balance	(65,093)	(492,457)	(220,384)	(176,377)	(310,458)	74,830	3,649	(30,187)
Beginning Fund Balance	1,988,017	1,922,924	1,430,467	1,430,467	1,254,090	943,632	1,018,462	1,022,111
Ending Fund Balance	$ 1,922,924	$ 1,430,467	$ 1,210,083	$ 1,254,090	$ 943,632	$ 1,018,462	$ 1,022,111	$ 991,924


North Peninsula Recreation
Revenues and Expenditures
$3,500,000
$3,250,000
$3,000,000
$2,750,000
$2,500,000
$2,250,000
$2,000,000
$1,750,000
$1,500,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


North Penninsula Recreation
Unrestricted Fund Balance
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 225 **North Peninsula Recreation Service Area**

Dept 61110

Mission

To provide recreational opportunities for the public and promote health and safety through education, participation, and recreation. To maintain and operate recreational facilities and open spaces for recreational, educational, and civic purposes.

Program Description

NPRSA operates and maintains the following facilities:
Nikiski Pool, Exercise Room with Racquetball/Wallyball Courts, Jason Peterson Memorial (JPM) Ice Rink, Nikiski Community Trails, Poolside Trails, Disc Golf Course, Multi-Purpose Fields, Community Playgrounds, Skate Park, and the Nikiski Community Recreation Center (NCRC).

Major Long Term Issues and Concerns:

- Maintain sustainable services and operations with the increased costs of providing services.
- Continuous recruitment and utilization of volunteers for successful events and programs.
- Funding a sustainable long-term capital improvement plan.
- Increased costs to maintain aging infrastructure.
- The sustainability of the fund balance and substantial transfers to fund capital projects.
- Lost revenue concerns because of the Covid-19 pandemic.
- Increased mill rate to support operations, maintenance and capital improvements.

FY2021 Accomplishments:

Administration

- Re-prioritized capital projects, and re-appropriated capital funding to complete the Nikiski Pool Roof Replacement.

Operations

- Due to Covid-19 pandemic, facilities were closed mid-March through May 2020. Re-opened operations on June 1, 2020 under strict mitigation plans for covid-19. Programs and event were modified.
- Increased disinfection measures including use of electrostatic disinfection sprayers at facilities.
- Completed installation of O2 Prime Air Purification Systems at the community center and pool.
- Completed the engineer, design and construction documents for the Nikiski Pool Roof Replacement.
- Replaced the Nikiski Pool chlorination system.
- Completed the NCRC Boiler Replacement Project.
- Completed the NCRC HVAC/DDC Controls Project.
- Completed repairs at the NCRC; damage from the 2018 earthquake.
- Completed the Pool HVAC/DDC Controls Project.

FY2022 New Initiatives:

- Increase collaboration with community organizations to offer diverse community events.
- Increase community awareness and partnerships within community. Seek sponsorships to offset costs.
- Continue to utilize NPRSA 10-year Master Plan to guide planning for services, programs and capital projects.
- Research online registration for programs and classes.
- Research maintenance management software.
- Expand learn to swim classes, water safety, and water fitness classes to community organizations, and groups.
- Complete the Nikiski Pool roof replacement project.
- Complete replacement of supply/return headers project at the NCRC.
- Replace ice resurfacer for ice rink maintenance.
- Purchase a utility loader for year-round maintenance.

Performance Measures

Priority/Goal: Staff
Goal: Maintain appropriate staff levels for continued operations of programs and services.

Objective: 1. Evaluate permanent staff scheduling for efficient and effective operations of NPRSA facilities.
2. Increase recruitment of volunteers for additional class and program instruction.

Measures:

Staffing History*	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Permanent Staff	9.50	9.50	9.50	9.50	9.50
Temporary Staff (FTEs)	7.0	7.0	7.0	7.0	7.0
Total Staff Hours	34,210	29,936	26,272	30,000	34,210
Estimated # Volunteers / Volunteer Hours	600-800 / 900-1,200	667/ 1,083	464 / 673	473/ 734	635 / 1045

Staff Certifications/License*	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
ARC Lifeguard Certified (Incl. CPR/AED/ First Aid)	25-30	32	20	20-25	25-30
ARC Professional CPR/First Aid/AED	10-12	9	8	8	9
ARC Water Safety Instructor / Lifeguard Instructor	6 / 1	6 / 1	5/ 1	4 / 1	6 / 1
NRPA Certified Pool Operator	8	8	6	8	8
NRPA Aquatic Facility Operator	2	2	2	2	2
NRPA Certified Playground Safety Inspector	1-2	1	1	1	2
Safe Sport & Concussion Training	10-12	10	7	8	9

Priority/Goal: Community Events
Goal: Enhance the services of NPRSA by providing additional community events and programs.
Objective: 1. Increase the number of new community events and programs annually.
2. Develop special events to promote seasonal programming for aquatics and recreation.
3. Collaborate with local organizations and businesses to offer diverse programs.

Measures:

Community Events & Special Programs*	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Recreation	25	23	19	10	20
Aquatics	8	12	6	7	8

Priority: Attendance/Participation—Admissions/Programs/Classes/Events/Reservations/Leagues/Memberships/Punch Cards
Goal: Increase participation and attendance of NPRSA facilities, programs and events.
Objective: 1. Local recruitment of more volunteers and community leaders to offer additional classes and services.
2. Develop partnerships with schools and local community organizations to further optimize the delivery of services to the community.
3. Increase public awareness of programs and facilities through schools, businesses and community organizations.

Nikiski Pool- Attendance/Participation*	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Admissions/Classes/Programs	30,000	26,609	19,161	15,000	26,000
Events	300	309	181	50	150
Facility Reservations (Rental Attendance)	1,500	1,275	778	500	1,000
Learn To Swim Programs/Classes	3,500	2,779	2,408	1,500	2,500
Memberships / Punch Cards	22,000	20,150	16,263	15,000	20,000
Spectators (2019 was a partial year count)	1,500	740	1071	350	500
Nikiski Community Recreation Center- Attendance/Participation*					
Admissions/Classes/Programs	3,000	2,738	2,240	1,800	2,500
Events	4,000	4,023	1,336	1,300	3,500
Facility Reservations (Rental Attendance)	8,000	8,542	4,041	3,000	5,000
Leagues	500	497	360	300	450
Memberships / Punch Cards	1,800	1,891	1,233	1,000	1,500
Spectators (2019 was a partial year count)	4,000	2,874	3,169	1,500	3,800

*Reduction in all numbers for FY2020 and FY2021 were direct results of the Covid-19 pandemic and resulting limitations.

Department Function

Fund 225 **North Peninsula Recreation Service Area - Continued**

Dept 61110

Commentary

For FY22 the service area plans to complete replacement of the Nikiski Community Recreation Center supply and return headers. During the boiler, replacement in the fall of 2020 it was determined piping needs to be replaced. The piping is approaching 60 years of service and is showing signs of corrosion and scaling. The lack of quality of the hydronic heating fluid is causing failure of pumps and control components in the system. Additionally, the service area is replacing utility equipment and a 1974 ice resurfacer.

NPRSA is projecting an increase to the mill rate beginning in FY23 to fund operating, maintenance and capital improvements. The capital projects plan is guided by the 10-year master plan, which was developed in 2017. This plan is comprehensive and had extensive community input into its development.

NPRSA has not adjusted the mill rate since 1993. During the last 28 years, NPRSA has been fiscally responsible, paid off debt, absorbed inflation, expanded services and programs, and maintained and expanded infrastructure. The following highlights some of the many services and improvements the service area has been able to accomplish over the years under the same mill rate:

- Covered the ice rink and constructed a maintenance facility to house the Zamboni and rink equipment
- Created a recreation department, which began with hockey and since has grown into many sports leagues, camps and programs. This includes kickball, youth and adult flag football, soccer, youth and adult basketball, youth and adult volleyball, recreation hockey and USA hockey leagues, dodgeball, summer and seasonal camps, sports camps, adult and youth pottery classes, fitness classes, arts and craft classes, community events, track meets, community runs, disc golf tournaments, wally-ball tournaments, coaching clinics, hoop shoot, tri-athlon, and so many more great programs
- Acquired land for expanded and future use
- Constructed a fitness area and racquetball/wally ball courts
- Created and built the Nikiski Community Playground
- Installed security cameras at facilities
- Upgraded facility software and transitioned to a point of sale system
- Replaced iron filters, chemical controllers and HVAC software
- Replaced the pool emergency intercom system
- Re-roofed the community center and worked with the community to create a mural for the community center.
- Replaced the gymnasium floor at the community center
- Replaced the septic system at the pool and the community center
- Amended the pool membership policy; providing more opportunities for service area residents to access the pool
- Replaced the fire alarm at the Nikiski Pool
- Replaced the HVAC/DDC controls/system at the community center
- Replaced the boiler at the community center
- Installed the O2 Prime Air Purification systems into the existing HVAC systems at the pool and community center
- Replaced the pool chlorination system
- Completed the engineer, design and construction documents for the Nikiski Pool Roof Replacement. Scheduled for replacement spring/summer 2021.
- Upgraded the Nikiski Pool HVAC/DDC Controls.

This list is not all-inclusive, and does not include the increased costs of doing business over the years. A great deal has been accomplished over the years under a “status quo” budget and a 1.0 mill rate. The service area will no longer be sustainable under the current budget and must increase the mill rate in FY2022 to support continued maintenance and operations as well as future capital improvements.

Kenai Peninsula Borough
Budget Detail

Fund 225
Department 61110 - North Peninsula Recreation Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 521,687	$ 487,566	$ 571,561	$ 565,561	$ 575,648	$ 4,087	0.72%
40120	Temporary Wages	155,122	132,621	187,885	187,885	187,885	-	0.00%
40130	Overtime Wages	3,569	3,183	5,810	5,810	5,563	(247)	-4.25%
40210	FICA	55,882	51,150	66,267	66,267	66,161	(106)	-0.16%
40221	PERS	161,349	161,566	131,262	131,262	132,130	868	0.66%
40321	Health Insurance	225,777	229,224	252,500	252,500	265,000	12,500	4.95%
40322	Life Insurance	876	753	1,502	1,502	1,454	(48)	-3.20%
40410	Leave	80,346	75,883	81,709	81,709	76,386	(5,323)	-6.51%
40511	Other Benefits	1,434	7,769	-	6,000	-	-	-
	Total: Personnel	1,206,042	1,149,715	1,298,496	1,298,496	1,310,227	11,731	0.90%
Supplies								
42120	Computer Software	367	-	1,000	1,000	1,000	-	0.00%
42210	Operating Supplies	52,689	45,026	69,700	67,700	69,700	-	0.00%
42230	Fuel, Oils and Lubricants	3,281	2,757	6,500	6,500	6,500	-	0.00%
42250	Uniforms	1,906	2,182	2,400	2,400	2,400	-	0.00%
42310	Repair & Maintenance Supplies	41,831	43,178	39,500	39,500	45,000	5,500	13.92%
42360	Motor Vehicle Supplies	2,788	2,826	2,000	4,000	3,000	1,000	50.00%
42410	Small Tools & Equipment	8,313	6,429	6,932	6,932	8,697	1,765	25.46%
42960	Recreational Supplies	8,240	7,525	8,600	8,600	8,600	-	0.00%
	Total: Supplies	119,415	109,923	136,632	136,632	144,897	8,265	6.05%
Services								
43011	Contractual Services	32,666	28,657	31,076	31,076	39,851	8,775	28.24%
43014	Physical Examinations	270	270	500	500	500	-	0.00%
43019	Software Licensing	3,502	3,653	3,705	3,840	4,058	353	9.53%
43110	Communications	8,136	8,064	9,200	9,200	9,200	-	0.00%
43140	Postage and Freight	-	540	1,500	1,365	1,500	-	0.00%
43210	Transportation/Subsistence	5,986	4,975	6,060	6,060	4,157	(1,903)	-31.40%
43220	Car Allowance	-	11	-	25	-	-	-
43260	Training	1,875	349	2,200	2,200	5,025	2,825	128.41%
43310	Advertising	8,395	8,059	9,300	9,300	9,300	-	0.00%
43410	Printing	-	-	900	375	900	-	0.00%
43510	Insurance Premium	82,235	86,743	101,968	101,968	123,625	21,657	21.24%
43610	Utilities	282,170	324,876	333,466	333,466	340,119	6,653	2.00%
43720	Equipment Maintenance	1,398	1,378	1,215	1,715	1,500	285	23.46%
43750	Vehicle Maintenance	1,442	1,395	2,000	8,500	2,000	-	0.00%
43780	Buildings/Grounds Maintenance	57,015	64,262	76,500	70,000	76,500	-	0.00%
43810	Rents and Operating Leases	4,234	3,936	4,020	4,020	4,070	50	1.24%
43920	Dues and Subscriptions	1,197	1,504	1,546	1,546	1,512	(34)	-2.20%
43960	Recreation Program Expenses	6,190	5,525	6,600	6,600	6,600	-	0.00%
	Total: Services	496,711	544,197	591,756	591,756	630,417	38,661	6.53%
Capital Outlay								
48120	Office Machines	-	-	5,500	800	-	(5,500)	-100.00%
48311	Machinery and Equipment	-	-	-	-	5,000	5,000	-
48513	Recreational Equipment	-	5,671	-	-	-	-	-
48710	Minor Office Equipment	3,831	4,464	5,070	9,770	5,500	430	8.48%
48720	Minor Office Furniture	450	-	-	-	-	-	-
48740	Minor Machines and Equipment	3,035	4,958	5,000	5,000	2,500	(2,500)	-50.00%
48755	Minor Recreational Equipment	4,476	669	1,000	1,000	17,000	16,000	1600.00%
	Total: Capital Outlay	11,792	15,762	16,570	16,570	30,000	13,430	81.05%
Transfers								
50459	North Pen Rec Capital Projects	440,000	850,000	200,000	200,000	250,000	50,000	25.00%
	Total: Transfers	440,000	850,000	200,000	200,000	250,000	50,000	25.00%

Kenai Peninsula Borough
Budget Detail

Fund 225
Department 61110 - North Peninsula Recreation Administration - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(312)	(490)	-	-	-	-	-
61990	Admin Service Fee	45,841	39,430	51,086	51,086	52,889	1,803	3.53%
	Total: Interdepartmental Charges	45,529	38,940	51,086	51,086	52,889	1,803	3.53%
Department Total		$ 2,319,489	$ 2,708,537	$ 2,294,540	$ 2,294,540	$ 2,418,430	$ 123,890	5.40%

Line-Item Explanations

40110 Regular Wages. Staff includes: Director, Recreation Supervisor, Pool Supervisor, Maintenance Mechanic II, 1.75 Shift Supervisors, Admin Assistant, 1.25-Lifeguards, .5-time Instructor-Lifeguard, and General Maintenance Operator.

40120 Temporary Wages. The equivalent of 6.96 FTE's that work in a temporary capacity as lifeguards, instructors, dispatchers, clerks, recreation assistants and maintenance personnel.

42310 Repair & Maintenance Supplies. Increased maintenance and repairs to mechanical and aging infrastructure is increasing the need for supplies.

42360 Motor Vehicles Supplies. Increased due to age of vehicles.

42410 Small Tools & Equipment. Three UPS back-ups ($1,435), security cameras ($4,312), landscape equipment ($1,500) and other miscellaneous small tools ($1,450).

43011 Contractual Services. Increased due to HVAC service contract increase (Community center was added) as well as addition of the Fitness on Demand service. Siemens Desigo/HVAC service contract ($17,206), contract with Boys & Girls Club to provide recreation services for the Village of Tyonek ($14,000), Fitness on Demand ($2,400), Verified First background screening ($1,000), security/fire alarm monitoring and inspections ($2,560), water testing ($810), and miscellaneous smaller contracts ($1,875).

43019 Software Licensing. Licensing for upgrades, tech support, backup of Companion Corp Library software ($508), Milestone (CCTV software) ($1,000), and Sportsman SQL ($2,550).

43210 Transportation/Subsistence. Alaska Recreation and Parks Conference in Soldotna, Alaska Afterschool Conference in Anchorage, virtual certification courses, and miscellaneous travel within borough.

43260 Training. Increase due to deferral of training in FY2021, as well as new staff certification requirements. In-state conferences, virtual certification courses and fees.

43510 Insurance Premium. Insurance premium for property, workman's compensation and liability. Increase due to increased property values, accuracy of facility square footage, and administrative/software costs for Risk Management Dept.

43810 Rents and Operating Leases. For minor equipment rentals ($1,000), porta-potties ($2,000), tank/rack rentals ($695), and USPS Box ($375).

48311 Machinery and Equipment. Replacement of pool vacuum ($5,000).

48710 Minor Office Equipment. Scheduled replacement of network switch ($1,800), replacement of two televisions ($1,500 each), and replacement of desktop computer ($700).

48740 Minor Machines & Equipment. Utility trailer ($2,500).

48755 Minor Recreation Equipment. Replacement of eight exercise spin bikes ($16,000) and a fitness on demand system ($1,000).

50459 Transfer. Transfer to capital project fund to support long term capital improvement plan. FY2022 projects include ice resurfacer replacement, NCRC header replacement, and utility loader replacement.

61990 Admin Service Fee. The admin service fee is to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

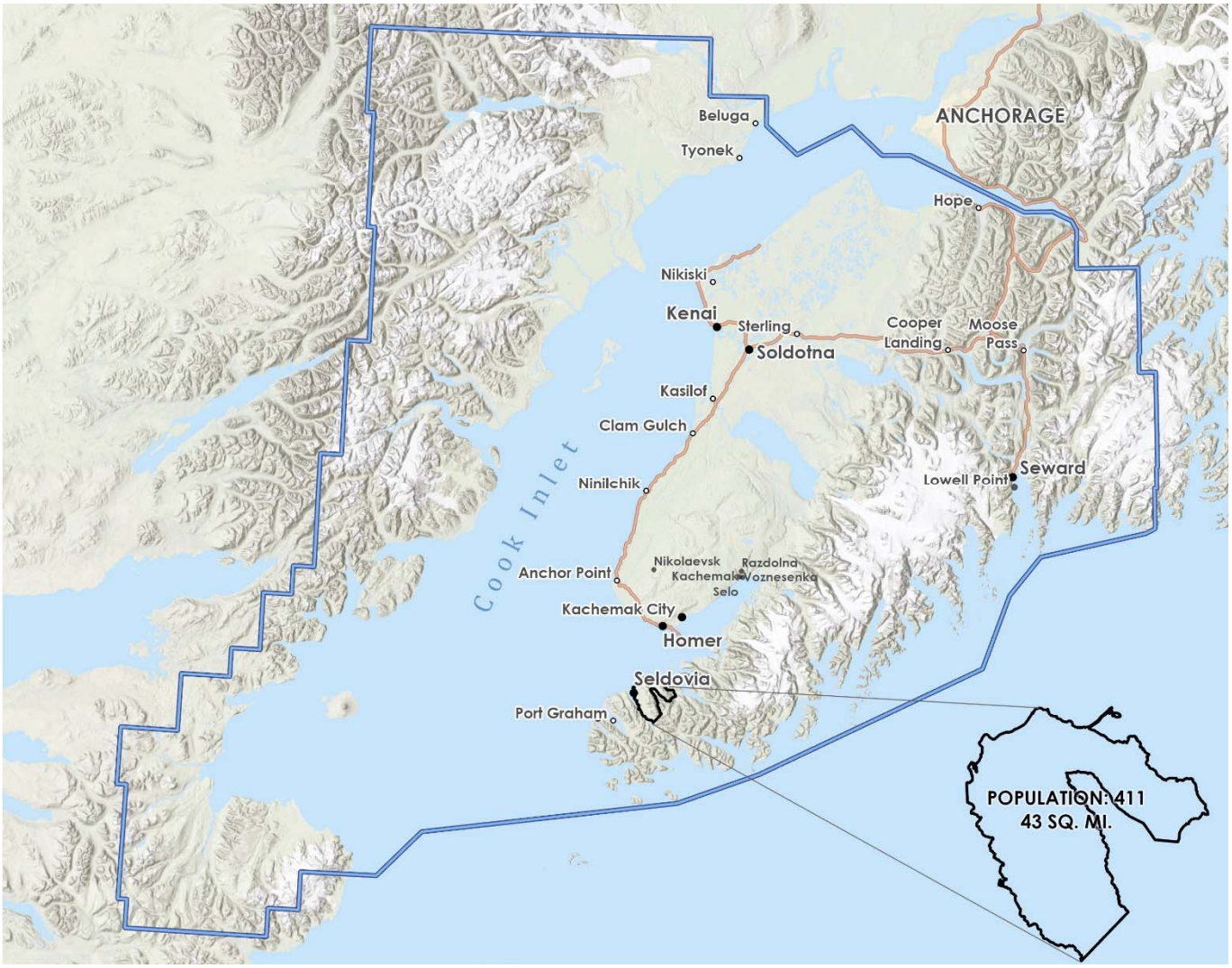
For capital projects information on this department - See the Capital Projects Section - Pages 350, 355, 367, & 405-407.

Seldovia Recreational Service Area

This service area was established on October 4, 2011 to provide recreational services for the Seldovia community. Five service area residents are appointed by the Mayor and confirmed by the Assembly to serve on its board and provide oversight of the operations, each serving a three-year term.

The Seldovia Recreational Service Area is based out of and utilizes the Sea Otter Community Center, formerly known as the Seldovia Community Center, located adjacent to Susan B. English School. Services to be provided may include but are not limited to senior citizens and youth programs, musical instruction and practice, accommodation of visiting schools during "Sea Week" and other Seldovia field trips, facility rental for organizations and individuals for meetings and celebrations, adult education, high speed internet access, community gatherings, karate instruction, arts and crafts instruction and facilitation, nature education and outdoor activities.

The major source of revenue is property tax. The mill rate for fiscal year 2022 is .75 mills.

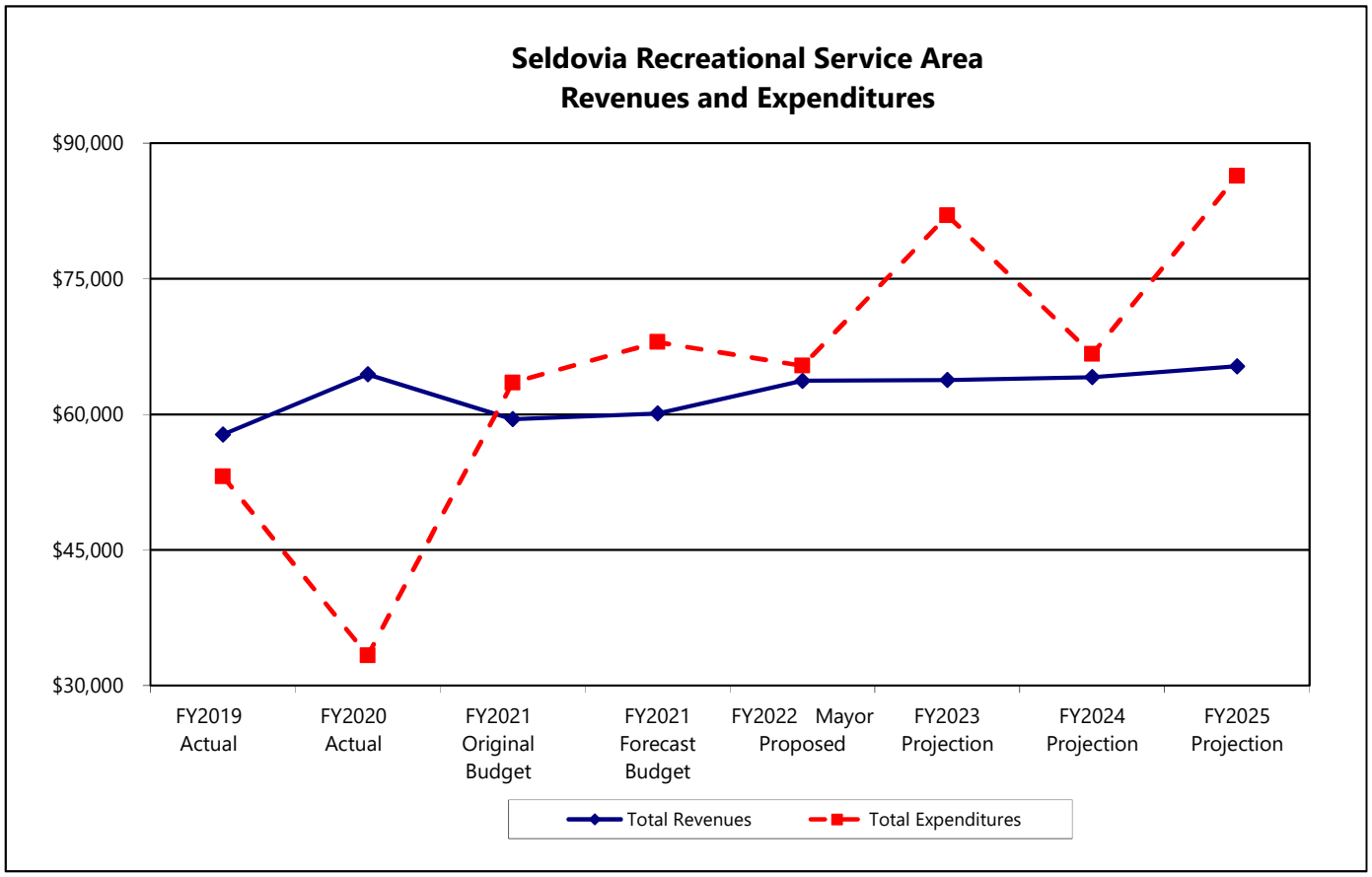


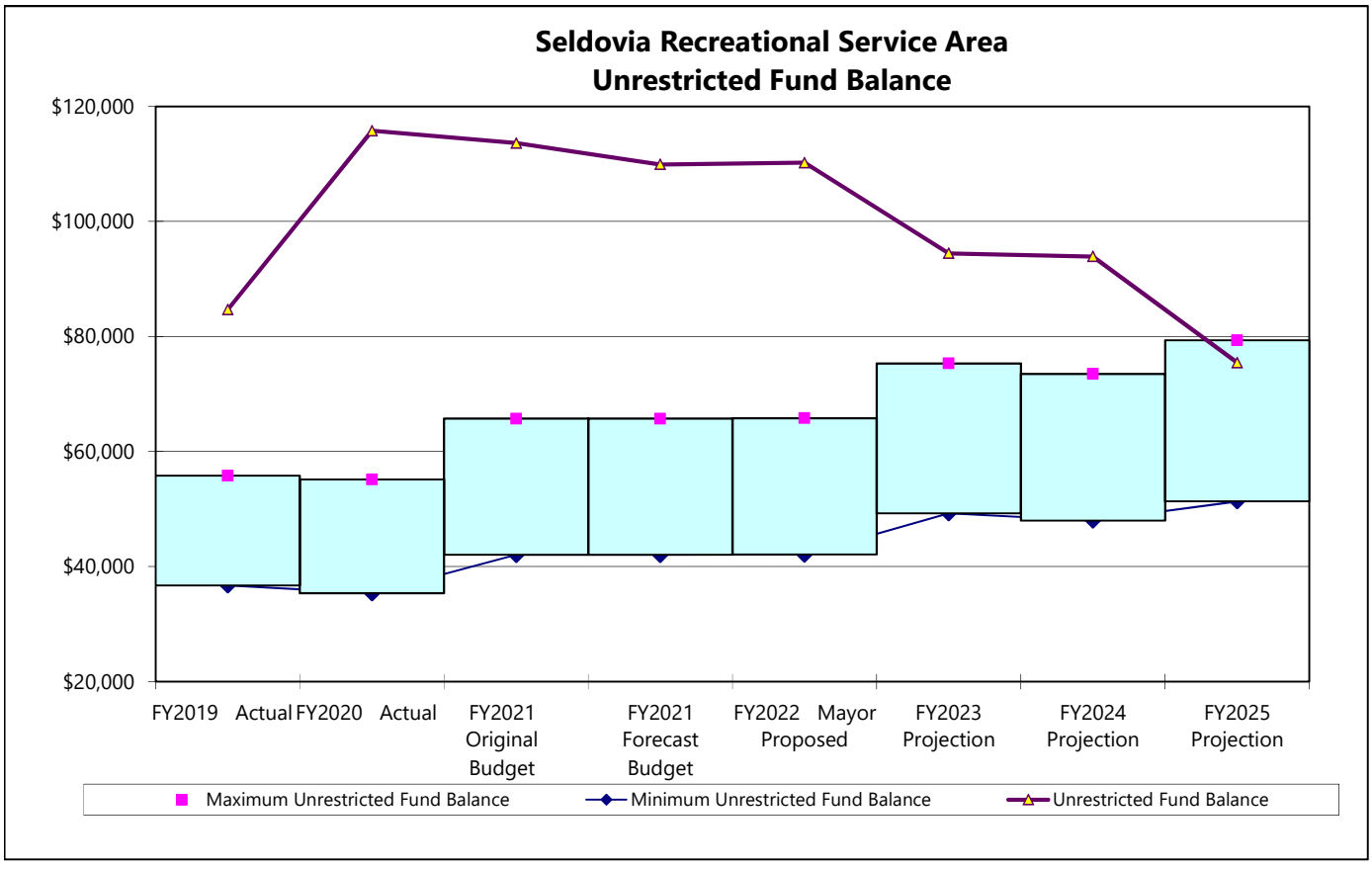
Board Members

Mark Janes
Amelia Pollack
Valisa Higman
Jennifer Swick
Jenifer Cameron

Fund: 227 Seldovia Recreational Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	67,997	72,866	76,228	75,521	75,427	75,427	76,181	77,705
Personal	804	653	1,140	1,140	791	799	807	815
	68,801	73,519	77,368	76,661	76,218	76,226	76,988	78,520
Mill Rate	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Revenues:								
Property Taxes								
Real	$ 50,010	$ 56,135	$ 52,597	$ 51,382	$ 56,570	$ 56,570	$ 57,136	$ 58,279
Personal	72	(128)	787	2,650	581	587	593	599
Interest	148	524	-	-	-	-	-	-
Flat Tax	2,637	2,528	3,036	3,036	3,036	3,097	3,159	3,222
Motor Vehicle Tax	295	259	295	295	277	283	289	295
Total Property Taxes	53,162	59,318	56,715	57,363	60,464	60,537	61,177	62,395
Interest Earnings	3,855	4,192	1,692	1,692	2,198	2,204	1,890	1,879
Other Revenue	751	920	1,050	1,050	1,050	1,050	1,050	1,050
Total Revenues	57,768	64,430	59,457	60,105	63,712	63,791	64,117	65,324
Supplies	3,846	2,428	3,400	3,800	3,500	3,570	3,641	3,714
Services	47,808	28,568	52,049	51,449	56,425	56,425	57,554	58,705
Capital Outlay	175	1,652	6,500	11,200	3,850	20,000	3,850	21,850
Interdepartmental Charges	1,296	665	1,549	1,549	1,594	2,000	1,626	2,107
Total Expenditures	53,125	33,313	63,498	67,998	65,369	81,995	66,671	86,376
Total Expenditures and Operating Transfers	53,125	33,313	63,498	67,998	65,369	81,995	66,671	86,376
Net Results From Operations	4,643	31,117	(4,041)	(7,893)	(1,657)	(18,204)	(2,554)	(21,052)
Projected Lapse	-	-	1,905	2,040	1,961	2,460	2,000	2,591
Change in Fund Balance	4,643	31,117	(2,136)	(5,853)	304	(15,744)	(554)	(18,461)
Beginning Fund Balance	80,013	84,656	115,773	115,773	109,920	110,224	94,480	93,926
Ending Fund Balance	$ 84,656	$ 115,773	$ 113,637	$ 109,920	$ 110,224	$ 94,480	$ 93,926	$ 75,465


Seldovia Recreational Service Area
Revenues and Expenditures
$90,000
$75,000
$60,000
$45,000
$30,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


Seldovia Recreational Service Area
Unrestricted Fund Balance
$120,000
$100,000
$80,000
$60,000
$40,000
$20,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Maximum Unrestricted Fund Balance
Minimum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 227 **Seldovia Recreational Service Area**

Dept 61210

Mission

To provide healthy, year-round recreational activities the community can enjoy.

Program Description

Seldovia Recreational Service Area (SRSA) sponsors the Sea Otter Community Center (SOCC), which provides free or low-cost space for individuals and organizations to gather for community-wide events, youth-specific programming, community education classes, meetings, and private events. The SRSA Board also provides additional activities in the SA outside the SOCC – often in collaboration with other local organizations – with the intent of providing healthy, year-round activities the community can enjoy.

Major Long Term Issues & Concerns:

- Provide programs, services, and special events that meet community expectations and reflect diverse community recreational needs. Ensure that the community receives value for the expended funds.
- Establish youth programming that augments educational goals of local students.
- Continue to track and report the SRSA expenses incomes, and utilization of the facility and other SRSA assets to ensure accountability and appropriate level of mil rate to cover expenses.
- Maintain and support current volunteer participation while continuing to engage other volunteers.
- Develop other recreational assets in the community. The SRSA intends to work with the School District to update the sport court on SBE School property including resurfacing the tennis court, repainting court boundaries, adding shorter basketball hoops to nurture the love of basketball in our younger students, adding benches for spectators and a ball bin to keep the equipment in good shape.
- Continue to increase community participation and utilization of the SOCC and other SRSA assets.

FY2021 Accomplishments

Administration:

- The Seldovia City Manager and SRSA Board continues to provide supervision to the Coordinator. The coordinator has taken over supervision of the janitorial staff.
- The school and the SRSA have completed a Memorandum of Agreement for the utilization of the Pottery Studio located in the school shop. Programming will begin once the District is accepting building use of the facility during or post COVID restrictions.
- Tracking of expenses and accountability has improved.

Operations:

- During the COVID shutdown, the Coordinator has worked to purchase larger items to support future programs once full opening can resume such as; snap together dance floor, outside storage shed, hockey goals and ice support, wooden train table and many games and toys. The kitchen has been upgraded and restocked with supportive catering supplies, and we are in the process of obtaining our DEC certification for the kitchen.
- Continued community partnerships with various non- profit organizations such as The Seldovia Village Tribe, Seldovia Community Preschool, Ground Truth Trekking, the Wellspring Group, and the Arts Council, along with various small business owners in the community.
- SOCC has maintained our Science education by partnering with Homer Soil & Water Conservation District to provide a series of ZOOM offered classes specific to Seldovia's desire for developing successful and productive gardens.
- The facility continues to provide a low-cost option for meeting space for organization, local families and community members. In the past, events have included weddings, HEA Member Appreciation Luncheons, birthday parties, Seldovia Sportsman Association meetings, HazWOPER training with SOS-RT/CISPRI and currently offering private rentals for friend/family bubbles to utilize the SOCC safely during the pandemic.
- Annually the SRSA hosts a Black Friday event in support of local artisans selling locally produced products for holiday gifts. The 2020 craft bazaar was held in the City of Seldovia's Gateway Pavilion for an open-air atmosphere and COVID safety.
- The facility has hosted visiting instructors for individuals in the community pursuing their GED.

FY2022 New Initiatives:

- Ensure that community wide recreation services and opportunities are maintained at current levels and increased where possible.
- Develop youth services not offered by the Village Tribe focusing on middle and high school aged children.
- Develop additional on-site and off-site recreational activities, such as summer sport court activities, Pickleball and winter ice skating and hockey.
- The coordinator developed an MOA with the school administration to develop a youth and community pottery program that will utilize the space in the school shop building. Beginning this program will not take place until the District is able to accept building use agreements once COVID is better under control.
- In partnership with the school administration, develop career education and vocational educational activities.

Department Function

Fund 227 **Seldovia Recreational Service Area - Continued**

Dept 61210

Performance Measures

Priority/Goal: Number of patron visits and utilization of the facility.

Goal: Maintain the levels of participation and attendance at SOCC facility programs and events to maximize participant-hours use and track the number of hours the facility is being used by community members. FY 2020 will serve to establish a benchmark for the SOCC.

Objective:
1. Local recruitment of more volunteers and community leaders to offer additional classes and services.
2. Maintain and develop new partnerships with local community organizations to optimize the delivery of services to the community.
3. Document the time the facility is being used by community member to assist in managing the coordinator and ensuring maximum benefit to the SA.

Measures:

Attendance/Participation*	**Benchmark**	**FY2019 Actual**	**FY2020 Actual**	**FY2021 Projected**	**FY2022 Estimated**
Gatherings & Events	625	2,346	2,500	80	2,000
Community Education Classes	300	409	1,200	100	1,000
Youth Programming	625	449	2,400	380	1,000
Open Center	325	660	1,400	30	600

Attendance/Participation*	**Benchmark**	**FY2019 Actual**	**FY2020 Actual**	**FY2021 Projected**	**FY2022 Estimated**
Meetings	125	140	500	50	50
Private Building Rentals	250	170	1,000	100	100
Senior Programs	100	134	250	20	45

Volunteers*	**Benchmark**	**FY2019 Actual**	**FY2020 Actual**	**FY2021 Projected**	**FY2022 Estimated**
Number of Volunteers	15	15	15	6	10
Quantity of Volunteer Hours	550	380	144	50	200

Facility Utilization *	**Benchmark**	**FY2019 Actual**	**FY2020 Actual**	**FY2021 Projected**	**FY2022 Estimated**
Patrons in the facility	5,000	15	9,250	760	5,000

*These measures were affected in FY2020 and FY2021 by the Covid-19 pandemic, which caused the facility to be closed for a significant length of time.

Department Function

Fund 227 **Seldovia Recreational Service Area - Continued**

Dept 61210

Attendance/Participation by type	Benchmark	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Youth Activities					
Weekly average activities	3	2	3	3	3
Daily average attendance	8	5	8	8	10
Yearly average attendance	1,200	480	1,100	500	1,300
Adult Physical Activities					
Weekly average activities	5	4	10	1	10
Daily average attendance	8	6	6	6	8
Yearly average attendance	1,500	1,000	2,000	200	2,500
Science Lectures					
Weekly average activities	1	1	.5	1	1
Daily average attendance	15	36	5	12	15
Yearly average attendance	600	360	120	400	650
Adult Recreational Activities					
Weekly average activities	2	1	5	.25	5
Daily average attendance	10	7	8	12	10
Yearly average attendance	800	180	600	144	1,000
Special Events/ Rentals					
Weekly average activities	2	1	2	2	2
Daily average attendance	10	20	10	10	10
Yearly average attendance	1,200	400	1,200	480	1,200
Open Hours					
Weekly average activities	3	3	3	3	3
Daily average attendance	5	3	8	3	8
Yearly average attendance	660	480	700	430	700
Community Partnerships					
Yearly average activities	2	1	1	1	.5
Daily average attendance	50	100	0	0	10
Yearly average attendance	5,000	400	0	0	2,000

Kenai Peninsula Borough
Budget Detail

Fund 227
Department 61210 - Seldovia Recreational Service Area

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Supplies								
42120	Computer Software	$ -	$ -	$ 100	$ 100	$ 100	$ -	0.00%
42210	Operating Supplies	-	186	300	300	300	-	0.00%
42310	Repair & Maintenance Supplies	1,617	-	-	-	100	100	-
42410	Small Tools & Equipment	-	219	-	400	-	-	-
42960	Recreational Supplies	2,229	2,023	3,000	3,000	3,000	-	0.00%
		3,846	2,428	3,400	3,800	3,500	100	2.94%
Services								
43011	Contractual Services	29,722	15,179	32,885	32,885	37,000	4,115	12.51%
43019	Software Licensing	-	-	-	-	100	100	-
43110	Communications	1,906	1,779	1,885	1,885	2,000	115	6.10%
43140	Postage and Freight	-	101	200	200	100	(100)	-50.00%
43210	Transportation/Subsistence	640	-	500	500	500	-	0.00%
43510	Insurance Premium	974	1,652	2,304	2,304	1,950	(354)	-15.36%
43610	Utilities	10,786	9,157	8,200	8,200	8,200	-	0.00%
43780	Building/Grounds Maintenance	3,525	305	-	-	550	550	-
43810	Rents and Operating Leases	180	188	-	-	-	-	-
43920	Dues and Subscriptions	75	127	75	75	75	-	0.00%
43960	Recreational Program Expenses	-	80	6,000	5,400	5,950	(50)	-0.83%
	Total: Services	47,808	28,568	52,049	51,449	56,425	4,376	8.41%
Capital Outlay								
48520	Storage/Buildings/Containers	-	-	-	5,700	-	-	-
48710	Minor Office Equipment	-	1,042	1,000	1,000	200	(800)	-80.00%
48720	Minor Office Furniture	175	610	1,000	-	150	(850)	-85.00%
48755	Minor Recreational Equipment	-	-	4,500	4,500	3,500	(1,000)	-22.22%
	Total: Capital Outlay	175	1,652	6,500	11,200	3,850	(2,650)	-40.77%
Interdepartmental Charges								
61990	Admin Service Fee	1,296	665	1,549	1,549	1,594	45	2.91%
	Total: Interdepartmental Charges	1,296	665	1,549	1,549	1,594	45	2.91%
Department Total		$ 53,125	$ 33,313	$ 63,498	$ 67,998	$ 65,369	$ 1,871	2.95%

Line-Item Explanations

42960 Recreational Supplies. Consumable supplies in support of recreational and educational programming.

43011 Contractual Services. Contract with City of Seldovia for administrative, program services, and janitorial services at the Sea Otter Community Center. The increase from previous year is the result of the hire of a new facility coordinator with an increase in reimbursement and the need to increase the program assistants hours from 10 hours a week to 20 to support additional programs.

43019 Software Licensing. Microsoft Office subscription.

43210 Transportation/Subsistence. Travel for training and meeting with the KPB staff for the Facility Coordinator.

43510 Insurance Premium. General property and liability insurance. Updated annually.

43780 Building/Ground Maintenance. Funds to support quarterly chargebacks of Borough maintenance of the SOCC.

43960 Recreational Program Expenses. Program expenses and travel expenses for speakers.

48710 Minor Office Equipment. Purchase new scanner/printer for the SOCC office ($200).

48720 Minor Office Furniture. Standing desktop converter for SOCC office ($150).

48755 Minor Recreational Equipment. Purchase 3 Frisbee golf set with disks and carrying bag ($150 each), used hockey skates in various sizes ($800), 10 hockey sticks various sizes ($40 each), T-ball set with balls ($100), 10 snow sleds ($30 each), coated dumbbell set various weights ($250), air hockey table ($1,100), and electric ball pump ($100).

61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

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Road Improvement Funds

The Road Service Area has four (4) funds; the Road Service Area Fund, the Engineer's Estimate Fund, the RIAD Match Fund, and the Road Service Area Capital Improvement Fund. A listing and summary of each fund is shown below.

The major source of revenue for Road Service Area Fund is property taxes, with additional funding provided through state grants and interest earnings. The road service area encompasses all areas outside the city limits of Soldotna, Kenai, Homer, Seward, Seldovia, and the area on the south side of Kachemak Bay. There are currently 6.5 permanent employees.

Road Service Area Fund – this fund provides summer and winter road maintenance on roads within the Road Service Area, administers the right-of-way permit system, administers a dust control program, and oversees the abandoned vehicle removal policy. This fund also provides funding to the Road Service Area Capital Project Fund, the Engineer's Estimate Fund, and the RIAD Match Fund. The Borough contracts out **all** road maintenance.

Engineer's Estimate Fund – this fund provides funding for preliminary engineering costs associated with estimating the total project cost for road improvement assessment districts pursuant to KPB 14.31 to assess viability.

RIAD Match Fund – this fund provides funding to defray costs associated with road improvement assessment districts. Borough policy allows for up to 50% funding for local or internal subdivision road improvements and up to 70% funding for improvement to collector roads.

Road Service Area Capital Improvement Fund – this fund accounts for major repairs of Borough roads and is funded by contributions from the road service area operating fund, grants, and interest earnings. Detail expenditures of this fund is in the Capital Improvement Fund section of this document, see pages 350, 355-356, 368-369, and 408-410.

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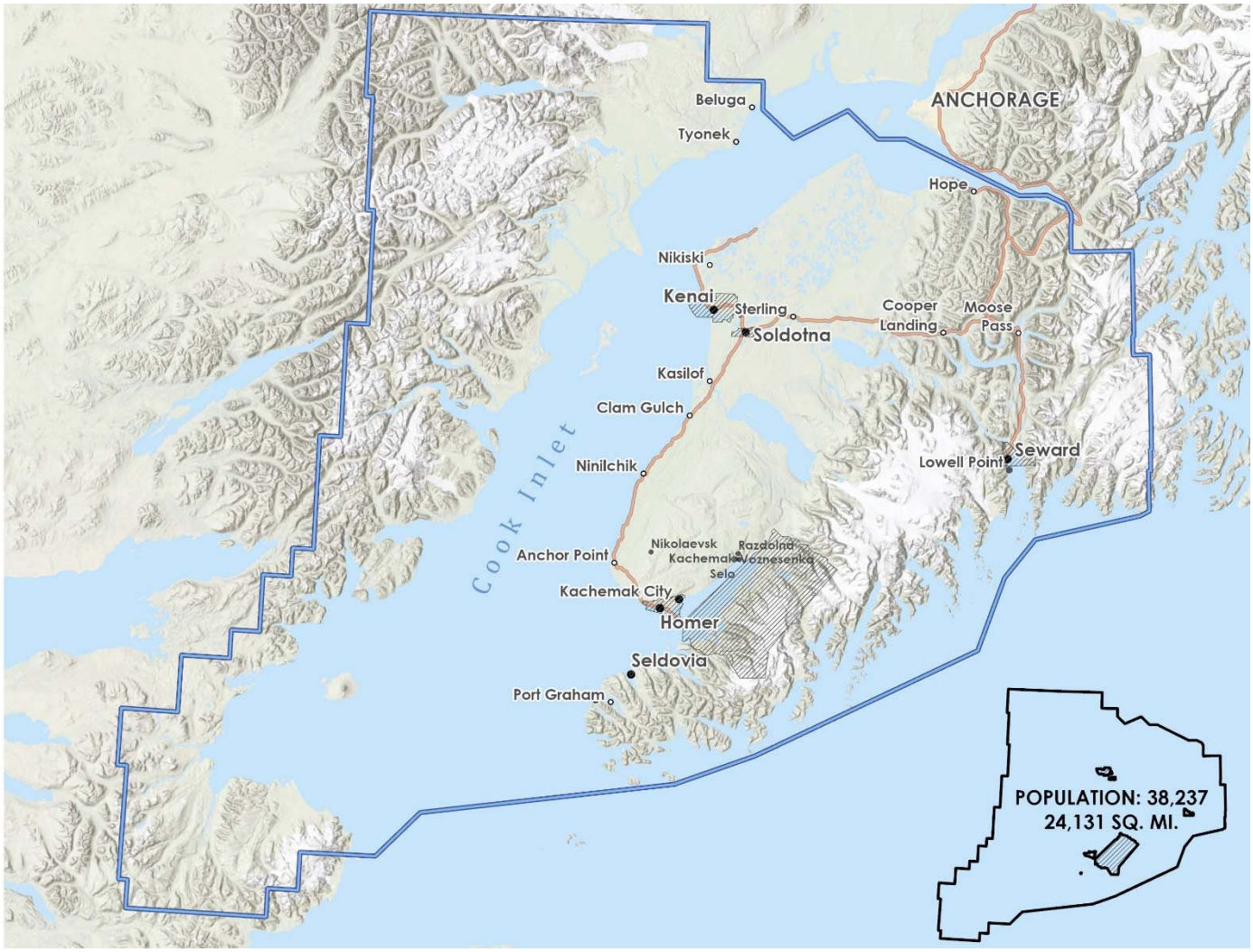
Road Service Area

Four road maintenance service areas were established in 1982 after voter approval. During fiscal year 1991-92 the Borough Assembly consolidated the four areas into one borough-wide area for greater efficiency. A seven-member board, with at least one representative from each service area and two at-large members, is appointed by the Mayor and confirmed by the Assembly for three-year terms. The Roads Director and 5.9 staff members oversee the maintenance of over 647 miles (98% gravel and 2% paved) of roads within the Road Service Area.

The mill levy for fiscal year 2022 is set at 1.40 mills. Revenue is raised through property taxes.



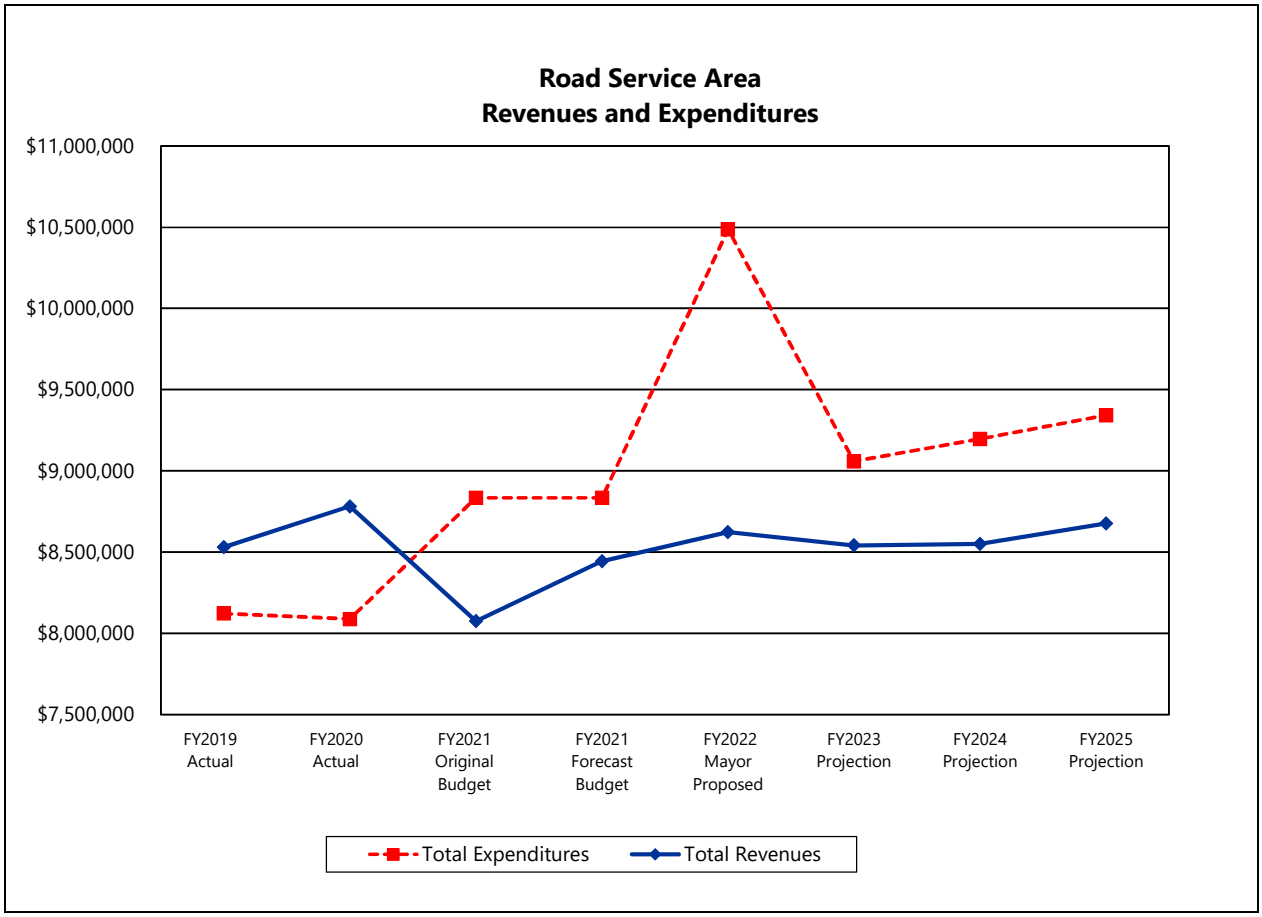
Board Members

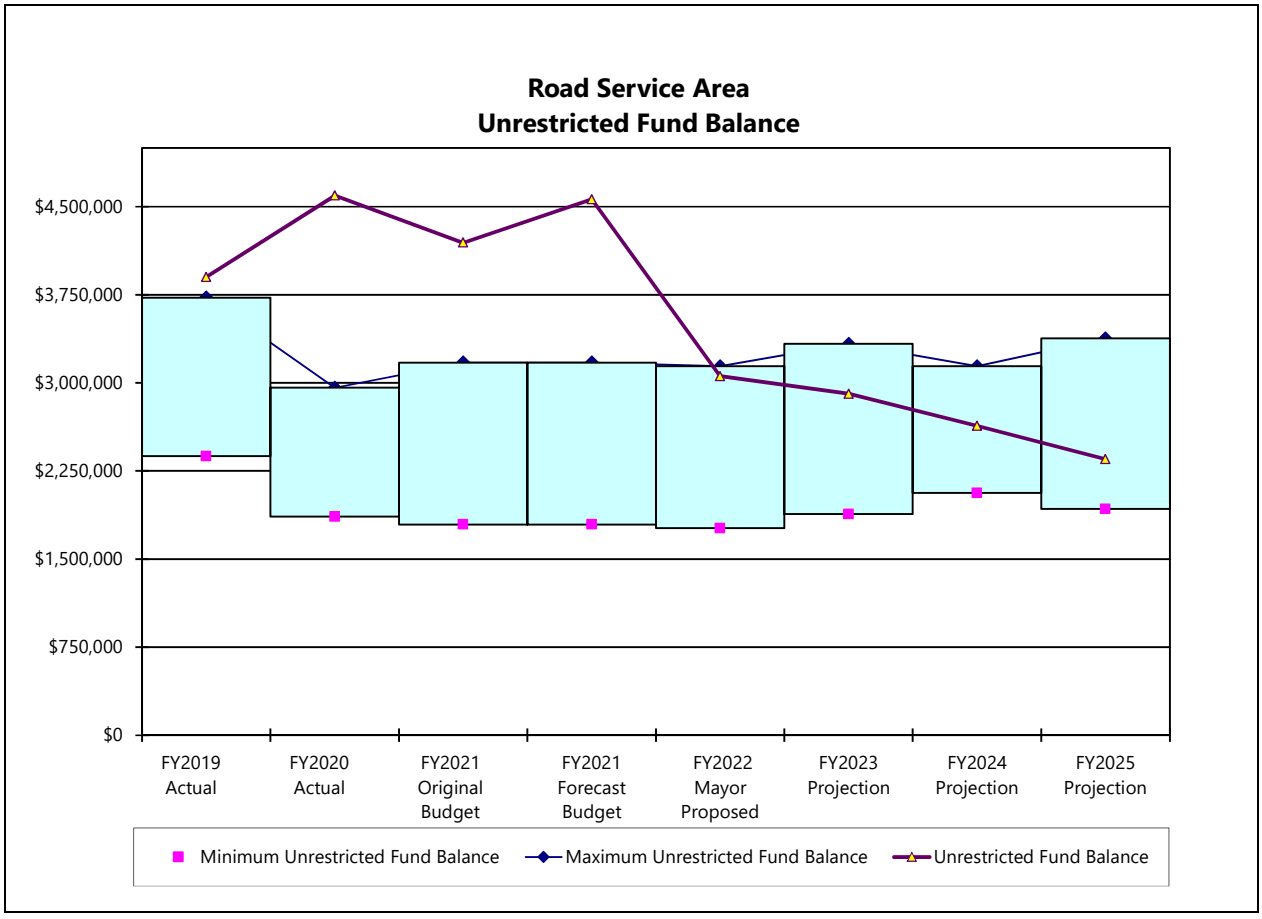
Larry Smith
Mike Tauriainen
Barbara Blakeley
Ed Holsten
Michele Hartline
Cam Shafer
Robert Ruffner

Roads Director: Dil Uhlin

Fund: 236 Road Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	4,114,598	4,266,401	4,366,055	4,347,696	4,394,542	4,394,542	4,438,487	4,527,257
Personal	197,020	191,629	190,592	194,648	195,609	197,565	199,541	201,536
Oil & Gas (AS 43.56)	1,453,348	1,490,916	1,439,412	1,439,127	1,370,937	1,329,809	1,289,915	1,289,915
	5,764,966	5,948,946	5,996,059	5,996,059	5,961,088	5,921,916	5,927,943	6,018,708
Mill Rate	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40
Revenues:								
Property Taxes								
Real	$ 5,737,810	$ 5,930,950	$ 5,623,479	$ 5,836,501	$ 6,152,359	$ 6,152,359	$ 6,213,882	$ 6,338,160
Personal	267,665	275,268	245,482	300,098	268,376	271,059	273,770	276,507
Oil & Gas (AS 43.56)	2,033,695	2,086,091	1,914,418	2,016,645	1,919,312	1,861,733	1,805,881	1,805,881
Interest	19,209	21,615	15,567	15,567	16,680	16,570	16,587	16,841
Flat Tax	41,265	47,226	44,817	44,817	44,817	45,713	46,627	47,560
Motor Vehicle Tax	140,035	121,179	144,314	144,314	130,607	133,219	135,883	138,601
Total Property Taxes	8,239,679	8,482,329	7,988,077	8,357,942	8,532,151	8,480,653	8,492,630	8,623,550
State Revenue	35,874	39,135	-	-	-	-	-	-
Interest Earnings	246,127	259,859	87,129	87,129	91,277	61,144	58,137	52,703
Other Revenues	8,586	192	-	-	-	-	-	-
Total Revenues	8,530,266	8,781,515	8,075,206	8,445,071	8,623,428	8,541,797	8,550,767	8,676,253
Total Revenues and Operating Transfers	8,530,266	8,781,515	8,075,206	8,445,071	8,623,428	8,541,797	8,550,767	8,676,253
Expenditures:								
Personnel	949,859	886,511	959,582	959,582	911,028	929,249	952,480	981,054
Supplies	50,080	59,274	68,050	68,050	66,550	67,881	69,239	70,624
Services	5,007,942	4,921,443	5,342,822	5,342,822	5,333,690	5,493,701	5,603,575	5,715,647
Capital Outlay	1,900	28,706	5,250	5,250	5,000	5,100	5,202	5,306
Interdepartmental Charges	150,245	117,647	159,393	159,393	157,907	162,398	165,762	169,316
Total Expenditures	6,160,026	6,013,581	6,535,097	6,535,097	6,474,175	6,658,329	6,796,258	6,941,947
Operating Transfers To:								
Special Revenue Funds	212,000	74,615	-	-	212,000	100,000	100,000	100,000
Capital Project Fund	1,750,000	2,000,000	2,300,000	2,300,000	3,800,000	2,300,000	2,300,000	2,300,000
Total Operating Transfers	1,962,000	2,074,615	2,300,000	2,300,000	4,012,000	2,400,000	2,400,000	2,400,000
Total Expenditures and Operating Transfers	8,122,026	8,088,196	8,835,097	8,835,097	10,486,175	9,058,329	9,196,258	9,341,947
Net Results From Operations	408,240	693,319	(759,891)	(390,026)	(1,862,747)	(516,532)	(645,491)	(665,694)
Projected Lapse	-	-	359,430	359,430	356,080	366,208	373,794	381,807
Change in Fund Balance	408,240	693,319	(400,461)	(30,596)	(1,506,667)	(150,324)	(271,697)	(283,887)
Beginning Fund Balance	3,492,898	3,901,138	4,594,457	4,594,457	4,563,861	3,057,194	2,906,870	2,635,173
Ending Fund Balance	$ 3,901,138	$ 4,594,457	$ 4,193,996	$ 4,563,861	$ 3,057,194	$ 2,906,870	$ 2,635,173	$ 2,351,286


Road Service Area
Revenues and Expenditures
$11,000,000
$10,500,000
$10,000,000
$9,500,000
$9,000,000
$8,500,000
$8,000,000
$7,500,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Expenditures
Total Revenues


Road Service Area
Unrestricted Fund Balance
$4,500,000
$3,750,000
$3,000,000
$2,250,000
$1,500,000
$750,000
$0
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 236 **Road Service Area**

Dept 33950

Mission:
With funding available, provide the highest level of road maintenance possible for roads within the KPB Roads Service Area maintenance program, during ever-changing weather conditions across the service area.

Program Description:
- Winter road maintenance includes plowing snow, serration and/or sanding of ice-covered roads, thawing culverts to aid drainage, and maintaining the width of every travel way.
- Summer road maintenance includes grading and shaping roads, clearing brush, ditching, replacing lost gravel, placing culverts to improve drainage, applying dust control, making pavement repairs and other tasks as time and available funds allow.

Major Long Term Issues and Concerns:
- The depletion of state grant funds will require pursuing grant funding to address "end-of-life" pavement and the upgrade of poor condition, grandfathered roads.
- Continue addressing code compliance issues throughout the borough.
- Continue to secure qualified road maintenance contractors and closely monitor and report work performance.
- Increase the current level of road maintenance by finding efficiencies within the department and partnering with contractors to do the same.
- Continue upgrading existing "grandfathered" roads with maintenance funds due to lack of capital funding.

FY2021 Accomplishments:
- Reduced maintenance calls by 10% by responding to resident requests and implementing new maintenance strategies to address maintenance concerns in a timely manner. Based on current FY21 numbers we expect an additional decrease in call volume; current trends indicate an 11% reduction.
- Worked with IT to develop a calcium chloride (CaCL) tracking mechanism in Road Tracking.
- Dedicated 487 labor hours towards right-of-way enforcement. Conducted 48 right-of-way violation investigations – impounded 30 abandoned vehicles and issued citations (As of 12-31-20).
- Improved compliance with road maintenance contracts by conducting routine in person field inspections, itemized invoice reviews (all invoices), and annual equipment inspections.
- Placed 13,364 yards of gravel with Gravel CIP funding, upgrading nine Borough roads.
- Assisted in the response and repairs management of flood events in Seward during the Fall of 2020.
- Worked with Purchasing and Contracting department to upgrade six roads through the capital improvement project.
- Accepted eight new roads (1.39 miles) to the road maintenance program.
- Completed 4,220 sq. ft. of pavement repairs on Keystone Drive. As part of this project, two cross culverts were replaced and two manholes were reset.
- Introduced new summer and winter road maintenance contracts.
- Purchased additional calcium chloride to include more roads for application and decrease maintenance costs.

FY2022 New Initiatives:
- Review and update KPB 14.40 to clarify the grey area around right-of-way encroachment items.
- Work with IT to develop an interdepartmental enforcement database.
- Continue working with Borough IT department to add non-maintained roads in the road tracking program to help streamline online permitting.
- Initiate internal procedures to rehabilitate the traveling surface of our paved roads.
- Implement new road maintenance contracts that are based on flat fees to increase efficiencies for the service area.
- Utilize social media to educate the public on RSA operations and projects, including an interactive mapping program showing exact location and description of impending projects.
- Work with Borough IT department to upgrade and improve the RSA website to include RSA Resolutions.
- Create on-line sign requests and permit applications to streamline the permitting process and to assist with public compliance.
- Improve cataloging and documenting maintenance concerns, new road improvements and road maintenance inspections utilizing GPS tracking and documentation software in the field (Capture APP).
- Consistent and rotational public service announcements and social media postings for snow placement, safety issues in right-of-ways, permit compliance and right-of-way obstructions.
- Work with GIS specialist to develop RSA specific tools for mass mailing, CIP Project Specification Sheets.

Department Function

Fund 236 **Road Service Area - Continued**

Dept 33950

Performance Measures

Priority/Goal: Fiscal Health
Goal: Absorption of increased operating costs where possible to enable the department to stay within the current 1.4 mill funding level.
Objective: 1. Control public expense by maintaining current mill rate, and keeping expenditures as prudent as possible without reduction of current services.
Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Estimated
Staffing History	7.4	6.5	6.5	5.9
Mill Rate	1.4	1.4	1.4	1.4
Number of miles maintained	646	648.75	650.14	652

Maintenance cost per-mile by region	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
North (119.6 Miles)	$6,281	$5,575	$5,000	$5,290
South (116.6 Miles)	$6,675	$8,123	$6,386	$7,250
East (38.3 Miles)	$11,256 *	$9,697	$9,700	$9,700
West (191.6 Miles)	$4,318	$4,874	$4,030	$4,460
Central (183.1 Miles)	$4,188	$4,798	$4,320	$4,560

***** More contract oversite was implemented in the East Region in FY2019. The East 3 Contract is under new ownership and was being managed more closely in FY2020. Severe winter and break-up conditions resulted in elevated maintenance for FY2020.

Priority/Goal: Improve public service
Goal: Reduce customer complaint calls by ensuring maintenance service as timely as possible, and that the public is made better aware of adopted RSA maintenance policies.
Objective: 1. Improve roads through brushing, ditching, and other maintenance & capital projects to enhance safety, and reduce overall expenditures needed to care for borough roads.
2. Enhance Road Service Area public profile through improved public outreach.
3. Improve roads/driving conditions by eliminating safety hazards and obstructions that prevent road maintenance, interruption to traffic flow, and prevention of emergencies services.
4. Enhance Road Service Area public profile through responding to public complaints (Customer Service).
Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Calls Tracked in the Road Maintenance Program	2,760	2,487	2,102	2,100
Applied Calcium Chloride Application by Mile	172	172	287	287
Brushing by Mile	124	125	145	150
Right –of-Way Permits Processed	166	156	160	160
Abandoned/Junk Vehicles	15	15	40	30
Unauthorized Encroachments	20	20	40	30

Kenai Peninsula Borough
Budget Detail

Fund 236
Department 33950 - Road Service Area

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 474,533	$ 435,697	$ 493,066	$ 493,066	$ 450,528	$ (42,538)	-8.63%
40120	Temporary Wages	15,890	9,960	21,094	21,094	24,000	2,906	13.78%
40130	Overtime Wages	46,204	43,316	61,780	61,780	63,575	1,795	2.91%
40210	FICA	43,464	40,643	50,452	50,452	47,262	(3,190)	-6.32%
40221	PERS	160,626	155,041	126,168	126,168	116,649	(9,519)	-7.54%
40321	Health Insurance	140,825	137,750	140,875	140,875	145,750	4,875	3.46%
40322	Life Insurance	800	641	1,231	1,231	1,121	(110)	-8.94%
40410	Leave	66,697	61,645	64,916	64,916	62,143	(2,773)	-4.27%
40511	Other Benefits	820	1,818	-	-	-	-	-
	Total: Personnel	949,859	886,511	959,582	959,582	911,028	(48,554)	-5.06%
Supplies								
42020	Signage Supplies	20,550	21,985	27,000	25,500	25,500	(1,500)	-5.56%
42120	Computer Software	359	-	500	500	500	-	0.00%
42210	Operating Supplies	2,972	2,942	3,000	3,000	3,000	-	0.00%
42230	Fuel, Oils and Lubricants	18,324	22,481	25,000	25,000	25,000	-	0.00%
42250	Uniforms	-	-	250	250	250	-	0.00%
42310	Repair/Maintenance Supplies	151	-	500	500	500	-	0.00%
42360	Motor Vehicle Repair Supplies	6,112	5,874	9,500	9,500	9,500	-	0.00%
42410	Small Tools & Equipment	1,612	5,992	2,300	3,800	2,300	-	0.00%
	Total: Supplies	50,080	59,274	68,050	68,050	66,550	(1,500)	-2.20%
Services								
43011	Contractual Services	78,125	44,938	120,000	119,750	114,000	(6,000)	-5.00%
43019	Software Licensing	47	51	5,000	5,000	5,000	-	0.00%
43110	Communications	7,075	6,809	11,000	11,000	11,000	-	0.00%
43140	Postage and Freight	647	1,384	3,000	3,250	3,250	250	8.33%
43210	Transportation/Subsistence	6,698	6,122	7,496	7,496	7,452	(44)	-0.59%
43220	Car Allowance	991	290	-	-	500	500	-
43260	Training	25	-	500	500	500	-	0.00%
43310	Advertising	7,345	3,649	7,000	7,000	7,000	-	0.00%
43410	Printing	-	80	40	40	40	-	0.00%
43510	Insurance Premium	23,949	25,154	24,486	24,486	19,148	(5,338)	-21.80%
43610	Utilities	4,037	7,050	4,500	4,500	6,000	1,500	33.33%
43720	Equipment Maintenance	1,573	1,230	2,000	2,000	2,000	-	0.00%
43750	Vehicle Maintenance	6,416	20,570	7,500	7,500	7,500	-	0.00%
43780	Buildings/Grounds Maintenance	87	-	-	-	-	-	-
43920	Dues and Subscriptions	308	316	300	300	300	-	0.00%
43951	Dust Control	292,539	283,965	450,000	450,000	450,000	-	0.00%
43952	Road Maintenance	4,578,080	4,519,835	4,700,000	4,700,000	4,700,000	-	0.00%
	Total: Services	5,007,942	4,921,443	5,342,822	5,342,822	5,333,690	(9,132)	-0.17%
Capital Outlay								
48311	Machinery & Equipment	-	24,000	-	-	-	-	-
48710	Minor Office Equipment	763	3,506	4,250	4,250	4,500	250	5.88%
48720	Minor Office Furniture	1,137	-	500	500	500	-	0.00%
48740	Minor Machines & Equipment	-	-	500	500	-	(500)	-100.00%
49311	Design Services	-	1,200	-	-	-	-	-
	Total: Capital Outlay	1,900	28,706	5,250	5,250	5,000	(250)	-4.76%
Transfers								
50237	Engineers Estimate Fund	12,000	-	-	-	12,000	12,000	-
50238	RIAD Match Fund	200,000	74,615	-	-	200,000	200,000	-
50434	Road Service Area Capital Projects	1,750,000	2,000,000	2,300,000	2,300,000	3,800,000	1,500,000	65.22%
	Total: Transfers	1,962,000	2,074,615	2,300,000	2,300,000	4,012,000	1,712,000	65.22%

Kenai Peninsula Borough
Budget Detail

Fund 236
Department 33950 - Road Service Area - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Interdepartmental Charges								
60004	Mileage Ticket Credits	-	(978)	-	-	-	-	-
61990	Admin Service Fee	150,245	118,625	159,393	159,393	157,907	(1,486)	-0.93%
	Total: Interdepartmental Charges	150,245	117,647	159,393	159,393	157,907	(1,486)	-0.93%
Department Total		$ 8,122,026	$ 8,088,196	$ 8,835,097	$ 8,835,097	$ 10,486,175	$ 1,651,078	18.69%

Line-Item Explanations

40110 Regular Wages. Staff includes: .40 Roads Director, 1 Lead Inspector 3 Road Inspectors, 1.5 Administrative Assistants.

Decreased Roads Director from full-time to .40

40120 Temporary Wages. Temporary personnel will be used in fieldwork. Primary fieldwork will be sign installation, road brushing, tree removal, and culvert marker installation.

40130 Overtime Wages. Overtime while on call on the weekend, after normal business hours, after hour meetings, and sign installation.

42020 Signage Supplies. Reduced to reflect historical spending trends.

43011 Contractual Services. Reduced to reflect historical projected spending for abandoned vehicle removal from Borough right-of-ways, ROW encroachments enforcement ($80,000), steam thaw, tree removal, and culvert clearing ($30,000), and janitorial services ($4,000).

43019 Software Licensing. Kelly Blue Book Equipment Rates Subscription estimate ($5,000).

43140 Postage and Freight. Increased to cover projected postage requirements associated with legal notices.

43220 Car Allowance. Increased to cover the car allowances associated witht he project management of 16NRD.

43510 Insurance Premium. Adjusted annually for property, workman's compensation and general liability.

43610 Utilities. Increase to cover the projected cost.

48710 Minor Office Equipment. Replace eight monitors $350 each), four sound bars ($25 each), and four phones ($400 each) in accordance with standard replacement schedule.

48720 Minor Office Furniture. Two chairs ($500).

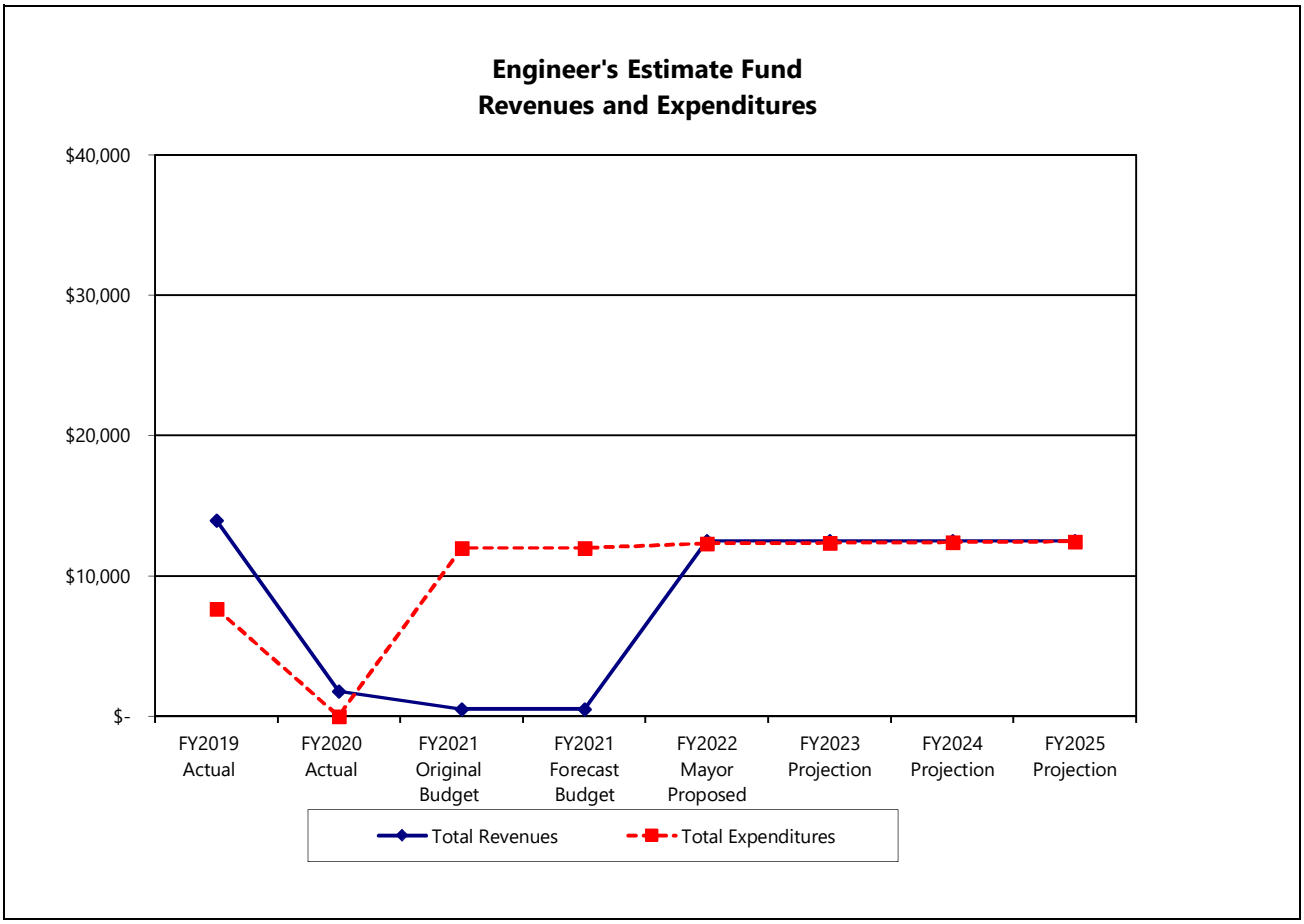
50434 Transfer to Capital Projects Fund. Annual transfer to long-term capital projects fund. See capital project section of this document.

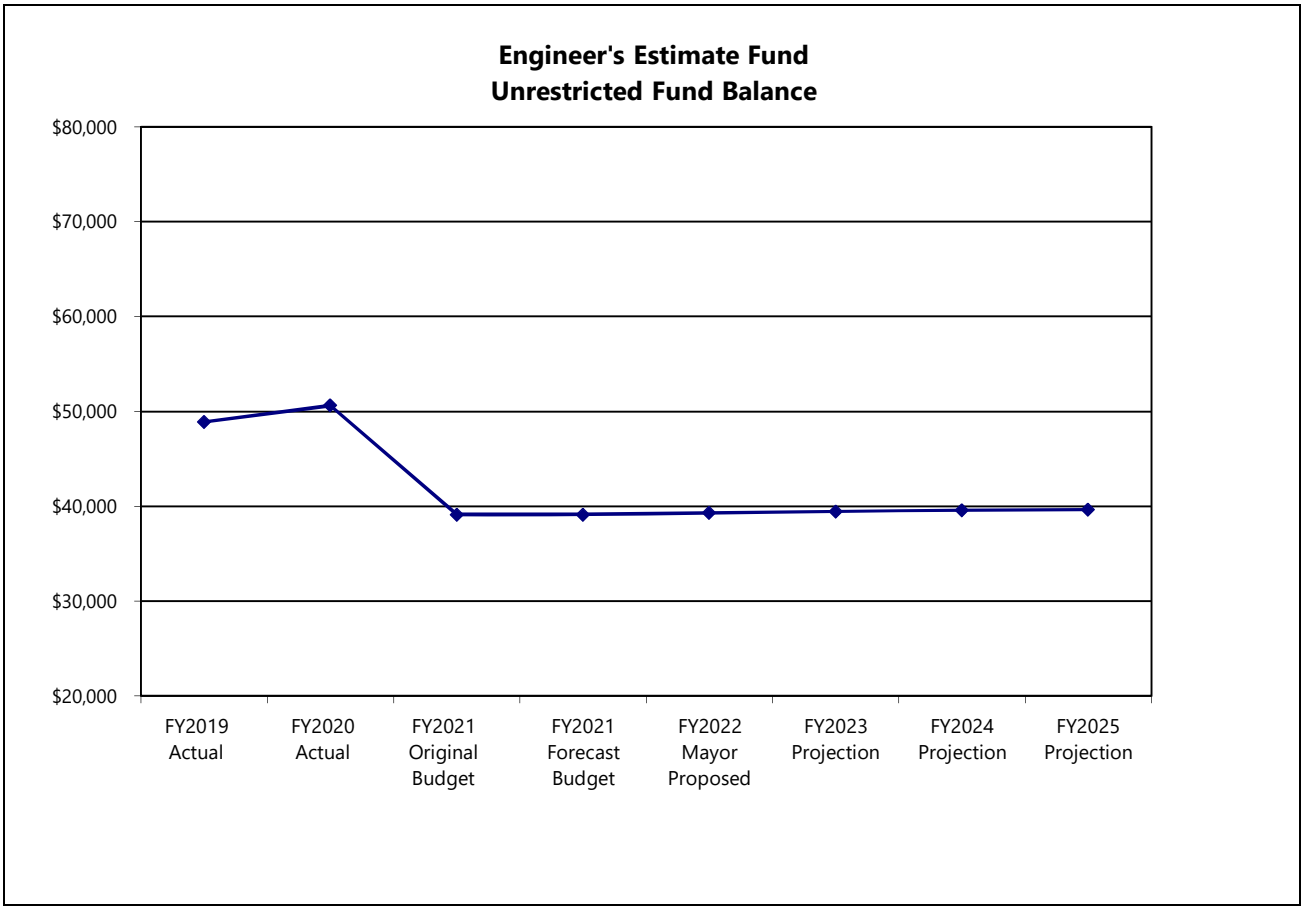
61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

For capital projects information on this department - See the Capital Projects Section - Pages 350, 355-356, 368-369, & 408-410.

Fund: 237 Engineer's Estimate Fund

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
Interest Earnings	$ 1,946	$ 1,762	$ 500	$ 500	$ 500	$ 500	$ 500	$ 500
Total Revenues	1,946	1,762	500	500	500	500	500	500
Operating Transfers From:								
Special Revenue Fund	12,000	-	-	-	12,000	12,000	12,000	12,000
Total Operating Transfer	12,000	-	-	-	12,000	12,000	12,000	12,000
Total Revenues and Operating Transfers	13,946	1,762	500	500	12,500	12,500	12,500	12,500
Expenditures:								
Personnel	-	-	2,000	2,000	2,000	2,040	2,091	2,154
Services	7,675	-	10,000	10,000	10,000	10,000	10,000	10,000
Capital Outlay	-	-	-	-	-	-	-	-
Interdepartmental Charges	-	-	-	-	300	301	302	304
Total Expenditures	7,675	-	12,000	12,000	12,300	12,341	12,393	12,458
Net Results From Operations	6,271	1,762	(11,500)	(11,500)	200	159	107	42
Change in Fund Balance	6,271	1,762	(11,500)	(11,500)	200	159	107	42
Beginning Fund Balance	42,595	48,866	50,628	50,628	39,128	39,328	39,487	39,594
Ending Fund Balance	$ 48,866	$ 50,628	$ 39,128	$ 39,128	$ 39,328	$ 39,487	$ 39,594	$ 39,636


Engineer's Estimate Fund
Revenues and Expenditures
$40,000
$30,000
$20,000
$10,000
$-
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


Engineer's Estimate Fund
Unrestricted Fund Balance
$80,000
$70,000
$60,000
$50,000
$40,000
$30,000
$20,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection

Kenai Peninsula Borough
Budget Detail

Fund 237
Department 33950 - Engineer's Estimate Fund

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ -	$ -	$ 1,320	$ 1,320	$ 1,320	$ -	0.00%
40210	FICA	-	-	80	80	80	-	0.00%
40221	PERS	-	-	300	300	300	-	0.00%
40321	Health Insurance	-	-	298	298	298	-	0.00%
40322	Life Insurance	-	-	2	2	2	-	0.00%
	Total: Personnel	-	-	2,000	2,000	2,000	-	0.00%
Services								
43011	Contractual Services	7,675	-	10,000	10,000	10,000	-	0.00%
	Total: Services	7,675	-	10,000	10,000	10,000	-	0.00%
Interdepartmental Charges								
61990	Admin Service Fee	-	-	-	-	300	300	-
	Total: Interdepartmental Charges	-	-	-	-	300	300	-
Department Total		$ 7,675	$ -	$ 12,000	$ 12,000	$ 12,300	$ -	0.00%

Line-Item Explanations

43011 Contractual Services. Contingency funding for projects that require preliminary cost estimates.

61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

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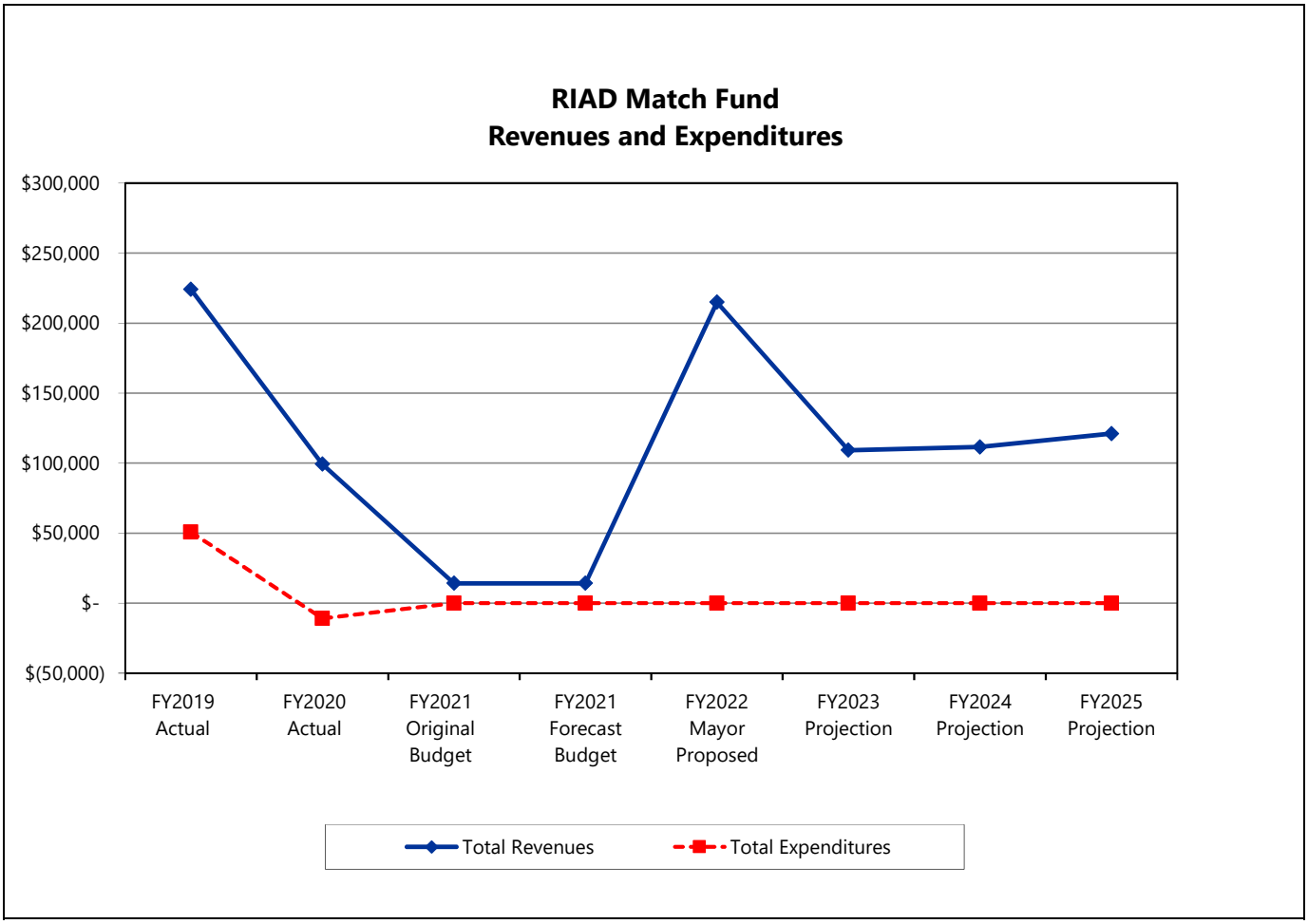
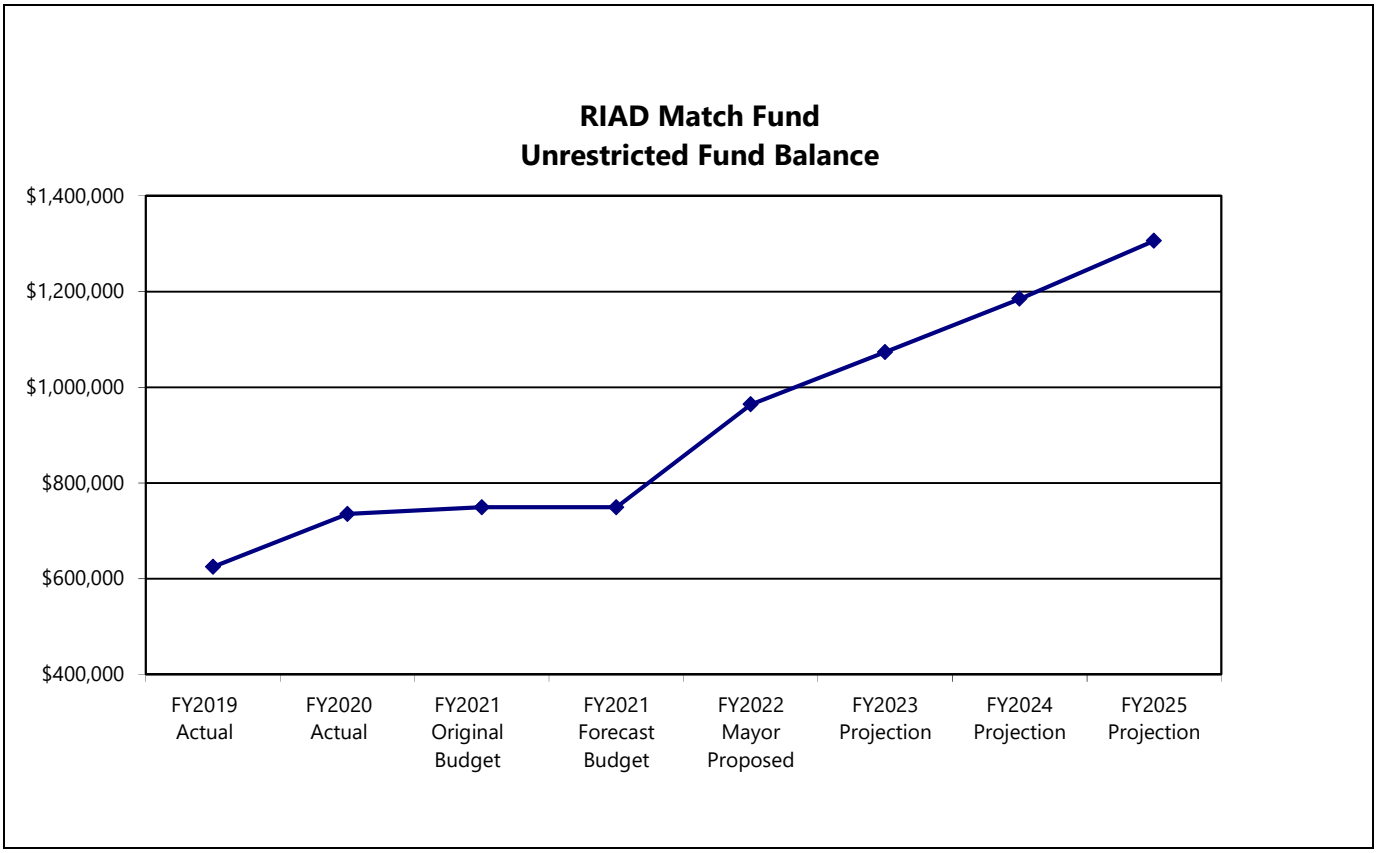
Fund: 238 RIAD Match Fund - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
Interest Earnings	$ 24,104	$ 24,673	$ 14,180	$ 14,180	$ 14,979	$ 19,278	$ 21,464	$ 31,097
Total Revenues	24,104	24,673	14,180	14,180	14,979	19,278	21,464	31,097
Operating Transfers From:								
Special Revenue Fund	200,000	74,615	-	-	200,000	90,000	90,000	90,000
Total Operating Transfer	200,000	74,615	-	-	200,000	90,000	90,000	90,000
Total Revenues and Operating Transfers	224,104	99,288	14,180	14,180	214,979	109,278	111,464	121,097
Expenditures:								
Transfers	50,701	(10,912)	-	-	-	-	-	-
Total Expenditures	50,701	(10,912)	-	-	-	-	-	-
Total Expenditures and Operating Transfers	50,701	(10,912)	-	-	-	-	-	-
Net Results From Operations	173,403	110,200	14,180	14,180	214,979	109,278	111,464	121,097
Change in Fund Balance	173,403	110,200	14,180	14,180	214,979	109,278	111,464	121,097
Beginning Fund Balance	451,148	624,551	734,751	734,751	748,931	963,910	1,073,188	1,184,652
Ending Fund Balance	$ 624,551	$ 734,751	$ 748,931	$ 748,931	$ 963,910	$ 1,073,188	$ 1,184,652	$ 1,305,749

Anticipated RIAD *	500,000
Projected ending Fund Balance	$ 463,910

* Project is estimated to total $1 million, with $500,000 being supported by the Road Service Area and $500,000 being recovered through a special assessment. The project is scheduled to come to the Assembly during FY2022 in a supplemental appropriation process.


RIAD Match Fund
Revenues and Expenditures
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$-
$(50,000)
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


RIAD Match Fund
Unrestricted Fund Balance
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection

Kenai Peninsula Borough
Budget Detail

Fund 238
Department 33950 - RIAD Match Fund

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Transfers								
50830	RIAD projects	$ 50,701	$ (10,912)	-	-	-	-	-
	Total: Transfers	50,701	(10,912)	-	-	-	-	-
Department Total		$ 50,701	$ (10,912)	$ -	$ -	$ -	$ -	0.00%

Line-Item Explanations

43011 Contractual Services. It is anticipated that one supplemental applications will be brought forward in FY22 as there are one large project proposed that will require an appropriation upon assembly approval of the project. South Bend Bluff Riad is currently being engineered.

61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

Education Special Revenue Funds

The Borough has two (2) Special Revenue Funds that have been established for school purposes: the School Fund and the Postsecondary Education Fund.

School Funded

The School Fund records activity associated with operational funding the Borough provides the Kenai Peninsula Borough School District. Operational funding for the FY2022 budget year is $48,000,000.

Operational funding for the school district is appropriated as follows: $36,537,314 for local effort and in-kind of $11,462,686 consisting of $8,029,231 for maintenance, $80,000 for utilities, $3,131,278 for property, liability insurance and worker's compensation, $97,132 for audit cost, and $125,045 for custodial services. The Borough controls the budget for in-kind expenditures; local effort is controlled by the School District.

Revenue for the School Fund is provided by the Borough's General Fund and is generated from sales tax, property taxes and other revenue sources. The Borough's 3% sales tax is dedicated for schools.

In addition to operational funding, the Borough also provides funding of $3,660,125 for school related debt of which $1,277,544 is expected to be reimbursed from the State of Alaska, and $2,250,000 for school district capital projects. Total funding provided for school purposes is $53,910,125. Total funding for schools represent approximately **61.39%** of the Borough's budget; sales tax revenues provide approximately **63.97%** of the Borough's funding provided for schools, the balance comes from property taxes and other revenue sources.

Key Measures

	FY19 Actual	FY20 Actual	FY21 Estimated	FY22 Projected
# of students	8,680	8,681	8,573	7,861
Operational Funding				
Funding from sales tax	$ 31,733,000	$ 32,272,462	$ 27,431,594	$ 30,709,937
Funding from property tax	18,005,432	19,239,629	22,568,406	17,290,063
Total funding	$ 49,738,432	$ 51,512,091	$ 50,000,000	$ 48,000,000
Mill rate equivalent in funding	6.08	6.08	5.88	5.62
Borough funding per student	$ 5,730	$ 5,934	$ 5,832	$ 6,106
Non Operational Funding:				
School capital projects	$ 1,625,000	$ 2,250,000	$ 1,250,000	$ 2,250,000
School Debt Service (net of State payment)	1,139,171	2,499,970	3,754,255	2,382,581
Total Borough Funding	$ 52,502,603	$ 56,262,061	$ 55,004,255	$ 52,632,581
Total mill rate equivalent in funding (net of debt reimbursement from State)	6.42	6.64	6.49	6.16
Equivalent mill rate, net of sales tax	2.54	2.83	3.25	2.57

Postsecondary Education Fund

The Postsecondary Education Fund was set up to account for funding provided by the Borough to institutions that are part of the University of Alaska system. Borough voters approved funding for this program at an amount not to exceed the amount that would be generated by an areawide tax levy of .1 mills. Funding is restricted to operations and may only be used for instruction and the operations of facilities used to provide curriculum or programs offered within the Borough. Funds may not be used for capital improvements or construction of facilities.

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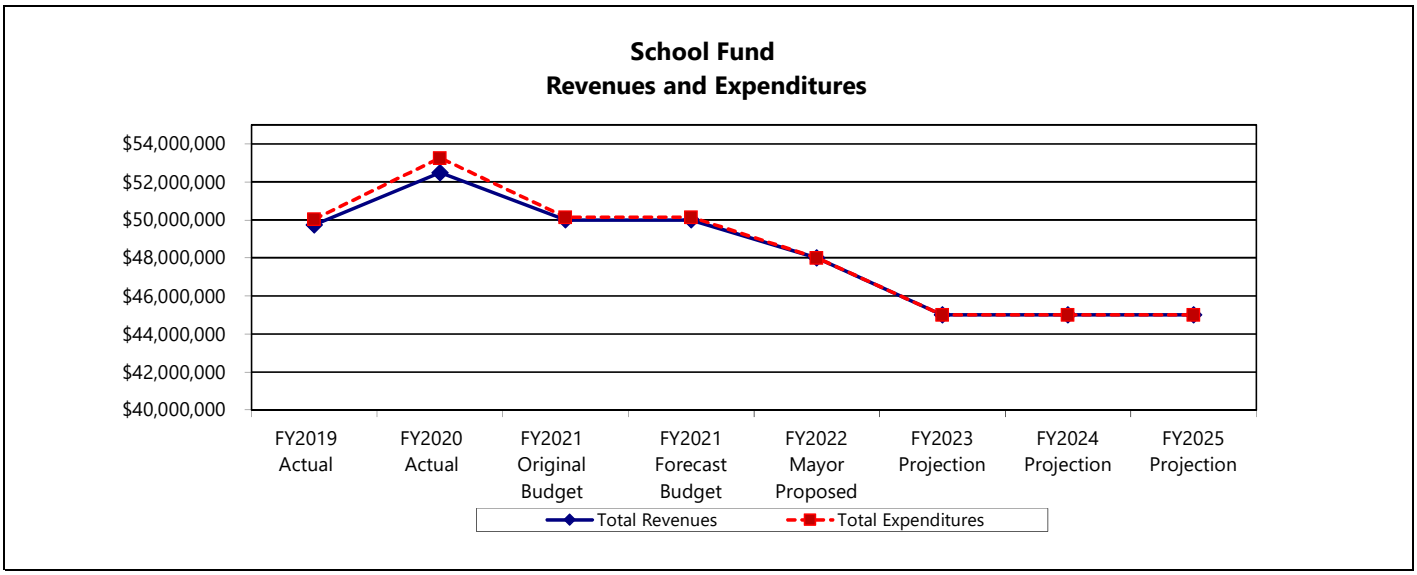
Fund: 241 School Fund - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
State Revenue	$ 195,768	$ 235,815	$ -	$ -	$ -	$ -	$ -	$ -
Total Revenues	195,768	235,815	-	-	-	-	-	-
Other Financing Sources:								
Transfers From Other Funds	49,738,432	52,489,253	50,000,000	47,888,909	48,000,000	45,000,000	45,000,000	45,000,000
Federal Revenue	-	-	-	2,111,091	-	-	-	-
Total Operating Transfers	49,738,432	52,489,253	50,000,000	50,000,000	48,000,000	45,000,000	45,000,000	45,000,000
Total Revenues and Other Financing Sources	49,934,200	52,725,068	50,000,000	50,000,000	48,000,000	45,000,000	45,000,000	45,000,000
Expenditures:								
Custodial Maintenance	115,665	114,150	122,138	122,138	125,045	128,171	128,171	128,171
Maintenance	7,960,618	7,569,997	7,921,941	7,933,101	8,029,231	8,149,669	8,312,662	8,478,916
Non-Departmental:								
Audit	88,527	95,790	97,132	97,132	97,132	97,132	97,132	97,132
Insurance Premium	2,621,584	2,970,178	3,280,215	3,280,215	3,131,278	3,444,406	3,616,626	3,616,626
Utilities	73,109	74,070	90,000	90,000	80,000	81,600	81,600	81,600
School Operations	38,883,797	41,440,829	38,637,268	38,626,108	36,537,314	33,099,022	32,763,808	32,597,555
Capital Projects	300,000	1,000,000	-	-	-	-	-	-
Total Expenditures	50,043,300	53,265,014	50,148,694	50,148,694	48,000,000	45,000,000	45,000,000	45,000,000
Total Expenditures and Operating Transfers	50,043,300	53,265,014	50,148,694	50,148,694	48,000,000	45,000,000	45,000,000	45,000,000
Net Results From Operations	(109,100)	(539,946)	(148,694)	(148,694)	-	-	-	-
Projected Lapse	-	-	-	401,190	-	-	-	-
Change in Fund Balance	(109,100)	(539,946)	(148,694)	252,496	-	-	-	-
Beginning Fund Balance	1,791,509	1,682,409	1,142,463	1,142,463	1,394,959	1,394,959	1,394,959	1,394,959
Ending Fund Balance	1,682,409	1,142,463	993,769	1,394,959	1,394,959	1,394,959	1,394,959	1,394,959
Restricted Fund Balance	377,519	377,519	377,519	377,519	377,519	377,519	377,519	377,519
Unrestricted Fund Balance	1,304,890	764,944	616,250	1,017,440	1,017,440	1,017,440	1,017,440	1,017,440
Total Fund Balance	$ 1,682,409	$ 1,142,463	$ 993,769	$ 1,394,959	$ 1,394,959	$ 1,394,959	$ 1,394,959	$ 1,394,959



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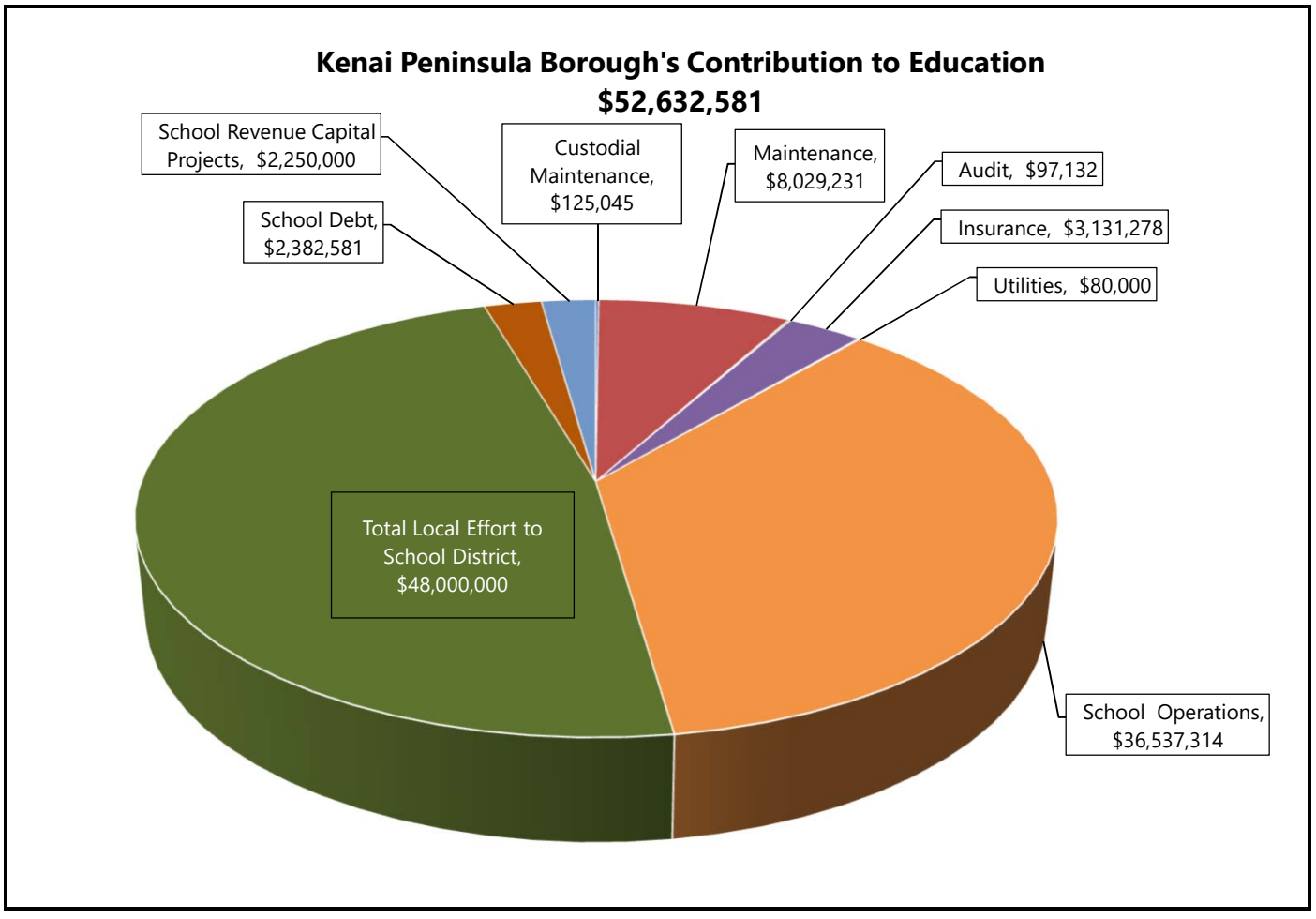
Mill Rate Equivalents for the Borough's Contribution to Education

Expenditures	FY2019 Actual Taxable Value 8,185,334,000	FY2019 Actual Mill Rate Equivalent	FY2020 Actual Taxable Value 8,429,634,000	FY2020 Actual Mill Rate Equivalent	FY2021 Forecast Budget Taxable Value 8,483,354,000	FY2021 Forecast Budget Mill Rate Equivalent	FY2022 Proposed Budget Taxable Value 8,517,472,000	FY2022 Proposed Budget Mill Rate Equivalent
Local Effort to School District								
Custodial Maintenance	$ 115,665	0.01	$ 114,150	0.01	$ 122,138	0.01	$ 125,045	0.01
Maintenance	7,960,618	0.94	7,569,997	0.89	7,933,101	0.93	8,029,231	0.94
Audit	88,527	0.01	95,790	0.01	97,132	0.01	97,132	0.01
Insurance	2,621,584	0.31	2,970,178	0.35	3,280,215	0.39	3,131,278	0.37
Utilities	73,109	0.01	74,070	0.01	90,000	0.01	80,000	0.01
School Operations	38,883,797	4.58	41,440,829	4.87	38,626,108	4.53	36,537,314	4.29
School Capital Projects	300,000	0.04	1,000,000	0.12	-	-	-	-
Total Expenditures and Operating Transfers	50,043,300	5.94	53,265,014	6.28	50,148,694	5.89	48,000,000	5.64
School District Contribution - Fund Balance	109,100	0.01	539,946	0.06	148,694	0.02	-	-
State on-behalf payment - PERS	195,768	0.02	235,815	0.03	-	-	-	-
Federal Coronavirus Funds	-	-	-	-	2,111,091	0.25	-	-
Total Local Effort to School District	49,934,200	5.92	52,725,068	6.22	47,888,909	5.62	48,000,000	5.64
Other Educational Funding								
School Debt	1,139,171	0.13	2,499,970	0.29	3,671,350	0.43	2,382,581	0.28
School Revenue Capital Projects	1,625,000	0.19	2,660,000	0.31	1,955,000	0.23	2,250,000	0.26
Total Other Educational Funding	2,764,171	0.33	5,159,970	0.61	5,626,350	0.66	4,632,581	0.54
Total Education from Borough	$ 52,698,371	6.25	$ 57,885,038	6.82	$ 53,515,259	6.28	$ 52,632,581	6.18



Department Function

Fund 241 **School Fund**

Dept 11235 **Human Resources – Custodial Maintenance**

Mission

The mission of the Custodial Division is to provide prompt and effective custodial services to the Main Borough building, the Risk Management and Human Resources annexes, the school district portables and the records center.

Program Description

This division provides janitorial services to the buildings located within the Binkley/Park Street complex.

Major Long Term Issues and Concerns:

- The need for enhanced sanitation services requiring additional man hours for after public meetings, etc.

FY2021 Accomplishments

- Added CARES funded staff to sanitize facilities.
- Regularly provided and maintained supplies of cleaning products for COVID purposes throughout the Borough.
- Provided rapid response to potential COVID contamination areas for deep cleaning.

FY2022 New Initiatives

- Purchase new more efficient equipment for sanitizing.

Performance Measures

Priority/Goal: Custodial Maintenance
Goal: In addition to regular custodial activities, timely response to all non-routine custodial requests.
Objective: 1. Timely response to requests may lower the risk of injury to employees and the public.
2. Timely response may lower our overall maintenance costs.
Measures:

Percentage of Timely Response	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Custodial	99%	99%	99%	99%

Percentages gauged by number of complaints received by General Services.

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing History*	1.25	1.25	1.25	1.25

**Custodial staffing totals 2.5 employees; 50% is paid by Borough and 50% is paid by School District.*

Kenai Peninsula Borough
Budget Detail

Fund 241
Department 11235 - School Fund Custodial Maintenance

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 58,348	$ 57,122	$ 59,709	$ 59,709	$ 61,084	$ 1,375	2.30%
40120	Temporary Wages	308	337	2,700	2,700	900	(1,800)	-66.67%
40130	Overtime Wages	553	4	1,224	1,224	1,810	586	47.88%
40210	FICA	4,737	4,667	5,797	5,797	5,922	125	2.16%
40221	PERS	17,747	17,547	13,933	13,933	14,377	444	3.19%
40321	Health Insurance	23,624	24,025	25,750	25,750	27,750	2,000	7.77%
40322	Life Insurance	93	77	189	189	194	5	2.65%
40410	Leave	7,810	7,537	9,739	9,739	9,911	172	1.77%
40511	Other Benefits	216	190	-	-	-	-	-
	Total: Personnel	113,436	111,506	119,041	119,041	121,948	2,907	2.44%
Supplies								
42210	Operating Supplies	95	94	125	125	125	-	0.00%
42250	Uniforms	312	315	312	312	312	-	0.00%
42310	Repair/Maintenance Supplies	-	-	100	100	100	-	0.00%
42410	Small Tools & Equipment	20	384	400	400	400	-	0.00%
	Total: Supplies	427	793	937	937	937	-	0.00%
Services								
43011	Contractual Services	875	875	975	975	975	-	0.00%
43110	Communications	98	99	120	120	120	-	0.00%
43210	Transportation/Subsistence	66	107	60	60	60	-	0.00%
43610	Public Utilities	748	746	905	905	905	-	0.00%
43720	Equipment Maintenance	15	-	100	100	100	-	0.00%
	Total: Services	1,802	1,827	2,160	2,160	2,160	-	0.00%
Capital Outlay								
48740	Minor Machines & Equipment	-	24	-	-	-	-	-
	Total: Capital Outlay	-	24	-	-	-	-	-
Department Total		$ 115,665	$ 114,150	$ 122,138	$ 122,138	$ 125,045	$ 2,907	2.38%

Line-Item Explanations

40110 Regular wages. Staff includes: 1/2 time Lead Custodian and 2 full-time custodians.

Note: 50% of the staffing expenditures are charged to the School District and 50% to the Borough Human Resources Department.

43011 Contractual Services. Window washing at the main Borough building and Records office ($975).

Department Function

Fund 241 **School Fund**

Dept 41010 **Facilities Maintenance**

Mission

Maintain Borough schools and administrative facilities to a level that provides a safe and secure environment for all occupants. Conduct comprehensive preventative maintenance programs that promote long system and equipment life. Manage and administer project upgrades that replace building components that are end of life and contribute to enhanced efficiencies or code compliance.

Program Description

The Kenai Peninsula Borough Maintenance Department is responsible for the repair and maintenance of the Kenai Peninsula Borough school facilities and select Borough buildings.

Major Long Term Issues and Concerns

- Increasing demand on the Borough and the Maintenance Department to protect the integrity of our aging facilities.
- Many critical systems and structure elements of the Borough are maintained well beyond their expected useful life. As a result, maintaining the safe and secure environment within our schools is becoming more difficult. Some of these systems are approaching a point where they are no longer supported by industry. The cost of supplies and services to maintain these elements within our facilities increases annually.
- While the current budget trend has been able to keep pace with basic maintenance, little headway has been made with respects to the replacement of many of our aged HVAC control systems. Funding of approximately $5,000,000 would need to be identified to replace these systems.
- Additionally, facility security and intrusion management continues to be an important need for District and Borough facilities.

FY2021 Accomplishments

- Created staff parking area - Chapman Elementary.
- Site access ADA improvements – Homer High.
- Control system replacement and boiler system completion – Homer High.
- Area wide spruce bark beetle remediation.
- Area wide lighting upgrades.
- Major kitchen equipment replacements – McNeil, Ninilchik, Seldovia, Soldotna High, Kenai Central High.
- Exterior door replacements – Redoubt, Ninilchik, Seldovia, Soldotna High, Kenai Central High.
- Area wide CARES/COVID site remediations.
- Area wide control upgrades (control compressors, VFD additions).
- Gym floor refurbishment – Sterling Elementary, Kenai Central High.
- Window siding replacements – 20% Tustamena, Voznesenka Portable.
- Redoubt Elementary Boiler Replacement.

FY2022 New Initiatives

- Chapman Elementary Intensive Needs Room Renovation.
- Kenai Middle School boiler replacement.
- Control system replacement – Hope, Nikiski North Star, Mountain View.
- Kenai Central High sidewalk renovation.
- Sterling Elementary window/siding renovation – Partial.
- Kenai Central High vocational boiler replacement.
- Kenai Middle School boiler replacement – C/P Led.
- Kenai Central High auditorium lighting control replacement.
- Continue are wide lighting upgrades.
- Code compliant/monitored fire systems at the following facilities - West Homer Elementary, Port Graham Teacherage, School District Warehouse.
- Generation/transfer upgrade: Redoubt Elementary, Seldovia.
- DDC control system replacements: Mountain View El. Nikiski North Star El. and Design/bid of Homer High (fund permitting).
- Elevator renovations: Homer High, Skyview, Nikiski MH.
- Continued upgrades to district wide intercom systems for improved paging, emergency notification and intrusion control (grant).
- Various lighting upgrade projects area-wide. Of note: Mountain View, Seward El atriums. Susan B. English exterior. McNeal Canyon exterior and gym, Homer High Gym LED and gym/commons lighting control (funds permitted), and area-wide auditorium improvements (if funded).
- Continue (if funded) Card entry system installs at BAB and various district school facilities.
- Continue to assist with the development of a Borough wide facility management strategy and to build comprehensive equipment data record.

Department Function

Fund 241 — **School Fund**

Dept 41010 — **Facilities Maintenance - Continued**

Performance Measures

Staffing History	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Maintenance staff	44.6	43.5	44.5	45.1

Performance Measures

Priority/Goal: Maintain Borough Schools and administrative facilities to a level that provides for a safe and secure environment.
Goal: Increase efforts to perform our duties in the most effective and efficient manner as possible.
Objective: 1. Monitor our programs to ensure efficiency through projects and upgrades.
2. Use our work order program and technology to enable us to perform to a high level.
3. Providing training to keep abreast of current codes and maintenance trends.
4. Provide the best safety program to maintenance personnel; limiting time loss and liability.

Measures:

Work Order Requests	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Borough-wide	10,882	10,777	10,850	10,850

Commentary:
The Kenai Peninsula Borough Maintenance department strives to our facilities and has always been considered one of the finest organizations of its type in the state. In order to continue this trend, it is important to attract and hire the best staff possible. It is also important to continue to find sources of funding that support needed and required improvements to our aging facilities.

Kenai Peninsula Borough
Budget Detail

Fund 241
Department 41010 - School Fund Maintenance Department

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 2,805,456	$ 2,818,185	$ 3,294,295	$ 3,288,295	$ 3,394,221	$ 99,926	3.03%
40120	Temporary Wages	456,958	415,929	400,000	400,000	395,936	(4,064)	-1.02%
40130	Overtime Wages	23,496	40,443	62,952	62,952	19,873	(43,079)	-68.43%
40210	FICA	277,931	277,000	314,277	314,277	329,958	15,681	4.99%
40221	PERS	869,095	925,811	764,570	764,570	766,977	2,407	0.31%
40321	Health Insurance	965,840	995,520	1,150,875	1,150,875	1,142,150	(8,725)	-0.76%
40322	Life Insurance	4,798	4,248	8,220	8,220	8,449	229	2.79%
40410	Leave	461,642	467,151	445,455	445,455	445,818	363	0.08%
40511	Other Benefits	34,200	16,281	-	6,000	30,000	30,000	-
	Total: Personnel	5,899,416	5,960,568	6,440,644	6,440,644	6,533,382	92,738	1.44%
Supplies								
42120	Computer Software	6,905	180	500	500	500	-	0.00%
42210	Operating Supplies	30,683	32,321	45,000	45,000	45,000	-	0.00%
42230	Fuel, Oils and Lubricants	89,614	76,775	100,000	100,000	100,000	-	0.00%
42250	Uniforms	12,988	4,861	10,000	10,000	10,000	-	0.00%
42263	Training Supplies	-	-	500	500	500	-	0.00%
42310	Repair/Maintenance Supplies	786,891	691,418	735,910	734,150	735,910	-	0.00%
42360	Motor Vehicle Supplies	36,786	44,533	45,000	45,000	45,000	-	0.00%
42410	Small Tools & Equipment	33,489	38,455	25,000	25,000	25,000	-	0.00%
	Total: Supplies	997,356	888,543	961,910	960,150	961,910	-	0.00%
Services								
43011	Contractual Services	59,602	52,572	65,000	76,160	65,000	-	0.00%
43014	Physical Examinations	4,790	1,034	6,000	6,000	6,000	-	0.00%
43015	Water/Air Sample Test	11,475	11,163	13,000	13,000	13,000	-	0.00%
43019	Software Licensing	19,437	20,961	20,000	20,000	20,000	-	0.00%
43050	Solid Waste Fees	590	1,109	1,000	1,000	1,000	-	0.00%
43110	Communications	35,326	34,158	36,000	36,000	36,000	-	0.00%
43140	Postage and Freight	15,732	18,105	18,000	18,000	18,000	-	0.00%
43210	Transportation/Subsistence	156,387	149,332	165,000	165,000	165,000	-	0.00%
43260	Training	3,489	7,291	15,000	15,000	15,000	-	0.00%
43310	Advertising	2,291	538	1,000	1,000	1,000	-	0.00%
43410	Printing	-	236	195	195	195	-	0.00%
43610	Utilities	103,251	102,061	105,000	105,000	105,000	-	0.00%
43720	Equipment Maintenance	1,353	1,471	2,500	2,500	2,500	-	0.00%
43750	Vehicle Maintenance	3,868	3,022	4,000	4,000	4,000	-	0.00%
43764	Snow Removal	351,184	430,666	350,000	350,000	350,000	-	0.00%
43780	Buildings/Grounds Maintenance	185,163	207,389	200,000	200,000	200,000	-	0.00%
43810	Rents & Operating Leases	6,519	16,424	13,000	13,000	13,000	-	0.00%
43812	Equipment Replacement Pymt.	334,441	59,243	41,822	41,822	51,046	9,224	22.06%
43920	Dues and Subscriptions	5,001	3,067	3,500	3,500	3,500	-	0.00%
	Total: Services	1,299,899	1,119,842	1,060,017	1,071,177	1,069,241	9,224	0.87%
Capital Outlay								
48311	Machinery & Equipment	75,179	88,583	-	-	-	-	-
48520	Storage Equipment	7,337	-	-	-	-		
48710	Minor Office Equipment	7,892	7,292	7,636	9,396	7,866	230	3.01%
48720	Minor Office Furniture	-	-	1,000	1,000	1,000	-	0.00%
48740	Minor Machines & Equipment	10,916	21,680	16,100	16,100	15,300	(800)	-4.97%
49433	Plan Reviews/Permit Fees	-	-	750	750	750	-	0.00%
	Total: Capital Outlay	101,324	117,555	25,486	27,246	24,916	(570)	-2.24%

Kenai Peninsula Borough
Budget Detail

Fund 241
Department 41010 - School Fund Maintenance Department - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Interdepartmental Charges								
60001	Charges (To) From Purchasing	213,118	217,913	233,884	233,884	239,782	5,898	2.52%
60002	Charges (To) From Other Depts.	(277,138)	(308,763)	(300,000)	(300,000)	(300,000)	-	-
60003	Charges (To) From Capital Projects	(273,357)	(425,661)	(500,000)	(500,000)	(500,000)	-	-
	Total: Interdepartmental Charges	(337,377)	(516,511)	(566,116)	(566,116)	(560,218)	5,898	-
Department Total		$ 7,960,618	$ 7,569,997	$ 7,921,941	$ 7,933,101	$ 8,029,231	$ 107,290	1.35%

Line-Item Explanations

40110 Regular Wages. Staff includes: .6 Director of Maintenance, 4 Maintenance Foremen, 1 Lead Electrician, 4 Electricians I/II, 1 Lead Automotive and Diesel Mechanic, 2 Automotive and Diesel Mechanics I/II, 2 Lead Energy Systems Mechanic, 3 Energy Systems Mechanics I/II, 1 Lead Painter, 3 Painters I/II, 1 Electronics Technician I/II, 2 Locksmith-General Maintenance Mechanics I/II, 1 Lead Energy Systems Mechanic/ Plumber (Homer), 1 Plumber, 3 Lead General Maintenance Mechanics, 5 General Maintenance Mechanics I/II, 2 Millwright-General Maintenance Mechanics I/II, 1 Plumber-General Maintenance Mechanic I/II, 1 Water treatment Operator, 2 Carpenters-General Maintenance, 1 GM Electrical/Electronics Helper, 1 Safety Coordinator, 1 Administrative Assistant, .5 Secretary-Dispatcher (Homer), 1 Clerk-Dispatcher.

Reduced Director postion from full-time to 60%
Add 1 Maintenance Foreman

40120 Temporary Wages. To cover temporary employees hired in the summer to assist with landscaping, painting and general maintenance.

40130 Overtime Wages. Reduced based on anticipated overtime for FY2022.

40511 Other Benefits. Increased to provide for anticipated unemployment costs and bring budget more in line with actuals.

42310 Repair/Maintenance Supplies. Supplies necessary for maintenance of school facilities.

42360 Vehicle Maintenance. To provide parts and supplies for repairing and maintaining motor vehicles.

42410 Small Tool and Equipment. Miscellaneous small tools and equipment ($25,000).

43260 Training. Increased to provide training for plumbing and electrical code upgrades, no travel associated.

43764 Snow Removal. Contract snow removal at all district facilities.

43812 Equipment Replacement Payments. Payment to the Equipment Replacement Fund for vehicles and equipment.

48710 Minor Office Equipment. Scheduled replacement of 8 desktop computers ($783 each), and 2 desktop computers ($801 each).

48720 Minor Office Furniture. 4 office chairs ($250 each).

48740 Minor Machines. Ranger R980ATF tire machine ($3,600), SEEKTECH SR-20 locator with SeeSnake FleXmitter transmitter ($3,700), Square Scrub EBG-20 ($4,000), core drill set ($2,000), and Skidsteer telescoping boom ($2,000).

60001-60003 Charges (To) From Other Depts. Estimated cost to be charged to other funds including the General Fund and the School Capital Project Fund. See page 51 for summary of interdepartmental charges.

For capital projects information on this department - See the Capital Project section - Pages 350, 351-352, 358, & 373-380.

Kenai Peninsula Borough
Budget Detail

Fund 241
Department 94910 - School Fund Non-Departmental

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43012	Audit Services	$ 88,527	$ 95,790	$ 97,132	$ 97,132	$ 97,132	$ -	0.00%
43510	Insurance Premium	2,621,584	2,970,178	3,280,215	3,280,215	3,131,278	(148,937)	-4.54%
43610	Utilities	73,109	74,070	90,000	90,000	80,000	(10,000)	-11.11%
	Total: Services	2,783,220	3,140,038	3,467,347	3,467,347	3,308,410	(158,937)	-4.58%
Transfers								
50241	School District Operations	38,883,797	41,440,829	38,637,268	38,626,108	36,537,314	(2,099,954)	-5.44%
50400	School Capital Projects	300,000	1,000,000	-	-	-	-	-
	Total: Transfers	39,183,797	42,440,829	38,637,268	38,626,108	36,537,314	(2,099,954)	-5.44%
Department Total		$ 41,967,017	$ 45,580,867	$ 42,104,615	$ 42,093,455	$ 39,845,724	$ (2,258,891)	-5.36%

Line-Item Explanations

43012 Audit Services. School district funding of annual audit, which includes State and Federal Single audit. Compliance audits, as well as financial audits, are required of the Borough and all component units. Anticipated contract increase due to renewal of audit service contract.

43510 Insurance Premium. School district portion from allocation of insurance costs, including claims fees, risk management expense, general liability, fire and extended coverage, auto liability, auto physical damage, worker's compensation, educational errors and omissions, bonds, business travel, non-owned aircraft travel.

43610 Utilities. School district share of natural gas, electricity, water and sewer for administration building and administration annex buildings.

50241 School District Operations. Funding provided to school district from local sources.

Kenai Peninsula Borough
Budget Detail

Fund 241 School Fund
Expenditure Summary By Line Item

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 2,863,804	$ 2,875,307	$ 3,354,004	$ 3,348,004	$ 3,455,305	$ 101,301	3.02%
40120	Temporary Wages	457,266	416,266	402,700	402,700	396,836.00	(5,864)	-1.46%
40130	Overtime Wages	24,049	40,447	64,176	64,176	21,683.00	(42,493)	-66.21%
40210	FICA	282,668	281,667	320,074	320,074	335,880.00	15,806	4.94%
40221	PERS	886,842	943,358	778,503	778,503	781,354.00	2,851	0.37%
40321	Health Insurance	989,464	1,019,545	1,176,625	1,176,625	1,169,900.00	(6,725)	-0.57%
40322	Life Insurance	4,891	4,325	8,409	8,409	8,643.00	234	2.78%
40410	Leave	469,452	474,688	455,194	455,194	455,729.00	535	0.12%
40511	Other Benefits	34,416	16,471	-	6,000	30,000.00	30,000	-
	Total: Personnel	6,012,852	6,072,074	6,559,685	6,559,685	6,655,330	95,645	1.46%
Supplies								
42120	Computer Software	6,905	180	500	500	500	-	0.00%
42210	Operating Supplies	30,778	32,415	45,125	45,125	45,125	-	0.00%
42230	Fuel, Oils and Lubricants	89,614	76,775	100,000	100,000	100,000	-	0.00%
42250	Uniforms	13,300	5,176	10,312	10,312	10,312	-	0.00%
42263	Training Supplies	-	-	500	500	500	-	0.00%
42310	Repair/Maint Supplies	786,891	691,418	736,010	734,250	736,010	-	0.00%
42360	Motor Vehicle Supplies	36,786	44,533	45,000	45,000	45,000	-	0.00%
42410	Small Tools & Equipment	33,509	38,839	25,400	25,400	25,400	-	0.00%
	Total: Supplies	997,783	889,336	962,847	961,087	962,847	-	0.00%
Services								
43011	Contractual Services	60,477	53,447	65,975	77,135	65,975	-	0.00%
43012	Audit Services	88,527	95,790	97,132	97,132	97,132	-	0.00%
43014	Physical Examinations	4,790	1,034	6,000	6,000	6,000	-	0.00%
43015	Water/Air Sample Test	11,475	11,163	13,000	13,000	13,000	-	0.00%
43019	Software Licensing	19,437	20,961	20,000	20,000	20,000	-	0.00%
43050	Solid Waste Fees	590	1,109	1,000	1,000	1,000	-	0.00%
43110	Communications	35,424	34,257	36,120	36,120	36,120	-	0.00%
43140	Postage and Freight	15,732	18,105	18,000	18,000	18,000	-	0.00%
43210	Transportation/Subsistence	156,453	149,439	165,060	165,060	165,060	-	0.00%
43260	Training	3,489	7,291	15,000	15,000	15,000	-	0.00%
43310	Advertising	2,291	538	1,000	1,000	1,000	-	0.00%
43410	Printing	-	236	195	195	195	-	0.00%
43510	Insurance Premium	2,621,584	2,970,178	3,280,215	3,280,215	3,131,278	(148,937)	-4.54%
43610	Utilities	177,108	176,877	195,905	195,905	185,905	(10,000)	-5.10%
43720	Equipment Maintenance	1,368	1,471	2,600	2,600	2,600	-	0.00%
43750	Vehicle Maintenance	3,868	3,022	4,000	4,000	4,000	-	0.00%
43764	Snow Removal	351,184	430,666	350,000	350,000	350,000	-	0.00%
43780	Building/Grounds Maintenance	185,163	207,389	200,000	200,000	200,000	-	0.00%
43810	Rents	6,519	16,424	13,000	13,000	13,000	-	0.00%
43812	Equipment Replacement Pymt.	334,441	59,243	41,822	41,822	51,046	9,224	22.06%
43920	Dues and Subscriptions	5,001	3,067	3,500	3,500	3,500	-	0.00%
	Total: Services	4,084,921	4,261,707	4,529,524	4,540,684	4,379,811	(149,713)	-3.31%
Capital Outlay								
48311	Machinery & Equipment	75,179	88,583	-	-	-	-	-
48520	Storage Equipment	7,337	-	-	-	-		
48710	Minor Office Equipment	7,892	7,292	7,636	9,396	7,866	230	3.01%
48720	Minor Office Furniture	-	-	1,000	1,000	1,000	-	0.00%
48740	Minor Machines & Equipment	10,916	21,704	16,100	16,100	15,300	(800)	-4.97%
49433	Plan Reviews/Permit Fees	-	-	750	750	750	-	0.00%
	Total: Capital Outlay	101,324	117,579	25,486	27,246	24,916	(570)	-2.24%

Kenai Peninsula Borough
Budget Detail

Fund 241 School Fund
Expenditure Summary By Line Item - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Transfers								
50241	School District Operations	$ 38,883,797	$ 41,440,829	$ 38,637,268	$ 38,626,108	$ 36,537,314	$ (2,099,954)	-5.44%
50400	School Capital Projects	300,000	1,000,000	-	-	-	-	-
	Total: Transfers	39,183,797	42,440,829	38,637,268	38,626,108	36,537,314	(2,099,954)	-5.44%
Interdepartmental Charges								
60001	Charges (To) From Purchasing	213,118	217,913	233,884	233,884	239,782	5,898	2.52%
60002	Charges (To) From Other Depts.	(277,138)	(308,763)	(300,000)	(300,000)	(300,000)	-	-
60003	Charges (To) From Capital Projects	(273,357)	(425,661)	(500,000)	(500,000)	(500,000)	-	-
	Total: Interdepartmental Charges	(337,377)	(516,511)	(566,116)	(566,116)	(560,218)	5,898	-
Department Total		$ 50,043,300	$ 53,265,014	$ 50,148,694	$ 50,148,694	$ 48,000,000	$ (2,148,694)	-4.28%

Kenai Peninsula Borough
Budget Detail

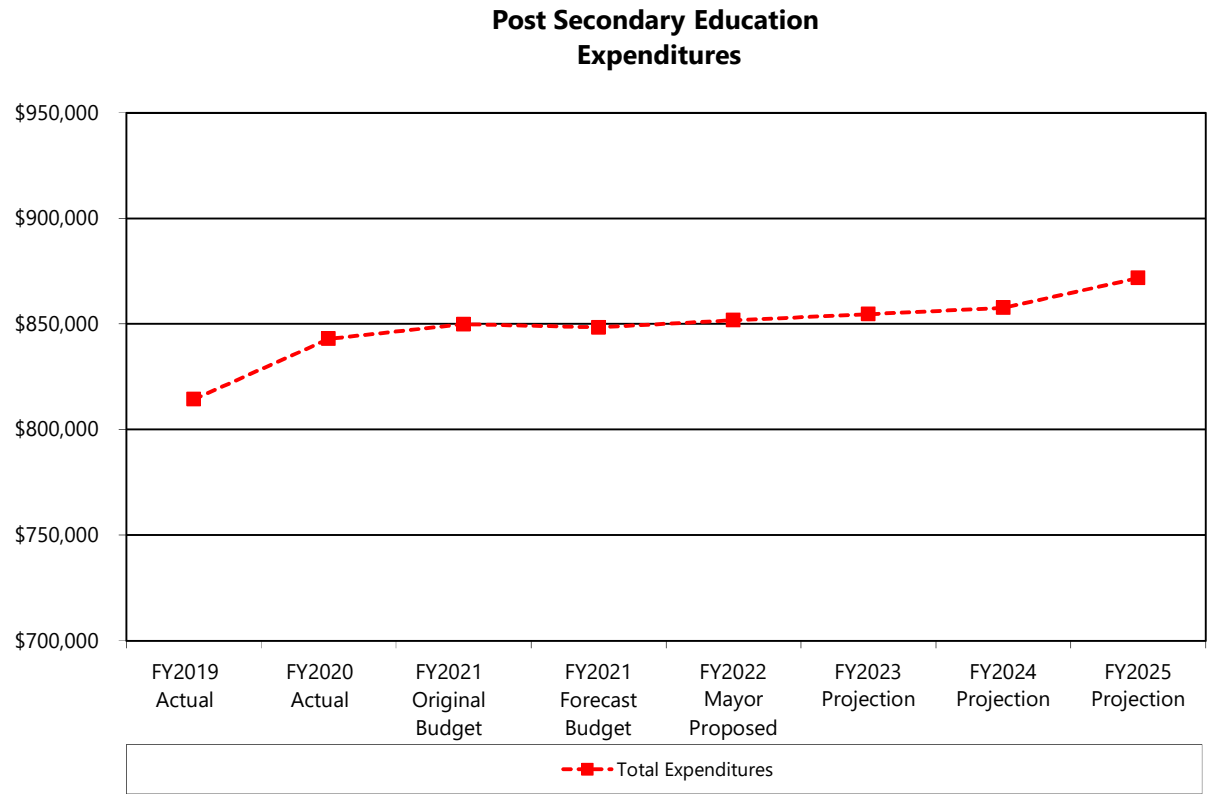
Fund 241 School Fund
Total Summary

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
40XXX	Total Personnel	$ 6,012,852	$ 6,072,074	$ 6,559,685	$ 6,559,685	$ 6,655,330	95,645	1.46%
42XXX	Total Supplies	997,783	889,336	962,847	961,087	962,847	-	0.00%
43XXX	Total Services	4,084,921	4,261,707	4,529,524	4,540,684	4,379,811	(149,713)	-3.31%
48XXX	Total Capital Outlay	101,324	117,579	25,486	27,246	24,916	(570)	-2.24%
50XXX	Total Transfers	39,183,797	42,440,829	38,637,268	38,626,108	36,537,314	(2,099,954)	-5.44%
6XXXX	Total Interdepartmental Charges	(337,377)	(516,511)	(566,116)	(566,116)	(560,218)	5,898	-
Fund Totals		$ 50,043,300	$ 53,265,014	$ 50,148,694	$ 50,148,694	$ 48,000,000	$ (2,148,694)	-4.28%

Fund: 242 Postsecondary Education - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
Operating Transfers From:								
General Fund	$ 814,308	$ 842,963	$ 849,848	$ 848,335	$ 851,747	$ 854,576	$ 857,604	$ 871,760
Total Operating Transfers								
Total Revenues and Other Financing Sources	814,308	842,963	849,848	848,335	851,747	854,576	857,604	871,760
Expenditures:								
Services	814,308	842,963	849,848	848,335	851,747	854,576	857,604	871,760
Total Expenditures	814,308	842,963	849,848	848,335	851,747	854,576	857,604	871,760
Total Expenditures and Operating Transfers	814,308	842,963	849,848	848,335	851,747	854,576	857,604	871,760
Results From Operations	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Ending Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Mill Rate Equivalency for Operating Transfer from the General Fund	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10



Kenai Peninsula Borough
Budget Detail

Fund 242 Postsecondary Education
Department 78090 - Kenai Peninsula College

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43023	Kenai Peninsula College	$ 814,308	$ 842,963	$ 849,848	$ 848,335	$ 851,747	$ 1,899	0.22%
	Total: Services	814,308	842,963	849,848	848,335	851,747	1,899	0.22%
Department Total		$ 814,308	$ 842,963	$ 849,848	$ 848,335	$ 851,747	$ 1,899	0.22%

Line-Item Explanations

43023 Kenai Peninsula College (KPC). Funding to be used as follows:

JumpStart Program/Tuition Waiver. Funding provides a two thirds reduction in UAA tuition for KPB resident high school juniors or seniors wanting to enroll in college classes. These students will be able take up to six credits/semester for five semesters (total of 30 credits equivalent to one full-time year attending college) beginning the fall semester when they become a junior. In Fall 2021, students will pay $79/credit (regular lower division tuition is $234/credit). ($241,898).

Adult Basic Education/General Education Development. Funding provides personnel, travel, and support costs to make the ABE/GED program available throughout the Kenai Peninsula Borough, including Soldotna, Kenai, Nikiski, Homer, Ninilchik, Anchor Point, Tyonek, Seldovia, Port Graham, Nanwalek, Vozsensenka, and other remote communities as needed ($139,390)

Kenai River Campus Outreach	$83,776
Kachemak Bay Campus Outreach	$55,614

Courses at Resurrection Bay Extension Site, Seward. Funding provides courses in basic general requirements such as English, Psychology, Art, Communication, professional development courses and community interest courses ($32,316).

Evening Coordinator, Kenai River Campus. This position provides assistance to students with admissions, registration, advising, as well as assistance to evening instructors, coordinates evening events, programs, and special events. Funding provides salary, benefits, and support for 50% of this nine-month position. The night coordinator is trained in CPR, first aid, and AED operations ($21,753).

Tutors - Learning Centers. Funding provides tutors at both campuses. Tutoring strengthens academic skills for students struggling with a specific concept in a subject. Both campuses offer face-to-face hands-on and virtual tutoring through open labs staffed by faculty, instruction staff, student peers or individuals trained and qualified in their area of expertise. ($45,946).

Kenai River Campus	$28,125
Kachemak Bay Campus	$17,821

Instructional Support Position-Kachemak Bay Campus. Funding provides an instructional support position for KBC faculty, staff and students utilizing Bay View Hall. This position provides sole instructional and administrative support as well as all test proctoring services ($48,887).

Library Support, Kachemak Bay Campus. Funding provides 60% of the operational costs for a Library Technician. Funding also provides additional resources such as reference materials, books and databases ($24,514).

Student Success and Resource Advisor -Kenai River Campus. This position oversees and monitors the academic progress of KPC students taking developmental level math and English courses to ensure these at-risk students stay on track. Additionally, this person will review Accuplacer results and advise students on what courses to select for an achievable path to graduation. Funding will also provide one part-time student worker to assist with scheduling and data retrieval, plus minimal funding for operational materials and resources ($90,939).

Information/Registration Clerk, Kachemak Bay Campus. Funding provides 50% of full-time year-round cost for staffing an Information /Registration clerk for the Kachemak Bay campus. The position provides routine advice to students, parents, and the public ($34,803).

Advising and Support Services Specialist, Kachemak Bay Campus. This position assists students in planning schedules, recommends classes and supports students in overcoming obstacles that would interfere with their educational goals. Funding provides 60% of the cost of a year-round staff member ($41,689).

Veterans Student Coordinator. Funding supports a full-time, 12-month position. This person serves as the initial point of contact for active duty and veteran students attending KPC. This position advises these students on their VA and military educational benefits, certifies courses, and assists with Veteran-specific and general recruitment initiatives. ($90,387).

Recruiter. This dedicated recruiter position will design and develop programs to support the KPC recruitment plan, develop and deliver formal presentations to school students, conducts campus tours for all ages, meets with prospective students and families regarding admission, enrollment, and academic requirements for KPC programs, and maintain positive contact with school counselors and community representatives. ($39,225).

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General Government Special Revenue Funds

The Borough has two (2) General Government special revenue funds, with annual budgets, that were established for specified purposes due to legal requirements restricting specific resources for expenditure or which are not appropriately budgeted elsewhere. These funds are the Land Trust Fund and the Nikiski Senior Service Area Fund.

Land Trust Fund – this fund was established to account for all moneys accruing to the Borough in lieu of lands or from the use or sale of lands and to manage all Borough owned and municipal entitlement lands. The major sources of revenues are from land sales and interest earnings.

Nikiski Senior Service Area – the voters in the Nikiski and Tyonek area in 1993 created this service area. The purpose of the service area is to provide programs and services to seniors who live in the service area. The service area provides funding to the Native Village of Tyonek for Tyonek Senior Citizen programs, and to Nikiski Senior Citizens, Inc., a non-profit organization that provides meals, transportation, social activities, and information and referral. The major source of revenue is from property taxes.

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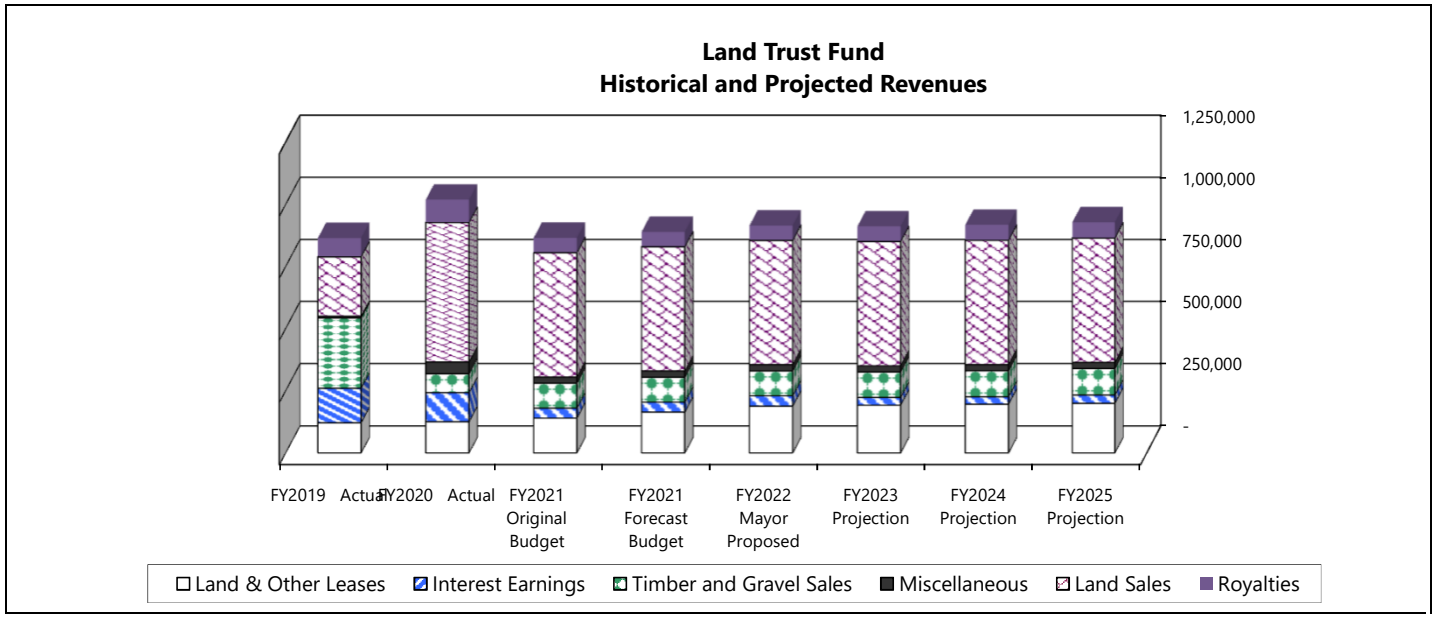
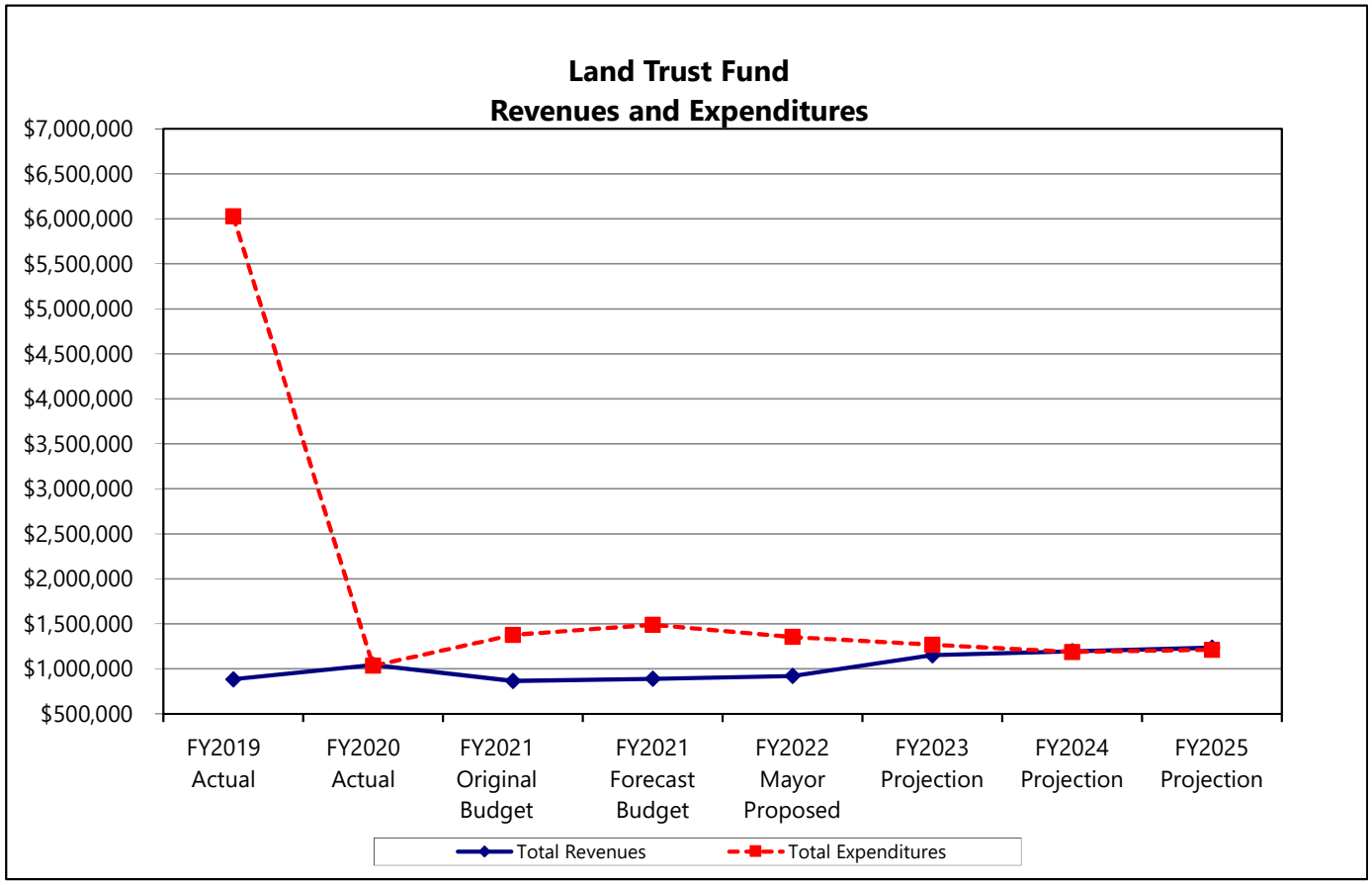
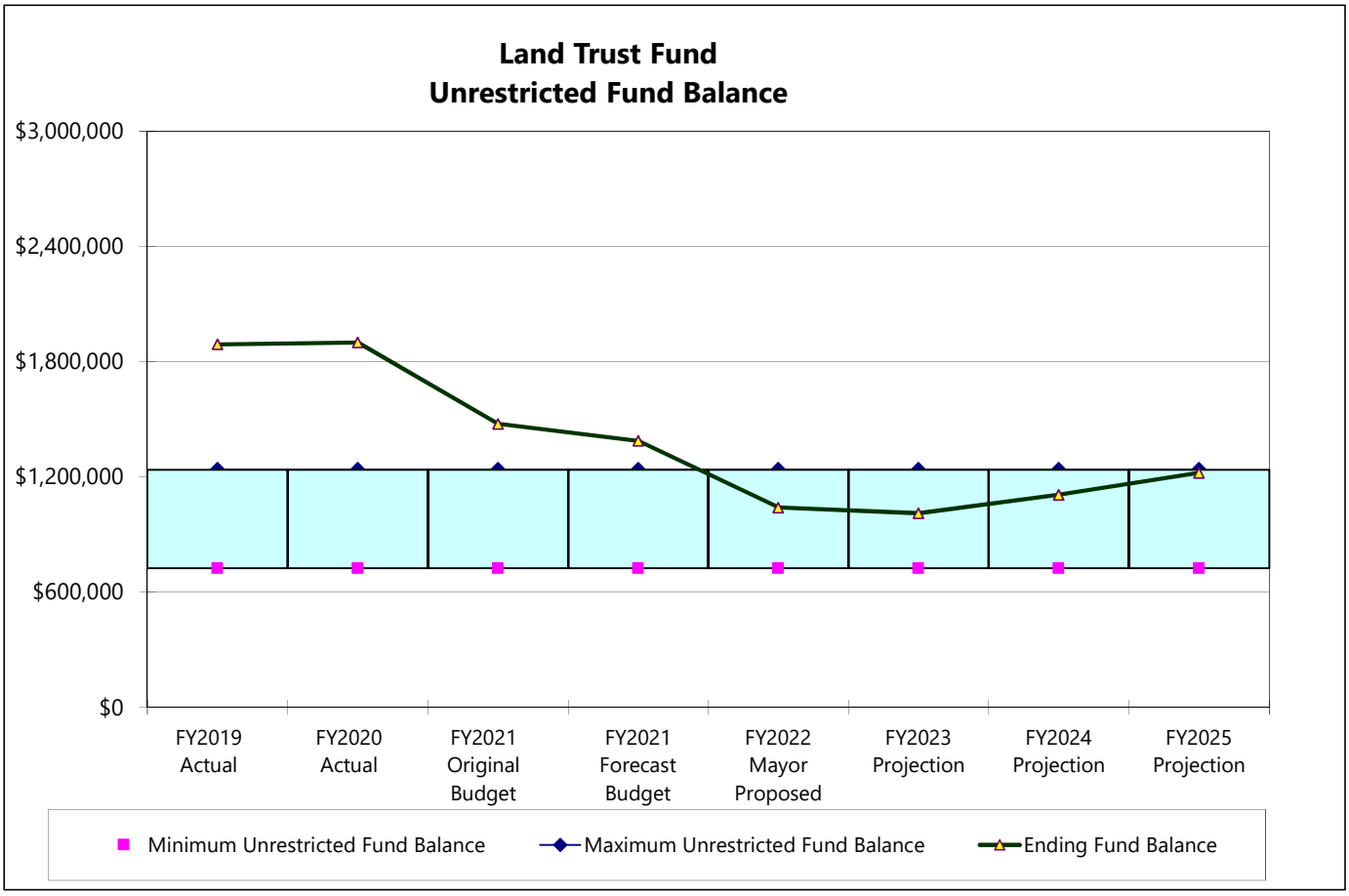
Fund: 250 Land Trust Fund - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
State Revenue	$ 19,114	$ 24,325	$ -	$ -	$ -	$ -	$ -	$ -
Other Revenue:								
Land Sales	239,080	560,868	500,000	500,000	500,000	500,000	500,000	500,000
Land & Other Leases	121,052	125,174	140,000	164,000	188,000	191,760	195,595	199,507
Timber and Gravel Sales	282,167	75,898	100,000	100,000	100,000	102,000	104,040	106,121
Interest Earnings	139,110	116,944	40,044	40,044	41,636	31,206	30,323	33,217
Royalties	75,771	92,392	60,000	60,000	60,000	61,200	62,424	63,672
Site Reclamation	-	-	-	-	6,078	6,200	6,324	6,450
Miscellaneous	7,055	47,468	25,000	25,000	25,000	25,000	25,000	25,000
Total Revenues	883,349	1,043,069	865,044	889,044	920,714	917,366	923,706	933,967
Operating Transfers From:								
Land Trust Investment Fund	-	-	-	-	-	233,000	271,000	300,000
Total Operating Transfers	-	-	-	-	-	233,000	271,000	300,000
Total Revenues and Other Financing Sources	883,349	1,043,069	865,044	889,044	920,714	1,150,366	1,194,706	1,233,967
Expenditures:								
Personnel	572,258	582,942	626,042	626,042	607,555	619,706	635,199	654,255
Supplies	2,166	1,861	9,700	9,700	7,200	7,344	7,491	7,641
Services	151,905	141,757	212,500	212,500	213,594	213,594	217,866	222,223
Capital Outlay	5,924	4,791	8,040	8,040	4,570	4,661	4,754	4,849
Interdepartmental Charges	18,306	16,305	20,207	20,207	20,823	21,133	21,633	22,224
Total Expenditures	750,559	747,656	876,489	876,489	853,742	866,438	886,943	911,192
Operating Transfers To:								
Land Trust Investment Fund	5,275,000	285,505	500,000	612,342	500,000	400,000	300,000	300,000
Total Operating Transfers	5,275,000	285,505	500,000	612,342	500,000	400,000	300,000	300,000
Total Expenditures and Operating Transfers	6,025,559	1,033,161	1,376,489	1,488,831	1,353,742	1,266,438	1,186,943	1,211,192
Net Results From Operations	(5,142,210)	9,908	(511,445)	(599,787)	(433,028)	(116,072)	7,763	22,775
Projected Lapse	-	-	87,649	87,649	85,374	86,644	88,694	91,119
Change in Fund Balance	(5,142,210)	9,908	(423,796)	(512,138)	(347,654)	(29,428)	96,457	113,894
Beginning Fund Balance	7,032,291	1,890,081	1,899,989	1,899,989	1,387,851	1,040,197	1,010,769	1,107,226
Ending Fund Balance	$ 1,890,081	$ 1,899,989	$ 1,476,193	$ 1,387,851	$ 1,040,197	$ 1,010,769	$ 1,107,226	$ 1,221,120




Land Trust Fund
Revenues and Expenditures
$7,000,000
$6,500,000
$6,000,000
$5,500,000
$5,000,000
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


Land Trust Fund
Unrestricted Fund Balance
$3,000,000
$2,400,000
$1,800,000
$1,200,000
$600,000
$0
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Ending Fund Balance

Department Function

Fund 250 **Land Management Administration**

Dept 21210

Mission

To make informed management recommendations, decisions, and actions on the borough's land inventory and natural resources in accordance with KPB Chapter 17.10 and the Kenai Peninsula Borough Comprehensive Plan with three primary operational objectives:

1) Acquire and hold land for the operations of the Kenai Peninsula Borough, including the school district and service areas.
2) Manage lands & natural resources for identified community needs and general social, environmental, and economic public benefits.
3) Create capacity for perpetuating the implementation of objectives 1 & 2.

Program Description

The Land Management Division is responsive to current and foreseeable land-based needs of the borough and its residents which are addressed through inventory, land planning, land acquisition, land use authorizations, resource management, land disposals, and public land information under the general powers authority of AS 29.35.010(8).

Major Long Term Issues and Concerns:

- Establishing policy and formalizing best practices.
- Establishing a facility management framework.
- Protecting KPB's interest in the municipal entitlement process.
- Establishing a centralized information management system for land program records.
- Public facing mapping of all borough land.
- Classification of all borough land.
- Development of a multi-year work plan with classification based management plans, and other operational objectives.
- Attaining productive, healthy, and sustainable soil and water management methods.
- Staffing succession and capacity to serve mission.
- Establishment of revenue program goals and strategies.
- Funding for Agriculture Initiative Program Manager.

FY2021 Accomplishments

- Initial investment into the Land Trust Investment Fund was $5,275,000. LTIF investment earnings in FY19 were $139,975; $285,505 in land sale earnings was deposited into the LTIF in FY20; LTIF investment earnings in FY20 were $95,567; $612,341 in land sale earnings was deposited into the LTIF in FY21; $0 is anticipated to transfer from the LTIF to the Land Trust Fund (operating) for FY 22.
- Assisted Planning Department through transition of directors and multiple staffing changes, and incorporated Management of GIS Division.
- Conducted sealed bid sale and OTC sale producing a land sale volume in excess of $1.5M.
- Supported Sterling Highway MP 45-60 DOT project with initial clearing permits and consulting for right-of-way acquisition, material borrow and disposal sites, and negotiated critical access routes for Unit 395, Slaughter Gulch Trail, and Quartz Creek Subdivision.
- Assisted with COVID 19 responses and CARES Act funding organizational planning.
- Negotiated 8 communication site lease agreements providing revenue streams to Land Management as well as three service areas producing at least $80,000 per year for the next 25 years ($2M unadjusted).
- Stood up and supported the Resilience and Security Advisory Commission.
- Facilitated use of SoPrep Building by OEM, CES, and Boys & Girls Club.
- Acquired Ninilchik Emergency Services fire station property on behalf of WESA through interdepartmental cooperation.

FY2022 New Initiatives:

- Municipal Entitlement effort to complete land grant with 13,000 acres identified in Res 2013-054; minimum two-year plan amendment-selection-approval process effort.
- Assist with Facility Management Strategic Plan through FM working group participation and internal deliverables.
- Work with GIS and facility operators to generate mapping of campus boundaries.
- Respond to land planning, design, and authorization needs generated by the Sterling Hwy MP 45-60 DOT project.
- Conduct community level land planning in the Moose Pass Advisory Planning Commission Area, including approved and conditionally approved municipal entitlement lands.
- Implementation of agriculture land pilot project by working with Planning Commission and Assembly.
- Continue working on tax parcelization of approved municipal entitlement lands and the development of campus management map services.
- Assist CES with acquisition of properties for Station 1 Replacement Project.
- Assemble forestry solutions for addressing beetle kill on KPB lands.

Performance Measures

Measures:

Staffing	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing history	5	5	4.75	4.75
Seasonal field staff	0	0	0	1

Priority/Goal: Land Acquisition
Goal: Support borough operations and community interests with appropriately located lands
Objective: To acquire lands meeting operational criteria for borough purposes; To acquire lands appropriate for inclusion in community land use planning including lands supporting public purposes, community expansion, resource management, recreation, and ecological values. To obtain patent to approved municipal entitlement grant lands.

Measures:

	Benchmark	CY2018 Actual	CY2019 Actual	CY2020 Actual	CY2021 Projected
Parcels acquired for KPB Purposes	N/A	0	0	0	10
Properties leased by KPB	N/A	17	14	17	14
Municipal entitlement acres received	2,350	0	0	3.75	300

Priority/Goal: Land disposal
Goal: To dispose of tax foreclosed, surplus, and community expansion lands guided by public processes.
Objective: To conduct disposal programs of appropriate surplus and planned lands. To periodically conduct tax foreclosure auctions.

Measures:

	CY2018 Actual	CY2019 Actual	CY2020 Actual	CY2021 Projected
Tax foreclosure parcels sold/retained	1/0	28/10	0/0	30/10
Parcels sold at market value	4	4	26	15
Deeds of trust outstanding	36	30	31	32

Department Function

Fund 250 **Land Management Administration - Continued**

Dept 21210

Priority/Goal: Land use authorizations and natural resource sales
Goal: To provide for appropriate uses of borough land and natural resources
Objective: 1. To orderly administer land authorization programs for special use of borough land
2. To offer borough gravel and hard rock resources in support of community and public project needs

Measures:

	CY2018 Actual	CY2019 Actual	CY2020 Actual	CY2021 Projected
Active land leases & Rent Agreements	32	31	38	40
Land use permits	37	33	32	33
Right-of-way utility permits	128	128	138	140
Easements granted	1	2	4	3
Small quantity gravel permits	11	12	13	14
Gravel volume all sites (cubic yards)	32,541	15,406	30,139	20,000
Hard rock volume (cubic yards)	4,200	3,003	500	7,500

Commentary:
Land Management supports the Planning Department front counter provides catch-all service to the public, most frequently responding to individual property and neighborhood level questions concerning property boundaries, access, ownership, land use, utilities, building standards, and available resources, in addition to technical questions of borough processes for platting, permitting, land use regulation, land sales and road services.

Ordinance 2018-29 established the Land Trust Investment Fund and set forth a new financial management structure looking at short term operations, reoccurring revenue, long-term operational needs, and one-time revenues (sale of land). The ordinance additionally provided investment mechanisms including market and non-market financial investment portfolio options as well as internal land purchase financing as a form of investment with operational benefits. The Land Trust Investment Fund was capitalized with $5.25 M from the Land Trust Fund balance. The new financial management structure relies on a progressive increase in reoccurring revenues as well as Investment Fund growth through a combination of investment market returns and additional capitalization through future land sales. A transition period of 5 years was projected to stabilize the land trust fund, during which time a decrease in fund balance is expected and then recovery to sustain a level consistent with borough policy for fund balance. More explanation and projections are included in the legislative record for Ordinance 2018-29 available through the borough clerk's office.

Kenai Peninsula Borough
Budget Detail

Fund 250
Department 21210 - Land Management Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	304,595	299,565	$ 336,862	$ 336,862	$ 324,131	$ (12,731)	-3.78%
40120	Temporary Wages	1,700	-	9,000	9,000	8,960	(40)	-0.44%
40130	Overtime Wages	720	2,477	3,680	3,680	5,746	2,066	56.14%
40210	FICA	26,156	26,046	31,362	31,362	29,766	(1,596)	-5.09%
40221	PERS	87,672	95,805	77,251	77,251	74,791	(2,460)	-3.18%
40321	Health Insurance	107,855	114,471	119,937	119,937	125,875	5,938	4.95%
40322	Life Insurance	527	445	840	840	810	(30)	-3.57%
40410	Leave	42,526	43,645	47,110	47,110	37,476	(9,634)	-20.45%
40511	Other Benefits	507	488	-	-	-	-	-
	Total: Personnel	572,258	582,942	626,042	626,042	607,555	(18,487)	-2.95%
Supplies								
42020	Signage Supplies	440	-	2,000	2,000	2,000	-	0.00%
42120	Computer Software	-	-	1,000	1,000	500	(500)	-50.00%
42210	Operating Supplies	777	652	3,500	3,500	2,000	(1,500)	-42.86%
42230	Fuel, Oils and Lubricants	500	463	500	500	500	-	0.00%
42310	Repair/Maintenance Supplies	103	201	500	500	500	-	0.00%
42360	Vehicle Repair/Maintenance Supplies	-	-	500	500	500	-	0.00%
42410	Small Tools & Equipment	346	545	1,700	1,700	1,200	(500)	-29.41%
	Total: Supplies	2,166	1,861	9,700	9,700	7,200	(2,500)	-25.77%
Services								
43011	Contractual Services	124,231	91,549	136,224	136,224	136,078	(146)	-0.11%
43019	Software Licensing	30	-	-	-	-	-	-
43050	Solid Waste Fees	-	-	500	500	500	-	0.00%
43100	Land Management Program Services	-	-	15,000	15,000	15,000	-	0.00%
43110	Communications	2,419	2,501	3,000	3,000	3,000	-	0.00%
43140	Postage and Freight	496	245	700	700	700	-	0.00%
43210	Transportation/Subsistence	2,677	2,180	9,212	9,212	8,302	(910)	-9.88%
43220	Car Allowance	3,628	3,612	2,700	2,700	2,700	-	0.00%
43260	Training	794	1,328	3,800	3,800	3,250	(550)	-14.47%
43310	Advertising	3,602	3,241	6,000	6,000	5,000	(1,000)	-16.67%
43410	Printing	210	379	500	500	500	-	0.00%
43510	Insurance Premium	2,707	3,156	3,392	3,392	3,392	-	0.00%
43610	Utilities	4,948	4,930	5,995	5,995	5,995	-	0.00%
43720	Equipment Maintenance	901	183	2,000	2,000	2,000	-	0.00%
43750	Vehicle Maintenance	746	-	1,000	1,000	1,000	-	0.00%
43810	Rents and Operating Leases	649	1,111	2,200	2,200	1,200	(1,000)	-45.45%
43812	Equipment Replacement Pymt.	2,302	2,302	2,302	2,302	2,302	-	0.00%
43920	Dues and Subscriptions	1,296	2,206	1,475	1,475	1,175	(300)	-20.34%
43931	Recording Fees	269	1,096	1,000	1,000	1,000	-	0.00%
43933	Collection Fees	-	-	500	500	500	-	0.00%
43936	USAD Assessments	-	-	-	5,728	-	-	-
45110	Land Sale Property Tax	-	21,738	15,000	9,272	20,000	5,000	33.33%
	Total: Services	151,905	141,757	212,500	212,500	213,594	1,094	0.51%
Capital Outlay								
48710	Minor Office Equipment	4,454	2,599	5,070	5,070	1,600	(3,470)	-68.44%
48720	Minor Office Furniture	-	627	1,000	1,000	1,000	-	0.00%
48740	Minor Machinery & Equipment	-	95	500	500	500	-	0.00%
49433	Plan Review/Permit Fees	1,470	1,470	1,470	1,470	1,470	-	0.00%
	Total: Capital Outlay	5,924	4,791	8,040	8,040	4,570	(3,470)	-43.16%
Transfers								
50252	Land Trust Investment Fund	5,275,000	285,505	500,000	612,342	500,000	-	0.00%
	Total: Transfers	5,275,000	285,505	500,000	612,342	500,000	-	0.00%

Kenai Peninsula Borough
Budget Detail

Fund 250
Department 21210 - Land Management Administration - Continued

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Interdepartmental Charges								
60004	Mileage Ticket Credits	-	-	(1,200)	(1,200)	-	1,200	-
61990	Administrative Service Fee	18,306	16,305	21,407	21,407	20,823	(584)	-2.73%
	Total: Interdepartmental Charges	18,306	16,305	20,207	20,207	20,823	616	3.05%
Department Total		$ 6,025,559	$ 1,033,161	$ 1,376,489	$ 1,488,831	$ 1,353,742	$ (22,747)	-1.65%

Line-Item Explanations

40110 Regular Wages. Staff includes: .75 Land Management Officer, 2 Land Management Agents, 1 Land Management Technician III, and 1 Administrative Assistant.

42020 Signage Supplies. Installation and maintenance of informational and site identification signs at public uses sites, special management areas, resource management areas, and sale properties.

42210 Operating Supplies. Field supplies including stakes, grass seed and barrier fencing.

42410 Small Tools & Equipment. Office tools and replacement phones.

43011 Contractual Services. Access, vegetation management, and property improvements ($20,000), resource management consulting & plans ($25,000), Municipal Entitlement survey, mapping & consulting services ($65,000), property inspection ($10,000), materials testing ($5,000), UAS imagery & ground control ($5,000), reclamation of 0.73 acres at Eagle Lake Material Site ($6,078 site reclamation account).

43100 Land Management Program Services: Preliminary investigative site work prior to land acquisitions including title report, appraisal, soil investigation, site inspection, environmental review, and survey.

43210 Transportation/Subsistence. Transportation for property inspections around the borough: meetings with land use applicants, boards, commissions and agency partners; and travel for professional training of department staff.

43260 Training. International Right-of-Way Association educational classes and professional development training; ArcGIS mapping trainings; AK surveying and mapping conference; and AK certified erosion and sediment control lead recertifications.

43310 Advertising. Publication and mailing of public notices and advertisements for land classifications, land sales and deed restriction modifications.

45110 Land Sale Property Tax. Tax foreclosed parcel retention tax payoff for general public purposes as approved by ordinance.

48710 Minor Office Equipment. Replacement of 1 desk computer and monitor with GIS processing and display capacity ($1,600).

48720 Minor Office Furniture. Replacement chair ($500), and file cabinets ($500).

48740 Minor Machinery & Equipment. Field tools and staking equipment ($500).

49433 Plan Review/Permit Fees. ADEC storm water pollution prevention plan permit fees ($730 each plan review).

61990 Admin Service Fee. The admin service fee is charged to service areas and various funds to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
** 2016 SUV (replacement)	$ 11,906	$ 2,302	$ 2,302	$ -

** Note an equal amount is being billed to Planning for this vehicle.

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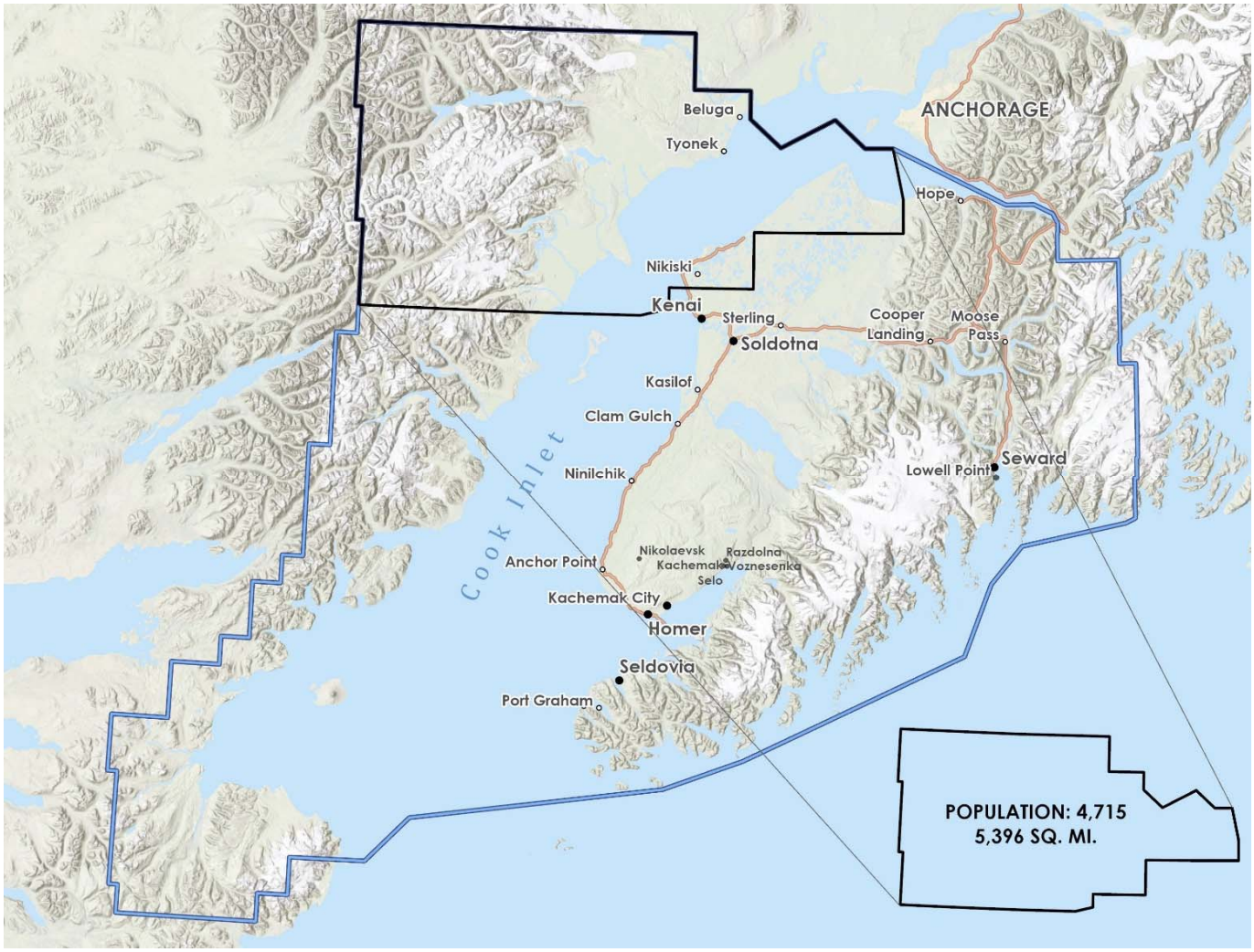
Nikiski Senior Service Area

Voters in the Nikiski area approved the formation of the Nikiski Senior Service Area in October 1993 to provide programs and services for the senior citizens within the service area. A five-member board of directors, elected by the voters in that service area, has the power to provide for these services and programs. The board members, who are qualified voters in the Borough and residents of the Nikiski Senior Service Area, serve staggered three-year terms.

Funding is provided by a mill rate levy not to exceed 0.20 mills on taxable property and by a portion of grant funds provided by the Kenai Peninsula Borough to all senior citizen groups within the Borough. The mill rate for FY 2022 is set at .20 mills.



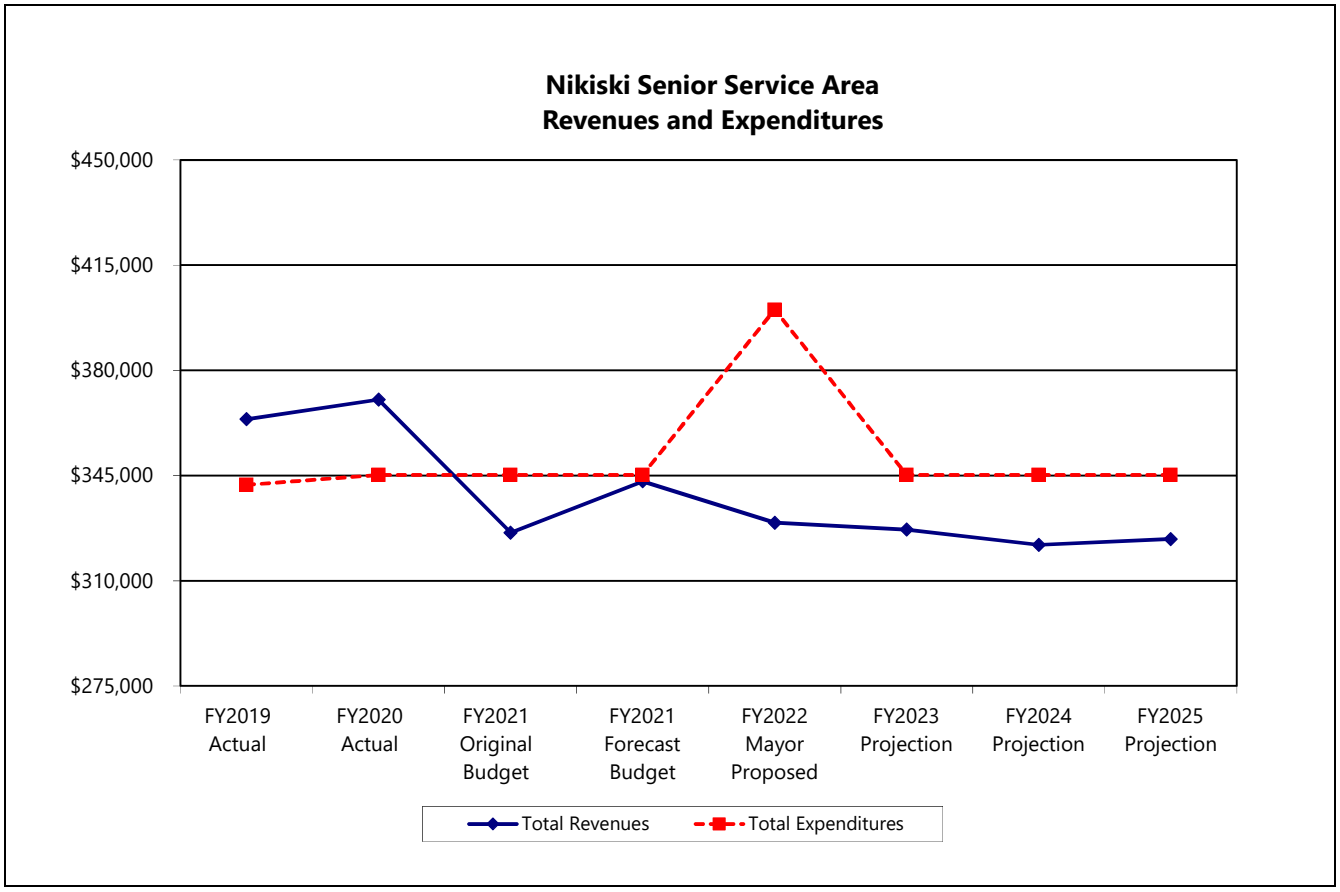
Board Members

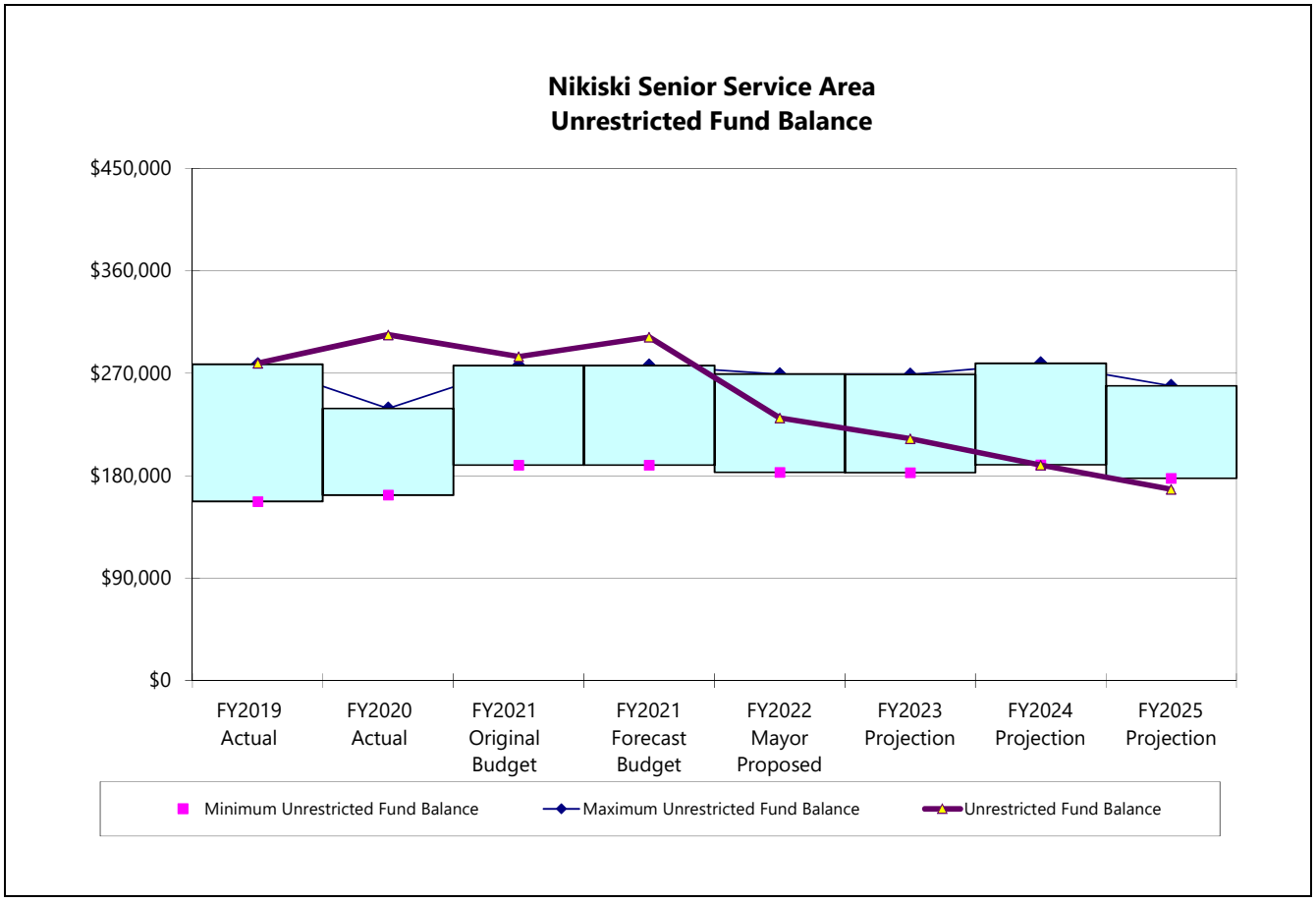
Patrick Clark
Bill Hartline
Ray Tauriainen
Julie Ware
Lois Solmonson

Fund: 280 Nikiski Seniors Service Area - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	590,311	598,668	603,446	600,859	574,099	574,099	579,840	591,437
Personal	37,178	35,335	33,368	34,342	33,197	33,529	33,864	34,203
Oil & Gas (AS 43.56)	1,097,892	1,121,080	1,050,644	1,050,359	994,306	994,306	964,477	964,477
	1,725,381	1,755,083	1,687,458	1,685,560	1,601,602	1,601,934	1,578,181	1,590,117
Mill Rate	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Revenues:								
Property Taxes								
Real	$ 117,923	$ 119,645	$ 111,034	$ 115,533	$ 114,820	$ 114,820	$ 115,968	$ 118,287
Personal	7,415	7,428	5,550	7,400	5,917	5,970	6,023	6,078
Oil & Gas (AS 43.56)	219,578	224,216	199,622	210,338	198,861	198,861	192,895	192,895
Interest	421	388	272	272	272	277	283	289
Flat Tax	489	701	590	590	590	602	614	626
Motor Vehicle Tax	3,042	2,635	3,112	3,112	2,839	1,856	1,893	1,931
Total Property Taxes	348,868	355,013	320,180	337,245	323,299	322,386	317,676	320,106
Interest Earnings	14,883	15,253	5,840	5,840	6,035	4,618	4,253	3,788
Total Revenues	363,751	370,266	326,020	343,085	329,334	327,004	321,929	323,894
Total Revenues and Other Financing Sources	363,751	370,266	326,020	343,085	329,334	327,004	321,929	323,894
Expenditures:								
* Services	341,904	345,219	345,219	345,219	355,219	345,219	345,219	345,219
Capital Outlay	-	-	-	-	45,000	-	-	-
Total Expenditures	341,904	345,219	345,219	345,219	400,219	345,219	345,219	345,219
Change in fund balance	21,847	25,047	(19,199)	(2,134)	(70,885)	(18,215)	(23,290)	(21,325)
Beginning Fund Balance	257,011	278,858	303,905	303,905	301,771	230,886	212,671	189,381
Ending Fund Balance	$ 278,858	$ 303,905	$ 284,706	$ 301,771	$ 230,886	$ 212,671	$ 189,381	$ 168,056

* There has been a reclassification of revenue and expenditures related to the grant awarded to Nikiski Senior Inc. received under the Senior Citizens Grant Program, see page 144-145 for award information. This has no impact on the fund balance of the Service Area.


Nikiski Senior Service Area
Revenues and Expenditures
$450,000
$415,000
$380,000
$345,000
$310,000
$275,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenditures


Nikiski Senior Service Area
Unrestricted Fund Balance
$450,000
$360,000
$270,000
$180,000
$90,000
$0
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 280 — **Nikiski Senior Service Area**

Dept 63190

Mission

To provide funding for programs and services which enhance the "aging in place" experience for all persons fifty-five and older.

Program Description

The Nikiski Senior Service Area provides meals, transportation, social services, state and area information, referral services, and programs for seniors in the service area.

Major Long Term Issues and Concerns

- Integrate into the long-range plan providing the needed level of services currently available to area seniors.
- Develop plans for providing services concurrently with increased community access to facilities.
- As our community changes, we are aware of the demographic changes and adapt accordingly.

FY2021 Accomplishments

The Service Area "Reimbursement Program" provides funding to the Village of Tyonek for meal delivery to the elders served Monday through Friday**.** As well as transportation to congregate meals. In the past 3 months 1,086 meals were served.

The Service Area provided funding to Nikiski Senior Services, Inc. which accomplished the following:

- Communicated with local Care Coordinators to discuss and develop expansion of Meals on Wheels Program.
- Developed better communication with other Senior Centers for joint programs.
- Provided exercise & movement classes.
- Expanded arts & crafts classes.
- Added drive through meals to service area seniors and community, as well as, continued M.O.W. program.
- Continued food pantry to service area seniors.
- Started mitigation planning to work with seniors in the building during COVID closure and for re-opening.
- Decreased staffing by 4 employees due to COVID closure.
- FY2021 was affected by NSC closure due to COVID Pandemic.

FY2022 New Initiatives

With the funding provided, the Nikiski Senior Services, Inc. plans the following:

- COVID-19 vaccine clinics for NSC Membership.
- NSC facility and staff preparation to re-open with CDC recommendations and mitigation plan in regards to COVID-19.
- Develop in-house transportation program for seniors in the area.
- Research development of in-house social services for the well-being of seniors.
- Construct a computer lab and implement computer classes for seniors.
- Develop remote delivery of services and activities for our senior membership.
- Research developing outdoor senior friendly activities, and develop an ADA outdoor recreation area.
- Free meals to benefit our low-income seniors during celebrations and holidays.
- Update and certify employees food workers cards and CPR.
- Re-design and enhance NSC website to be user friendly and reach more seniors in our community.

Performance Measures

Priority/Goal: Contain operational costs associated with increased senior participation. Meeting the needs of seniors' increasing services through staffing and operational changes.

Measures:

DELIVERED MEALS	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Congregate and Home delivered meals	16,000	13,965	11,000	18,000
Miles driven for meals delivery	9,500	9,804	9,800	10,000

Priority/Goal: Retain nutritional value of delivered meals and costs associated with increased meals of 1 to 2 X daily and increased client participation. Containing food and employee costs while providing necessary nutritional values.

Measures:

FOOD COSTS	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Costs of Goods	$150,965	$171,935	$105,000	$175,000

Kenai Peninsula Borough
Budget Detail

Fund 280
Department 63190 - Nikiski Seniors Service Area

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43011	Contractual Services	$ 341,904	$ 345,219	$ 345,219	$ 345,219	$ 345,219	$ -	0.00%
43012	Audit Services	-	-	-	-	10,000	10,000	-
	Total: Services	341,904	345,219	345,219	345,219	355,219	10,000	2.90%
Capital Outlay								
48310	Vehicles	-	-	-	-	45,000	45,000	-
	Total: Capital Outlay	-	-	-	-	45,000	45,000	-
Department Total		$ 341,904	$ 345,219	$ 345,219	$ 345,219	$ 400,219	$ 55,000	15.93%

Line-Item Explanations

43011 Contractual Services. Contracting with Nikiski Senior Citizens, Inc. to provide the services and programs to meet the general objectives of the service area ($320,219) and with the Native Village of Tyonek to provide for the administration of the Tyonek Senior Citizen programs ($25,000).

43012 Audit Services. Due diligence audit services for Service Area and grants provided to Nikiski Senior Services, Inc.

48310 Vehicles. Purchase vehicle to provide Meals on Wheels program to senior citizens within the Nikiski Seniors Service Area ($45,000).

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Solid Waste Fund

The Borough has one (1) Solid Waste fund with an annual budget. It was established for specified purposes due to legal requirements restricting specific resources for expenditure or which are not appropriately budgeted elsewhere.

Solid Waste Fund – this fund was established to account for activities of the borough's solid waste program. This program was being accounted for as a special revenue fund because less than 10% of its revenues come from user fees, 90% of its revenues are transferred from the Borough's General Fund. To comply with new GASB reporting requirements, this fund will be reported as part of the General Fund for reporting purposes. This fund will continue to be shown in the special revenue fund section for budgetary purposes.

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Kenai Peninsula Borough
Solid Waste Fund

Mission:
The mission of the Kenai Peninsula Borough Solid Waste Department is to develop and implement solid waste programs and dispose of waste generated in the KPB in the most economically feasible and environmentally responsible manner in accordance with the KPB Code and with federal and state requirements.

Division Functions:
The Solid Waste fund was established to account for activities of the borough's solid waste program.

The Solid Waste fund is made up of 5 divisions as follows; Administration; Central Peninsula Landfill; Seward Transfer Facility; Homer Transfer Facility; and Landfills, Hauling and Waste Program.

Solid Waste Administration – this division provides for the planning, design, development and operations of the solid waste facilities. This division is responsible for ensuring waste is managed in accordance with the Borough Code and state and federal requirements. This division also plans for the closure and post-closure requirements of borough landfills.

Central Peninsula Landfill – this division's mission is to collect and dispose of waste, recycle to reduce waste requiring burial and to provide hazardous materials disposal. This facility is located in Soldotna.

Seward Transfer Facility – this division's mission is to collect and transfer solid waste generated in the Eastern Peninsula to the Central Peninsula Landfill for disposal, manage inert waste with on-site burial, recycle to reduce waste requiring transport or burial and provide for proper hazardous material disposal. The operation at this facility is contracted out.

Homer Transfer Facility – this division's mission is to collect and transfer solid waste generated in the Southern Peninsula to the Central Peninsula Landfill for disposal, manage inert waste with on-site burial, recycle to reduce waste requiring transport or burial and provide for proper hazardous material disposal. The operation at this facility is contracted out.

Landfills, Hauling and Waste Program – this division is responsible to collect, consolidate, and dispose of solid waste, recycle to reduce waste requiring burial, and provide for proper hazardous materials disposal. To provide integrated solid waste programs including the development, operations and maintenance of landfills in remote areas of the borough, eight waste drop box/transfer sites, 13 mobile recyclable collection stations, hazardous waste collection program, solid waste environmental monitoring and litter program. These programs are all contracted out.

Key Measures

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Proposed
Staffing History	15.50	15.50	15.50	16.0

Summary for All Areas: (Tons)	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Asbestos	275	70	60	60
Construction Debris	28,025	29,835	32,500	32,600
Mixed Solid Waste	42,860	43,365	44,180	44,620
Recycle	3,000	2,530	2,600	2,695
Total All Waste	74,160	75,800	79,340	79,975
Hazardous Waste (drums/boxes)	563	398	565	620
Used Oil Energy Recovery (gal)	17,308	18,671	18,385	18,500

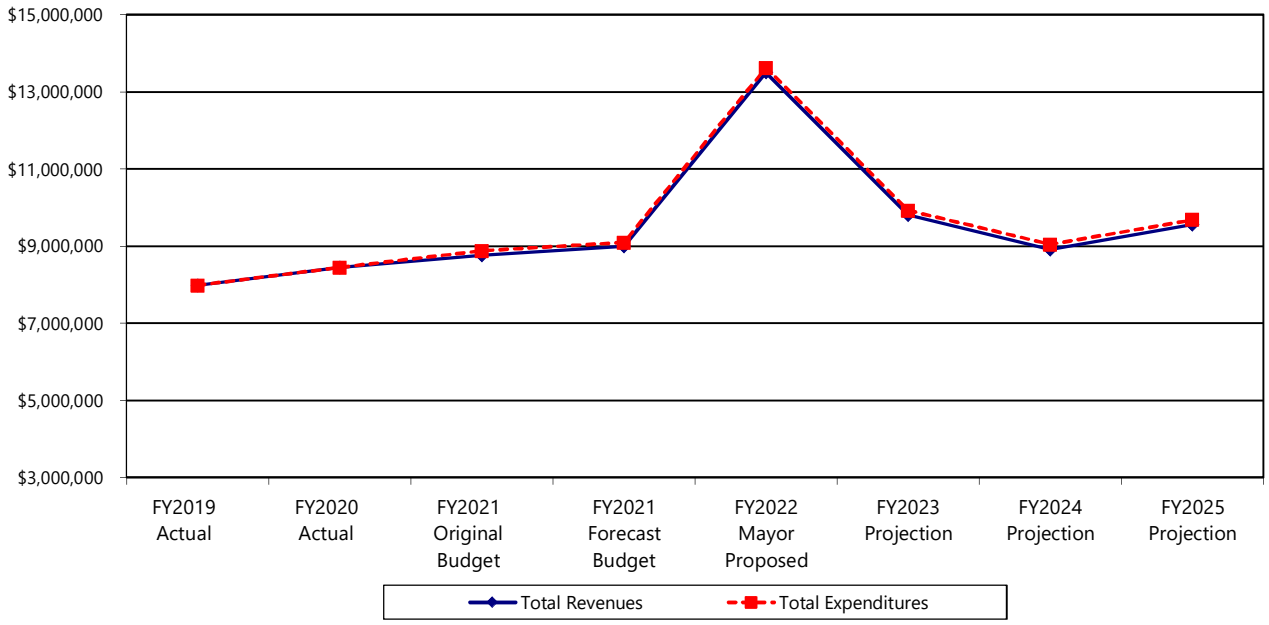
Fund: 290 Solid Waste - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
State Revenues	$ 64,648	$ 81,027	$ -	$ -	$ -	$ -	$ -	$ -
Interest Earnings	1,884	2,550	2,000	2,000	2,000	2,000	2,000	2,000
Other Revenue	610,014	574,889	800,000	800,000	800,000	816,000	832,320	848,966
Total Revenues	676,546	658,466	802,000	802,000	802,000	818,000	834,320	850,966
Operating Transfers From:								
General Fund	7,306,501	7,790,207	7,962,312	8,186,944	12,704,857	8,987,657	8,083,654	8,704,742
Total Operating Transfers	7,306,501	7,790,207	7,962,312	8,186,944	12,704,857	8,987,657	8,083,654	8,704,742
Total Revenues and Operating Transfers	7,983,047	8,448,673	8,764,312	8,988,944	13,506,857	9,805,657	8,917,974	9,555,708
Expenditures:								
Personnel	1,965,533	2,028,013	2,113,499	2,113,499	2,172,715	2,216,169	2,271,573	2,339,720
Supplies	344,989	319,630	375,237	375,237	440,950	449,769	458,764	467,939
Services	4,487,434	4,754,124	5,048,075	5,377,707	5,523,466	5,523,466	5,633,935	5,746,614
Capital Outlay	19,841	33,406	26,196	26,196	28,460	29,029	29,610	30,202
Total Expenditures	6,817,797	7,135,173	7,563,007	7,892,639	8,165,591	8,218,433	8,393,882	8,584,475
Operating Transfers To:								
Debt Service Fund - Solid Waste	1,065,250	1,063,500	1,064,750	1,064,750	1,063,750	1,060,500	-	600,000
Capital Projects Fund - Solid Waste	100,000	250,000	250,000	145,000	4,400,000	650,000	650,000	500,000
Total Operating Transfers	1,165,250	1,313,500	1,314,750	1,209,750	5,463,750	1,710,500	650,000	1,100,000
Total Expenditures and Operating Transfers	7,983,047	8,448,673	8,877,757	9,102,389	13,629,341	9,928,933	9,043,882	9,684,475
Net Results From Operations	-	-	(113,445)	(113,445)	(122,484)	(123,276)	(125,908)	(128,767)
Projected Lapse	-	-	113,445	113,445	122,484	123,276	125,908	128,767
Change in Fund Balance	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Ending Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

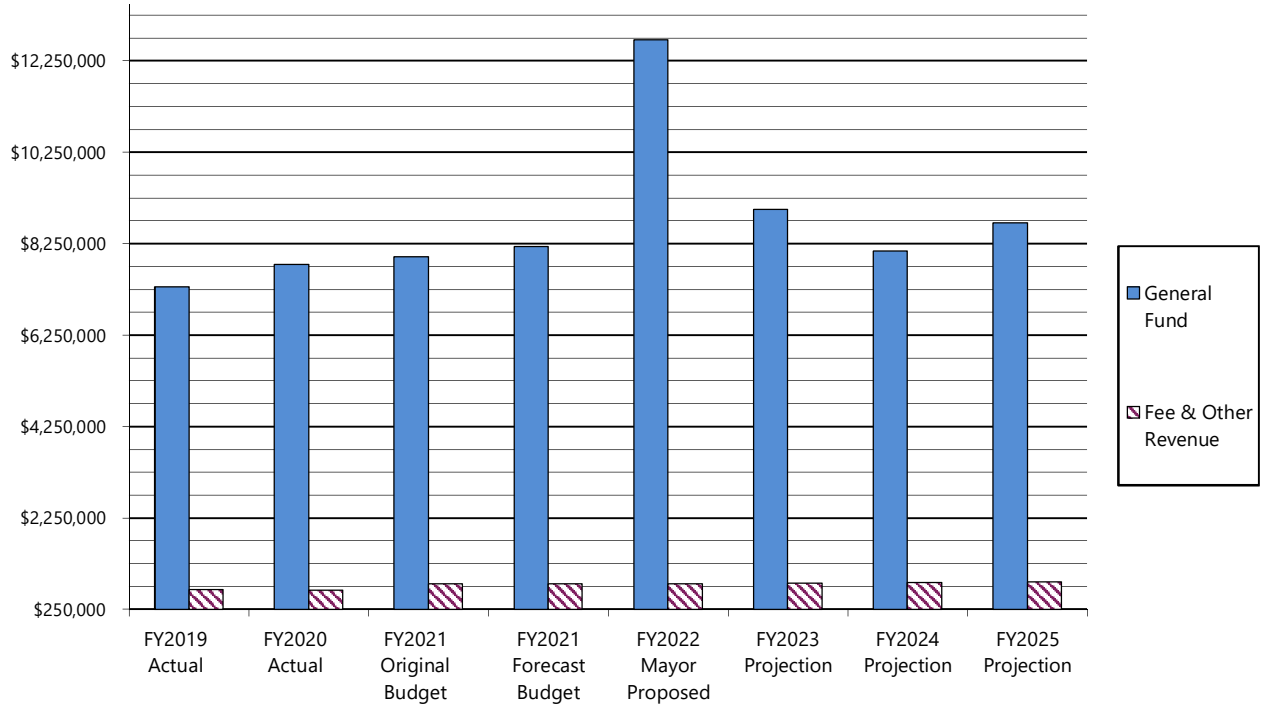
Mill Rate Equivalency for Operating Transfer from the General Fund	0.89	0.92	0.94	0.97	1.49	1.05	0.94	1.00

This fund was established to account for activities of the Borough's solid waste program and is included in the Borough's General Fund for financial statement purposes to comply with Governmental Accounting Standards Board pronouncements. On average, less than 7% of revenues needed to fund the solid waste program are generated by user fees, the balance is paid for by the Borough's General Fund.

Solid Waste
Revenues and Expenditures



Solid Waste
Where The Money Comes From



Mill Rate Equivalency for Operating Transfer from the General Fund

FY2019 Actual	FY2020 Actual	FY2021 Original	FY2021 Forecast	FY2022 Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
.89	.92	.94	.97	1.49	1.05	.94	1.00

Department Function

Fund 290 **Solid Waste Fund**

Dept 32010 **Administration**

Program Description:
Plan, design, develop, and operate solid waste facilities and programs to ensure waste is managed in accordance with the Borough Code and with state and federal requirements. Provide an integrated solid waste program, including development, operations, and maintenance of five landfills, two inert waste monofill/landfills, one lined landfill/baling facility, five transfer facilities, eight waste drop-box/transfer sites, recycling and hazardous waste collection stations, environmental monitoring, and litter programs. Ensure feasible and cost-effective waste management and compliance with regulatory requirements. Plan for closure and post-closure requirements for all Borough landfills.

Major Long Term Issues and Concerns:
Maintaining adequate fund in the closure post closure liability account to support future regulatory requirements.

FY2021 Accomplishments:
- No loss time accidents.
- Revised Solid Waste Ordinance and rate schedule.
- Initiated South Peninsula inert waste management plan, including future monofill landfill locations.

FY2022 New Initiatives:
- No loss time accidents.
- Central Peninsula Landfill Master Plan and Leachate Management Evaluation Improvements and Design.
- Waste Drop box/transfer site surveillance improvements.
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Performance Measures

Priority/Goal: Provide disposal capacity for solid waste generated within the Borough in an environmentally sound and cost-effective manner.
Objective: 1. Assess the amount of disposal capacity available at existing KPB landfills.
2. When available disposal capacity equals ten years or less, initiate actions to arrange for sufficient capacity to accommodate present and projected KPB needs.
Measure: Input received from tonnage reports, etc.
Tool: Landfill capacity surveys, tonnage reports, Design Basis Report
Frequency: Annual, Tri-annual

Landfill	2022 Projected available airspace remaining	2023 Projected available airspace remaining	2024 Projected available airspace remaining
Central Peninsula	25 years	24 years	23 years

Measure:

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing History	5	5	5	5

Kenai Peninsula Borough
Budget Detail

Fund 290
Department 32010 - Solid Waste Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 350,009	$ 344,116	$ 398,558	$ 398,558	$ 394,744	$ (3,814)	-0.96%
40120	Temporary Wages	1,080	1,050	1,200	1,200	1,200	-	0.00%
40130	Overtime Wages	649	825	4,881	4,881	7,305	2,424	49.66%
40210	FICA	29,465	31,249	35,704	35,704	35,680	(24)	-0.07%
40221	PERS	105,639	106,262	90,374	90,374	90,112	(262)	-0.29%
40321	Health Insurance	106,012	109,947	126,250	126,250	132,500	6,250	4.95%
40322	Life Insurance	572	491	1,056	1,056	968	(88)	-8.33%
40410	Leave	54,422	44,079	51,132	51,132	48,410	(2,722)	-5.32%
40511	Other Benefits	213	315	-	-	-	-	-
	Total: Personnel	648,061	638,334	709,155	709,155	710,919	1,764	0.25%
Supplies								
42210	Operating Supplies	2,842	1,919	3,000	3,000	3,000	-	0.00%
42230	Fuel, Oils and Lubricants	2,989	2,056	3,500	3,500	3,500	-	0.00%
42250	Uniforms	-	-	200	200	200	-	0.00%
42310	Repair/Maintenance Supplies	103	-	250	250	250	-	0.00%
42360	Vehicle Repair Supplies	162	609	350	350	350	-	0.00%
42410	Small Tools & Equipment	-	551	-	-	-	-	-
	Total: Supplies	6,096	5,135	7,300	7,300	7,300	-	0.00%
Services								
43011	Contractual Services	6,534	4,669	8,700	158,332	8,700	-	0.00%
43019	Software Licensing	47	56	55	55	55	-	0.00%
43110	Communications	9,630	9,470	8,560	8,560	8,560	-	0.00%
43140	Postage and Freight	697	821	905	905	905	-	0.00%
43210	Transportation/Subsistence	1,589	5,187	3,000	3,000	7,005	4,005	133.50%
43220	Car Allowance	3,600	4,301	3,600	3,600	7,200	3,600	100.00%
43260	Training	50	349	1,600	1,600	1,600	-	0.00%
43310	Advertising	-	106	200	200	200	-	0.00%
43510	Insurance Premium	4,080	4,080	4,080	4,080	2,376	(1,704)	-41.76%
43600	Project Management	-	-	4,000	4,000	4,000	-	0.00%
43610	Utilities	3,523	3,553	3,851	3,851	3,851	-	0.00%
43720	Equipment Maintenance	700	525	2,000	2,000	2,000	-	0.00%
43750	Vehicle Maintenance	124	367	400	400	400	-	0.00%
43780	Building/Grounds Maintenance	457	-	1,253	1,253	1,253	-	0.00%
43920	Dues and Subscriptions	970	1,031	825	825	825	-	0.00%
	Total: Services	32,001	34,515	43,029	192,661	48,930	5,901	13.71%
Capital Outlay								
48710	Minor Office Equipment	1,278	1,609	1,762	1,762	-	(1,762)	-100.00%
48720	Minor Office Furniture	-	-	-	-	500	500	-
49311	Design Services	-	1,200	-	-	-	-	-
	Total: Capital Outlay	1,278	2,809	1,762	1,762	500	(1,262)	-71.62%
Transfers								
50340	Solid Waste Debt Service	1,065,250	1,063,500	1,064,750	1,064,750	1,063,750	(1,000)	-0.09%
50411	Solid Waste Capital Projects	100,000	250,000	250,000	145,000	4,400,000	4,150,000	1660.00%
	Total: Transfers	1,165,250	1,313,500	1,314,750	1,209,750	5,463,750	4,149,000	315.57%
Department Total		$ 1,852,686	$ 1,994,293	$ 2,075,996	$ 2,120,628	$ 6,231,399	$ 4,155,403	200.16%

Kenai Peninsula Borough
Budget Detail

Fund 290
Department 32010 - Solid Waste Administration - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes Solid Waste Director, Contract Administrator, Administrative Assistant-Contract Administrator, Environmental Program Manager, and a Secretary.

43011 Contractual Services. Fund potential environmental and regulatory issues ($5,000); SWD portion of Poppy Lane office custodial services ($3,700).

43210 Transportation Subsistence. Increased storm water management training and for the environmental program manager's continued partnering efforts with the Alaska Native Tribal Health Consortium, for the environment conference (Anchorage or instate) and ADEC regulartory/permit meetings.

43260 Training. Professional development training; EPA ground water unified guidance, storm water regulations, SWANA certification ($1,600).

43600 Project Management Funding required to support KPB Project Managers effort to develop capital construction costs ($4,000).

48720 Minor Office Equipment. Replace broken office chair ($500).

For capital projects information on this department - See the Capital Projects Section - Pages 350, 352-353, 360, & 385-390.

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Department Function

Fund 290 — **Solid Waste Fund**

Dept 32122 — **Central Peninsula Landfill**

Program Description:
To collect and dispose of waste, recycle to reduce waste requiring burial and provide for proper hazardous materials disposal.

Major Long Term Issues and Concerns:
- Implementation of the master plan for the current landfill and adjacent Solid Waste designated borough properties.
- Maintaining staffing levels to support landfill growth and increasing regulatory requirements.
- Leachate management construction and implementation.
- Cell 1 closure construction. Construction anticipated in FY2025
- Cell 4 design and construction, anticipated construction in FY2026 and to be funded with GO Bonds.
- Bailer replacement plan.

FY2021 Accomplishments:
- No loss time accidents.
- Excavated 48,000 yards of Phase III inert waste cell.
- Reestablish Cell 1&2 slopes creating additional air space.
- Install 2000-ft of landfill gas collection piping.
- Managed bark beetle infestation woody debris.
- Reestablished settled exterior slopes from waste decomposition on Cell 1 gaining additional air space.

FY2022 New Initiatives:
- No loss time accidents.
- Manage bark beetle infestation woody debris.
- Leachate management evaluation and design improvement.
- Master Plan for Landfill and adjacent properties.

Performance Measures

Priority/Goal: Manage and operate the Central Peninsula Landfill in a manner that protects public health, safety and the environment. Assist in achieving other goals of the KPB Solid Waste Program.
Goal: Ensure compliance with ADEC and EPA laws and regulations regarding waste disposal and management.
Objective: 1. Monitor and manage leachate, groundwater, and landfill gas.
2. Monitor and manage the closed landfill cap, slopes and surface vegetation.

Measure: ADEC site inspection report.

ADEC Annual Site Inspection Maximum Score	Benchmark	FY2019 435	FY2020 435	FY2021 435	FY2022 435
Annual Site Inspection Score	90% – 100%	429/435 – 98.6%	No Inspection	>90%	>90%

Priority/Goal: Maintain an efficient and well-run solid waste facility.
Goal: Ensure effective operation of public facility.
Objective: Provide necessary personnel to maintain a well-run operation

Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Staffing History	10.5	10.5	10.5	11

Department Function

Fund 290 **Solid Waste Fund**

Dept 32122 **Central Peninsula Landfill - Continued**

Key Measures

	FY2019 Actual		FY2020 Actual		FY2021 Projected		FY2022 Estimated	
	Hauls	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
Total Waste Accepted	159,534	57,426	171,470	59,419	165,600	60,760	165,600	61,000
Hazardous Waste (drums/boxes)		357		292		350		350
Used Oil Energy Recovery (gal)		5,372		5,543		5,500		5,500
Leachate Generated (gal)		3,343,376		2,973,788		3,500,000		3,500,000

Major Materials Accepted (% of total tonnage)

	FY2019 Actual		FY2020 Actual		FY2021 Projected		FY2022 Estimated	
	Tons	%	Tons	%	Tons	%	Tons	%
Municipal Solid Waste	41,532	71.9%	42,032	70.0%	43,610	71.6%	44,000	71.1%
Construction Debris	14,872	25.7%	16,657	27.8%	16,000	26.3%	16,000	26.1%
Recycle	1,115	1.9%	1,226	2.0%	1,150	1.9%	1,200	2.0%
Asbestos	274	0.5%	66	0.01%	150	<1.0%	150	<1.0%
Total	57,793		59,981		60,910		61,350	

Kenai Peninsula Borough
Budget Detail

Fund 290
Department 32122 - Central Peninsula Landfill

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 598,991	$ 625,324	$ 688,191	$ 688,191	$ 699,548	$ 11,357	1.65%
40120	Temporary Wages	64,068	60,415	62,400	62,400	88,740	26,340	42.21%
40130	Overtime Wages	45,978	48,861	46,388	46,388	64,821	18,433	39.74%
40210	FICA	60,506	61,061	70,000	70,000	73,749	3,749	5.36%
40221	PERS	188,863	216,546	166,872	166,872	173,521	6,649	3.98%
40321	Health Insurance	249,557	261,953	265,125	265,125	265,000	(125)	-0.05%
40322	Life Insurance	1,058	961	1,729	1,729	1,760	31	1.79%
40410	Leave	105,281	110,899	94,119	94,119	86,577	(7,542)	-8.01%
40511	Other Benefits	2,659	3,429	1,440	1,440	-	(1,440)	-100.00%
	Total: Personnel	1,316,961	1,389,449	1,396,264	1,396,264	1,453,716	57,452	4.11%
Supplies								
42210	Operating Supplies	61,375	51,532	52,250	52,250	64,250	12,000	22.97%
42230	Fuel, Oils and Lubricants	134,418	112,282	128,037	128,037	125,000	(3,037)	-2.37%
42250	Uniforms	2,572	2,113	4,000	4,000	3,500	(500)	-12.50%
42310	Repair/Maintenance Supplies	83,605	59,521	100,000	100,000	77,000	(23,000)	-23.00%
42360	Motor Vehicle Repair Supplies	16,123	54,140	32,250	32,250	55,250	23,000	71.32%
42410	Small Tools & Equipment	6,954	8,382	5,000	5,000	5,000	-	0.00%
	Total: Supplies	305,047	287,970	321,537	321,537	330,000	8,463	2.63%
Services								
43011	Contractual Services	57,925	169,168	182,875	222,875	208,425	25,550	13.97%
43014	Physical Examinations	1,547	1,615	2,800	2,800	2,800	-	0.00%
43015	Water/Air Sample Testing	34,604	33,792	45,416	45,416	47,210	1,794	3.95%
43019	Software Licensing	2,806	2,869	3,000	3,000	3,200	200	6.67%
43095	SW Closure/Post Closure	538,126	519,149	568,928	568,928	547,812	(21,116)	-3.71%
43110	Communications	1,892	1,937	2,500	2,500	2,500	-	0.00%
43140	Postage and Freight	603	453	850	850	850	-	0.00%
43210	Transportation/Subsistence	1,633	1,375	1,500	1,500	1,500	-	0.00%
43260	Training	-	250	1,000	1,000	3,750	2,750	275.00%
43310	Advertising	-	489	-	-	-	-	-
43410	Printing	-	-	250	250	250	-	0.00%
43510	Insurance Premium	79,588	85,238	93,637	93,637	104,973	11,336	12.11%
43600	Project Management	-	-	2,500	2,500	2,000	(500)	-20.00%
43610	Utilities	384,834	436,058	380,000	380,000	480,000	100,000	26.32%
43750	Vehicle Maintenance	22,723	20,308	15,000	15,000	15,000	-	0.00%
43780	Buildings/Grounds Maintenance	24,545	36,921	37,500	37,500	51,500	14,000	37.33%
43810	Rents and Operating Leases	5,869	5,555	1,000	1,000	15,000	14,000	1400.00%
43812	Equipment Replacement Pymt.	107,588	219,199	204,700	204,700	212,020	7,320	3.58%
43920	Dues and Subscriptions	800	1,868	1,200	1,200	1,850	650	54.17%
	Total: Services	1,265,083	1,536,244	1,544,656	1,584,656	1,700,640	155,984	10.10%
Capital Outlay								
48311	Machinery & Equipment	-	10,771	-	-	-	-	-
48710	Minor Office Equipment	1,538	2,801	4,838	4,838	10,200	5,362	110.83%
49433	Plan Reviews	10,770	10,770	11,819	11,819	10,770	(1,049)	-8.88%
	Total: Capital Outlay	12,308	24,342	16,657	16,657	20,970	4,313	25.89%
Department Total		$ 2,899,399	$ 3,238,005	$ 3,279,114	$ 3,319,114	$ 3,505,326	$ 226,212	6.82%

Kenai Peninsula Borough
Budget Detail

Fund 290
Department 32122 - Central Peninsula Landfill - Continued

Line-Item Explanations

40110 Regular Wages. Staff includes: Landfill Manager, Lead Landfill Operator, 2 Landfill Operator II, 2 Landfill Operator I, 1 Landfill Operator/General Maintenance Mechanic, 1 Landfill Operator/Mechanic, 2 Landfill laborer/operator, and 1 Scale Attendant Clerk.

Added 1/2 FTE Landfill Operator

42210 Operating Supplies. Purchase of antifoaming agent related to leachate evaporator operations ($40,250), miscellaneous items and supplies ($24,000).

42310 Repair/Maintenance Supplies. Parts and supplies for maintaining operational equipment, thermal evaporator and leachate management operations, baler operations, waste oil heater, dumpster repairs, plumbing and electrical systems ($62,000), repair supplies including welding, painting, building supplies ($15,000).

42360 Motor Vehicle Repair Supplies. Parts and supplies for maintaining heavy equipment, rolling stock ($27,250), foam-filled tire replacement for Wheeled Loader ($28,000).

43011 Contractual Services. Bark beetle infestation woody debris management ($120,000), mixed paper recycling fee ($5,700), recycle hauling ($2,800), maintenance, and diagnostic analysis of instrument data equipment, leachate management systems, leachate analysis, SWPPP analysis, baler, and rolling stock ($37,215), truck scale recertification and repair ($8,000), professional services for ADEC annual geotechnical stability analysis of waste mass ($8,500); lined cell topographic capacity survey ($7,000), storm water sampling analysis ($3,360), leachate sampling analysis ($2,100), new employee HR screening ($1,000), engineering/consulting services ($6,250), monitoring equipment maintenance ($1,500), and asbestos assessment for obsolete building prior to demolition ($5,000).

43015 Water/Air Sample Testing. Needed to comply with ADEC mandated ground water sampling requirements ($35,660), leachate sampling ($2,200), storm water ($4,350), and special waste ($5,000).

43095 Solid Waste Closure/Post-Closure. Annual amount funded toward landfill closure and post-closure activities ($547,812).

43600 Project Management Funding required to support KPB Project Managers effort to develop capital construction costs ($2,000).

43610 Utilities. Energy needs associated with the anticipated evaporation of approximately 3,500,000 gallons and facility utilities ($480,000).

43750 Vehicle Maintenance Trouble shooting and repair of heavy equipment and rolling stock ($15,000).

43780 Building/Grounds Maintenance. Road maintenance ($2,500), fire suppression system / fire alarm / security cameras / lighting / HVAC maintenance/ Standby Generator maintenance & repair ($14,000), overhead door maintenance ($24,000), and miscellaneous facility maintenance ($11,000).

48710 Minor Office Equipment. Replace failing radio communications equipment ($4,500), portable Generator for field pump operation and electrofusion equipment ($4,500), and replace computer ($1,200).

49433 Plan Reviews. ADEC permitting and plan review fees ($10,770).

Equipment Replacement Payment Schedule

Items	Prior Years	FY2021 Estimated	FY2022 Projected	Projected Payments FY2023-2025
Loader	$ 140,626	$ 32,349	$ 32,349	$ 97,045
Excavator	109,866	19,614	19,614	58,842
Komatsu wheel loader	71,027	15,428	15,428	46,284
1/2 ton pickup	8,214	4,107	4,107	-
2016 Pickup, 4x4 3/4 ton ext cab (trsf)	4,058	4,058	4,058	-
FY2020 Roll-off Truck	15,607	15,607	15,607	46,821
FY2020 Wheeled scrapper	107,237	113,537	100,747	302,241
FY2022 Dozer	-	-	20,110	60,330
Total	$ 456,635	$ 204,700	$ 212,020	$ 611,563

Department Function

Fund 290 — **Solid Waste Fund**

Dept 32150 — **Seward Transfer Facility**

Program Description:
To collect and transfer solid waste generated in the Eastern Peninsula to the Central Peninsula Landfill in Soldotna for disposal, manage inert waste with on-site burial, recycle to reduce waste requiring burial and provide for proper hazardous materials disposal. The operations of this site are outsourced to a private contractor.

Major Long Term Issues and Concerns:
- Flooding / road maintenance issues with Dimond Blvd., the access road to the transfer facility.
- Replacement of fire suppression system in Transfer Facility

- **FY2021 Accomplishments:**
- No cost cover material acquisition from Japanese Creek.
- Work with Army Corps of Engineers City of Seward and Flood Service Area on Japanese Creek flooding issue.
- Public Outreach, including waste reduction techniques.
- Restrictions to improper salvaging.

FY2022 New Initiatives:
- Continue efforts to support Army Corps of Engineers, City of Seward and Flood Service Area on Japanese Creek flooding issue.
- No cost cover material acquisition from Japanese Creek.
- Support initiative for reuse and recycling opportunities.
- Miscellaneous facility repairs including worn tipping floor due to normal wear and tear, fencing repairs, and Diamond Blvd repairs and maintenance.

Performance Measures

Priority/Goal: Provide appropriate service to the Eastern Peninsula in the area of solid waste management.
Objective: Manage the Eastern Peninsula solid waste operations including, but not limited to, providing the following services:
1. Four (4) Hazardous Waste Collection days per year.
2. Containers for recyclables and special collections.
3. Collection of batteries for recycling.

Measures:

Key Measures

	FY2019 Actual		FY2020 Actual		FY2021 Projected		FY2022 Estimated	
	Hauls	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
Mixed Solid Waste	258	4,553	264	4,253	250	4,150	265	4,350
Recycle	n/a	886	n/a	713	n/a	655	n/a	700
Total	258	5,439	264	4,966	250	4,805	265	5,050
Hazardous Waste (drums/boxes)	68		35		70		65	
Used Oil Energy Recovery (gal)	453		884		460		470	

Kenai Peninsula Borough
Budget Detail

Fund 290
Department 32150 - Seward Transfer Facility

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40210	FICA	$ 7	$ 7	$ -	$ -	$ -	$ -	-
40221	PERS	27	31	-	-	-	-	-
40321	Health Insurance	36	44	-	-	-	-	-
	Total: Personnel	70	82	-	-	-	-	-
Supplies								
42020	Signage Supplies	271	-	1,000	1,000	1,000	-	0.00%
42210	Operating Supplies	-	-	250	250	250	-	0.00%
42310	Repair/Maintenance Supplies	1,848	573	2,000	2,000	2,000	-	0.00%
42410	Small Tools & Equipment	-	199	500	500	500	-	0.00%
	Total: Supplies	2,119	772	3,750	3,750	3,750	-	0.00%
Services								
43011	Contractual Services	503,863	578,248	538,900	613,900	544,850	5,950	1.10%
43015	Water/Air Sample Testing	8,292	7,864	8,880	8,880	10,300	1,420	15.99%
43019	Software Licensing	-	-	332	332	332	-	0.00%
43095	SW Closure/Post Closure	49,562	45,924	56,268	56,268	48,217	(8,051)	-14.31%
43110	Communications	664	623	690	690	690	-	0.00%
43140	Postage and Freight	-	7	100	100	100	-	0.00%
43210	Transportation/Subsistence	97	105	500	500	400	(100)	-20.00%
43310	Advertising	-	-	1,000	1,000	600	(400)	-40.00%
43410	Printing	160	251	200	200	200	-	0.00%
43510	Insurance Premium	3,003	4,528	4,717	4,717	5,620	903	19.14%
43610	Utilities	4,901	4,623	6,000	6,000	5,000	(1,000)	-16.67%
43780	Buildings/Grounds Maintenance	9,564	6,177	28,000	28,000	38,000	10,000	35.71%
	Total: Services	580,106	648,350	645,587	720,587	654,309	8,722	1.35%
Capital Outlay								
49433	Plan Reviews	2,225	2,225	2,225	2,225	2,225	-	0.00%
	Total: Capital Outlay	2,225	2,225	2,225	2,225	2,225	-	0.00%
Department Total		$ 584,520	$ 651,429	$ 651,562	$ 726,562	$ 660,284	$ 8,722	1.34%

Line-Item Explanations

42020 Signage Supplies. To support enhanced public outreach programs ($1,000).

43011 Contractual Services. Increase to support contractual CPI obligations. contract O&M ($527,875), additional services /transport recycle container from Harbor ($2,110), facility wastewater disposal ($8,000), boiler certification ($165), signs ($1,200), fire system monitor ($500), and monofill permit renewal engineer certification ($5,000).

43015 Water / Air Sample Testing. Water and air sampling / testing needed to comply with ADEC mandated ground water sampling requirements ($10,300).

43095 Solid Waste Closure/Post-Closure. Annual funding required for closure and postclosure cost ($48,217).

43780 Building / Grounds Maintenance. Dimond Blvd road maintenance and repair ($10,000), fire system/security camera maintenance ($5,000), miscellaneous facility maintenance ($23,000).

49433 Plan Reviews. ADEC fee structure ($2,225).

Department Function

Fund 290 — **Solid Waste Fund**

Dept 32310 — **Homer Transfer Facility**

Program Description:
To consolidate, transport and manage waste generated in the Southern Peninsula, recycle to reduce waste requiring burial, and provide for proper hazardous materials disposal.

Major Long Term Issues and Concerns:
- Evaluation of long-term management of inert waste options after closure of the existing inert waste monofill.
- Acquisition of cover material.
- Increase volume survey frequency and refine prediction of remaining air space in monofill.

FY2021 Accomplishments:
- Permitted the new Stormwater Permit for the facility and implemented the stormwater monitoring and reporting program.
- Re-bid the Operations and Maintenance Contract.
- Restricted improper salvaging in accordance to ADEC rules.
- Initiated South Peninsula Inert Waste Management Study.

FY2022 New Initiatives:
- Complete Phase II Closure Project.
- Expand alternate cover techniques and material sources.
- Complete South Peninsula Inert Waste Management Study.

Performance Measures

Priority/Goal: Manage and operate the Homer Landfill in a manner that protects the public health, safety and the environment. Assist in achieving other goals of the KPB Solid Waste Program.
Goal: Ensure compliance with ADEC and EPA laws and regulations regarding waste disposal and management.
Objective: 1. Continue to monitor and manage leachate, groundwater, and landfill gases.
2. Continue to monitor and manage slopes and subsurface vegetation.

Measures:

Key Measures								
	FY2019 Actual		FY2020 Actual		FY2021 Projected		FY2022 Estimated	
	Hauls	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
Mixed Solid Waste	330	8,264	345	8,266	385	8,310	375	8,335
Recycle	n/a	991	n/a	585	n/a	625	n/a	675
Total	330	9,255	345	8,851	385	8,935	375	9,010
Hazardous Waste (drums/boxes)	122		57		124		120	
Used Oil Energy Recovery (gal)	3,232		3,123		3,150		3,200	

Kenai Peninsula Borough
Budget Detail

Fund 290
Department 32310 - Homer Transfer Facility

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40210	FICA	$ 29	$ 11	$ -	$ -	$ -	$ -	-
40221	PERS	115	48	-	-	-	-	-
40321	Health Insurance	128	66	-	-	-	-	-
40322	Life Insurance	(1)	-	-	-	-	-	-
	Total: Personnel	271	125	-	-	-	-	-
Supplies								
42020	Signage Supplies	-	96	250	250	250	-	0.00%
42210	Operating Supplies	20,850	20,581	22,050	22,050	27,000	4,950	22.45%
42230	Fuel, Oils and Lubricants	-	425	1,000	1,000	1,000	-	0.00%
42310	Repair/Maintenance Supplies	56	1,755	5,000	5,000	55,000	50,000	1000.00%
42410	Small Tools & Equipment	-	-	100	100	-	(100)	-100.00%
	Total: Supplies	20,906	22,857	28,400	28,400	83,250	54,850	193.13%
Services								
43011	Contractual Services	555,746	597,172	608,730	613,730	778,928	170,198	27.96%
43015	Water/Air Sample Testing	27,715	28,113	33,102	33,102	38,386	5,284	15.96%
43019	Software Licensing	1,769	1,813	1,875	1,875	2,160	285	15.20%
43095	SW Closure/Post Closure	203,264	175,992	212,042	212,042	183,931	(28,111)	-13.26%
43110	Communications	3,651	3,634	4,000	4,000	4,000	-	0.00%
43140	Postage and Freight	-	-	100	100	350	250	250.00%
43210	Transportation/Subsistence	420	165	1,500	1,500	4,252	2,752	183.47%
43220	Car Allowance	140	-	-	-	-	-	-
43310	Advertising	-	-	1,000	1,000	1,000	-	0.00%
43410	Printing	318	-	200	200	200	-	0.00%
43510	Insurance Premium	14,494	19,050	19,968	19,968	27,898	7,930	39.71%
43610	Utilities	71,526	71,370	67,000	67,000	71,000	4,000	5.97%
43750	Vehicle Maintenance	-	155	500	500	500	-	0.00%
43780	Buildings/Grounds Maintenance	7,823	5,597	13,000	13,000	44,000	31,000	238.46%
43810	Rents and Operating Leases	125	125	500	500	500	-	0.00%
	Total: Services	886,991	903,186	963,517	968,517	1,157,105	193,588	20.09%
Capital Outlay								
48710	Minor Office Equipment	-	-	1,522	1,522	-	(1,522)	-100.00%
49433	Plan Reviews	2,780	2,780	2,780	2,780	3,515	735	26.44%
	Total: Capital Outlay	2,780	2,780	4,302	4,302	3,515	(787)	-18.29%
Department Total		$ 910,948	$ 928,948	$ 996,219	$ 1,001,219	$ 1,243,870	$ 247,651	24.86%

Line-Item Explanations

42210 Operating Supplies. Increased due to stormwater management supplies in FY2022 of ($5,000), miscellaneous supplies ($2,000), and acquisition of cover material for inert waste cell operations ($20,000).

42310 Repair/Maintenance Supplies. Increased to cover supplies needed to provide requried contractual maintenance at site ($50,000).

43011 Contractual Services. Increase required and inert waste study ($100,100), contractual obligation and stormwater management contract O&M ($655,018) Additional services ($5,000), stormwater management ($11,200), scale PM ($5,000), facility wastewater disposal ($1,500), Alaska state fire suppression cert ($500), Alaska boiler cert ($400), and scale certification ($210).

43015 Water / Air Sample Testing. Needed to support wastewater, stormwater, groundwater and air sampling/testing required to comply with EPA and DEC guidelines ($38,365).

43019 Software Licensing. Required annual technical support relating to weigh system software ($1,500) and security camera licensing ($660).

43095 Solid Waste Closure/Post-Closure. Annual funding required for closure and postclosure cost ($183,931).

43210 Transportation/Subsistence. Increase for in-house storm water management and travel for contract administrator to attend meetings or conduct site inspections.

43780 Building / Grounds Maintenance. Baler building lighting upgrade ($5,000), miscellaneous building maintenance, fire suppression system, fire alarm system, surveillance system and emergency generator maintenance ($8,000), and Bailer Building overhead door replacement ($31,000).

Department Function

Fund 290 — **Solid Waste Fund**

Dept 32570 — **Landfills, Hauling and Waste Programs**

Program Description

Collect, consolidate, and dispose of solid waste, recycle to reduce waste requiring burial and provide for proper hazardous materials disposal. Provide an integrated solid waste program, including the development, operations, and maintenance of landfills in Seldovia, Port Graham, Nanwalek, Beluga and Tyonek; eight waste drop-box/transfer sites; three transfer sites (Kenai, Nikiski, Sterling); 13 mobile recyclable collection stations; hazardous waste and used oil collection programs; solid waste environmental monitoring; and litter program.

Major Long Term Issues and Concerns:

- Unattended sites and associated risks.
- Long-term solid waste management in communities where the Borough does not own property for landfill development.
- Track progress of Alaska DOT road and airport project between Port Graham and Nanwalek and identify suitable site for joint landfill.

FY2021 Accomplishments:

- Awarded Area 1 & Area 2 Unmanned Transfer sites hauling contracts.
- Expanded and construct the Funny River Transfer Site that is uniform in design and functionality as other KPB Transfer Sites.

FY2022 New Initiatives:

- Acquisition difficult to source cover material at the Rocky Ridge Landfill.
- Advance proposed expansion of the Port Graham Landfill.
- Expand Beluga Landfill footprint to allow for expanded development of landfill.
- Improve remote monitoring and surveillance of Unmanned Transfer Sites.

Performance Measures

Priority/Goal: The Borough recognizes disposal of hazardous waste is critical to sound solid waste management.
Goal: Maximize collection and disposal of household hazardous waste.
Objective: 1. Provide and promote 16 hazardous waste collection events.
2. Develop a public education program intent on teaching hazardous waste reduction techniques. These public education programs can be tied into the actual collection events.

Measures:

Hazardous Waste Collection Events	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Central Peninsula Landfill	7	6	7	7
Homer Landfill	4	3	4	4
Seward Transfer Facility	4	3	4	4
Seldovia	1	1	1	1
Educational events	10	10	10	10

Department Function

Fund 290 **Solid Waste Fund**

Dept 32570 **Landfills, Hauling and Waste Programs - Continued**

Key Measures

	FY2019 Actual		FY2020 Actual		FY2021 Projected		FY2022 Estimated	
	Hauls	Tons	Hauls	Tons	Hauls	Tons	Hauls	Tons
Hauling Area 1								
Mixed solid waste total	1,790	3,578	1,837	3,601	1,915	3,725	1,900	3,700
Recycle total	174	142	156	117	130	125	150	135
Hauling Area 2								
Mixed solid waste total	1,170	2,698	1,192	2,680	1,200	2,700	1,200	2,700
Recycle total	152	128	157	136	160	140	160	140
Transfer Facilities								
Mixed solid waste total	833	5,344	808	5,686	865	5,900	840	5,600
Construction debris total	1,026	2,539	1,072	2,591	1,085	2,600	1,040	2,550
Recycle total	184	220	196	219	200	225	195	240
Used oil energy recovery total gallons		8,251		9,121		9,275		9,325
Miscellaneous Landfills								
Mixed solid waste total		1,325		1,325		1,325		1,325
Hazardous waste total drums/boxes		16		14		22		19

Kenai Peninsula Borough
Budget Detail

Fund 290
Department 32570 - Landfills, Hauling, and Waste Programs

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 40	$ -	$ -	$ -	$ -	$ -	-
40120	Temporary Wages	-	-	4,500	4,500	7,506	3,006	66.80%
40130	Overtime Wages	-	-	3,006	3,006	-	(3,006)	-100.00%
40210	FICA	16	2	574	574	574	-	0.00%
40221	PERS	51	9	-	-	-	-	-
40321	Health Insurance	63	12	-	-	-	-	-
	Total: Personnel	170	23	8,080	8,080	8,080	-	0.00%
Supplies								
42020	Signage Supplies	77	-	100	100	5,000	4,900	4900.00%
42210	Operating Supplies	6,498	250	6,500	6,500	4,000	(2,500)	-38.46%
42230	Fuel, Oils and Lubricants	683	421	1,000	1,000	1,000	-	0.00%
42250	Uniforms	-	252	-	-	-	-	-
42310	Repair/Maintenance Supplies	3,503	524	6,000	6,000	6,000	-	0.00%
42360	Motor Vehicle Repair Supplies	-	672	400	400	400	-	0.00%
42410	Small Tools & Equipment	60	777	250	250	250	-	0.00%
	Total: Supplies	10,821	2,896	14,250	14,250	16,650	2,400	16.84%
Services								
43011	Contractual Services	1,398,491	1,460,619	1,610,073	1,670,073	1,739,602	129,529	8.04%
43015	Water/Air Sample Testing	34,028	13,232	36,250	36,250	30,000	(6,250)	-17.24%
43019	Software Licensing	285	409	450	450	810	360	80.00%
43095	SW Closure/Post Closure	226,279	109,543	110,702	110,702	93,380	(17,322)	-15.65%
43110	Communications	2,042	2,087	2,250	2,250	2,250	-	0.00%
43140	Postage and Freight	36	202	300	300	300	-	0.00%
43210	Transportation/Subsistence	4,432	1,812	8,500	8,500	8,500	-	0.00%
43310	Advertising	331	537	500	500	500	-	0.00%
43410	Printing	-	29	150	150	150	-	0.00%
43510	Insurance Premium	1,910	2,849	3,111	3,111	2,490	(621)	-19.96%
43610	Utilities	22,323	21,276	24,000	24,000	24,000	-	0.00%
43720	Equipment Maintenance	-	63	-	-	-	-	-
43765	Policing Sites	3,400	-	7,000	7,000	7,000	-	0.00%
43780	Buildings/Grounds Maintenance	29,696	18,986	48,000	48,000	53,500	5,500	11.46%
43810	Rents and Operating Leases	-	185	-	-	-	-	-
	Total: Services	1,723,253	1,631,829	1,851,286	1,911,286	1,962,482	111,196	6.01%
Capital Outlay								
49433	Plan Reviews	1,250	1,250	1,250	1,250	1,250	-	0.00%
	Total: Capital Outlay	1,250	1,250	1,250	1,250	1,250	-	0.00%
Department Total		$ 1,735,494	$ 1,635,998	$ 1,874,866	$ 1,934,866	$ 1,988,462	$ 113,596	6.06%

Line-Item Explanations

40120 Temporary Wages. Includes temporary staff to assist with remote landfill activities ($7,506).

42020 Signage Supplies. Increase to cover need to replace current signage.

43011 Contractual Services. Increased to cover contractual increases related to operations, maintenance and improvements at three (3) transfer facilities ($534,110), operations, maintenance and improvements at five (5) rural landfills ($429,532), operations, maintenance and improvements at eight (8) drop-box / transfer sites ($519,420), household hazardous waste collection program, used oil program, and wastewater disposal ($256,120), signage ($4,500), and Guardian Security ($420).

43015 Water/Air Sampling. Increased in FY2021 due to re-bid of water monitoring contract resulting in an increased cost ($30,000).

43095 Solid Waste Closure/Post-Closure. Annual amount funded toward landfill closure and post-closure activities for the Seldovia, Beluga, Tyonek, Port Graham, and Nanwalek landfills ($93,380).

43210 Transportation/Subsistence. Increased to provide oversight of rural facilities ($8,500).

43780 Building/Grounds Maintenance. Increase due to site maintenance of new Funny River TS, Snow removal/ sanding/ serration/ grading/ ditching of transfer sites ($24,000), brushing / gravel ($5,000), gate /fence repairs ($10,000), lights, surveillance cameras, electrical, plumbing, fire alarm systems ($14,500).

Kenai Peninsula Borough
Budget Detail

Fund 290 Solid Waste
Department Total By Line Item

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 949,040	$ 969,440	$ 1,086,749	$ 1,086,749	$ 1,094,292	$ 7,543	0.69%
40120	Temporary Wages	65,148	61,465	68,100	68,100	97,446	29,346	43.09%
40130	Overtime Wages	46,627	49,686	54,275	54,275	72,126	17,851	32.89%
40210	FICA	90,023	92,330	106,278	106,278	110,003	3,725	3.50%
40221	PERS	294,695	322,896	257,246	257,246	263,633	6,387	2.48%
40321	Health Insurance	355,796	372,022	391,375	391,375	397,500	6,125	1.56%
40322	Life Insurance	1,629	1,452	2,785	2,785	2,728	(57)	-2.05%
40410	Leave	159,703	154,978	145,251	145,251	134,987	(10,264)	-7.07%
40511	Other Benefits	2,872	3,744	1,440	1,440	-	(1,440)	-100.00%
	Total: Personnel	1,965,533	2,028,013	2,113,499	2,113,499	2,172,715	59,216	2.80%
Supplies								
42020	Signage Supplies	348	96	1,350	1,350	6,250	4,900	362.96%
42210	Operating Supplies	91,565	74,282	84,050	84,050	98,500	14,450	17.19%
42230	Fuel, Oils and Lubricants	138,090	115,184	133,537	133,537	130,500	(3,037)	-2.27%
42250	Uniforms	2,572	2,365	4,200	4,200	3,700	(500)	-11.90%
42310	Repair/Maintenance Supplies	89,115	62,373	113,250	113,250	140,250	27,000	23.84%
42360	Vehicle Repair Supplies	16,285	55,421	33,000	33,000	56,000	23,000	69.70%
42410	Small Tools & Equipment	7,014	9,909	5,850	5,850	5,750	(100)	-1.71%
	Total: Supplies	344,989	319,630	375,237	375,237	440,950	65,713	17.51%
Services								
43011	Contractual Services	2,522,559	2,809,876	2,949,278	3,278,910	3,280,505	331,227	11.23%
43014	Physical Examinations	1,547	1,615	2,800	2,800	2,800	-	0.00%
43015	Water/Air Sample Testing	104,639	83,001	123,648	123,648	125,896	2,248	1.82%
43019	Software Licensing	4,907	5,147	5,712	5,712	6,557	845	14.79%
43095	SW Closure/Post Closure	1,017,231	850,608	947,940	947,940	873,340	(74,600)	-7.87%
43110	Communications	17,879	17,751	18,000	18,000	18,000	-	0.00%
43140	Postage and Freight	1,336	1,483	2,255	2,255	2,505	250	11.09%
43210	Transportation/Subsistence	8,171	8,644	15,000	15,000	21,657	6,657	44.38%
43220	Car Allowance	3,740	4,301	3,600	3,600	7,200	3,600	
43260	Training	50	599	2,600	2,600	5,350	2,750	105.77%
43310	Advertising	331	1,132	2,700	2,700	2,300	(400)	-14.81%
43410	Printing	478	280	800	800	800	-	0.00%
43510	Insurance Premium	103,075	115,745	125,513	125,513	143,357	17,844	14.22%
43600	Project Management	-	-	6,500	6,500	6,000	(500)	-7.69%
43610	Utilities	487,107	536,880	480,851	480,851	583,851	103,000	21.42%
43720	Equipment Maintenance	700	588	2,000	2,000	2,000	-	0.00%
43750	Vehicle Maintenance	22,847	20,830	15,900	15,900	15,900	-	0.00%
43765	Policing Sites	3,400	-	7,000	7,000	7,000	-	0.00%
43780	Buildings/Grounds Maintenance	72,085	67,681	127,753	127,753	188,253	60,500	47.36%
43810	Rents and Operating Leases	5,994	5,865	1,500	1,500	15,500	14,000	933.33%
43812	Equipment Replacement Pymt.	107,588	219,199	204,700	204,700	212,020	7,320	3.58%
43920	Dues and Subscriptions	1,770	2,899	2,025	2,025	2,675	650	32.10%
	Total: Services	4,487,434	4,754,124	5,048,075	5,377,707	5,523,466	475,391	9.42%
Capital Outlay								
48311	Machinery & Equipment	-	10,771	-	-	-	-	-
48710	Minor Office Equipment	2,816	4,410	8,122	8,122	10,200	2,078	25.58%
48720	Minor Office Furniture	-	-	-	-	500	500	-
49311	Design Services	-	1,200	-	-	-	-	-
49433	Plan Reviews	17,025	17,025	18,074	18,074	17,760	(314)	-1.74%
	Total: Capital Outlay	19,841	33,406	26,196	26,196	28,460	2,264	8.64%
Transfers								
50340	Solid Waste Debt Service	1,065,250	1,063,500	1,064,750	1,064,750	1,063,750	(1,000)	-0.09%
50411	Solid Waste Capital Projects	100,000	250,000	250,000	145,000	4,400,000	4,150,000	1660.00%
	Total: Transfers	1,165,250	1,313,500	1,314,750	1,209,750	5,463,750	4,149,000	315.57%
Department Total		$ 7,983,047	$ 8,448,673	$ 8,877,757	$ 9,102,389	$ 13,629,341	$ 4,751,584	53.52%

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Hospital Service Areas

The Borough has two (2) hospital service areas, the Central Kenai Peninsula Hospital Service Area and the South Kenai Hospital Service Area.

The major source of revenue for the hospital service areas is property taxes, with additional funding provided through state grants and interest earnings. Powers granted by the voters authorize these service areas to construct, maintain and operate a hospital, and to provide other health care or health facilities within the service areas jurisdiction. Both service areas support hospitals and long-term care facilities.

Only the expenditures budgeted by the service area appears within this budget document. Each hospital prepares a separate operating and capital budget, which is approved by the operating board of each respective entity. The comprehensive annual financial report is done on a combined basis, and copies are available from each respective hospital.

Central Kenai Peninsula Hospital Service Area – this service area encompasses the area from Tyonek to Hope to Ninilchik. Operation of the Central Peninsula Hospital (the hospital), including Heritage Place (a long-term care facility purchased in 2006) has been contracted out to Central Peninsula Hospital Inc. Prior to FY2011, Service Area funding was used to pay debt service, capital expenditures, an operating subsidy for an alcohol and drug treatment program, an operating grant for a sexual abuse program, and for operating expense of the service area board. Starting in FY2011, the hospital has provided the necessary funding for debt service, capital expenditures, and all operating cost including property insurance.

South Kenai Peninsula Hospital Service Area – this service area encompasses the area from south of Ninilchik to Homer to Kachemak City to the land south of Kachemak Bay excluding the City of Seldovia. Operation of the South Peninsula Hospital has been contracted out to South Peninsula Hospital Inc. Service Area funding is currently being used to pay debt service, capital expenditures, and for operating expense of the service area board.

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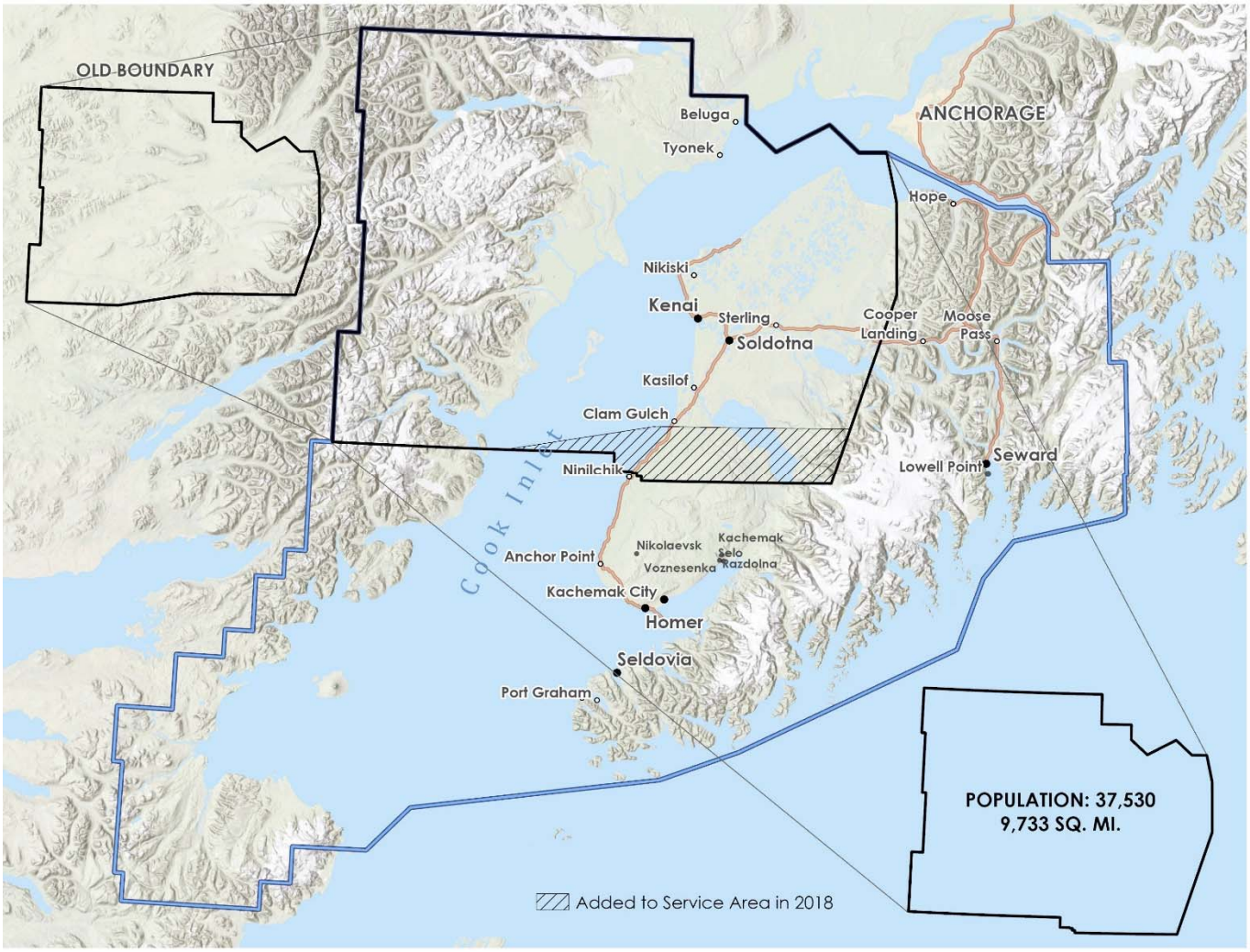
Central Kenai Peninsula Hospital Service Area

Established in April of 1969, this was the first service area in the Borough. Its purpose is to provide a hospitalization facility for residents in the Central Peninsula area. Management of the hospital is contracted out to, CPGH, Inc., a non-profit entity. The CPGH, Inc. board hires an independent CEO to manage its operations.

Effective July 1, 2016 with the enactment of Ordinance 2016-11, the Kenai Peninsula Borough Assembly has oversight of the Service Area.

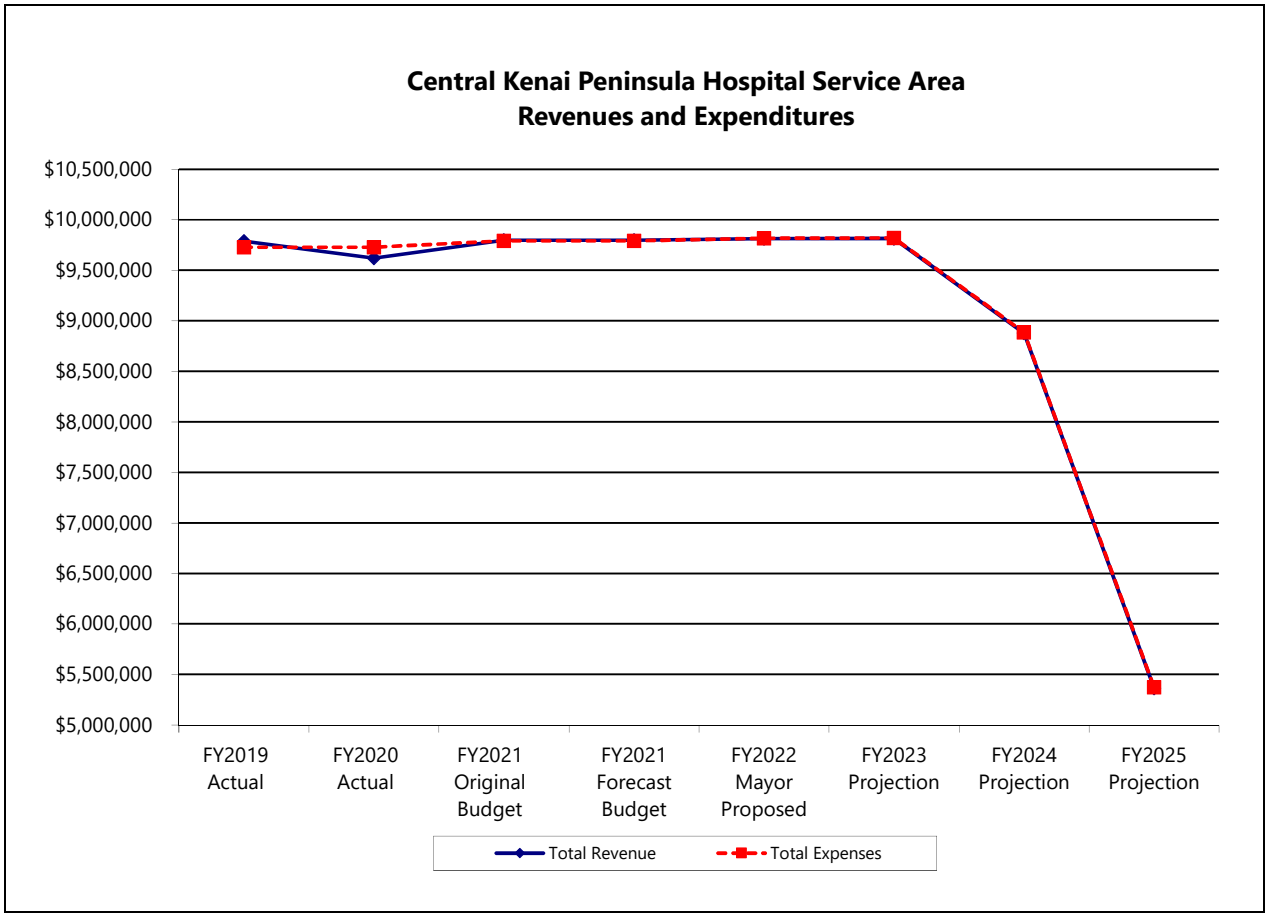
In the October 2018 election, voters from the southern peninsula approved moving the service area boundaries. This created the requirement to continue to assess a mill rate against parcels that were a part of the previous service area boundaries for both the Central Peninsula Hospital Service Area and the South Peninsula Hospital Service Area and no longer a part of the new service area boundaries to pay for bonded indebtedness. Parcels that were a part of the service area at the time of the vote to approve each bond must continue to pay the debt service while it is outstanding. Central Peninsula Hospital Service Area debt service is currently paid for with Hospital operational monies, therefore no mill is currently being levied for debt service.

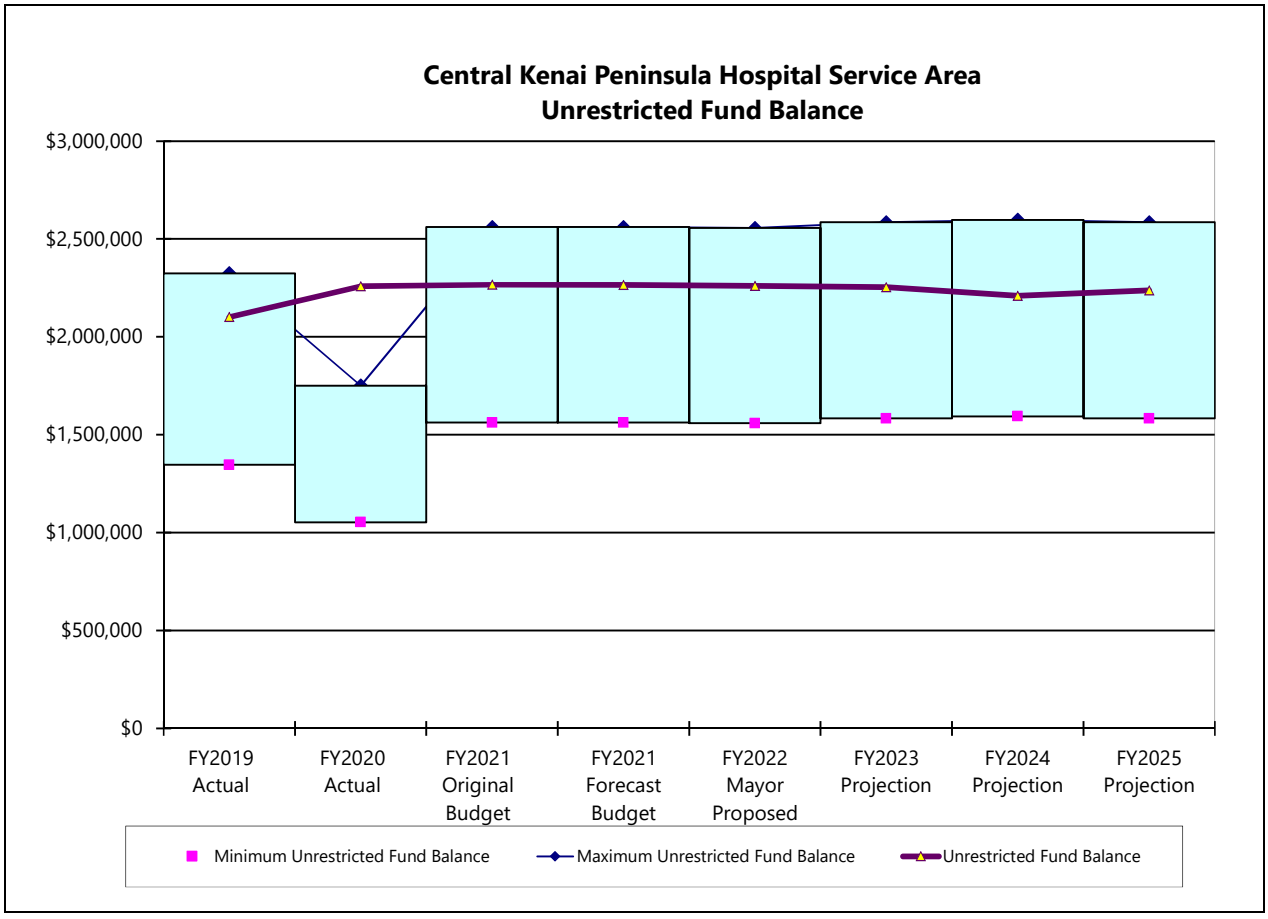
Service area taxes have provided for debt service requirements, equipment purchases, construction, auditing costs, and board expenses. The mill rate for fiscal year 2022 is 0.01 mills.



Fund: 600 Central Kenai Peninsula Hospital Service Area

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	4,039,850	4,182,224	4,257,969	4,240,944	4,295,164	4,295,164	4,338,116	4,424,878
Personal	196,984	192,659	185,399	194,335	187,192	189,064	190,955	192,865
Oil & Gas (AS 43.56)	1,274,303	1,364,185	1,295,955	1,295,670	1,245,327	1,207,967	1,171,728	1,171,728
Total Taxable Value:	5,511,137	5,739,068	5,739,323	5,730,949	5,727,683	5,692,195	5,700,799	5,789,471
Mill Rate:	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01
Revenues:								
Property Taxes								
Real	$ 39,310	$ 41,404	$ 42,580	$ 41,026	$ 42,952	$ 42,952	$ 43,381	$ 44,249
Personal	2,155	2,478	1,817	1,801	1,834	1,853	1,871	1,890
Oil & Gas (AS 43.56)	12,736	13,633	12,960	12,970	12,453	12,080	11,717	11,717
Interest	163	176	115	112	114	114	114	116
Flat Tax	333	480	1,068	1,068	1,068	1,089	1,111	1,133
Motor Vehicle Tax	1,005	867	1,040	1,040	936	955	974	993
Total Property Taxes	55,702	59,038	59,580	58,017	59,357	59,043	59,168	60,098
Interest Earnings	95,518	88,794	48,647	48,647	45,305	45,199	45,084	44,926
CPH - Bond Payment/Other	9,630,068	9,469,874	9,689,922	9,689,922	9,708,001	9,709,949	8,773,506	5,261,168
Other Revenue	7,889	1,481	-	-	-	-	-	-
Total Revenues	9,789,177	9,619,187	9,798,149	9,796,586	9,812,663	9,814,191	8,877,758	5,366,192
Total Revenues and Operating Transfers	9,789,177	9,619,187	9,798,149	9,796,586	9,812,663	9,814,191	8,877,758	5,366,192
Expenditures:								
Services	253,971	257,237	306,256	306,256	336,214	336,214	342,938	349,797
InterDepartmental Charges	6,349	-	7,656	7,656	8,405	8,405	8,573	8,745
Total Expenditures:	260,320	257,237	313,912	313,912	344,619	344,619	351,511	358,542
Operating Transfers To:								
Debt Service Fund	9,466,705	9,471,999	9,475,980	9,475,980	9,473,351	9,475,299	8,534,163	5,017,038
Total Operating Transfers:	9,466,705	9,471,999	9,475,980	9,475,980	9,473,351	9,475,299	8,534,163	5,017,038
Total Expenditures and Operating Transfers	9,727,025	9,729,236	9,789,892	9,789,892	9,817,970	9,819,918	8,885,674	5,375,580
Net Results From Operations	62,152	(110,049)	8,257	6,694	(5,307)	(5,727)	(7,916)	(9,388)
Beginning Fund Balance	2,306,444	2,368,596	2,258,547	2,258,547	2,265,241	2,259,934	2,254,207	2,246,291
Ending Fund Balance	$ 2,368,596	$ 2,258,547	$ 2,266,804	$ 2,265,241	$ 2,259,934	$ 2,254,207	$ 2,246,291	$ 2,236,903


Central Kenai Peninsula Hospital Service Area
Revenues and Expenditures
$10,500,000
$10,000,000
$9,500,000
$9,000,000
$8,500,000
$8,000,000
$7,500,000
$7,000,000
$6,500,000
$6,000,000
$5,500,000
$5,000,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenue
Total Expenses


Central Kenai Peninsula Hospital Service Area
Unrestricted Fund Balance
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 600 **Central Kenai Peninsula Hospital Service Area**

Dept 81110

Mission

Meet the changing health care needs of the residents of the Service Area.

Program Description

Provide funding for payment of debt service, purchase of capital equipment, operational expenses of a hospital, operating cost of the Service Area and other health care related items within the Service Area.

Major Long Term Issues and Concerns:

- Governance of CPH.

FY2021 Accomplishments:

- Spring 2021, refinanced the remaining 2011 CPGH GO Bonds, saving approximately $400,000 in interest over the remaining life of the bonds.
- Spring 2021 worked to provide early payoff $1,779,000 in 2015 and 2016 taxable debt, originally issued to provide equipment for the medical office building in conjunction with the 2014 revenue bond issuance. Estimated saving of approximately $22,000 as a result of early payoff.

Performance Measures

Priority/Goal: Effective Governance
Goal: Provide funding for payment of debt service, capital expenditures, and other related hospital expenses
Objective: Providing funding as needed to supplement revenue generated from hospital operations for payment of debt service, capital purchases and other related hospital expenses

Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Mill rate	.01	.01	.01	.01
Property tax revenue	$55,702	$59,038	$58,017	$59,357

Priority/Goal: Effective Governance
Goal: Provide funding for payment of debt service, capital expenditures, and other related hospital expenses
Objective: Providing funding as needed to supplement revenue generated from hospital operations for payment of debt service, capital purchases and other related hospital expenses

Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Service Area funds used for payment of debt service, capital purchases, and other related hospital expenses	$0	$0	$0	$0
Hospital funds used for payment of debt service, capital purchases, and other related expenses	$9,630,068	$9,469,874	$9,689,922	$9,708,001

Kenai Peninsula Borough
Budget Detail

Fund 600
Department 81110 - Central Kenai Peninsula Hospital Service Area Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43011	Contractual Services	$ 83	$ -	$ 5,000	$ 5,000	$ 4,250	$ (750)	-15.00%
43012	Audit Services	87,650	86,150	87,314	87,314	97,314	10,000	11.45%
43510	Insurance Premium	166,238	171,087	213,942	213,942	234,650	20,708	9.68%
	Total: Services	253,971	257,237	306,256	306,256	336,214	29,958	9.78%
Transfers								
50360	Debt Service	9,466,705	9,471,999	9,475,980	9,475,980	9,473,351	(2,629)	-0.03%
	Total: Transfers	9,466,705	9,471,999	9,475,980	9,475,980	9,473,351	(2,629)	-0.03%
Interdepartmental Charges								
61990	Administrative Service Fee	6,349	-	7,656	7,656	8,405	749	9.78%
	Total: Interdepartmental Charges	6,349	-	7,656	7,656	8,405	749	9.78%
Department Total		$ 9,727,025	$ 9,729,236	$ 9,789,892	$ 9,789,892	$ 9,817,970	$ 28,078	0.29%

Line-Item Explanations

43011 Contract Services. Annual debt arbitrage calculation fees ($1,500), and annual debt reserve depository account fees ($750), and misc. small contracts ($2,000).

43012 Audit Services. As required by Alaska Administrative Code 45.010 and in conformance with Alaska State Statute 29.35.120. Anticipated contract increase due to anticipated single audit cost associated with receipts of federal cornavirus funding.

43510 Insurance Premium. Premium for property insurance coverage; workman's compensation, liability, and other insurance requirements are required to be met by the Operator (CPGH, Inc.) per the Lease and Operating Agreement.

50360 Debt Service Fund. Debt service on GO bonds issued in the amount of $49.9 million in FY2004 and revenue bonds issued in the amount of $41.3 million between FY2014 and FY2016, and $28.9M in FY2018.

61990 Admin Service Fee. The admin service fee is charged to service areas and departments to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

For capital projects information on this department - See the capital projects section - Page 350 & 370.

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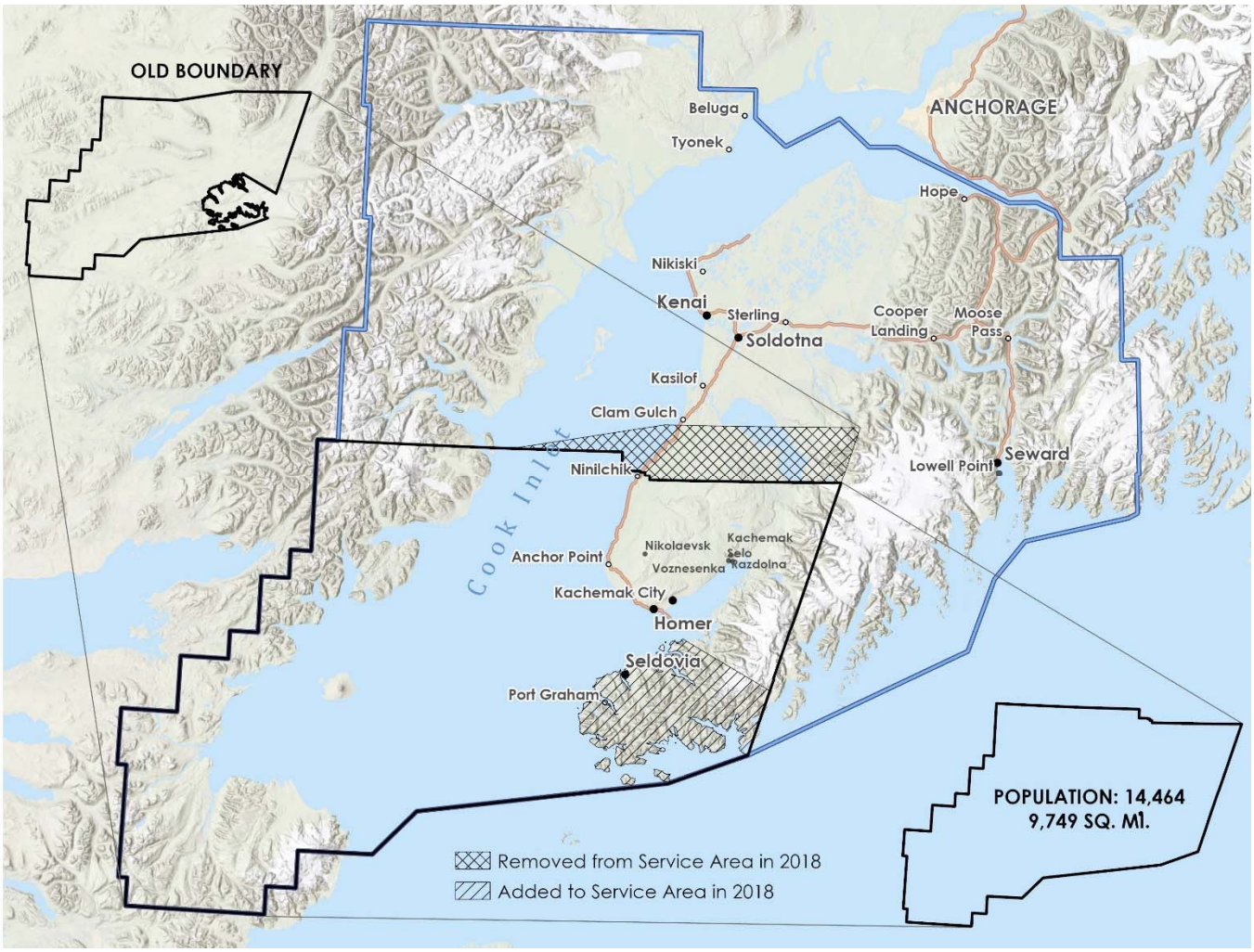
South Kenai Peninsula Hospital Service Area

Established in April of 1969, the service area was formed to provide hospitalization and medical services to the residents of Homer and the surrounding areas. A nonprofit corporation operates the hospital and other medical facilities pursuant to a contract with the borough. The nine-member service area board is elected by the service area residents. It advises and make recommendations to the mayor and the assembly concerning the operation and management of service area activities, reviews and recommends the annual service area budget, and performs such additional functions as the assembly may authorize. The hospital is located in Homer.

In the October 2018 election, voters approved moving the service area boundaries. This created the requirement to continue to assess a mill rate against parcels that were a part of the previous service area boundaries and no longer a part of the new service area boundaries to pay for bonded indebtedness. These parcels were a part of the service area at the time of the vote to approved each bond and participated in elections that approved bonded indebtedness, therefore they must continue to pay the debt service while it is outstanding.

Service area taxes fund the hospital's debt service requirements, equipment purchases, capital improvements, major repairs, and board expenses. The mill rate for fiscal year 2022 is 2.24.

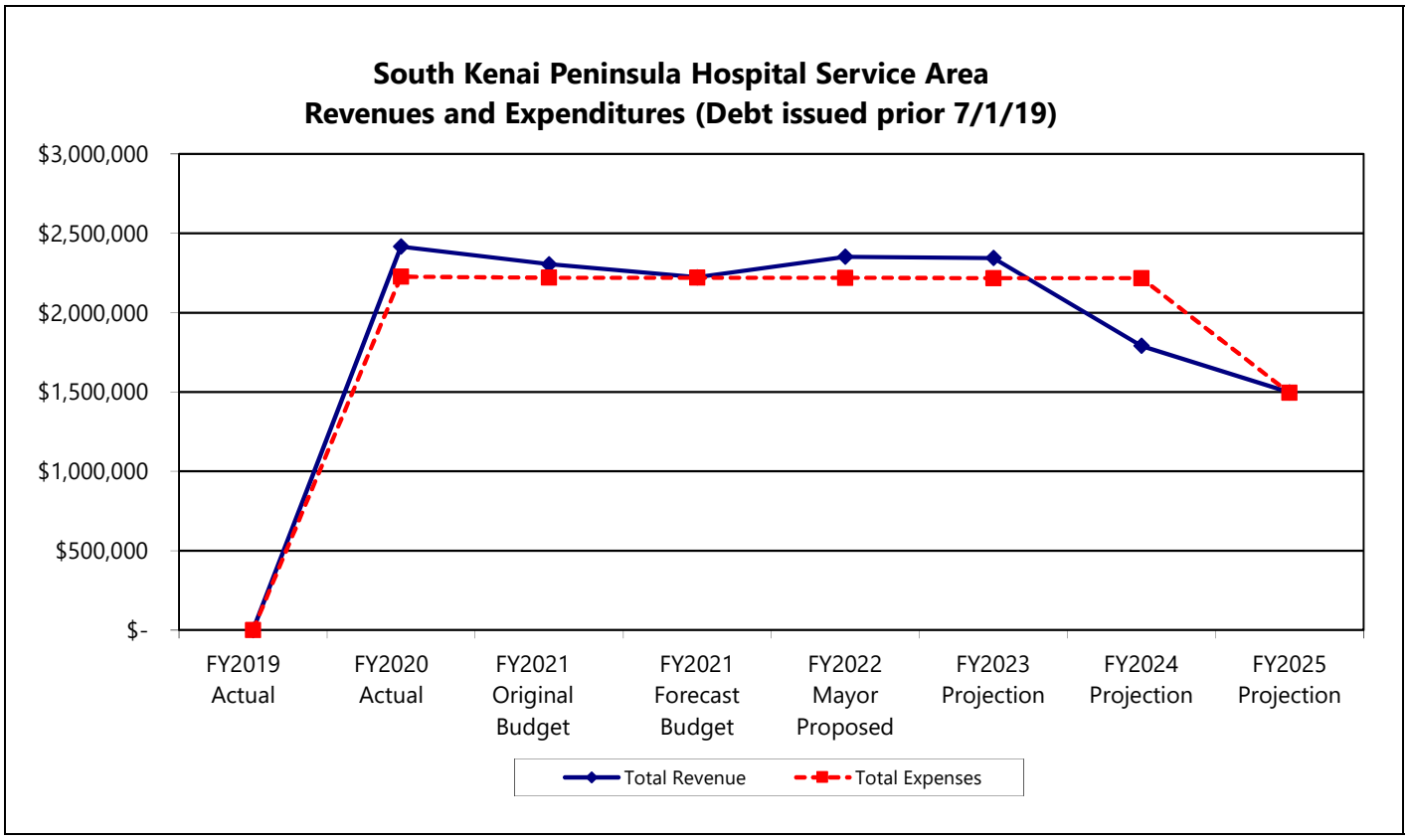


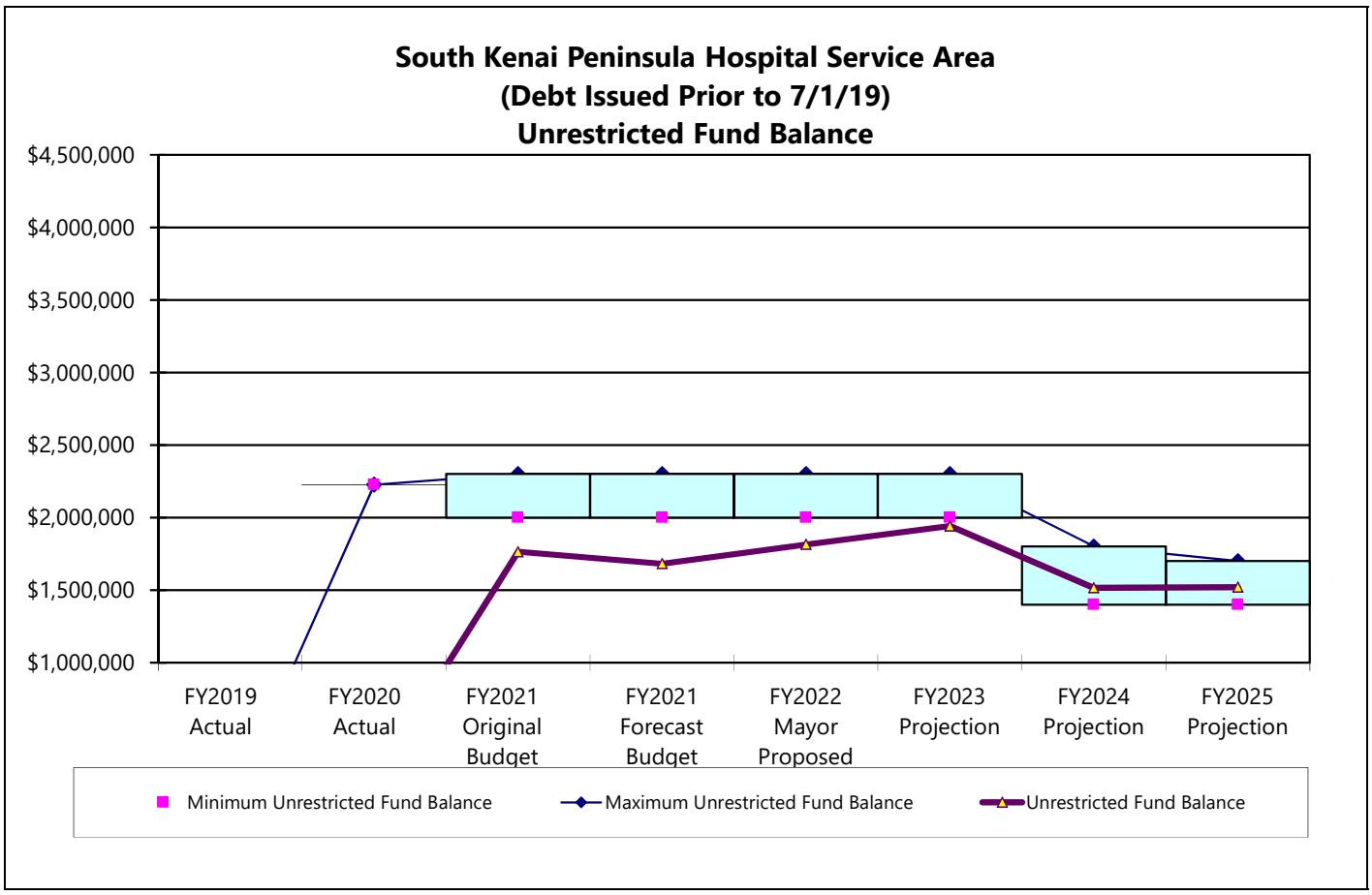
Board Members

Jacqueline (Jacque) Larch
William Runnoe
Judith Lund
Tim Daugharty
Ralph Broshes
Helen Armstrong
Roberta Highland
Marie Walli
Doris Cabana

Fund: 601 South Kenai Peninsula Hospital Service Area (Debt issued prior to 7/1/19)

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	-	1,649,393	1,702,728	1,692,039	1,730,009	1,730,009	1,736,309	1,770,565
Personal	-	93,773	93,588	96,051	95,111	93,411	94,345	95,288
Oil & Gas (AS 43.56)	-	244,744	259,396	259,396	242,439	235,166	228,111	228,111
Total Taxable Value:	-	1,987,910	2,055,712	2,055,712	2,067,559	2,058,586	2,058,765	2,093,964
Mill Rate:	-	1.12	1.12	1.12	1.12	1.12	0.85	0.70
Revenues:								
Property Taxes								
Real	$ -	$ 1,865,708	$ 1,907,055	$ 1,821,597	$ 1,937,610	$ 1,937,610	$ 1,475,863	$ 1,239,396
Personal	-	108,215	102,722	106,328	104,394	102,528	78,588	65,367
Oil & Gas (AS 43.56)	-	274,147	290,524	290,524	271,532	263,386	193,894	159,678
Interest	-	12,159	4,601	4,437	4,627	4,607	3,497	2,929
Flat Tax	-	47,798	-	-	-	-	-	-
Total Property Taxes	-	2,308,027	2,304,902	2,222,886	2,318,163	2,308,131	1,751,842	1,467,370
Interest Earnings	-	107,723	44	44	33,630	36,278	38,832	30,310
Other Revenue	-	627	-	-	-	-	-	-
Total Revenues:	-	2,416,377	2,304,946	2,222,930	2,351,793	2,344,409	1,790,674	1,497,680
Operating Tranfers From:								
SPH Operating Fund	-	-	1,489,045	1,489,045	-	-	-	-
Total Revenues and Operating Transfers	-	2,416,377	3,793,991	3,711,975	2,351,793	2,344,409	1,790,674	1,497,680
Operating Transfers To:								
Debt Service Fund - Bonds	-	2,226,694	2,220,169	2,220,169	2,219,369	2,216,719	2,216,794	1,494,169
Total Operating Transfers:	-	2,226,694	2,220,169	2,220,169	2,219,369	2,216,719	2,216,794	1,494,169
Total Expenditures and Operating Transfers	-	2,226,694	2,220,169	2,220,169	2,219,369	2,216,719	2,216,794	1,494,169
Net Results From Operations	-	189,683	1,573,822	1,491,806	132,424	127,690	(426,120)	3,511
Beginning Fund Balance	-	-	189,683	189,683	1,681,489	1,813,913	1,941,603	1,515,483
Ending Fund Balance	$ -	$ 189,683	$ 1,763,505	$ 1,681,489	$ 1,813,913	$ 1,941,603	$ 1,515,483	$ 1,518,994


South Kenai Peninsula Hospital Service Area
Revenues and Expenditures (Debt issued prior 7/1/19)
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenue
Total Expenses


South Kenai Peninsula Hospital Service Area
(Debt Issued Prior to 7/1/19)
Unrestricted Fund Balance
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Kenai Peninsula Borough
Budget Detail

Fund 601
Department 81210 - South Kenai Peninsula Hospital Service Area (Debt issued prior to7/1/19)

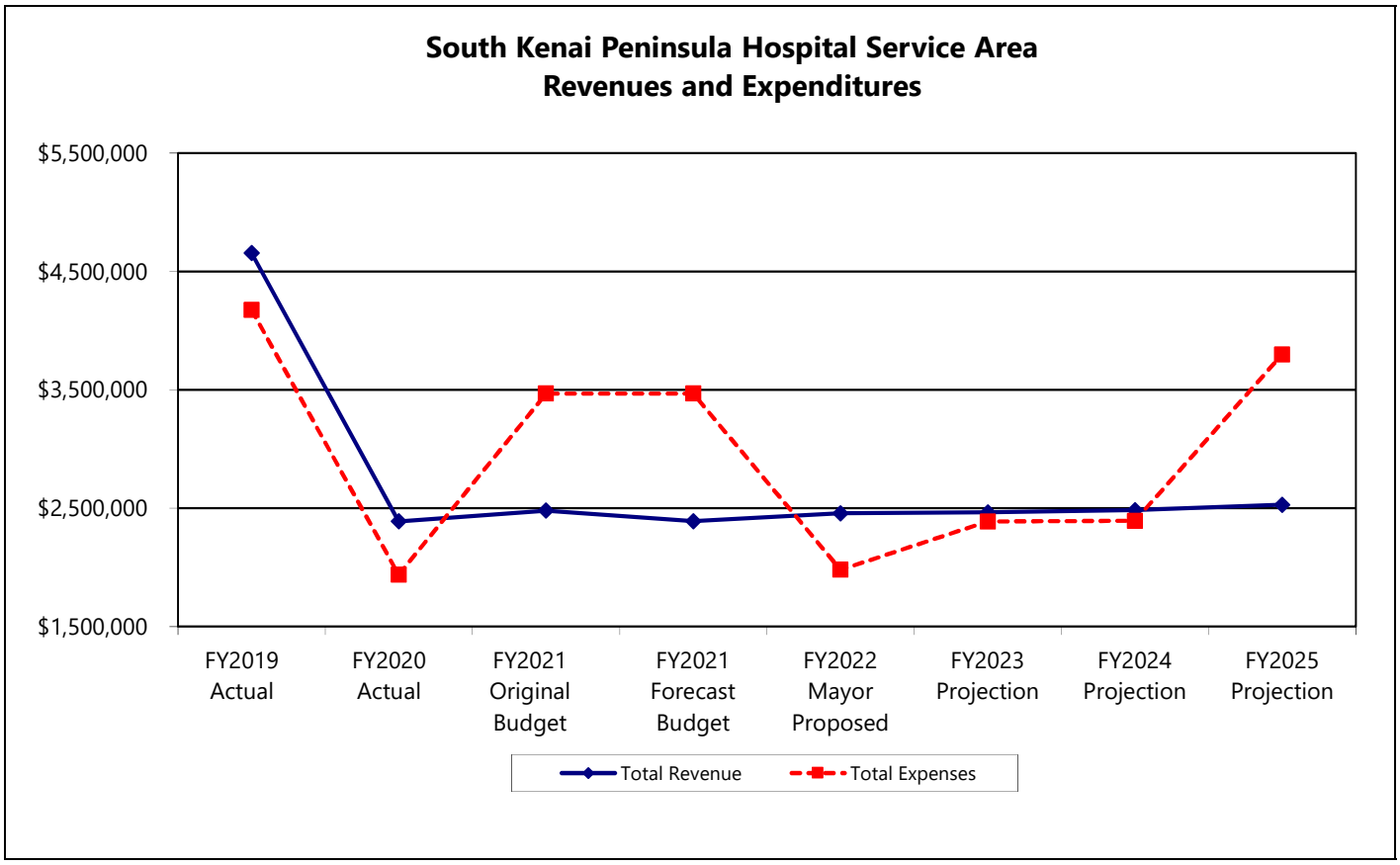
		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Transfers								
50361	SKPH-Debt Service Fund	-	2,226,694	2,220,169	2,220,169	2,219,369	(800)	-0.04%
	Total: Transfers	-	2,226,694	2,220,169	2,220,169	2,219,369	(800)	-0.04%
Department Total		$ -	$ 2,226,694	$ 2,220,169	$ 2,220,169	$ 2,219,369	$ (800)	$ (0)

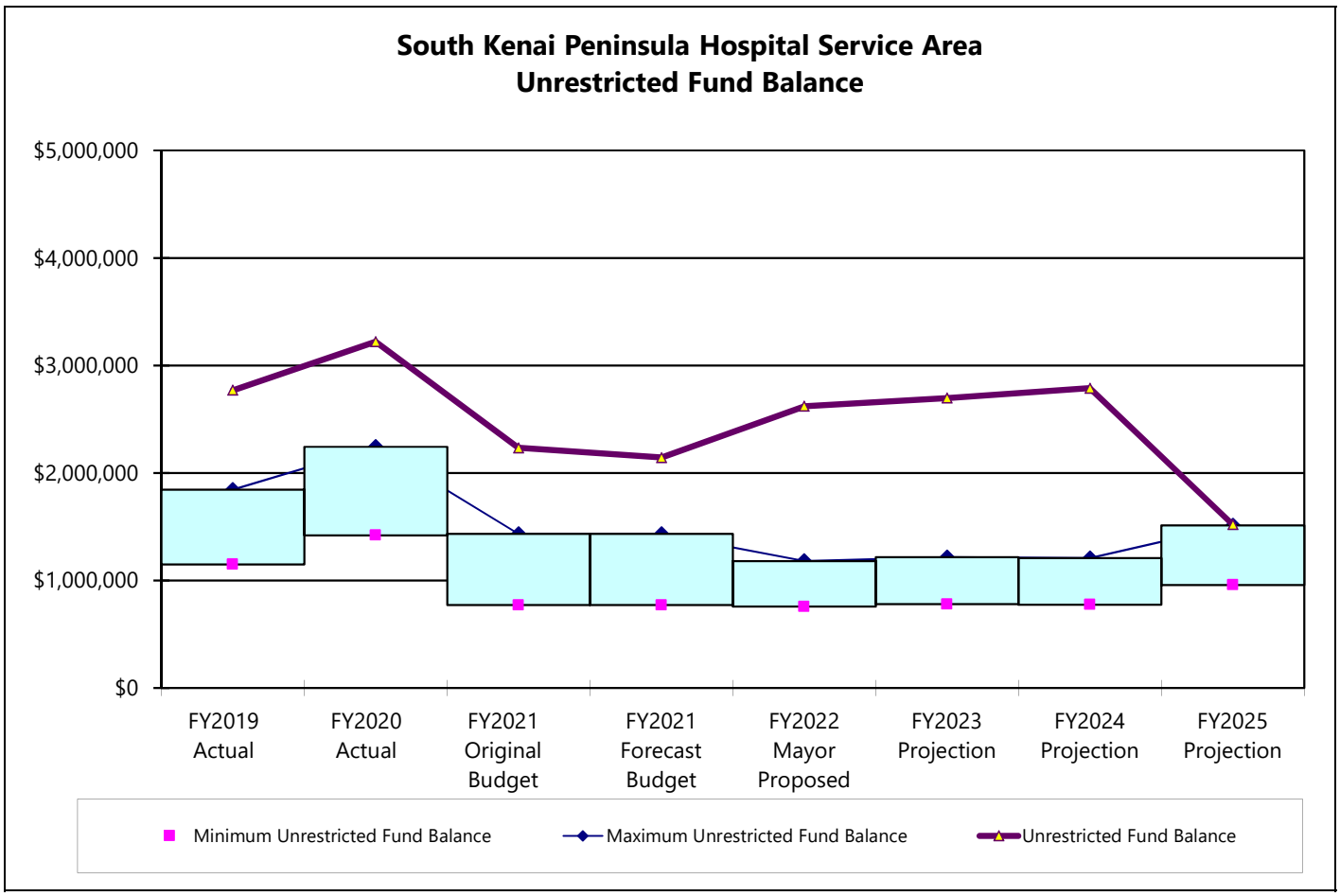
Line-Item Explanations

50361 Transfer to Debt Service Fund. For debt on hospital expansion project phase II ($726,650); for debt on hospital expansion project phase III ($1,092,800), Homer Medical Center expansion and hospital HVAC improvements ($398,419), and debt fees ($1,500).

Fund: 602 South Kenai Peninsula Hospital Service Area

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Taxable Value (000's)								
Real	1,571,577	1,661,086	1,718,962	1,707,524	1,743,667	1,743,667	1,761,104	1,796,326
Personal	94,425	93,642	93,595	96,275	95,329	96,282	97,245	98,217
Oil & Gas (AS 43.56)	228,357	192,199	197,759	197,759	176,766	171,463	166,319	166,319
Total Taxable Value:	1,894,359	1,946,927	2,010,316	2,001,558	2,015,762	2,011,412	2,024,668	2,060,862
Mill Rate:	2.30	1.18	1.12	1.12	1.12	1.12	1.12	1.12
Revenues:								
Property Taxes								
Real	$ 3,603,679	$ 1,916,759	$ 1,925,237	$ 1,831,465	$ 1,952,907	$ 1,952,907	$ 1,972,436	$ 2,011,885
Personal	224,509	110,167	102,730	106,534	104,633	105,679	106,736	107,803
Oil & Gas (AS 43.56)	525,220	226,794	221,490	221,490	197,978	192,039	186,277	186,277
Interest	13,609	2,710	4,499	4,319	4,511	4,501	4,531	4,612
Flat Tax	92,647	49,093	87,464	87,464	87,464	89,213	90,997	92,817
Motor Vehicle Tax	70,765	61,625	72,166	72,166	66,195	67,519	68,869	70,246
Total Property Taxes	4,530,429	2,367,148	2,413,586	2,323,438	2,413,688	2,411,858	2,429,846	2,473,640
Interest Earnings	123,914	21,199	66,290	66,290	42,846	52,377	53,925	55,748
Other Revenue	1,833	1	-	-	-	-	-	-
Total Revenues:	4,656,176	2,388,348	2,479,876	2,389,728	2,456,534	2,464,235	2,483,771	2,529,388
Expenditures:								
Services	239,165	236,901	271,971	271,971	274,361	279,848	285,445	291,154
InterDepartmental Charges	5,979	-	6,799	6,799	6,859	6,996	7,136	7,279
Total Expenditures	245,144	236,901	278,770	278,770	281,220	286,844	292,581	298,433
Operating Transfers To:								
Debt Service Fund - Bonds	2,229,944	-	-	-	-	-	-	1,400,000
Special Revenue Fund - SPH Debt	-	-	1,489,045	1,489,045	-	-	-	-
Capital Projects Fund	1,700,000	1,700,000	1,700,000	1,700,000	1,698,768	2,100,000	2,100,000	2,100,000
Total Operating Transfers:	3,929,944	1,700,000	3,189,045	3,189,045	1,698,768	2,100,000	2,100,000	3,500,000
Total Expenditures and Operating Transfers	4,175,088	1,936,901	3,467,815	3,467,815	1,979,988	2,386,844	2,392,581	3,798,433
Net Results From Operations	481,088	451,447	(987,939)	(1,078,087)	476,546	77,391	91,190	(1,269,045)
Beginning Fund Balance	2,287,840	2,768,928	3,220,375	3,220,375	2,142,288	2,618,834	2,696,225	2,787,415
Ending Fund Balance	$ 2,768,928	$ 3,220,375	$ 2,232,436	$ 2,142,288	$ 2,618,834	$ 2,696,225	$ 2,787,415	$ 1,518,370


South Kenai Peninsula Hospital Service Area
Revenues and Expenditures
$5,500,000
$4,500,000
$3,500,000
$2,500,000
$1,500,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenue
Total Expenses


South Kenai Peninsula Hospital Service Area
Unrestricted Fund Balance
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$0
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Minimum Unrestricted Fund Balance
Maximum Unrestricted Fund Balance
Unrestricted Fund Balance

Department Function

Fund 602 **South Kenai Peninsula Hospital Service Area**

Dept 81210

Mission

Meet the health care needs of the residents of the Service Area.

Program Description

Provide funding for payment of debt service, purchase of capital equipment, operational expenses of a hospital and other health care related items within the Service Area.

Major Long Term Issues and Concerns:

- Changing health care industry and the impact the Accountable Care Act will have on the Service Area and Hospital.
- Changes in Medicare/Medicaid reimbursement rates for the hospital.

FY2021 Accomplishments:

- Funding provided for $1.7 million in capital expenditures.
- Funding provided for community health needs assessment.

FY2022 New Initiatives:

- Support and develop addiction services
- SPH, Inc. to provide printing services to Service Area Board, which will cost less than outside contractors.

Performance Measures

Priority/Goal: Effective Governance

Goal: Provide funding for payment of debt service, capital expenditures, and other related hospital expenses.

Objective: Providing funding as needed to supplement revenue generated from hospital operations for payment of debt service, capital purchases and other related hospital expenses.

Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Mill rate – Operations and debt issued after July 1, 2019	2.30	1.18	1.12	1.12
Total Revenues	$4,530,429	$2,388,348	$2,389,728	$2,473,758
Mill rate – Debt issued prior to July 1, 2019	*	1.12	1.12	1.12
Total Revenues	*	$2,416,377	$2,222,930	$2,403,443

* In FY2020, the mill rate split and was collected in the prior Service Area boundaries to pay for Debt issued prior to 7/1/2019, and also a mill rate levied to pay for Service Area costs and Debt issued after 7/1/2019.

Priority/Goal: Effective Governance

Goal: Provide funding for payment of debt service, capital expenditures, and other related hospital expenses.

Objective: Providing funding as needed to supplement revenue generated from hospital operations for payment of debt service, capital purchases and other related hospital expenses.

Measures:

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Service Area funds used for payment of debt service, capital purchases, and other related hospital expenses	$4,175,088	$3,700,711	$7,808,188	$4,199,357
Hospital funds used for payment of debt service, capital purchases, and other related expenses	$900	$675,050	$1,546,050	$796,197

Kenai Peninsula Borough
Budget Detail

Fund 602
Department 81210 - South Kenai Peninsula Hospital Service Area Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43011	Contractual Services	$ 110,000	$ 103,993	$ 102,000	$ 102,000	$ 107,000	$ 5,000	4.90%
43012	Audit Services	50,550	52,000	52,796	52,796	56,796	4,000	7.58%
43210	Transportation/Subsistence	-	-	3,000	3,000	2,000	(1,000)	-33.33%
43260	Training	-	-	3,000	3,000	2,000	(1,000)	-33.33%
43410	Printing	-	-	10,000	10,000	7,000	(3,000)	-30.00%
43510	Insurance Premium	78,615	80,908	101,175	101,175	99,565	(1,610)	-1.59%
	Total: Services	239,165	236,901	271,971	271,971	274,361	2,390	0.88%
Transfers								
50361	SKPH-Debt Service Fund	2,229,944	-	-	-	-	-	-
50491	SKPH-Capital Projects Fund	1,700,000	1,700,000	1,700,000	1,700,000	1,698,768	(1,232)	-0.07%
50601	SKPH-Special Revenue Fund-Debt	-	-	1,489,045	1,489,045	-	(1,489,045)	-100.00%
	Total: Transfers	3,929,944	1,700,000	3,189,045	3,189,045	1,698,768	(1,490,277)	-46.73%
Interdepartmental Charges								
61990	Administrative Service Fee	5,979	-	6,799	6,799	6,859	60	0.88%
	Total: Interdepartmental Charges	5,979	-	6,799	6,799	6,859	60	0.88%
Department Total		$ 4,175,088	$ 1,936,901	$ 3,467,815	$ 3,467,815	$ 1,979,988	$ (1,487,827)	-42.90%

Line-Item Explanations

43011 Contractual Services. MAPP - Community health coalition ($45,000), secretarial services ($12,000), MAPP - Opioid task force ($30,000), and Kachemak Bay Family Planning ($20,000).

43012 Audit Service. As required by Alaska Administrative Code 45.010 and in conformance with Alaska State Statute 29.35.120.

43260 Training. Fees for Service Area Board Members to attend training and board member education.

43410 Printing. Printing of service area documents ($7,000).

50361 Transfer to Debt Service Fund. All debt issued prior to fiscal year 2020 has been presented in a different fund, to allow for taxpayers in the previous boundaries, that voted on prior debt issuances, to support the debt service outside of the operational service area funds.

50491 SKPH-Capital Projects Fund. Transfer to capital projects fund for equipment and major remodel expenditures.

61990 Admin Service Fee. The admin service fee is charged to service areas and departments to cover a portion of costs associated with providing general government services. The amount proposed for FY2022 is 2.5% of the personnel, supplies, services, and capital outlay budgets.

For capital projects information on this department - See the capital projects section - Pages 350, 356-357, & 371-372.

Debt Service Funds

The Borough's Debt Service Funds, pages 343-346, are used to accumulate monies for payment of general obligation bonds issued for construction, improvements, and equipping of public facilities throughout the Borough and for debt issued for the purchase of equipment. The following debt service funds have activity:

School Debt Service Fund

This fund was set up to account for debt issued for construction and capital improvement to various schools located in the Borough. Bond payments are paid from the Borough's General Fund tax levy and from the State of Alaska, which reimburses the Borough for up to 70% of debt service expenditures on school bonds approved after June 30, 1983. The current outstanding issues are as follows:

- 20 year bonds issued August 2003 for the construction of a new middle school in Seward, in the amount of $14,700,000. The outstanding balance as of July 1, 2021 is $1,820,000.
- 20 year bonds issued December 2010 for roof repairs at various schools, in the amount of $16,865,000. The outstanding balance as of July 1, 2021 is $8,290,000.
- 20 year bonds issued November 2013 for roof repairs at various schools and Homer high school field project, in the amount of $20,860,000. The outstanding balance as of July 1, 2021 is $15,675,000.

Solid Waste Debt Service Fund

This fund was set up to account for debt issued for construction, capital improvement, and equipment at Borough landfill sites. Bond payments are paid from the Borough's General Fund tax levy.

- 6 year bonds issued April 2017 for construction of cell 3 and equipment purchases at the Central Peninsula Landfill, in the amount of $5,405,000. The outstanding balance as of July 1, 2021 is $1,975,000.

Central Emergency Services Debt Service Fund

This fund was set up to account for debt issued for construction, capital improvement, and equipment for the Central Emergency Service (CES) Area. Bond payments are paid from the CES tax levy. The current outstanding issue is as follows:

- 20 year bonds issued June 2006, for constructing and equipping a station in Kasilof and upgrading the Funny River station in the amount of $2,500,000. The outstanding balance as of July 1, 2021 is $795,000.
- 15 year bonds issued February 2016, for purchasing emergency response vehicles in the amount of $2,465,000. The outstanding balance of as of July 1, 2021 is $1,660,000.
- 15 year bonds issued November 2019, for purchasing emergency response vehicles in the amount of $1,335,000. The outstanding balance of as of July 1, 2021 is $1,280,000.

Central Kenai Peninsula General Hospital Service Area Debt Service Fund

This fund was set up to account for debt issued for construction, capital improvement, and equipment at the Central Peninsula Hospital. Bond payments are paid from the Central Kenai Peninsula General Hospital Service Area tax levy (if needed), and from operating revenues of the hospital. The current outstanding issue is as follows:

- 20 year bonds issued December 2003, for expansion and remodel of the current hospital in the amount of $47,985,000. The outstanding balance as of July 1, 2021 is $9,830,000.
- 15 year revenue bonds issued February 2014, for engineering, design, construction and equipping a Specialty Clinic Building in the amount of $32,490,000. The total outstanding balance as of July 1, 2021 is $19,285,000, with $795,000 (taxable) and $18,490,000 (tax-exempt).
- 8 year revenue bonds issued June 2015, for equipping the Specialty Clinic Building in the amount of $3,200,000 (taxable). The outstanding balance as of July 1, 2021 is $839,000.
- 7 year revenue bonds issued June 2016, for equipping the Specialty Clinic Building in the amount of $3,050,000 (taxable). The outstanding balance as of July 1, 2021 is $940,000.
- 20 year revenue bond issued November 2017 for design and construction of obstetrics facilities, cardiac catheterization laboratory and related projects at Central Peninsula Hospital in the amount of $28,955,000 (tax-exempt). The outstanding balance as of July 1, 2021 is $26,125,000.

South Kenai Peninsula General Hospital Service Area Debt Service Fund

This fund was set up to account for debt issued for construction, capital improvement, and equipment at the South Peninsula Hospital. Bond payments are paid from the South Kenai Peninsula General Hospital Service Area tax levy. The current outstanding issues are as follows:

- 20 year bonds issued September 2003, for Phase II expansion of the hospital in the amount of $10,290,000. The outstanding balance as of July 1, 2021 is $2,020,000.
- 20 year bonds issued August 2007, for Phase III expansion of the hospital in the amount of $14,555,000. The outstanding balance as of July 1, 2021 is $6,360,000.
- 15 year bonds issued April 2017, for planning, designing, construction, and equipping of facilities at the South Peninsula Hospital and Homer Medical Center in the amount of $4,500,000. The outstanding balance as of July 1, 2021 is $3,575,000.

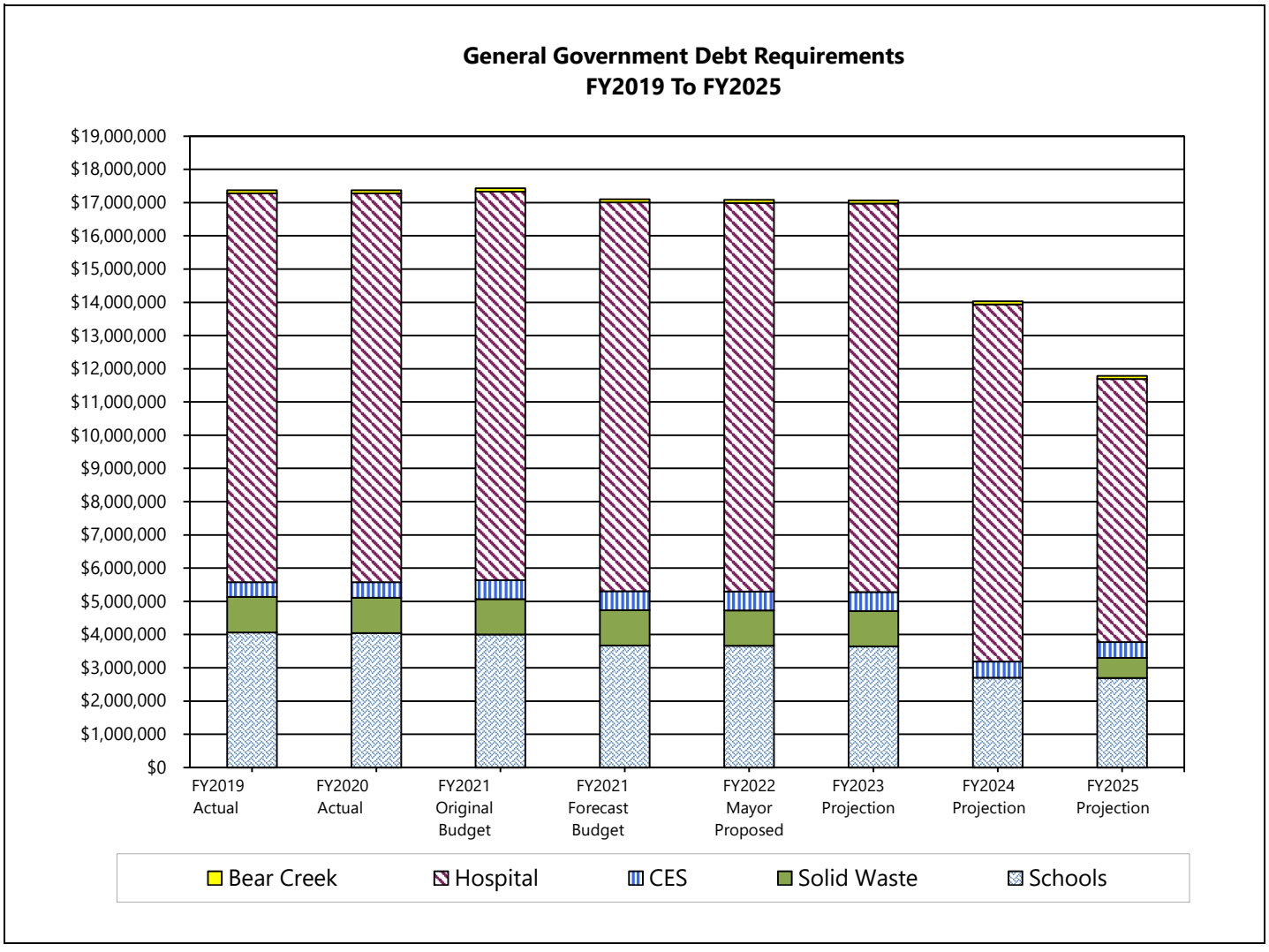
Bear Creek Fire Service Area Debt Service Fund

This fund was set up to account for debt issued for planning and design, property acquisition, construction, capital improvement, and equipping of the Bear Creek Fire Service Area Public Safety Building. Bond payments are paid from the Bear Creek Service Area tax levy. The current outstanding issue is as follows:

- 20 year bonds issued March 2013, for constructing and equipping a station in Bear Creek Fire Service Area in the amount of $1,215,000. The outstanding balance as of July 1, 2021 is $850,000.

Debt Service Funds - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues								
Federal Interest Subsidy	$ 274,315	$ 260,745	$ 245,714	$ -	$ -	$ -	$ -	$ -
Total Revenues	274,315	260,745	245,714	-	-	-	-	-
Operating Transfer From:								
General Fund	3,792,866	3,783,855	3,754,255	3,671,350	3,660,125	3,649,800	2,698,425	2,696,050
Special Revenue Fund	13,305,607	13,327,755	13,429,482	13,429,482	13,422,853	13,415,701	11,332,065	9,085,690
Total Operating Transfer	17,098,473	17,111,610	17,183,737	17,100,832	17,082,978	17,065,501	14,030,490	11,781,740
Total Revenue and Operating Transfers	17,372,788	17,372,355	17,429,451	17,100,832	17,082,978	17,065,501	14,030,490	11,781,740
Expenditures:								
Services	17,372,788	17,372,355	17,429,451	17,100,832	17,082,978	17,065,501	14,030,490	11,781,740
Total Expenditures	17,372,788	17,372,355	17,429,451	17,100,832	17,082,978	17,065,501	14,030,490	11,781,740
Net Results from Operations	-	-	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-	-	-
Ending Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -



Kenai Peninsula Borough
Summary of Debt Service Requirements FY2022 - FY2041

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027-2031	FY 2032-2036	FY 2037-2041	TOTAL
School Debt									
Principal	2,440,000	2,550,000	1,705,000	1,790,000	1,880,000	10,885,000	4,535,000	-	25,785,000
Interest & Fees	1,220,125	1,099,800	993,425	906,050	814,300	2,535,225	397,875	-	7,966,800
Total	$ 3,660,125	$ 3,649,800	$ 2,698,425	$ 2,696,050	$ 2,694,300	$ 13,420,225	$ 4,932,875	$ -	$ 33,751,800
Solid Waste Debt									
Principal	965,000	1,010,000	-	-	-	-	-	-	1,975,000
Interest & Fees	98,750	50,500	-	-	-	-	-	-	149,250
Total	$ 1,063,750	$ 1,060,500	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,124,250
Central Kenai Peninsula Hospital Service Area Debt									
Principal	7,089,000	7,415,000	6,830,000	3,570,000	3,710,000	15,465,000	8,955,000	3,985,000	57,019,000
Interest & Fees	2,384,351	2,060,299	1,704,163	1,447,038	1,311,163	3,710,065	1,346,077	130,570	14,093,726
Total	$ 9,473,351	$ 9,475,299	$ 8,534,163	$ 5,017,038	$ 5,021,163	$ 19,175,065	$ 10,301,077	$ 4,115,570	$ 71,112,726
South Kenai Peninsula Hospital Service Area Debt									
Principal	1,705,000	1,785,000	1,850,000	1,195,000	1,250,000	3,785,000	385,000	-	11,955,000
Interest & Fees	514,369	430,219	365,294	297,669	237,919	395,539	13,475	-	2,254,484
Total	$ 2,219,369	$ 2,215,219	$ 2,215,294	$ 1,492,669	$ 1,487,919	$ 4,180,539	$ 398,475	$ -	$ 14,209,484
Central Emergency Services Debt									
Principal	410,000	430,000	365,000	380,000	405,000	1,285,000	460,000	-	3,735,000
Interest & Fees	161,063	140,063	120,188	101,563	81,938	241,146	47,750	-	893,711
Total	$ 571,063	$ 570,063	$ 485,188	$ 481,563	$ 486,938	$ 1,526,146	$ 507,750	$ -	$ 4,628,711
Bear Creek Fire Service Area Debt									
Principal	55,000	55,000	60,000	60,000	65,000	380,000	175,000	-	850,000
Interest & Fees	40,320	38,120	35,920	32,920	29,920	97,350	11,090	-	285,640
Total	$ 95,320	$ 93,120	$ 95,920	$ 92,920	$ 94,920	$ 477,350	$ 186,090	$ -	$ 1,135,640

Authorized but Not-Issued Debt as of June 30, 2021

	Principal	Anticipated Issue Date	Anticipated Payment Date
Solid Waste	$4,600,000	Fiscal Year 2023	Fiscal Year 2023

Kenai Peninsula Borough
Budget Detail

Funds 308-361
Debt Service Fund

Acct	Description	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
308.79000	School Debt Service 2004 Issue	$ 1,008,450	$ 1,005,850	$ 967,375	$ 967,375	$ 958,750	$ (8,625)	-0.89%
308.79000	School Debt Service 2011 Issue	1,431,305	1,411,775	1,395,269	-	-	(1,395,269)	-100.00%
308.79000	School Debt Service 2014 Issue	1,625,550	1,626,600	1,627,325	1,627,325	1,628,500	1,175	0.07%
308.79000	School Debt Service 2021 Issue	-	-	-	1,066,650	1,062,875	1,062,875	-
349.94910	School Bond Issue Expense	1,875	375	10,000	10,000	10,000	-	0.00%
340.32000	Solid Waste 2017 Issue	1,065,250	1,063,500	1,064,750	1,064,750	1,063,750	(1,000)	-0.09%
342.51210	Bear Creek Debt Service Fund	97,020	94,520	97,520	97,520	95,320	(2,200)	-2.26%
358.51610	CES Debt Service 2006 Issue	180,750	180,000	183,250	183,250	181,125	(2,125)	-1.16%
358.51610	CES Debt Service 2016 Issue	265,938	266,938	267,438	267,438	262,563	(4,875)	-1.82%
358.51610	CES Debt Service 2020 Issue	-	24,104	120,375	120,375	127,375	7,000	5.82%
360.81110	CPGH Debt Service 2004 Issue	3,520,000	3,521,000	3,525,500	3,525,500	3,528,625	3,125	0.09%
360.81110	CPGH Debt Service 2014 Issue	2,962,942	2,962,187	2,964,103	2,964,103	2,955,849	(8,254)	-0.28%
360.81110	CPGH Debt Service 2015 Issue	436,023	435,555	436,061	436,061	435,129	(932)	-0.21%
360.81110	CPGH Debt Service 2016 Issue	490,078	491,595	492,028	492,028	491,335	(693)	-0.14%
360.81110	CPGH Debt Service 2018 Issue	2,057,663	2,061,662	2,058,288	2,058,288	2,062,413	4,125	0.20%
361.81210	SPH Debt Service 2004 Issue	732,725	731,350	726,950	726,950	726,650	(300)	-0.04%
361.81210	SPH Debt Service 2007 Issue	1,097,050	1,097,300	1,090,800	1,090,800	1,092,800	2,000	0.18%
361.81210	SPH Homer Medical Clinic/HVAC	400,169	398,044	402,419	402,419	399,919	(2,500)	-0.62%
	Total Current Debt Service	$ 17,372,788	$ 17,372,355	$ 17,429,451	$ 17,100,832	$ 17,082,978	$ (346,473)	-1.99%

Kenai Peninsula Borough
Summary of Debt By Issuance Date

Funds 308-361
Debt Service Fund

	Date of Issue	Amount Issued	*Amount Reimbursable from the State of Alaska Department of Education	Interest Rate	Maturity Dates	Annual Installments	Outstanding 6/30/21
School Bonds:							
	8/7/2003	$ 14,700,000	up to 70%	4.00 - 6.00	2004-2023	$953,250 to $1,202,712	$ 1,820,000
	12/9/2010	16,865,000	up to 70%	1.42 - 6.26	2011-2030	$954,833 to $1,143,871	8,290,000
	11/14/2013	20,860,000	up to 70%	1.50 - 5.00	2014-2033	$1,624,150 to $1,630,175	15,675,000
		$ 52,425,000					$ 25,785,000
Solid Waste:							
	4/27/2017	$ 5,405,000		4.00 - 5.00	2018-2023	$1,060,500 to $1,065,250	$ 1,975,000
Bear Creek Fire Service Area:							
	3/12/2013	$ 1,215,000		2.00 - 5.00	2014-2033	$83,488 to $97,520	$ 850,000
Central Emergency Service Area:							
	6/21/2006	$ 2,500,000		4.00 - 6.00	2006-2026	$185,380 to $194,125	$ 795,000
	2/2/2016	2,465,000		2.00 - 6.00	2017-2031	$176,812 to $267,438	1,660,000
	11/21/2019	1,335,000		5.00	2020-2034	$120,375 - $129,500	1,280,000
		$ 4,965,000					$ 3,735,000
Central Kenai Peninsula Hospital Debt:							
	12/10/2003	$ 47,985,000		2.50 - 5.00	2005-2024	$3,520,000 to $3,769,184	$ 9,830,000
	2/20/2014	32,490,000		0.38 - 5.00	2015-2029	$2,955,500 to $2,960,067	19,285,000
	6/4/2015	3,200,000		0.625 - 2.617	2016-2023	$435,129 to $436,123	839,000
	6/7/2016	3,050,000		1.30 - 2.60	2016-2023	$397,970 to $491,330	940,000
	11/29/2018	28,955,000		3.00 - 5.00	2018-2038	$599,103 to $2,062,538	26,125,000
		$ 80,475,000					$ 57,019,000
South Kenai Peninsula Hospital Debt:							
	9/30/2003	$ 10,290,000		2.00 - 5.125	2004-2024	$754,875 to $801,806	$ 2,020,000
	8/28/2007	14,555,000		4.25 - 5.00	2008-2027	$1,114,687 to $1,131,425	6,360,000
	4/27/2017	4,500,000		2.50 - 5.00	2018-2032	$397,919 to $402,719	3,575,000
		$ 24,845,000					$ 11,955,000

* In FY2020, the Borough received 50% reimbursement from the State of Alaska. In FY2021, the Borough received 0 reimbursement from the State of Alaska. In FY2022, the Borough anticipates receiving 50% reimbursement from the State of Alaska.

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Kenai Peninsula Borough
FY2022 Budget Capital Improvement Program

Introduction

The Capital Improvement Program (CIP) is a projection of the Borough's capital investments plan over a five-year period. Capital investments normally involve major projects that have long useful lives. The CIP is both a fiscal and planning device that allows the Borough to monitor all capital project costs, funding sources, department responsibilities, and timing which will allow the Borough to maintain its assets at a level adequate to protect its capital investments and to minimize future maintenance and replacement cost.

The first year of the Capital Improvement Plan (CIP) organizes all known, non-routine capital needs based on priority, potential costs, financing options, and future budgetary effects. The capital items typically have useful life of five years or longer and a cost of $20,000 or more. The CIP matches capital costs with financing sources in order to provide long term planning for projects with significant financial impact. Reoccurring capital costs or one-time projects under $20,000 are typically included in the annual operating budgets of the General Fund or Special Revenue Funds and are not part of the CIP.

The Capital Project section has overviews of capital requests submitted by Departments and Special Revenue Funds. These requests represent projected needs of these departments and Special Revenues funds of the next five years.

The operating and capital budgets are closely dependent upon one another. The operating budget must cover financing, maintaining and operating new facilities that are built under the capital budget. In addition, the operating budget must pay principal and interest payments on all debt related projects.

The CIP contained herein includes five years of projected needs. The first year of the program will be become the capital budget for which project money will be authorized. The remaining four years of the CIP will serve as a financial plan for capital investments. This financial plan will be reviewed each year as the CIP is updated and prepared.

Organization of the CIP

The CIP is broken into six sections. The first section shown below describes the various funds that have been set up for the CIP. The second section also shown below is a summary of the funding sources. The third section is an Expenditure Summary for the Fiscal Years 2022 through 2026 and is on page 350. The fourth section is a listing of the projects being funded for the current fiscal year and starts on page 351. The fifth section consists of a detail five-year summary for each fund and starts on page 358. The sixth section is individual capital improvement project detail for General Government and Service Areas (not including hospitals) and starts on page 373.

Capital Project Funds

The Borough has two functional categories for which capital project funds have been created; one category that serves the general government, and a second category that serves service areas and other voter authorized programs.

General Government capital project funds have been set up to account for school projects funded by the general government, projects funded by bond proceeds, general government capital projects, 911 communication projects, resource management projects, and solid waste projects.

Service area capital project funds have been set up for Nikiski Fire Service Area, Bear Creek Fire Service Area, Western Emergency Service Area, Central Emergency Service Area, Kachemak Emergency Service Area, North Peninsula Recreation Service Area, Road Service Area, Central Kenai Peninsula Hospital Service Area, and South Kenai Peninsula Hospital Service Area.

Summary of funding sources

With the exception of capital projects that are funded from bond proceeds, the major source of revenue for each capital project fund is property taxes in the form of a transfer from each individual oversight fund. Additional funding is provided through state and federal grants, and interest earnings.

Kenai Peninsula Borough Capital Project Funds
Expenditure Summary
Fiscal Years 2022 Through 2026

	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
General Government:					
* School Revenue (1)	$ 2,320,000	$ 13,484,930	$ 8,500,000	$ 4,750,000	$ 4,500,000
* General Government (1)	1,329,500	140,000	80,000	39,000	500,000
* 911 Communication (1)	170,000	-	-	-	-
* Solid Waste (1)	4,900,000	820,525	645,000	4,900,080	7,515,000
Service Areas:					
Nikiski Fire	675,000	727,500	450,000	150,000	700,000
Bear Creek	192,500	442,500	50,000	20,000	470,000
Western Emergency Service Area	661,000	280,000	450,000	300,000	500,000
Central Emergency Services	1,662,500	14,475,000	1,100,000	1,200,000	915,000
Kachemak Emergency	260,000	312,500	750,000	585,000	480,000
North Peninsula Recreation	397,000	155,000	285,000	225,000	765,000
Roads	2,961,000	23,673,250	2,958,125	2,358,250	2,135,455
* Central Kenai Peninsula Hospital (2)	14,895,000	12,680,000	8,266,500	804,825	-
South Kenai Peninsula Hospital	2,494,965	2,311,053	2,290,666	6,225,000	20,000,000
Total Expenditures	$ 32,918,465	$ 69,502,258	$ 25,825,291	$ 21,557,155	38,480,455
* Funded through Equipment Replacement Fund (1)	(1,274,500)	(140,000)	(365,000)	(939,080)	(2,015,000)
Less Central Kenai Peninsula Hospital (2)	(14,895,000)	(12,680,000)	(8,266,500)	(804,825)	-
Total Appropriations	$ 16,748,965	$ 56,682,258	$ 17,193,791	$ 19,813,250	$ 36,465,455

* (1) Expenditures for these funds include an appropriation in the Equipment Replacement Fund. This is being shown for infomational purposes only. See pages 358-361,384, and 433 for additional information.

* (2) Expenditures for these funds are not being appropriated through the budget process and are being shown for infomational purposes only. See the individual worksheets for additional information.

Kenai Peninsula Borough
Capital Project Funds
Detailed Project Descriptions

School Revenue Capital Projects

Area wide auditorium lighting upgrades (project cost $300,000)

These funds will be used to upgrade existing theater/auditorium lighting and controls within district facilities. The current systems are old, outdated, and failing. Replacement parts are difficult to secure. Priority will be for control replacement at Kenai Central auditorium to resolve long standing ghosting issues. These funded upgrades will result in a reduction of maintenance costs. If extended to fixture replacements the District would benefit from energy savings. Project #400.78050.22000.49999.

Area-wide assessment/design needs (project cost $300,000)

Funds utilized to develop engineering/design solutions for project needs, resulting in plan modeling adequate to support in house construction, contracted bidding, and/or to support in appropriation of available funding resources.
Project #400.78050.22DSG.49999.

Area-wide electrical and lighting upgrades (project cost $150,000)

These funds are required for replacement of existing lamps and ballasts with more efficient devices, and will include planning and designing for upgrades to parking lot lighting and for adding or upgrading electrical services. Additional funds may be requested for site-specific projects generated from planning and design. When completed, this project will lower school district utility bills. Project #400.78050.22758.49999.

Area-wide flooring replacement upgrades (project cost $125,000)

Annual funding for upgrading flooring throughout the school district, including gym floors, working in conjunction with asbestos abatement funds, where applicable. Projects consist of replacing the carpet and flooring material at district-wide areas identified during site visits. Project #400.78050.22755.49999.

Area-wide HVAC/DDC upgrades and repairs (project cost $850,000)

These funds will be used to replace and/or upgrade existing control systems, circulation pumps, hot water units and various HVAC devices to eliminate constant maintenance and to improve energy consumption at schools. These projects will reduce both utility and maintenance costs. Project #400.78050.22801.49999.

Area-wide portables and outbuildings (project cost $150,000)

Funds utilized to support the transport of portable structures from one facility to another or to provide resources for large scale improvements. Qualifying improvements to include replacements of systems such as roofs, windows/doors, or furnaces, or repairs to structural deficiencies. Funds may also support the construction of new onsite structures if a need is determined. Project #400.78010.22851.49999

Area-wide security and safety improvements (project cost $175,000)

Funds to be utilized for the replacement of obsolete and/or non-code compliant life safety systems and for the implementation of an area wide school district card entry system. The systems together will provide for improvements to both security and life-safety. Project #400.78050.22856.49999.

Area-wide building envelope upgrade/replacement (project cost $200,000)

These funds would be made available to focus on the highest priority issues related to weather intrusion, operability of hardware systems and security. Project #400.78050.22714.49999.

Vehicle/pickup/van/small tractor for Maintenance (project cost $35,000)

These funds will purchase vehicles, pickup, van, small tractor for use on the maintenance of school facilities and grounds by the Maintenance department. These items are funded through the Equipment Replacement Fund.
Project #705.94910.22E01.49999.

Vehicle/pickup/van/small tractor for Maintenance (project cost $35,000)
These funds will purchase vehicles, pickup, van, small tractor for use on the maintenance of school facilities and grounds by the Maintenance department. These items are funded through the Equipment Replacement Fund.
Project #705.94910.22E02.49999.

General Government

ERC Server Room Air Conditioner Unit for OEM (project cost $25,000)
Engineering and replacement of failing original A/C unit that covers primary secure server room. This includes an engineering evaluation and replacement with a newer and updated unit for that area. It is hoped that the newer unit will realize a measure of cost savings through increased efficiency. Project #407.11250.22471.49999

Towing vehicle for OEM (project cost $44,500)
This project replaces an existing 2003 2-ton truck used for towing emergency response trailers. The vehicle was previously received through surplus and was used as an incident command vehicle until replaced in FY2020 and has over 125,000 miles. During disaster response and for other operational needs, OEM frequently tows large trailers and mobile shelter units, which requires a heavier vehicle. The current vehicles in the OEM fleet are not able to safely tow the heavy trailers, and the current vehicle is showing increased mechanical and reliability issues requiring replacement. Project #705.94910.22E03.49999

Radio Communications for OEM (total project cost $125,000 – PILT grant of $112,500)
The Office of Emergency Management requires an upgrade to the radio units used for disaster response and daily business due to an upgrade of the State of Alaska ALMR system, as many of our current units are not able to be upgraded to the new standard due to their end of life status. These funds will purchase radios, installation, professional services for procurement, and other costs related to the transition. This project is partially funded with PILT funds granted by the General Fund with a 10% required match. Project # 407.11250.22472.49999.

Poppy Lane Building Entry Remodel (project cost $155,000)
The reconfiguration of Poppy Lanes Public work entrance to improve, public access, Conference/meeting space, Allow for social distancing in shared office spaces, provide security egress, Separate the public entrance from KPB administrative office spaces and other miscellaneous improvements associated with improved building function.
Project #407.94910.22473.49999.

Access Control Improvements - Boroughwide (project cost $180,000)
This project intends to expand the use of electronic building access systems within the Borough. The primary focus of the project is establishing key card access at the Borough Admin Building (144 North Binkley). This key card access will be part of a centralized, joint KPB-KPBSD access control system that will require coordination between KPB and KPBSD for design and commissioning. Project #407.94910.22474.49999

Sales Tax Software and E-filing (project cost $800,000)
This project provides funding to implement a sales tax software program that will enhance efficiencies with the process of tax filings, E-Tax, and increasing accuracy of filings from taxpayers.
Project # 705.94910.22E05.49999.

Logger for E911 ($170,000)
This project provides funding to replace end-of-life existing 9-1-1 audio recording system The system must be replaced by a new NG911 compatible system that has all current and supported components. A new system must also be capable of recording the audio from the new River Center backup PSAP. A new system is expected to have a life span of 8 - 10 years.
Project #705.94910.22E06.49999

Solid Waste

Leachate Improvements Construction & Implementation (project cost $4,400,000)
The purpose of this project is for the design and construction of the leachate improvements identified as part of the CPL Leachate Management Evaluation project. The existing leachate management system is suspected to have insufficient capacity to adequately address facility needs, has some equipment that is near the end of its useful life; does not have data logging capability; requires significant amount of labor to maintain due to scaling issues; and is labor intensive to operate. This project will include the anticipated design and construction costs associated with leachate management improvements.
Project # 411.32122.22LEA.49999.

LG Tracked Bulldozer (project cost $190,000)
The purpose of this project is the replacement of the existing 1986 model tracked loader with a new low ground pressure tracked bulldozer. This piece of equipment is a critical part of our facility operations. Project #411.32122.22E04.49999.

Demolition of Obsolete Facilities (project cost $110,000)
The purpose of this project is the demolition of the "Red Building" across the Sterling Highway from the Central Peninsula Landfill. This building is in advanced stage of disrepair and does not serve the CPL any practical purpose. The scope of work will include removal of asbestos containing materials and proper disposal, followed by demolition of the building and recovery of recyclable materials and disposal of waste materials. Project #411.32122.22DEM.49999

Transfer Site Surveillance Improvements (project cost $100,000)
There is poor compliance with Solid Waste Disposal Guidelines at the un-manned transfer sites and users are disposing of items that are not allowed for disposal at these sites. Scope of the project will include the procurement of the cameras and installation of cameras including any supporting infrastructure. Internal labor will be used to install cameras and external labor will be used to install poles in instances where a utility pole is not property located for the camera.
Project #411.32150.22SUR.49999

CPL Building Fire Detection system rebuild (project cost $40,000)
The purpose of this project is to replace the failing and obsolete fire detection system at the Central Peninsula Landfill. This equipment is critical for the protection of infrastructure at the CPL. The Scope of work for this project will be for construction expenses related to the replacement of the existing fire detection system with an up to date Fire Protection System by a qualified and state licensed contractor. Project #411.32122.22FIR.49999

SSWS Monitoring Well Decommissioning (project cost $60,000)
The Sterling Special Waste Site (SSWS) is a landfill that has been closed and officially granted Retired status by the ADEC after completion of the post-closure requirements, including groundwater monitoring. The Borough is required to properly decommission these monitoring wells. Decommissioning of these wells will ensure that the groundwater does not become inadvertently contaminated by any activities upon this property and will facilitate the reuse of the Retired site. Scope of work will include the proper decommissioning of the 13 remaining monitoring wells in accordance to ADEC requirements utilizing a contractor licensed with the State of Alaska. Project #411.32750.22WEL.49999

Nikiski Fire Service Area
SCBA / Radio Communications – PILT grant and local match (total project cost $300,000)
This purpose of this project is to purchase SCBA / radio communications equipment and related expenditures. The proposed budget includes a one-time PILT (Department of Interior, Payment in Lieu of Taxes) funding of $350,000 per service area over a two-year period to provide for expiring communications and SCBA equipment crucial to the continuity of emergency services across the borough. There is a 10% local service area match required for each year's proposed funding.
Project # 441.51110.22411.49999.

Ambulance (project cost $300,000)
This project is intended to replace (1) aging Ambulance for Nikiski Fire Service Area. This will allow the NFSA to update the ambulance fleet in Beluga and Tyonek. The ambulance being replaced was originally purchases in 2008 and has a high number of miles and increased mechanical issues.
Project # 441.51110.22412.49999.

Emergency Response Vehicle Replacement with plow (project cost $75,000)
This project is intended to replace an aging piece of Emergency Response equipment. The truck bed of the old unit has rusted through and is now in need of replacement. Also, the transmission is starting to have problems and is failing. The new Emergency Response unit would reside at Station #3 and be equipped with a plow. Project # 441.51110.22413.49999.

Bear Creek Fire Service Area
SCBA / Radio Communications – PILT grant and local match (project cost $192,500)
This purpose of this project is to purchase SCBA / radio communications equipment and related expenditures. The proposed budget includes a one-time PILT (Department of Interior, Payment in Lieu of Taxes) funding of $350,000 per service area over a two-year period to provide for expiring communications and SCBA equipment crucial to the continuity of emergency services across the borough. There is a 10% local service area match required for each year's proposed funding.
Project # 442.51210.22421.49999.

Western Emergency Service Area

SCBA / Radio Communications – PILT grant and local match (project cost $459,000)

This purpose of this project is to purchase SCBA / radio communications equipment and related expenditures. The proposed budget includes a one-time PILT (Department of Interior, Payment in Lieu of Taxes) funding of $350,000 per service area over a two-year period to provide for expiring communications and SCBA equipment crucial to the continuity of emergency services across the borough. There is a 10% local service area match required for each year's proposed funding.
Project # 444.51410.22441.49999.

Cardiac Monitor/Defibrillator Replacement (project cost $142,000)

This project is to replace outdated cardiac monitor/defibrillators in Anchor Point and Nikolaevsk which are no longer supported or serviced by the manufacturer. It will also allow for standardization of cardiac monitors/defibrillators between existing Ninilchik equipment and Anchor Point/Nikolaevsk. Project # 444.51410.22442.49999.

Command/Utility Vehicle (project cost $60,000)

This Command Vehicle purchase will be used as Command 3 (Asst. Chief). This new command vehicle will be used as an incident command unit and will carry all the equipment needed to assist the incident commander. This is the third phase in replacing Western Emergency Services aging utility vehicles. . Project # 444.51410.22443.49999.

Central Emergency Services

SCBA / Radio Communications – PILT grant and local match (project cost $192,500)

This purpose of this project is to purchase SCBA / radio communications equipment and related expenditures. The proposed budget includes a one-time PILT (Department of Interior, Payment in Lieu of Taxes) funding of $350,000 per service area over a two-year period to provide for expiring communications and SCBA equipment crucial to the continuity of emergency services across the borough. There is a 10% local service area match required for each year's proposed funding.
Project # 443.51610.22461.49999.

EMS Advanced Training Simulators (project cost $130,000)

EMS Advanced Training simulators provide a mobile, durable solution that will meet the training needs of emergency ambulance care providers, from basic assessment to advanced life-support skills. These advance training simulators have the capability to provide over 50 different clinical skills, and simulations. Completely wireless and self-contained integrates with current CES equipment and computer network. This project would include equipment, additional options, accessories, parts, service and program courses. Project #443.51610.22462.49999.

Utility Vehicle (project cost $60,000)

Replacement of staff response vehicle/utility vehicle utilized for emergency response and operations requiring pulling rescue boats, cargo trailers, fire equipment and may be used for snow plowing during winter operations. Project may include the purchase of a snowplow. Project #443.51610.22463.49999.

Station 1 relocation design/construction (project cost $1,000,000)

The current station and staging area has far exceeded useful life and operational capacity. A Site Selection Committee was established to find a suitable site to meet the operational needs for relocating the CES Soldotna Fire Station. This Soldotna Station#1 Replacement project would be to use funds for design, engineering, construction, permitting, additional land, and needs for a new CES Soldotna Fire Station. Project #443.51610.22464.49999.

Ambulance (project cost $280,000)

Ambulance purchase replacing a 10-year old ambulance, which has had numerous electrical, mechanical, air compressor issues and has become unreliable as a responding emergency vehicle. Ambulance purchase includes gurney, loader system, Automated CPR device mobile radio and accessories. Project #443.51610.22465.49999.

Kachemak Emergency Services

SCBA / Radio Communications – PILT grant and local match (project cost $260,000)

This purpose of this project is to purchase SCBA / radio communications equipment and related expenditures. The proposed budget includes a one-time PILT (Department of Interior, Payment in Lieu of Taxes) funding of $350,000 per service area over a two-year period to provide for expiring communications and SCBA equipment crucial to the continuity of emergency services across the borough. There is a 10% local service area match required for each year's proposed funding.
Project #446.51810.22485.49999.

North Peninsula Recreation Service Area

Ice resurfacer (project cost $140,000)

The North Peninsula Recreation Service Area (NPRSA) has planned to replace the existing 1974 ice resurfacer used at the Jason Peterson Memorial Ice Rink. The current machine requires substantial mechanical work, has had the engine replaced and rebuilt several times, and is beyond its useful life. It is no longer a reliable piece of equipment.
Project #459.61110.22451.49999.

Utility Loader (project cost $75,000)

The North Peninsula Recreation Service Area (NPRSA) has planned to replace their existing John Deere 2320 and John Deere 855 tractors used for all grounds and landscaping needs of the NPRSA. The current machines require substantial mechanical work and are no longer reliable pieces of equipment. The versatility of the utility loader will provide efficiency in workload and man-hours for year-round work including snow removal, landscaping, trail grooming and will be used multi-purpose.
Project #459.61110.22452.49999.

NCRC Supply & Return Header Replacement (project cost $182,000)

The North Peninsula Recreation Service Area replaced the boiler in the Nikiski Community Recreation Center in the fall of 2020. As a result, it was discovered the supply and return headers were in need of replacement. Based on recent findings the current piping is approaching 60 years old and is deteriorating. The service area has already replaced a new pump and as a preventative measure flushes the system 2-3 times per week. This is a high priority project, as the sediment in the system could cause failure or damage to the new boiler, pumps, valves, mechanics and heater. Project #459.61110.22453.49999.

Road Service Area

Inspector Vehicle (project cost $80,000)

The two new trucks will be used to replace a 2012 Chevy 2500 and 2015 Ford F-250 in the RSA fleet. The new trucks will be driven by the West and Central Area Road Inspectors for inspections and day-to-day work throughout the Western and Central parts of the borough. Project #434.33950.22431.49999.

Borough-wide Gravel Project (overall project cost: $300,000)

The gravel CIP allows us to address roads that have increased maintenance cost due to poor conditions on portions of the road. These roads are not bad enough to need a full CIP. The gravel CIP allows us to do remediation repairs, which extend the life of the road. Project #434.33950.22GRV.49999

Basargin Road (estimated project cost $1,122,000)

Basargin Road has a multitude of issues that have increased the overall maintenance cost on this road. Stumps and cord wood are being pushed up and presenting themselves and safety hazard on the traveling surface. These areas will need to be dug out and the road will be reconstructed to meet borough standard. There are multiple areas within this project that heave and pump during break-up eventually becoming impassible. Residents place plywood on the road surface in order to ingress and egress their community. Ditches need to be established and roads need to be capped and crowned in order to direct water away from the traveling surface. Project #434.33950.S8BSR.49999.

Duke St (estimated project cost $276,500)

Duke Street has poor drainage and needs to be ditched, culverts added/replaced, and road needs to be raised. The road subbase does not meet standards and needs to be excavated and replaced with proper material.
Project #434.33950.N3DUK.49999.

St. Andrews Road (estimated project cost $175,000)

St. Andrews Road has drainage issues and needs to be raised so ditches can be established, and proper drainage proper drainage can be achieved. A proper turn around will also need to be constructed at the end of the road.
Project#434.33950.W7AND.49999.

Sports Lake RD, Hakala DR, Cotman CT (estimated project cost $352,500)

This project includes the gravel section of Sports Lake Road, Hakala DR, and Cotman CT. These roads are all connected and have drainage issues. Roads need to be ditched, raised, culverts installed, and capped.
Project #434.33950.C5SPO.49999.

Poolside Avenue (estimated project cost $300,000)
Poolside Avenue is a paved road. The pavement is deteriorating and needs major repairs. Existing pavement will be milled, a gravel overlay of 12"-18" will be necessary, culverts may need to be replaced, and the road will be re-paved.
Project#434.33950.N3POL.49999.

Skyline Drive (estimated project cost $275,000)
Skyline Drive is a paved road and this project pertains to the last 2000'. This section of pavement needs major repairs. A gravel overlay 12"-18" will be necessary, culverts will need to be replaced, and road will need to be repaved.
Project #434.33950.W6SKY.49999.

Chinulna Court (estimated project cost $80,000)
Chinulna Court is a paved road. The pavement is deteriorating and needs major repairs. A gravel overlay 12"-18" will be necessary, proper drainage will need to be established and the road will need to be repaved.
Project #434.33950.W1CHN.49999.

South Kenai Peninsula Hospital Service Area
Pharmacy Remodel (project cost $555,000)
These funds will be used to remodel the pharmacy; new regulations have come out requiring hospital pharmacies to be USP800 compliant. Project #491.81210.22SHA.48516.

Air Conditioning for Long Term Care & Rehab (project cost $450,000)
These funds will be used to provide air conditioning for long-term care and Rehab residents' rooms. Resident room temperatures require air conditioning to maintain summer temperature control.
Project #491.81210.22SHB.48516.

MRI Chiller Replacement (project cost $170,000)
These funds will be used replace the 8-year-old chiller. The current MRI chiller has been problematic for the past 18 months. It has had several malfunctions, out of date technology, and the current chiller is without a service contract.
Project #491.81210.22SHC.48516.

Long Term Care (LTC) Therapeutic Surfaces (project cost $87,511)
These funds will be used to purchase therapeutic surfaces. The long-term care unit is currently uses therapeutic surfaces for some residents, some of which are owned and some are leased. Project #491.81210.22SHD.48516.

Long Term Care Bariatric Beds (project cost $85,497)
These funds are required bariatric beds to meet best practices for residents whose BMI is >40.
Project #491.81210.22SHF.48516.

Incident Management System (project cost $81,760)
These funds will be used to automate the process of pulling ongoing performance improvement evaluation data. This will allow SPH to pull meaningful data that allows our providers to treat patients to the best of their abilities.
Project #491.81210.22SHG.48516.

Imaging Technology Infrastructure (project cost $60,000)
These funds will be used to replace 8-10 year old imaging technology. This includes virtual servers and peripheral storage hardware for various solutions used in the Imaging department i.e. vRad, PowerShare, Fluency for Imaging, Vitria, 3D recon software for radiologists. Project #491.81210.22SHH.48516.

Drager Apollo Anesthesia Machine (project cost $60,000)
These funds will be used to purchase and install an anesthesia machine. This will provide improvements in technology and a machine that can deliver increased patient safety and have a smaller footprint in the OR.
Project #491.81210.22SHJ.48516

Coagulation Analyzer Replacement (project cost $58,000)
These funds will be used to replace 6-year-old analyzer. Emergency department physicians have made a request for D dimer results to be reported in fibrinogen equivalent units instead of D dimer units, which is the current unit of measure.
Project #491.81210.22SHK.48516.

Storage Area Network (project cost $38,000)
These funds will be used to replace the 7-year-old storage array; the current unit is beyond its expected life and replacement would avoid crashes and loss of critical data. Project #491.81210.22SHL.48516.

Virtual Host (project cost $27,000)
Funds to be utilized to replace existing 6-year-old unit. This host replaces SPH's oldest host that's over 6 years old and beyond its expected life. Project #491.81210.22SHM.48516.

Glucose Meter Interface (project cost $26,000)
These funds would be used to purchase a new glucose meter system, to interface to the LIS system since the prior third party software vendor has been sold. Project #491.81210.22SHN.48516.

South Peninsula Hospital – Plant Replacement & Expansion Fund

EMG with EVAPS for Neuro Clinic (project cost $25,234)
These funds will be used to purchase EMG testing equipment, allowing the neurologist to provide services when needed. Currently the equipment is being borrowed and is infrequently unavailable when the neurologist is available, creating inefficiencies for operations and inconvenience for patients. Project #491.81210.22SHP.48516.

Replace Roof on 1975 and 1999 Portions of Hospital (project cost $578,695)
These funds will be used to repair or replace portions of the hospital roof, $325,000 was appropriated in FY21 but an additional $578,695 will be needed to complete. Project #491.81210.22SHQ.48516.

Long Term Care Flooring (project cost $103,199)
These funds will be used to replace the current flooring in the LTC unit. The request for new vinyl flooring will be easier to clean and give a more hygienic appearance. Project #491.81210.22SHR.48516.

BACT Alert Blood Culture Incubator (project cost $31,000)
These funds will be used to replace the 8-year-old end of life unit; Automated blood culture incubator provides optimal recovery of potential blood pathogens in as little as 3-4 Hours post collection. Project #491.81210.22SHS.48516.

Airisana Mattress Acute Care (project cost $25,036)
These funds will be used to purchase 2 Airisana Mattresses due to their improved comfort, flexibility, and function combined with an increased need for self-adjusting mattresses for our limited mobility and wound care patients. These mattresses would replace some of the P500 disposable mattresses, which would free up some storage space in the warehouse.
Project #491.81210.22SHU.48516.

Biomed Testing Simulator (project cost $13,200)
These funds will be used to purchase a new patient Simulator & accessories for testing and calibrating patient and resident biomedical equipment. Project #491.81210.22SHV.48516.

Bayer Power Injector Software Upgrade (project cost $11,500)
These funds will be used to upgrade and installation of the Bayer power injector software. Project #491.81210.22SHW.48516.

Sara Stedy Plus (project cost $8,333)
These funds will be used to purchase a new Sara Stedy Plus. This item will allow a one-person assist to stand for our bariatric patients who have mobility issues. SPH currently do not have a Sara Stedy Plus that is approved for use with bariatric patients. Project #491.81210.22SHX.48516.

Kenai Peninsula Borough

Projected Revenues and Appropriations

Fund 400

Department 78050 - School Revenue Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Operating Transfers In From:						
General Fund	$ 1,250,000	$ 2,250,000	$ 1,750,000	$ 1,750,000	$ 1,750,000	$ 1,750,000
Other Financing Sources						
Grants and Debt Issuance	10,247,412	-	-	-	-	-
Equipment Replacement Fund		70,000	-	-	-	-
Unsecured Revenue Sources Unapproved Projects	-	-	11,734,930	6,750,000	3,000,000	2,750,000
Total Funds Provided	11,497,412	2,320,000	13,484,930	8,500,000	4,750,000	4,500,000
Funds Applied						
Areawide ADA upgrades	172,597	-	75,000	-	75,000	-
Areawide asbestos abatement	150,000	-	75,000	-	75,000	-
Areawide asphalt/sidewalk/curb repairs	348,610	-	125,000	125,000	125,000	125,000
Areawide auditorium lighting upgrades	9,322	300,000	-	75,000	-	75,000
Areawide design improvements	147,565	300,000	100,000	100,000	100,000	100,000
Areawide bleacher replacement	22,675	-	50,000	-	-	150,000
Areawide doors & entries	190,861	-	50,000	50,000	50,000	50,000
Areawide electrical & lighting upgrades	163,605	150,000	125,000	125,000	125,000	125,000
Areawide elevator upgrades	175,000	-	75,000	-	75,000	-
Areawide flooring replacement/upgrades	190,161	125,000	175,000	125,000	175,000	125,000
Areawide generator upgrades/replacements	171,105	-	50,000	50,000	50,000	50,000
Areawide HVAC/DDC/boiler upgrades	1,097,974	850,000	300,000	350,000	300,000	300,000
Areawide locker replacement	162,164	-	75,000	-	75,000	-
Areawide playground upgrades	91,716	-	-	75,000	-	75,000
Areawide portables & outbuildings	77,750	150,000	-	75,000	-	35,000
Areawide roof replacements/ upgrades	-	-	250,000	350,000	300,000	300,000
Areawide security & safety improvements	268,350	175,000	100,000	125,000	100,000	100,000
Areawide water quality upgrades	192,487	-	25,000	25,000	25,000	40,000
Areawide window/siding repair/replacement	260,708	-	-	-	-	-
Areawide building envelope upgrade/replacement	-	200,000	100,000	100,000	100,000	100,000
Admin Building flooring	5,109	-	-	-	-	-
Chapman Remodel/Homer High School DDC	999,480	-	-	-	-	-
Homer High School boiler replacement	21,926	-	-	-	-	-
Kenai Intensive needs remodel	18,092	-	-	-	-	-
Kaleidoscope floor replacement	84,738	-	-	-	-	-
K-Selo new school construction (grant)	10,010,000	-	-	-	-	-
Vehicle/Van/Small Rolling Equipment	-	35,000	-	-	-	-
Vehicle/Van/Small Rolling Equipment	-	35,000	-	-	-	-
Unfunded Capital Projects						
Homer High roof replacement (G)	-	-	5,616,930	-	-	-
Direct digital control system replacement (G)	-	-	900,000	500,000	500,000	750,000
Window and siding replacements (G)	-	-	518,000	550,000	500,000	-
Asphalt area renovation/replacement/travel flow improvemen	-	-	2,000,000	2,000,000	2,000,000	2,000,000
District Access Control	-	-	1,500,000	-	-	-
Teacher housing @ remotes sites (G)	-	-	1,200,000	-	-	-
Kenai Middle School safety reconfiguration (G)	-	-	-	2,500,000	-	-
Homer Elementary wall repair (G)	-	-	-	450,000	-	-
Homer Middle School drainage (G)	-	-	-	750,000	-	-
Total Funds Applied	15,031,995	2,320,000	13,484,930	8,500,000	4,750,000	4,500,000
Net Results From Operations	(3,534,583)	-	-	-	-	-
Beginning Fund Balance	3,537,309	2,726	2,726	2,726	2,726	2,726
Ending Fund Balance	$ 2,726	$ 2,726	$ 2,726	$ 2,726	$ 2,726	$ 2,726

(G) Grant funded

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 407
Department 94910 - General Government Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Operating Transfers In From:						
General Fund	$ 375,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
General Fund - PILT grant	-	112,500	-	-	-	-
Equipment Replacement Fund	589,016	844,500	140,000	80,000	39,000	500,000
Total Funds Provided	964,016	1,207,000	390,000	330,000	289,000	750,000
Funds Applied						
Card Entry Security System Study	31,411	-	-	-	-	-
Manatron Software Upgrade	73,800	-	-	-	-	-
Software Upgrade	64,364	-	-	-	-	-
Voting System	125,000	-	-	-	-	-
River Center Bldg Repairs	12,395	-	-	-	-	-
* Planning - GIS Imagery	338,792	-	-	-	-	-
* OEM - EOC Update Phase 1	80,290	-	-	-	-	-
* OEM - Siren Radio upgrade & solar installation	149,934	-	-	-	-	-
* OEM - Motorola Radio Replacement Phase II	20,000	-	-	-	-	-
OEM - ERC Server Room A/C unit	-	25,000	-	-	-	-
* OEM - Towing Vehicle	-	44,500	-	-	-	-
OEM - Radio Communications - PILT Grant	-	125,000	-	-	-	-
Poppy Lane Entry Remodel	-	155,000	-	-	-	-
Borough Building Security	-	180,000	-	-	-	-
* Sales Tax Software/System		800,000	-	-	-	-
* Off-Road Utliity Vehicle - Assessing	-	-	27,000	-	-	-
* OEM - Vehicle for Radio Tech	-	-	48,000	-	-	-
* OEM - Mobile Command Vehicle console replacement	-	-	65,000	-	-	-
* OEM - EOC Update Phase 2	-	-	-	40,000	-	-
* OEM - Staff Vehicle	-	-	-	40,000	-	-
* OEM - Motorola Radio Replacement Phase 2	-	-	-	-	39,000	-
OEM - Mobile Command Vehicle	-	-	-	-	-	500,000
Total Funds Applied	895,986	1,329,500	140,000	80,000	39,000	500,000
Net Results From Operations	68,030	(122,500)	250,000	250,000	250,000	250,000
Beginning Fund Balance	735,481	803,511	681,011	931,011	1,181,011	1,431,011
Ending Fund Balance	$ 803,511	$ 681,011	$ 931,011	$ 1,181,011	$ 1,431,011	$ 1,681,011

* Funding from Equipment Replacement fund
(G) Grant funded

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 411
Department 32XXX - Solid Waste Capital Projects Fund

	FY2021 Current Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Operating Transfers In From:						
Solid Waste Operations	$ 145,000	$ 4,400,000	$ 650,000	$ 650,000	$ 500,000	$ 500,000
Equipment Replacement Fund	1,062,000	190,000	-	285,000	900,080	1,515,000
Closure/Post Closure Liabilty Funds	-	60,000	-	-	4,000,000	-
Other Financing Sources						
Authorized Solid Waste debt issuance	-	-	-	-	-	4,600,000
Total Funds and Other Financing Sources Provided	1,207,000	4,650,000	650,000	935,000	5,400,080	6,615,000
Funds Applied						
SW CPL Equip/Plan/Design/Construction	497,442	-	-	-	-	-
FY18 C&D Cell Expansion	88,762	-	-	-	-	-
Landfill Gas to Energy Project	29,400	-	-	-	-	-
FY19 C&D Cell Expansion	50,000	-	-	-	-	-
FY19 SW-Homer Landfill Closure - Phase 2	2,503,754	-	-	-	-	-
Funny River Transfer site expansion	486,185	-	-	-	-	-
* Wheeled scrapper	900,000	-	-	-	-	-
* Roll-Off Truck	162,000	-	-	-	-	-
Dumpster Replacement	100,000	-	-	-	-	-
Wheeled Loader Transmission Replacement	85,000	-	-	-	-	-
Excavator Hammer / Breaker	38,000	-	-	-	-	-
Excavator undercarriage replacement	56,000	-	-	-	-	-
Leachate Improvements Construction and Implementation	-	4,400,000	-	-	-	-
* LG Track Dozer	-	190,000	-	-	-	-
Demolition of Obsolete Facilities	-	110,000	-	-	-	-
Transfer Sites Survaillance Improvements	-	100,000	-	-	-	-
CPL Building Fire detection system rebuild	-	40,000	-	-	-	-
SSWS Monitoring Well Decommissioning	-	60,000	-	-	-	-
CPL Landfill Gas and Leachate Collection Materials	-	-	150,000	-	-	-
Hope Transfer site relocation	-	-	670,525	-	-	-
* Peterbuilt Roll-off Truck	-	-	-	195,000	-	-
CPL Perameter fencing	-	-	-	160,000	-	-
CPL Cell 4 Design	-	-	-	200,000	-	-
* Flatbed pickup	-	-	-	60,000	-	-
* Pickup	-	-	-	30,000	30,000	30,000
* Peterbuilt 365 Roll-off Truck	-	-	-	-	250,000	-
CAT 914K Wheeled Loader	-	-	-	-	170,000	-
Bobcat V762 Loader	-	-	-	-	90,000	-
* Roll-Off Truck	-	-	-	-	220,000	-
* Versa Handler Loader	-	-	-	-	140,080	-
CPL Cell 1 Closure	-	-	-	-	4,000,000	-
CPL Landfill Gas Collection Network	-	-	-	-	-	1,400,000
Cell 4 Development	-	-	-	-	-	4,600,000
* CAT D8T Tracked Dozer	-	-	-	-	-	865,000
CAT 966M Wheeled Loader	-	-	-	-	-	620,000
Total Funds Applied	4,996,543	4,900,000	820,525	645,000	4,900,080	7,515,000
Net Results From Operations	(3,789,543)	(250,000)	(170,525)	290,000	500,000	(900,000)
Beginning Fund Balance	4,335,342	545,799	295,799	125,274	415,274	915,274
Ending Fund Balance	545,799	$ 295,799	$ 125,274	$ 415,274	$ 915,274	$ 15,274

* Funding from Equipment Replacement fund
(G) Grant funded

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 455
Department 11255 - 911 Communications Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Operating Transfers In From:						
Equipment Replacement Fund:	$ 395,235	$ 170,000	$ -	$ -	$ -	$ -
Other Financing Sources						
Grants and Debt Issuance	-	-	-	-	-	-
Total Funds Provided	395,235	170,000	-	-	-	-
Funds Applied						
* Radio Station	70,000	-	-	-	-	-
* 911 Call Manager Software	325,235	-	-	-	-	-
* Logger	-	170,000	-	-	-	-
Total Funds Applied	395,235	170,000	-	-	-	-
Net Results From Operations	-	-	-	-	-	-
Beginning Fund Balance	-	-	-	-	-	-
Ending Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -

* Funding from Equipment Replacement fund

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 441
Department 51110 - Nikiski Fire Service Area Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Interest Revenue	$ 6,545	$ 15,843	$ 11,699	$ 4,594	$ 197	$ 764
Operating Transfers In From:						
Nikiski Fire Service Area Operations	400,000	300,000	225,000	250,000	175,000	700,000
General Fund - PILT grant	-	175,000	175,000	-	-	-
Total Funds Provided	406,545	490,843	411,699	254,594	175,197	700,764
Funds Applied						
Roadway Emergency Signs (FY16)	5,568	-	-	-	-	-
Station 1 Repairs/Maintenance (FY18)	90,672	-	-	-	-	-
Station 1 Exhaust Removal System (FY18)	97,910	-	-	-	-	-
Fire Station 3 New Construction Holt-Lamplight	2,905,782	-	-	-	-	-
Station 1 & 2 Parking Lot Paving	7,750	-	-	-	-	-
Station 1 & 2 Alerting & Radio System Upgrades	1,501	-	-	-	-	-
Emergency Generator/Parts	2,096	-	-	-	-	-
Unit 5 Plow Truck Station 2 (2000)	7,843	-	-	-	-	-
Enclosed Conex Carport Vehicle / Equipment Storage	141,953	-	-	-	-	-
Unit 9 Plow Truck Station 2 (2000)	75,000	-	-	-	-	-
Station 2 Lighting Repair and Upgrades	40,000	-	-	-	-	-
Air Pack Compressor/Replacements	150,000	-	-	-	-	-
SCBA/Radio Communications - PILT Grant	-	300,000	192,500	-	-	-
Medic #5 AVE F350 Ambulance (Beluga)	-	300,000	-	-	-	-
Unit #5 Ford F250 Utility Plow truck (Station #2)	-	75,000	-	-	-	-
Tanker #6 Ferrara 3000 Gallons (Tyonek)	-	-	500,000	-	-	-
Yamaha Snow Machine 1 (Station #2)	-	-	17,500	-	-	-
Yamaha Snow Machine 2 (Station #2)	-	-	17,500	-	-	-
Medic #6 TaylorMade F450 Ambulance (Tyonek)	-	-	-	300,000	-	-
Unit #7 F250 P/U Plow Truck (Station #2)	-	-	-	75,000	-	-
Unit #8 F350 P/U (Beluga)	-	-	-	75,000	-	-
Safety-1 Chevy Truck Command (Station #2)	-	-	-	-	75,000	-
Unit # 6 Ford F250 for Wildland (Tyonek)	-	-	-	-	75,000	-
Rescue #1 International/E-One 4900 (Station #2)	-	-	-	-	-	700,000
Total Funds Applied	3,526,075	675,000	727,500	450,000	150,000	700,000
Net Results From Operations	(3,119,530)	(184,157)	(315,801)	(195,406)	25,197	764
Beginning Fund Balance	3,823,657	704,127	519,970	204,169	8,763	33,960
Ending Fund Balance	$ 704,127	$ 519,970	$ 204,169	$ 8,763	$ 33,960	$ 34,724

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 442
Department 51210 - Bear Creek Fire Service Area Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Interest Revenue	$ 779	$ 3,445	$ 8,754	$ 8,557	$ 13,250	$ 17,485
Operating Transfers In From:						
Bear Creek Fire Service Area Operations	100,000	250,000	250,000	250,000	195,000	150,000
General Fund - PILT grant	-	175,000	175,000	-	-	-
Total Funds Provided	100,779	428,445	433,754	258,557	208,250	167,485
Funds Applied						
Dispatch/communications equipment	2,547	-	-	-	-	-
Turnout gear/boots/helmet (replacements)	10,820	-	-	-	-	-
SCBA bottles (replacements)	20,786	-	-	-	-	-
Type III/Wildland/Heavy Rescue	400,000	-	-	-	-	-
SCBA/Radio Communications - PILT Grant	-	192,500	192,500	-	-	-
Ambulance (Unit 139)	-	-	250,000	-	-	-
Replace Breathing Air Compressor	-	-	-	50,000	-	-
Replace Snow Machine (1)	-	-	-	-	20,000	-
Replace 1986 Tanker (Unit 125)	-	-	-	-	-	450,000
ATV 4-Wheelers	-	-	-	-	-	20,000
Total Funds Applied	434,153	192,500	442,500	50,000	20,000	470,000
Net Results From Operations	(333,374)	235,945	(8,746)	208,557	188,250	(302,515)
Beginning Fund Balance	486,496	153,122	389,067	380,321	588,878	777,128
Ending Fund Balance	$ 153,122	$ 389,067	$ 380,321	$ 588,878	$ 777,128	$ 474,613

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 444
Department 51410 - Western Emergency Service Area Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Interest Revenue	$ 388	$ 2,628	$ 190	$ 1,207	$ 3,484	$ 5,812
Operating Transfers In From:						
Western Emergency Service Area Operations	100,000	375,000	150,000	100,000	100,000	100,000
General Fund - PILT grant	-	175,000	175,000	-	-	-
Other Financing Sources						
Unsecured Revenue Sources Unapproved Projects	-	-	-	450,000	300,000	500,000
Total Funds Provided	100,388	552,628	325,190	551,207	403,484	605,812
Funds Applied						
Emergency water fill site - tank project (FY11)	16,438	-	-	-	-	-
Emergency water fill site - tank project (FY18)	9,665	-	-	-	-	-
Emergency water fill site - tank project	68,511	-	-	-	-	-
Command vehicle	3,473	-	-	-	-	-
Emergency water fill site - Building completion	125,000	-	-	-	-	-
SCBA/Radio Communications - PILT Grant	-	459,000	220,000	-	-	-
Heart monitor replacement	-	142,000	-	-	-	-
Utility vehicle(s)	-	60,000	60,000	-	-	-
Unfunded Capital Projects						
Tanker	-	-	-	450,000	-	-
Ambulance	-	-	-	-	300,000	-
4 wheel drive pumper engine	-	-	-	-	-	500,000
Total Funds Applied	223,087	661,000	280,000	450,000	300,000	500,000
Net Results From Operations	(122,699)	(108,372)	45,190	101,207	103,484	105,812
Beginning Fund Balance	239,514	116,815	8,443	53,633	154,840	258,324
Ending Fund Balance	$ 116,815	$ 8,443	$ 53,633	$ 154,840	$ 258,324	$ 364,136

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 443
Department 51610 - Central Emergency Service Area Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Interest Revenue	$ 2,527	$ 19,876	$ 13,855	$ 23,166	$ 25,938	$ 26,521
Operating Transfers In From:						
Central Emergency Service Area Operations	600,000	1,200,000	700,000	700,000	700,000	900,000
General Fund - PILT grant	-	175,000	175,000	-	-	-
Other Financing Sources						
Unsecured Revenue Sources Unapproved Projects	17,149	-	14,000,000	500,000	500,000	300,000
Total Funds Provided	619,676	1,394,876	14,888,855	1,223,166	1,225,938	1,226,521
Funds Applied						
Training Facility Relocation	1,113	-	-	-	-	-
Emergency Response Vehicles	250,354	-	-	-	-	-
Fire Station Alerting System	50,953	-	-	-	-	-
Mobile Data Terminals	26,668	-	-	-	-	-
Training Site	150,000	-	-	-	-	-
Pumper/Tanker - Funny River Station 5	32,869	-	-	-	-	-
Station 1 Land Acquistion	900,000	-	-	-	-	-
Ambulance 937	218,286	-	-	-	-	-
SCBA / Air Compessor Replacement	170,511	-	-	-	-	-
Fire Truck replacement (ref Ord 19-19-25)	3,888	-	-	-	-	-
Staff Vehicle (903)	60,000	-	-	-	-	-
Hose Replacment	50,000	-	-	-	-	-
EMS Advanced Training Simulators	-	130,000	-	-	-	-
Utility Vehicle (991)	-	60,000	-	-	-	-
Station 1 Relocation Design/Construction	-	1,000,000	-	-	-	-
Ambulance (934)	-	280,000	-	-	-	-
SCBA/Radio Communications - PILT Grant	-	192,500	475,000	-	-	-
Station Vehicle Exaust Removal System	-	-	-	600,000	-	-
Tanker Replace (922)	-	-	-	-	700,000	-
Fire Training Live Burn Buildings	-	-	-	-	-	300,000
Station 4 Baydoor Replacements	-	-	-	-	-	250,000
Utility Replace (992)	-	-	-	-	-	65,000
Unfunded Capital Projects						
Station 1 Relocation Design/Construction	-	-	14,000,000	-	-	-
Training Site Building/Water Pump Facility	-	-	-	500,000	500,000	-
Ambulance Replace 935	-	-	-	-	-	300,000
Total Funds Applied	1,914,642	1,662,500	14,475,000	1,100,000	1,200,000	915,000
Net Results From Operations	(1,294,966)	(267,624)	413,855	123,166	25,938	311,521
Beginning Fund Balance	2,178,351	883,385	615,761	1,029,616	1,152,782	1,178,720
Ending Fund Balance	$ 883,385	$ 615,761	$ 1,029,616	$ 1,152,782	$ 1,178,720	$ 1,490,241

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 446
Department 51810 - Kachemak Emergency Service Area Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Interest Revenue	$ 215	$ 700	$ 2,178	$ 3,521	$ 225	$ 5
Operating Transfers In From:						
KESA Operations	100,000	150,000	75,000	100,000	75,000	100,000
General Fund - PILT grant	-	175,000	175,000	-	-	-
Other Financing Sources						
Unsecured Revenue Sources Unapproved Projects	-	-	120,000	500,000	500,000	450,000
Total Funds Provided	100,215	325,700	372,178	603,521	575,225	550,005
Funds Applied						
Fire Station 2 Water Tank install	6,962	-	-	-	-	-
Station 1 Well Replacement and Paving	35,000	-	-	-	-	-
Station 2 generator	35,000	-	-	-	-	-
Command/Paramedic Vehicle	80,000	-	-	-	-	-
Repeater upgrade	40,000	-	-	-	-	-
SCBA/Radio Communications - PILT Grant	-	260,000	192,500	-	-	-
Ambulance 350, Type 1	-	-	-	250,000		-
Command/Utility vehicle	-	-	-	-	85,000	-
Rescue brush unit - ATV	-	-	-	-	-	30,000
Unfunded Capital Projects						
2 Gurney Power Lift & Gurney	-	-	120,000	-	-	-
Brush Truck (2)	-	-	-	500,000	-	-
Tanker	-	-	-	-	500,000	-
Air/Rehab/Rescue/Lighting Walk-in Rescue	-	-	-	-	-	450,000
Total Funds Applied	196,962	260,000	312,500	750,000	585,000	480,000
Net Results From Operations	(96,747)	65,700	59,678	(146,479)	(9,775)	70,005
Beginning Fund Balance	127,852	31,105	96,805	156,483	10,004	229
Ending Fund Balance	$ 31,105	$ 96,805	$ 156,483	$ 10,004	$ 229	$ 70,234

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 459
Department 61110 - North Peninsula Recreation Service Area Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Interest Revenue	$ 2,349	$ 9,371	$ 6,172	$ 6,966	$ 6,490	$ 6,199
Operating Transfers In From:						
North Peninsula Recreation Operations	200,000	250,000	250,000	250,000	250,000	350,000
Total Funds Provided	202,349	259,371	256,172	256,966	256,490	356,199
Funds Applied						
NCRC Remodel	328,580	-	-	-	-	-
Fitness Equipment	75,000	-	-	-	-	-
NCRC Furniture	60,000	-	-	-	-	-
NCRC-Boiler Replacement & HVAC System	361,801	-	-	-	-	-
Pool--Roof Replacement Admin Area	150,000	-	-	-	-	-
Pool-- HVAC/BAS System	187,000	-	-	-	-	-
Replace Ice Resurfacer	-	140,000	-	-	-	-
Utility Loader w/Accessories	-	75,000	-	-	-	-
NCRC-Replace Supply & Return Headers	-	182,000	-	-	-	-
Truck w/Plow	-	-	65,000	-	-	-
Snow Machine & Groomer Equip.	-	-	30,000	-	-	-
Re-Surface Skate Park Asphalt/Multi-Purpose Court	-	-	60,000	-	-	-
Pool-- Replace Flooring in Admin Area	-	-	-	100,000	-	-
Replace Pool Pumps	-	-	-	60,000	-	-
Skate Park Equipment	-	-	-	75,000	-	-
Replace John Deere UTV/Groomer	-	-	-	50,000	-	-
Pool Room Renovations	-	-	-	-	175,000	-
Replace NCRC Commercial Ovens	-	-	-	-	50,000	-
Replace Pool Sidewalks	-	-	-	-	-	150,000
Replace Truck w/Snow Plow	-	-	-	-	-	65,000
Replace Zero Turn Mower	-	-	-	-	-	50,000
Pool Boilers--Replace	-	-	-	-	-	500,000
Total Funds Applied	1,162,381	397,000	155,000	285,000	225,000	765,000
Net Results From Operations	(960,032)	(137,629)	101,172	(28,034)	31,490	(408,801)
Beginning Fund Balance	1,406,278	446,246	308,617	409,789	381,755	413,245
Ending Fund Balance	$ 446,246	$ 308,617	$ 409,789	$ 381,755	$ 413,245	$ 4,444

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 434
Department 33950 - Road Service Area Capital Projects Fund

		FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:							
Interest Revenue		$ 14,030	$ 45,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
Operating Transfers In From:							
Roads Operations		2,300,000	3,800,000	2,300,000	2,300,000	2,300,000	2,300,000
Other Financing Sources							
Grants and Debt Issuance		2,476,207	-	-	-	-	-
Unsecured Revenue Sources Unapproved Projects		-	-	20,940,000	-	-	-
Total Funds Provided		4,790,237	3,845,000	23,290,000	2,350,000	2,350,000	2,350,000
Funds Applied							
District & Project							
Grant funded:							
North Road Extension		2,443,594	-	-	-	-	-
Jacobs Ladder Repair		32,613	-	-	-	-	-
Service Area funded:			-	-	-	-	-
Borough Wide FY19 CIPs (Unallocated)		542,806	-	-	-	-	-
C Diane St/Glacier Ave (warranty)		10,000	-	-	-	-	-
S Tracy Ave (warranty)		10,000	-	-	-	-	-
W Divine Estates/Igloo-Dana Bayes (warranty)		10,000	-	-	-	-	-
S Flintlock Lane, Bidarki Dr., Bridger Road		46,505	-	-	-	-	-
S Glenn Road, Kipling Circle		42,507	-	-	-	-	-
S Hutler Road		587,519	-	-	-	-	-
W Tim Avenue, Muir Street, Creek View Road		15,741	-	-	-	-	-
W Tern Circle, JacNJil Circle, Jitney Circle		79,385	-	-	-	-	-
Borough Wide FY20 CIPs (Unallocated)		69,456	-	-	-	-	-
FY20 Borough Gravel Projects		3,438	-	-	-	-	-
FY20 Warranty funding		20,000	-	-	-	-	-
S8 Basargin Rd (7,000')		1,068,340	-	-	-	-	-
S7 Walters St, Wilderness Ln, Sarah St, Frontier Ln (6,100')		948,017	-	-	-	-	-
W6 Roosevelt Cir (1,375')		127,024	-	-	-	-	-
Replacement pickup truck		6,792	-	-	-	-	-
S7 Mansfield Ave (3,800') $627,700 est		627,700	-	-	-	-	-
S8 Basargin Rd (5,280') $871,200 est		871,200	-	-	-	-	-
C2 Moose River Dr, River Ridge Rd (culverts/glaciation)		150,000	-	-	-	-	-
E2 Ferrin Rd (1,950')		253,500	-	-	-	-	-
W2 Creary Circle (1,450')		145,000	-	-	-	-	-
FY2021 Borough Wide Gravel Projects		300,000	-	-	-	-	-
Borough Wide FY22 CIPs	Estimate *	-	2,581,000	-	-	-	-
S8 Basargin Rd (6,800') $1,122,000 est		-		-	-	-	-
N3 Duke St (2,765') $276,500 est		-		-	-	-	-
W7 St Andrews Rd (1,750') $175,000 est		-		-	-	-	-
C5 Sports Lake Rd, Hakala Dr, Cotman Ct (3,525') $352,500 est		-		-	-	-	-
N3 Poolside Ave (1,900 Paved) $300,000 est		-		-	-	-	-
W6 Skyline Drive (2,000 Paved) $275,000 est		-		-	-	-	-
W1 Chinulna Ct (600 Paved) $80,000 est		-		-	-	-	-
Vehicle Purchase (2 vehicles in FY2022)		-	80,000	40,000	-	40,000	-
Borough Wide Gravel Projeccts		-	300,000	300,000	300,000	300,000	300,000
S7 Glacier View Rd N and S (4,550')		-	-	750,750	-	-	-
C5 Regine Ave, Frazier Rd (4,200')		-	-	420,000	-	-	-
N3 Lighthouse St, Rozella Dr (2,550')		-	-	255,000	-	-	-
W6 Goodrich St, Center Ave, Retirement St (3,900')		-	-	390,000	-	-	-
W1 Griffing Way, Griffing Ct, Territorial Dr (2,025')		-	-	202,500	-	-	-
N4 McGahan Dr (2,200 Paved)		-	-	375,000	-	-	-
S7 Waterman Rd (2,775')		-	-	-	457,875	-	-
S4 Kostino St (3,950')		-	-	-	651,750	-	-
C3 Seclusion St, Robin Ave, Lourdes Ave,Robert Ave (9,235')		-	-	-	923,500	-	-
W2 Lakeside Ave (2,500')		-	-	-	250,000	-	-
W7 Murwood Ave. (2,850' Paved Back Half)		-	-	-	375,000	-	-

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 434
Department 33950 - Road Service Area Capital Projects Fund- Continued

		FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
S8 Secluded Cir (650')		-	-	-	-	107,250	-
S4 Cottonwood Ln (7,600')		-	-	-	-	1,254,000	-
N4 McGahan Dr (2,200') pavement		-	-	-	-	352,000	-
C1 Patty Ave, Southwind Cir, Merkes Rd (3,050')		-	-	-	-	305,000	-
S5 Leandra Rd (1,550')		-	-	-	-	-	255,705
S7 Greer Rd (1,650')		-	-	-	-	-	272,250
W2 Independence Ave, Anushka St, Carlene St (3,825')		-	-	-	-	-	382,500
E3 Bridge Repairs Seward		-	-	-	-	-	350,000
C4 Delcie Dr , Brenda Way, Kendanemken Rd (5,750')		-	-	-	-	-	575,000
Unfunded Capital Projects							
Priority 1 Repaving Projects	Estimate *	-	-	2,000,000	-	-	-
Sunrise Ct, Cavu St, Sports Lake Rd (partial), Danna Ln, Skyline Dr (partial), St Joseph St, Murwood Ave (partial). 13,650' paved roads		-	-	-	-	-	-
Priority 2 Repaving Projects		-	-	-	-	-	-
Boregen Ave, Paul Ct, Wrangell Dr, McKinley Ave, Silver Spring, Nanook Rd, Nanook Cir, Keystone Dr, Midway Dr, Community College Dr, Divine Ct, Estate Ct, Jones Rd, Rustic Ave. 40,000' paved roads		-	-	-	-	-	-
Priority 3 Paving Maintenance Projects	Estimate *	-	-	6,000,000	-	-	-
Stoney Creek Ave, Depot Rd, Campus Dr, Breezewood Dr, Lakewood Rd, Calendula St, Cosmoview Ct, Frontier Ave, Kobuk St, Moser Ave, Spruce Ave, Edgington Rd, St Theresa Rd, West Lake Ct, Captains Court Cir, Chinulna Dr, Ocean Entrance Dr, Sailors Watch Cir, Cohoe Beach Rd, Aspen Ave, Aries Ct, Brumlow Pl, Commerce St, Liberty Ln, Libra Ct, Masters Ct, Moose Run Ave, Pisces Ct, Poppy Wood St, Singleton Ct, Virgo Ct, Winston Cir, Even Ln, Forest Wood Ave, Franke Rd, Huntington Dr, Memory Cir, Ophir Way, Poppy Ridge Rd, Raintree Cir, Ravenwood St, River Hills Dr, Rockwood Dr, Ryan Creek Cir, Slikok Creek Dr, Vanderberg Ct, West Brook Dr, Winridge Ave, Woods Dr. 85,165' paved roads		-	-	-	-	-	-
Priority Bridge Replacements	Estimate *	-	-	4,300,000	-	-	-
Running Water Ave, Brody Ln, Tall Tree Ave, Chakok Rd, Cottonwood Ln, Henry Creek, Dorothy Dr, Bruno Rd, Grouse Creek, Lost Creek, Forest Rd, Spruce Creek, Nautical Rd, Old Exit Glacier #2, Tinker Ln. 823' of bridges		-	-	-	-	-	-
Priority 1 Gravel Road Projects	Estimate *	-	-	8,000,000	-	-	-
Fox Rd, Eagleaerie Ave. 3,860'		-	-	-	-	-	-
Priority 2 Gravel Road Projects	Estimate *	-	-	640,000	-	-	-
352,455' of gravel roads, approximately 67 miles		-	-	-	-	-	-
Total Funds Applied		8,411,137	2,961,000	23,673,250	2,958,125	2,358,250	2,135,455
Net Results From Operations		(3,620,900)	884,000	(383,250)	(608,125)	(8,250)	214,545
Beginning Fund Balance		8,791,267	5,170,367	6,054,367	5,671,117	5,062,992	5,054,742
Ending Fund Balance		$ 5,170,367	$ 6,054,367	$ 5,671,117	$ 5,062,992	$ 5,054,742	$ 5,269,287

Districts: C - Central; N - North; S - South; W - West; E - East

* If project exceeds estimate by more than 10%, notice will be provided to the Service Area board and the Assembly.

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 490
Department 81110 - Central Kenai Peninsula Hospital Service Area Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Interest Revenue	$ 10,241	$ 17,864	$ 18,266	$ 18,677	$ 19,097	$ 19,527
Other Financing Sources						
Grants and Debt Issuance	235,305					
CPGH Plant Replacement and Expansion Fund	1,455,621	14,895,000	12,680,000	8,266,500	804,825	-
Total Funds Provided	1,701,167	14,912,864	12,698,266	8,285,177	823,922	19,527
Funds Applied						
Specialty Clinic Building (Bond proceeds)	93,027	-	-	-		
OB Renovation/Cath Lab (Bond proceeds)	142,278					
OB Cardiac Cath Lab	979,999					
Imaging Department project	75,622					
High capacity molecular testing unit	400,000					
DaVinci surgical robot system	-	-	-	-	-	-
Kenai Clinic expansion	-	-	-	-	-	-
Emergency department expansion	-	-	-	-	-	-
Renovate former OB area for observation patients	-	-	-	-	-	-
O-Arm surgical imaging	-	-	-	-	-	-
Lab expansion/remodel	-	-	-	-	-	-
OB clinic	-	-	-	-	-	-
Buildout primary data center in Specialty Clinic building	-	750,000	500,000	-	-	-
IT equipment replacement (end of life/service)	-	695,000	730,000	766,500	804,825	-
Secondary data center expansion	-	-	-	-	-	-
Replace X-ray rooms 1 & 2	-	-	-	-	-	-
Wireless network upgrade	-	-	-	-	-	-
Microscope - Operating Room	-	-	-	-	-	-
Stealth surgical system	-	-	-	-	-	-
Med/Surg patient room remodel	-	-	-	-	-	-
Autoclaves for instrument sterilization	-	-	-	-	-	-
Defibrillator replacement (entire hospital)	-	-	-	-	-	-
Operationalize 2nd endoscopy suite	-	-	-	-	-	-
10GB modules for 2 core network switches	-	-	-	-	-	-
Laundry department remodel	-	-	-	-	-	-
Full-size C-Arm, OEC Elite	-	-	-	-	-	-
D.A. Tank replacement	-	-	-	-	-	-
Epiq Ultrasound system with cardiac	-	-	-	-	-	-
Negative pressure chemo storage room	-	-	-	-	-	-
Tertiary Data Domain (in Anchorage for disaster recovery)	-	-	-	-	-	-
Heritage Place Expansion	-	5,000,000	-	-	-	-
Operating room expansion	-	4,000,000	-	-	-	-
Central building mechanical upgrade	-	2,200,000	-	-	-	-
IV pump replacement (entire hospital)	-	1,000,000	-	-	-	-
Diagnostic ultrasound systems (2)	-	750,000	-	-	-	-
Fire alarm system replacement	-	500,000	650,000	-	-	-
Phase VII hospital expansion - Tower (increase bed capacity)	-	-	10,000,000	-	-	-
Replace inhouse monitoring equipment (entire hospital)	-	-	800,000	-	-	-
Medical office expansion	-	-	-	7,500,000	-	-
Total Funds Applied	1,690,926	14,895,000	12,680,000	8,266,500	804,825	-
Net Results From Operations	10,241	17,864	18,266	18,677	19,097	19,527
Beginning Fund Balance	783,707	793,948	811,812	830,078	848,755	867,852
Ending Fund Balance	$ 793,948	$ 811,812	$ 830,078	$ 848,755	$ 867,852	$ 887,379

PLACE HOLDER

The schedule is for information purposes only, and the projects shown are not being appropriated through the budget process. Appropriation of capital projects for the hospital will come back to the Assembly and the Service Area in separate appropriations as required by the contract.

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 491
Department 81210 - South Kenai Peninsula Hospital Service Area Capital Projects Fund

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Provided:						
Interest Revenue	$ 6,191	$ 5,261	$ 4,483	$ 38,110	$ 72,749	$ 34,270
Operating Transfers In From:						
SPH Service Area Operations	1,700,000	1,698,768	2,100,000	2,100,000	2,100,000	1,700,000
SPH Plant Replacement and Expansion Fund	1,546,050	796,197	2,000,000	2,000,000	2,000,000	2,000,000
Other Financing Sources						
Unsecured Revenue Sources Unapproved Projects	-	-	-	-	-	20,000,000
Total Funds Provided	3,252,241	2,500,226	4,104,483	4,138,110	4,172,749	23,734,270
Funds Applied						
Patient Monitors	80,050	-	-	-	-	-
Homer Medical Clinic Roof	360,000	-	-	-	-	-
Nuclear Medicine Renovations	606,000	-	-	-	-	-
Remodel Kachemak Prof Building	500,000	-	-	-	-	-
Homer Medical Center	50,776	-	-	-	-	-
Patient Monitoring System Upgrades	122,800	-	-	-	-	-
Elevator Upgrade	55,317	-	-	-	-	-
Access Control/Security Cameras	24,556	-	-	-	-	-
CT Scanner	2,061,757	-	-	-	-	-
HIS Server Replacement	1,841	-	-	-	-	-
Steris 1E	57,529	-	-	-	-	-
Fire Alarm Upgrade	50,190	-	-	-	-	-
Micro Analyzer	16,670	-	-	-	-	-
Virtual Server Replacement	584	-	-	-	-	-
Glidescope	4,338	-	-	-	-	-
Bladderscan	5,055	-	-	-	-	-
Blood Plasma Thawer	99	-	-	-	-	-
Deaerator Tank	451,124	-	-	-	-	-
Steris Orthovision Table	4,001	-	-	-	-	-
Roof replacement - Hospital	325,000	-	-	-	-	-
Nuclear medicine system	303,673	-	-	-	-	-
Staff Locator badge system	225,000	-	-	-	-	-
X-Ray Machine - Ortho	190,637	-	-	-	-	-
SPH WiFi System	172,500	-	-	-	-	-
EKG Storage System - Muse	122,156	-	-	-	-	-
LTC Beds (8)	78,595	-	-	-	-	-
Apollo Anesthesia Machines	64,454	-	-	-	-	-
Phaco Machine	63,500	-	-	-	-	-
Birthing Beds (3)	59,280	-	-	-	-	-
Timekeeper & HR Software	55,000	-	-	-	-	-
EKG Cart - Muse compatible	41,247	-	-	-	-	-
UPS Unit - Lab	39,300	-	-	-	-	-
HMC Lobby remodel	30,500	-	-	-	-	-
FEES Swallowing system	27,290	-	-	-	-	-
Virtual Server	24,616	-	-	-	-	-
Panda iRes Bedded Warmer	21,086	-	-	-	-	-
Innovian Upgrade	126,838	-	-	-	-	-
Holter Monitor System	39,298	-	-	-	-	-
Video Bronchoscope software	35,784	-	-	-	-	-
C-Arm	133,000	-	-	-	-	-
Ultrasound machine/probes	72,975	-	-	-	-	-
Minor Hospital equipment/software	150,882	-	-	-	-	-
Pharmacy Remodel	-	555,000	-	-	-	-
Air Conditioning for LTC & Rehab	-	450,000	-	-	-	-
MRI Chiller Replacement	-	170,000	-	-	-	-
LTC Therapeutic Surfaces (Mattresses Qty 7)	-	87,511	-	-	-	-
LTC Bariatric Beds QTY4	-	85,497	-	-	-	-
Incident Management System	-	81,760	-	-	-	-
Imaging Technology Infrastructure	-	60,000	-	-	-	-
Drager Apollo Anesthesia Machine	-	60,000	-	-	-	-
Coagulation Analyzer Replacement	-	58,000	-	-	-	-

Kenai Peninsula Borough
Projected Revenues and Appropriations

Fund 491
Department 81210 - South Kenai Peninsula Hospital Service Area Capital Projects Fund-Continued

	FY2021 Active Projects	FY2022 Mayor Proposed	FY2023 Projected	FY2024 Projected	FY2025 Projected	FY2026 Projected
Funds Applied (continued)						
Storage Area Network SAN	-	38,000	-	-	-	-
Virtual Host	-	27,000	-	-	-	-
Glucose Meter Interface	-	26,000	-	-	-	-
* EMG with EVAPS for Neuro Clinic	-	25,234	-	-	-	-
* Replace Roof on 1975 and 1999 Portion of Hospital	-	578,695	-	-	-	-
* LTC Flooring	-	103,199	-	-	-	-
* BACT Alert Blood Culture Incubator	-	31,000	-	-	-	-
* Airisana Mattress Acute Care	-	25,036	-	-	-	-
* Biomed Testing Simulator	-	13,200	-	-	-	-
* Bayer Power Injector Software Upgrade	-	11,500	-	-	-	-
* Sara Plus	-	8,333	-	-	-	-
Parking Lot Expansion	-	-	1,500,000	-	-	-
Replace 1985 Emergence Power Electric Generator	-	-	190,000	-	-	-
Chemestry analyzer	-	-	160,000	-	-	-
Infusion Center remodel	-	-	150,000	-	-	-
Spine Table	-	-	150,000	-	-	-
Apollo Anethesia Machines	-	-	64,454	-	-	-
Ultrasonic washer	-	-	60,000	-	-	-
Telemedicine Cart	-	-	16,347	-	-	-
Water Distiller & holding tank	-	-	10,852	-	-	-
Microscope	-	-	9,400	-	-	-
MRI	-	-	-	1,500,000	-	-
Dining Room Expansion	-	-	-	300,000	-	-
Diagnostic Monitors (2)	-	-	-	60,000	-	-
Ultrasound software	-	-	-	50,666	-	-
Hematology Analyzer	-	-	-	120,000	-	-
Upgrade Endoscopy	-	-	-	90,000	-	-
Immunochemistry Analyzer	-	-	-	75,000	-	-
DEXA unit	-	-	-	65,000	-	-
Upgrade viseo Eqiupment	-	-	-	30,000	-	-
Electronic Health Record	-	-	-	-	6,000,000	-
Helipad Heating System	-	-	-	-	225,000	-
Medical Office Building	-	-	-	-	-	20,000,000
Total Funds Applied	6,855,298	2,494,965	2,311,053	2,290,666	6,225,000	20,000,000
Net Results From Operations	(3,603,057)	5,261	1,793,430	1,847,444	(2,052,251)	3,734,270
Beginning Fund Balance	3,836,890	233,833	239,094	2,032,524	3,879,968	1,827,717
Ending Fund Balance	$ 233,833	$ 239,094	$ 2,032,524	$ 3,879,968	$ 1,827,717	$ 5,561,987

* To be paid for with Plant Replacement Equipment Funds

** for informational purposes only, will not appropriated as part of the budget process, a separate appropriated will be needed

School Revenue Fund
Capital Improvement Project

Project Name	School Auditorim Lighting Upgrades	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	$300,000	
Project Manager	Director of Maintenance	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local	400.78050.22000.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 300,000	$ -	$ 75,000	$ -	$ 75,000	$ 450,000
Other (Specify)						
Total	$ 300,000	$ -	$ 75,000	$ -	$ 75,000	$ 450,000

Description (Justification and Explanation)

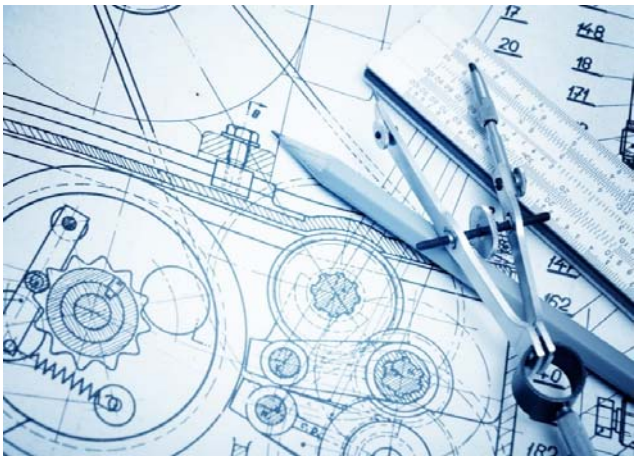
Project fund to support the replacement of theater lighting and lighting control systems at auditorium facilities throughout the district. The lighting control at district facilities are original to their construction and have survived well beyond their expected useful life. For many years they have experienced intermittent failures and anomalies that affect the facilities operation. The current scenario for replacement involves the enlistment of KPBSD Theater staff to specify equipment detail. They have communicated with equipment providers in order to define acceptable system components and ensure compatibility with the facilities. An equipment specification has been provided. Progression of the overall area wide project involves, as a first phase, the system renovation of the KCHS facility. It is proposed that the specified equipment would be bid, purchased and installed through a cooperative effort involving of KPB staff and openly solicited electrical contractors. Following build-completion at the KCHS facility, remaining funding and efforts would progress to provide at other area facilities (Homer High, Soldotna High and Nikiski Middle/Sr.). Meanwhile, the other facilities would benefit from spare parts sourced from the old KCHS system to extend their functionality until such time that they can be renovated in turn.

Impact on Annual Operating Budget

Personnel		Upgrades to the lighting and electrical systems will generate utility savings due to the reduction in kilowatt usage.
Operating		
Capital Outlay		
Other		
Total	$ -	

School Revenue Fund
Capital Improvement Project

Project Name	School System Assessment/Design Needs	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	$300,000	
Project Manager	Director of Maintenance	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local	400.78050.22DSG.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	Five Year Total
Design (Engineering)						$ -
Construction/Equipment	$ 300,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 700,000
Other (Specify)						
Total	$ 300,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 700,000

Description (Justification and Explanation)

Funds to be utilized in order to develop engineering/design solutions for project needs, resulting in plan modeling adequate to progress to in house construction, contracted bidding, and/or to support in appropriation of available funding resources. Availability of these funds will contribute to a more efficient and timely resolution process. Currently, when a need is identified, it is met with an initial delay while funds are pursued and appropriated to support the assessment/design phase and or the project entirety. Additionally, legislative appropriation processes not supported by an assessment/design component are often incomplete and inaccurate representations of project need, placing the governing body in a compromising position of making a funding decision based on unknown variables. These unknowns contribute to project complications, the need for additional appropriation and delay. The emphases of the fund will be focused to address existing identified needs throughout the district that have not yet been supported by assessment/design funding.

Impact on Annual Operating Budget

Personnel		Availability of funds will benefit an improved timely response to need and a more accurate and informed project funds appropriation process.
Operating		
Capital Outlay		
Other		
Total	$ -	

School Revenue Fund
Capital Improvement Project

Project Name	School Electrical & Lighting Upgrades	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	$150,000	
Project Manager	Director of Maintenance	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local	400.78050.22758.49999



LED Fixture replacements at Soldotna High Pool

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 150,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 650,000
Other (Specify)						
Total	$ 150,000	$ 125,000	$ 125,000	$ 125,000	$ 125,000	$ 650,000

Description (Justification and Explanation)

The Kenai Peninsula Borough Maintenance Department oversees one hundred and ninety-five School District buildings which include: 42 schools, 46 support buildings, 77 storage buildings. They repair and maintain 2,500 motors, 80 scoreboards, 800 battery pack emergency lights and over 40,000 light fixtures. Funds are needed to replace existing lamps and ballasts with more efficient devices, planning and design for upgrades to parking lot lighting, and for adding or upgrading other electrical devices and services. As projects are completed at the various schools across the borough, savings to the KPB School District are seen in a reduction to their utility bills. Current projects include replacing older generation and failed ballasts with improved energy efficient programmable types. The replacements will last longer and require less maintenance. The fluorescent fixture lighting upgrades are approaching completion. Forward, interior projects will focus on the replacement of high consumption lamps, scaled lighting in some areas where possible (scaled lighting dims lamps at times when natural ambient light is available) and selected system upgrades to large horsepower pumps and fan units. For exterior projects, LED lighting upgrades will begin, which will result in substantial utility savings, while producing a higher quality of light. Funds for these projects have been appropriated on an annual basis during the budget process.

Impact on Annual Operating Budget

Personnel		Upgrades to the lighting and electrical systems will generate utility savings due to the reduction in kilowatt usage.
Operating		
Capital Outlay		
Other		
Total	$ -	

School Revenue Fund
Capital Improvement Project

Project Name	School Flooring Replacement Upgrades	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	$125,000	
Project Manager	Director of Maintenance	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local	400.78050.22755.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 125,000	$ 175,000	$ 125,000	$ 175,000	$ 125,000	$ 725,000
Other (Specify)						
Total	$ 125,000	$ 175,000	$ 125,000	$ 175,000	$ 125,000	$ 725,000

Description (Justification and Explanation)

The flooring funds are utilized for replacing all flooring types throughout the school district. Additionally, the fund is utilized to accomplish contracted refurbishment/replacement of gym floor surfaces. When refurbishing, the surface is completely sanded, game lines are laid out, painted, then the entire surface is refinished. A standard wood floor has 2-3 sanding/resurface cycles. Based on wood depth and condition, replacement may be necessary. When selecting flooring projects, safety concerns rate as the highest priority. The focus then turns to condition assessment. Selected projects are prioritized based on annual district wide site walkthroughs. The use of flooring funds may work in conjunction with asbestos abatement funds where asbestos is encountered as a result of the flooring replacement.

Impact on Annual Operating Budget

Personnel		Projects will have no effect on annual operating budget.
Operating		
Capital Outlay		
Other		
Total	$ -	

School Revenue Fund
Capital Improvement Project

Project Name	School HVAC/DCC & Boiler Upgrades	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	$850,000	
Project Manager	Director of Maintenance	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local	400.78050.22801.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2025	Five Year Total
Design (Engineering)						$ -
Construction/Equipment	$ 850,000	$ 300,000	$ 350,000	$ 300,000	$ 300,000	$ 2,100,000
Other (Specify)						
Total	$ 850,000	$ 300,000	$ 350,000	$ 300,000	$ 300,000	$ 2,100,000

Description (Justification and Explanation)

Funds to be utilized in order to replace and/or upgrade various HVAC systems and devices. The Borough is in a difficult position relating to much of its HVAC system equipment and control. Many system components are approaching, or are well beyond design life expectation. Further complication results from component obsolescence. Dissolving industry support of much of our old equipment is making service ever more difficult. Particular areas of challenge are Direct Digital Control (DDC) and boiler systems. Many of our DDC's were installed in the 1980's. Factory support for these systems has long vanished. Third party support and component availability is following suit. Our strategy is incremental replacement at individual facilities, hereby improving and stabilizing those sites, while providing a spare parts inventory for other still active old systems. For boiler systems we do experience some obsolescence and degradation (some appliances are 60-70 years old) the main motivation is energy efficiency. Upgrade to modern high efficiency equipment nets energy savings that quickly recoups project costs. It will then continue to provide future savings benefit over current equipment energy consumption. Inclusive in this funding are systems relating to facility control and overall heating generation and distribution. To include: DDC head-in, control peripherals, boilers, hydronic system support components and facility air distribution components. Replacements, improvements and modifications will reduce maintenance costs and improve energy efficiency at district facilities.

Impact on Annual Operating Budget

Personnel		Upgrades to HVAC systems will provide savings to the Borough relating to system efficiency and costs associated with maintenance and repair.
Operating		
Capital Outlay		
Other		
Total	$ -	

School Revenue Fund
Capital Improvement Project

Project Name	Portables and Out Buildings	
Priority	Medium	
Department - Service Area	School Maintenance	
Total Funding	$150,000	
Project Manager	Director of Maintenance	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local	400.78010.22851.49999



Portable classrooms placed at Soldotna Prep

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 150,000	$ -	$ 75,000	$ -	$ 35,000	$ 260,000
Other (Specify)						
Total	$ 150,000	$ -	$ 75,000	$ -	$ 35,000	$ 260,000

Description (Justification and Explanation)

Funds are utilized to support the transport of portable structures from one facility to another or to provide resources for large scale improvements. Qualifying improvements include replacements of systems such as: roofs, siding, windows/doors, furnaces, or repairs relating to structural deficiencies. Funds may also support the construction of new onsite structures if a need were determined. There is a particular need at the Paul Banks Elementary facility in Homer. The two portable structures that exist there are in an advanced state of deterioration and require replacement. The units are beyond repair. The priority for the fund is to support site redeployment, based on District needs. If no need develops, the funds would be utilized to support system improvements (roofs, doors ,windows, siding, heating) to existing units; many of which are in need.

Impact on Annual Operating Budget

Personnel	
Operating	
Capital Outlay	
Other	
Total	$ -

If utilized for improvements, resulting projects would result in the reduction of both maintenance cost and utility spend related to energy efficiency.

School Revenue Fund
Capital Improvement Project

Project Name	Safety and Security Improvements	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	$175,000	
Project Manager	Director of Maintenance	
Project Location	KPB schools - area wide	
Funding Source/ Project Number	Local	400.78050.22856.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 175,000	$ 100,000	$ 125,000	$ 100,000	$ 200,000	$ 700,000
Other (Specify)						
Total	$ 175,000	$ 100,000	$ 125,000	$ 100,000	$ 200,000	$ 700,000

Description (Justification and Explanation)

Funds will provide for the replacement and addition of obsolete, non-functional and/or non-code compliant life safety systems, such as: Fire monitoring, intercom and the addition of access control. Primary priorities for the Borough are fire monitoring relating to code compliance and needed improvements to facility paging systems. The intercom/bell notifications systems in many school facilities are obsolete and temperamental in function. The paging systems are an integral part of most site security protocols. Their operability is of paramount importance during potential incident. An equal and parallel goal is the improvement of the Districts ability to control and manage facility egress and intrusion and facilitate lock-down. It is proposed to implement a district wide card entry system. Such system will allow for the securing of all currently unsupervised points of egress, while supporting the requisite flow of staff and students throughout the campus. Additionally, it will eliminate the need for the issuance of physical keys to the majority of staff, contractors and user groups. Issued access cards will be much simpler and efficient to manage.

Impact on Annual Operating Budget

Personnel	
Operating	
Capital Outlay	
Other	
Total	$ -

Fire system projects will impact annual budgets if the replaced facility system is not a currently monitored system (monitoring fees). Otherwise, the labor impacts will be minimal. Security projects will result in an increased labor demand, as they introduce a large number of additional equipment components and a system management role.

School Revenue Fund
Capital Improvement Project

Project Name	Building Envelope Upgrade/Replacement	
Priority	High	
Department - Service Area	School Maintenance	
Total Funding	$200,000	
Project Manager	Director of Maintenance	
Project Location	KPB schools - area wide	
Funding Source	Local	400.78050.22714.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)	3,000	3,000	3,000	3,000	3,000	$ 15,000
Construction/Equipment	$ 197,000	$ 97,000	$ 97,000	$ 97,000	$ 147,000	$ 635,000
Other (Specify)						
Total	$ 200,000	$ 100,000	$ 100,000	$ 100,000	$ 150,000	$ 650,000

Description (Justification and Explanation)

Of the school facilities area wide, many have aged and degraded window/siding structures that are in need of replacement. The entirety of the scope is far beyond the limit of the funds that the Maintenance Department has available to devote to the issue. A building envelope is the physical separator between the conditioned and unconditioned environment of a building including the resistance to air, water, heat, light, and noise transfer. These funds would be made available to focus on the highest priority issues related to weather intrusion, operability of hardware systems and security.

Impact on Annual Operating Budget

Personnel	
Operating	
Capital Outlay	
Other	
Total	$ -

Upgrades to facility window and siding systems will provide savings to the Borough relating to system efficiency and costs associated with maintenance and repair.

General Fund - Office of Emergency Managment
Capital Improvement Project

Project Name	Radio Communications	
Priority	High	
Department - Service Area	Office of Emergency Management	
Total FY20 Funding	$125,000	
Project Manager	Senior Manager - Office of Emergency Management	
Project Location	OEM	
Funding Source/ Project Number	General Fund- PILT & Local	407.11250.22472.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Radio equipment, installation, and procurement	$ 125,000	-	-	-	-	$ 125,000
Total	$ 125,000	$ -	$ -	$ -	$ -	$ 125,000

Description (Justification and Explanation)

The Office of Emergency Management requires an upgrade to the radio units used for disaster response and daily business due to an upgrade of the State of Alaska ALMR system, as many of our current units are not able to be upgraded to the new stadard due to their end of life status. These funds will purchase radios, installation, professional services for procurement, and other costs related to the transition.

*Up to $112,500 is a Borough grant provided with Payment in Lieu of Taxes (PILT) funds received on an annual basis by the Kenai Peninsula Borough. Cost of Emergency Services are eligible expenditures for these funds. These funds are being granted to provide for radio communications related expenditures. There is a 10% local match required for the grant portion of the proposed funding.

Impact on Annual Operating Budget

Personnel		Radios require annual preventative maintenance and periodic repair due to the operating environment they function in. These funds are budgeted annually in the OEM operating budget.
Operating	$ 5,000	
Capital Outlay		
Other		
Total	$ 5,000	

General Fund - Purchasing & Contracting
Capital Improvement Project

Project Name	Poppy Lane Public Works Building Entrance Renovation	
Priority	High	
Department - Service Area	Roads Department, Solid Waste, Purchasing & Contracting	
Total Funding	$155,000	
Project Manager	Purchasing and Contracting Director	
Project Location	Poppy Lane Public Works Building	
Funding Source/ Project Number	Local	407.94910.22473.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Total Proejct Cost	$ 155,000	-	-	-	-	$ 155,000
						-
						-
Total	$ 155,000	$ -	$ -	$ -	$ -	$ 155,000

Description (Justification and Explanation)

The project consists of reconfiguration of Poppy Lanes Public Work entrance to improve public access, conference/meeting space, allow for social distancing in shared office spaces, provide security egress, separate the public entrance from KPB administrative office spaces, and other miscellaneous improvements associated with improved building function.

Impact on Annual Operating Budget

Personnel	$ -
Operating	$ -
Capital Outlay	$ -
Other	$ -
Total	$ -

General Fund - Boroughwide
Capital Improvement Project

Project Name	Access Control Improvements	
Priority	High	
Department - Service Area	KPB Facilities	
Total Funding	$180,000	
Project Manager	Purchasing and Contracting Director	
Project Location	Borough Wide	
Funding Source/ Project Number	Local	407.94910.22474.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Access System Project	$ 180,000					$ 180,000
						-
						-
Total	$ 180,000	$ -	$ -	$ -	$ -	$ 180,000

Description (Justification and Explanation)

This project intends to expand the use of electronic building access systems within the Borough. The primary focus of the project is establishing key card access at the Borough Admin Building (144 North Binkley). This key card access will be part of a centralized, joint KPB-KPBSD access control system that will require coordination between KPB and KPBSD for design and commissioning. $140,000 is estimated for additional door hardware, key card controllers, and labor for installation at 144 North Binkley. $80,000 is estimated for programming, design and commissioning of the access control software, with $40,000 of that sourced from an existing KPB Maintenance funding source. This programming, design and commissioning may include software and hardware implementation, as well as design and consulting to establish multi-agency access control policies and practices. Any funds remaining after completion of the Borough Admin Building may be used to extend or maintain access control systems at other KPB facilities.

Impact on Annual Operating Budget

Personnel	$ -
Operating	$ -
Capital Outlay	$ -
Other	$ -
Total	$ -

General Fund - Finance
Capital Improvement Project

Project Name	Sales Tax Software and E-Filing	
Priority	High	
Department - Service Area	Finance Department	
Total Funding	$800,000	
Project Manager	Finance Director/Sales Tax Supervisor	
Project Location	Finance	
Funding Source/ Project Number	Equipment Replacement	705.94910.22E05.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Sales Tax Software	$ 800,000	-	-	-	-	$ 800,000
Total	$ 800,000	-	-	-	-	$ 800,000

Description (Justification and Explanation)

The KPB collects all sales taxes for the KPB and each incorporated city within the KPB that levy's a sales tax (Kenai, Soldotna, Seward, Homer, Seldovia). KPB and City collections are becoming more complex and requires a more advanced piece of software and software company to sustain accurate and efficient sales tax collections. An upgraded Sales Tax software program would enhance efficiencies with the process of tax filings; continue the use of ETax, increasing accuracy of filings from tax payers. The current software has several workarounds and is unable to accommodate the code requirements without undue workload on the division staff. Many paper forms filed have math errors, or pay accounts over/short, causing additional interaction with the Finance staff. With incorrect filings, multiple divisions are effected: Sales Tax, (possibly the Audit Dept.), Accounts Payable, and the Mail room staff. ETax would help avoid such errors, accurate filings would decrease hours worked manually of staff and mailing of notices.

An upgraded Sales Tax software would require an aggressive campaign to require businesses to file online; progressing towards a paperless process. With a paperless process, savings can be realized through mailings, paper supplies, staffing time, and physical storage space of records. Currently, STX mails out 18,639 returns a year, and has an annual budget of $29,111 for envelopes and postage.

Having access to a more advanced communication tools, such as the ability to manage messaging to businesses through the web portal, individual or mass email notices; will help realize money and time savings through communication efforts, reducing mailings, postage, and staff with return mail. With more technology driven communication options for the borough, benefits through better collection efforts will be realized. This scope of this project includes, software, implementation costs, labor ,training, equipment and other project related costs.

Personnel		Ongoing software Maintenance Fees, currently paying maintenance and this will replace the current system maintenance costs.
Operating	$ -	
Capital Outlay	$ -	
Other		
Total	$ -	

Solid Waste
Capital Improvement Project

Project Name	Leachate Improvements Construction and Implementation
Priority	High
Department - Service Area	Solid Waste
Total Funding	$4,400,000
Project Manager	Administrative Staff
Project Location	Central Peninsula Landfill
Funding Source/ Project Number	Local 411.32122.22LEA.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 4,400,000	-				$ 4,400,000
KPB 2% Admin Fee						
Project Management						
Total	$ 4,400,000	$ -	$ -	$ -	$ -	$ 4,400,000

Description (Justification and Explanation)

The purpose of this project is for the design and construction of the leachate improvements identified as part of the CPL Leachate Management Evaluation project. The existing leachate management system is suspected to to have insufficient capacity to adequately address facility needs; has some equipment that is near the end of its usefull life; does not have data logging capabiliity; requires significant amount of labor to maintain due to scaling issues; and is labor intensive to operate because Supervisory Control and Data Acquisition (SCADA) was not included as part of original design. Scaling of the evaporator system has gotten worse over the past 7 year of operation due to mineral concentration, thereby requiring more frequent cleaning of accumulated scale to maintain operations. The additional scaling has impacted operational budget by requiring additional chemicals, additional labor to maintain the system, and loss of system availability for evaporation. The improvements will keep our facilty in compliance with the facilities regulatory requirements and reduce labor involved in operating the facility. This project will incude the anticipated design and construction costs associated with leachate management improvements.

Impact on Annual Operating Budget

Personnel	
Operating	$ -
Capital Outlay	
Other / Utilities	
Total	$ -

This project is expected to have an increase on the annual operating budget. The annual increase will depend upon the system improvements required by the Leachate Management Evaluation and are estimated to range between $200,000 to $500,000 per year.

Solid Waste
Capital Improvement Project

Project Name	LG Tracked Bulldozer	
Priority	High	
Department - Service Area	Solid Waste	
Total Funding	$190,000	
Project Manager	Solid Waste	
Project Location	Central Peninsula Landfill	
Funding Source/ Project Number	ERF	411.32122.22E04.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 190,000					$ 190,000
KPB 2% Admin Fee						
Project Management						
Total	$ 190,000	$ -	$ -	$ -	$ -	$ 190,000

Description (Justification and Explanation)

The purpose of this project is the replacement of the existing 1986 model tracked loader with a new low ground pressure tracked bulldozer. This piece of equipment is a critical part of our facility operations.

Impact on Annual Operating Budget

Personnel		This project is not expected to have any increase on the annual operating budget.
Operating	$ -	
Capital Outlay		
Other / Utilities		
Total	$ -	

Solid Waste
Capital Improvement Project

Project Name	Demolition of Obsolete Facilities	
Priority	Medium	
Department - Service Area	Solid Waste	
Total Funding	$110,000	
Project Manager	Administrative Staff	
Project Location	Central Peninsula Landfill	
Funding Source/ Project Number	Local	411.32122.22DEM.49999



	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 110,000					$ 110,000
KPB 2% Admin Fee						
Project Management						
Total	$ 110,000	$ -	$ -	$ -	$ -	$ 110,000

Description (Justification and Explanation)

The purpose of this project is the demolition of the "Red Building" across the Sterling Highway from the Central Peninsula Landfill. This building was inherited by the CPL as part of the land acquisition related to operating the landfill. This building is in advanced stage of disrepair and does not serve the CPL any practical purpose. The Solid Waste Department is currently obligated to insure this obsolete and decaying builing. The cost includes the potential for asbestos abatement if the structure is found to have asbestos. Tearing this building down will also relieve the Borough of any risk associated with tresspassers getting injured within the building. Contractors will be utilized for the asbestos abatement (if asbestos is found present) and the building demolition. The scope of work will include removal of asbestos containing materials and proper disposal, followed by demolition of the building and recovery of recyclable materials and disposal of waste materials.

Impact on Annual Operating Budget

Personnel	
Operating	$ -
Capital Outlay	
Other / Utilities	
Total	$ -

This project is not expected to have any increase on the annual operating budget.

Solid Waste
Capital Improvement Project

Project Name	Transfer Sites Surveillance Improvements	
Priority	High	
Department - Service Area	Solid Waste	
Total Funding	$100,000	
Project Manager	Administrative Staff	
Project Location	Un-manned Transfer Sites	
Funding Source/ Project Number	Local	411.32570.22SUR.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 100,000					$ 100,000
KPB 2% Admin Fee						
Project Management						
Total	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000

Description (Justification and Explanation)

There is poor compliance with Solid Waste Disposal Guidelines at the un-manned transfer sites and users are disposing of a lot of items that are not allowed for disposal at these sites. This poor compliance with Solid Waste Disposal Guidelines at the un-manned transfer sites has been driving Area 1 and Area 2 hauling contract costs due to the labor involved with cleaning up the transfer sites. Most of the un-manned transfer sites are currently set up with camera surveillance systems by the Borough to save labor expenses to capture site conditions. The cameras also serve to identify individuals who dispose of inappropriate wastes at these sites. Some of the sites have unstable internet conditions or no internet, however the Borough is actively making efforts in improving site connectivity. While the existing camera's have been useful at identifying site conditions and the inappropriate disposal event, they are not able to capture information to identify the individual doing the inappropriate disposal. This project will be integral in supporting the new Solid Waste Ordinance being developed. Scope of the project will include the procurement of the cameras and installation of cameras including any supporting infrastructure. Internal labor will be used to install cameras and external labor will be used to install poles in instances where a utility pole is not property located for the camera.

Impact on Annual Operating Budget

Personnel	
Operating	$ -
Capital Outlay	
Other / Utilities	
Total	$ -

This project is anticipated to decrease the current Annual Operating Budget by reducing the number of containers hauled and reduce future Annual Operating Budgets once the Area 1 and Area 2 hauling contracts go out for bid again.

Solid Waste
Capital Improvement Project

Project Name	CPL Building Fire Detection System Rebuild	
Priority	High	
Department - Service Area	Solid Waste	
Total Funding	$40,000	
Project Manager	Solid Waste	
Project Location	Central Peninsula Landfill	
Funding Source/ Project Number	Local	411.32122.22FIR.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 40,000					$ 40,000
KPB 2% Admin Fee						
Project Management						
Total	$ 40,000	$ -	$ -	$ -	$ -	$ 40,000

Description (Justification and Explanation)

The purpose of this project is to replace the failing and obsolete fire detection system at the Central Peninsula Landfill. This equipment is critical for the protection of infrastructure at the CPL. The Scope of work for this project will be for construction expenses related to the replacement of the existing fire detection system with an up to date Fire Protection System by a qualified and state liscensed contractor.

Impact on Annual Operating Budget

Personnel	
Operating	$ -
Capital Outlay	
Other / Utilities	
Total	$ -

This project is not expected to have any increase on the annual operating budget.

Solid Waste
Capital Improvement Project

Project Name	SSWS Monitoring Well Decommissioning	
Priority	High	
Department - Service Area	Solid Waste	
Total Funding	$60,000	
Project Manager	Director of Solid Waste	
Project Location	Sterling Special Waste Site	
Funding Source/ Project Number	SW Closure/Post Closure	411-25110/ 411.32750.22WEL.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 60,000					$ 60,000
KPB 2% Admin Fee						
Project Management						
Total	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000

Description (Justification and Explanation)

The Sterling Special Waste Site (SSWS) is a landfill that has been closed and officially granted Retired status by the ADEC after completion of the post-closure requirements, including groundwater monitoring. The Borough is required to properly decomission these monitoring wells. Decommissioning of these wells will ensure that the groundwater does not become inadvertantly contaminated by any activities upon this property and will facilitate the reuse of the Retired site. Scope of work will incude the proper decommissioning of the 13 remaining monitoring wells in accordance to ADEC requirements utilizing a contractor liscensed with the State of Alaska.

Impact on Annual Operating Budget

Personnel		This project is not anticipated to have any effect on the annual operating budget.
Operating	$ -	
Capital Outlay		
Other / Utilities		
Total	$ -	

911 Communications
Capital Improvement Project

Project Name	9-1-1 Audio Recording System Replacement	
Priority	High	
Department - Service Area	E911 Department	
Total Funding	$170,000	
Project Manager	911 IT Specialist/911 Senior Manager	
Project Location	E911 Department	
Funding Source/ Project Number	Equipment Replacement	705.94910.22E06.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)	$ -	$ -	$ -	$ -	$ -	$ -
Construction						-
Equipment	170,000	16,000	16,000	16,000	16,000	234,000
Other						-
Total	$ 170,000	$ 16,000	$ 16,000	$ 16,000	$ 16,000	$ 234,000

Description (Justification and Explanation)

The existing 9-1-1 audio recording system is end-of-life and upgrades are not offered by the current vendor. Regardless of where it is sourced, the system must be replaced by a new NG911 compatible system that has all current and supported components. A new system must also be capable of recording the audio from the new River Center backup PSAP. A new system is expected to have a life span of 8 - 10 years.

Importance: This system records all the audio traffic (inbound & outbound) from the SPSCC to include P25 radio system traffic, legacy radio systems traffic, 9-1-1 calls, and calls into or from the SPSCC administrative phone system. These audio logs are frequently requested for review by local law enforcement, for use in legal proceedings, for workload evaluations, in training situations, and audits.

Impact on Annual Operating Budget

Personnel		The annual maintenance fee for the exising logging recording system is just over $20,000. The quoted annual maintenance fee for a new system is $16,000 which results in ~$4000 savings in annual support fees.
Operating	$ 16,000	
Capital Outlay		
Other		
Total	$ 16,000	

Nikiski Fire Service Area
Capital Improvement Project

Project Name	SCBA / Radio Communications	
Priority	High (Priority #2)	
Department - Service Area	Nikiski Fire Service Area	
Total Funding	$300,000	
Project Manager	Nikiski Fire Chief	
Project Location	Nikiski Fire Service Area	
Funding Source/ Project Number	General Fund-PILT & NFSA Local	441.51110.22411.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Radio equipment and installation/SCBAs & components*	$ 300,000	$ 192,500				$ 492,500
						-
Total	$ 300,000	$ 192,500	$ -	$ -	$ -	$ 492,500

Description (Justification and Explanation)

This SCBA project is intended to provide the additional 4 SCBA's needed for Beluga and department inventory of 45 packs, additional 4 spare 5500 psi air cylinders, 45 integrated mask communications upgrades and any other additional SCBA accessories upgrades as needed. This RADIO project is intended to replace 40 plus aging 20 year old Emergency Response Portable Handheld Radios, 4 aging radio consolettes for Station 1, 2, Beluga, Tyonek and all accessories (may need to finish in FY23 Budget). Currently we have 12-15 portable radios that are out of service and unrepairable. Motorola will no longer support the APX 1500's and the APX 2500's are getting harder and harder to reapair and get parts. We will be replacing the portable radios with the Motorola APX 6000XE Public Safety radio. This radio comes standard with bluetooth/wifi capabilities which will be compatable to the new SCOTT Airpacks integrated communications and add radio options for GPS Accountability feature and Emergency Distress Button feature.

*Up to 175,000 from each year is a Borough grant provided with Payment in Lieu of Taxes (PILT) funds received on an annual basis by the Kenai Peninsula Borough. Cost of Emergency Service are eligible expenditures for these funds. These funds are being granted to provide for SCBA and radio communications related expenditures. There is a 10% local service area match required for each year's proposed funding.

Impact on Annual Operating Budget

Personnel	
Operating	$ 5,000
Capital Outlay	
Other	
Total	$ 5,000

This is a one time Capital Projects expenditure from the FY2022 budget. SCBA's and associated equipment are on an annual preventative maintenance schedule which requires flow testing and o-ring replacements if necessary. This is a one time Capital Projects expenditure for Emergency Response Portable Handheld Radios from the FY2022 budget. Portable Radios and associated equipment are on an annual preventative maintenance schedule which requires calibration for secure operations for ALMR requirements.

Nikiski Fire Service Area
Capital Improvement Project

Project Name	Medic Ambulance	
Priority	High (Priority #1)	
Department - Service Area	Nikiski Fire Service Area	
Total Funding	$300,000	
Project Manager	Nikiski Fire Chief	
Project Location	Nikiski Fire Service Area	
Funding Source/ Project Number	Local	441.51110.22412.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Equipment	$ 300,000					$ 300,000
Construction						-
Design (Engineering)						-
						-
Total	$ 300,000	$ -	$ -	$ -	$ -	$ 300,000

Description (Justification and Explanation)

This project is intended to replace (1) aging ambulance for Nikiski Fire Service Area. This will allow the NFSA to update the ambulance fleet in Beluga and Tyonek. The ambulance being replaced was originally purchases in 2008 and has a high number of miles and increased mechanical issues.

Impact on Annual Operating Budget

Personnel	
Operating	$ 1,000
Capital Outlay	
Other	
Total	$ 1,000

This is a one time Capital Projects expenditure for this Emergency Response vehicle from the FY2022 budget that will have annual fuel and maintenance costs.

Nikiski Fire Service Area
Capital Improvement Project

Project Name	Emergency Response Vehicle Replacement with plow	
Priority	High (Priority #3)	
Department - Service Area	Nikiski Fire Service Area	
Total Funding	$75,000	
Project Manager	Nikiski Fire Chief	
Project Location	Nikiski Fire Service Area	
Funding Source/ Project Number	Local	441.51110.22413.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Equipment	$ 75,000					$ 75,000
Construction						-
Design (Engineering)						-
						-
Total	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000

Description (Justification and Explanation)

This project is intended to replace an aging piece of Emergency Response equipment. The truck bed of the old unit has rusted through and is now in need of replacement. Also the transmission is starting to have problems and is failing. The new Emergency Response unit would reside at Station #3 and be equipped with a plow.

Impact on Annual Operating Budget

Personnel	
Operating	$ 1,000
Capital Outlay	
Other	
Total	$ 1,000

This is a one time Capital Projects expenditure for this Emergency Response vehicle from the FY2021 budget that will have annual fuel and maintenance costs.

Bear Creek Fire Service Area
Capital Improvement Project

Project Name	SCBA / Radio Communications	
Priority	High	
Department - Service Area	Bear Creek Fire Service	
Total FY20 Funding	$192,500	
Project Manager	Bear Creek Fire Chief	
Project Location	Bear Creek Fire Service	
Funding Source/ Project Number	General Fund-PILT & BCFSA Local	442.51210.22421.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Radio equipment and installation/SCBAs & components*	$ 192,500	192,500				$ 385,000
Total	$ 192,500	$ 192,500	$ -	$ -	$ -	$ 385,000

Description (Justification and Explanation)

Bear Creek Fire Service Area is in need of breathing apparatus to replace existing packs that are now out of compliance. Attempts were made during FY20 and FY21 to obtain a grant to cover the cost of this purchase through regional grants with AFG with no success. . The compliance expectancy of this equipment is 15 years with an anticipated replacement cost of $250,000.

Bear Creek Fire Service Area is in need of radios to replace the mobiles and portables. The State of Alaska is undergoing ALMR site upgrades that will no longer allow access to the existing Bear Creek radios. The life expectancy of this equipment is 15 years with an anticipated replacement cost of $250,000.

*Up to 175,000 from each year is a Borough grant provided with Payment in Lieu of Taxes (PILT) funds received on an annual basis by the Kenai Peninsula Borough. Cost of Emergency Service are eligible expenditures for these funds. These funds are being granted to provide for SCBA and radio communications related expenditures. There is a 10% local service area match required for each year's proposed funding.

Impact on Annual Operating Budget

Personnel		The transfers to the Capital Projects Fund will increase by $16,667 annually to compensate for the anticipated replacement cost in FY2037.
Operating	$ 16,667	
Capital Outlay		
Other		
Total	$ 16,667	

Western Emergency Service Area
Capital Improvement Project

Project Name	SCBA & Radio Replacement	
Priority	High	
Department - Service Area	Western Emergency Service Area	
Total Funding	$459,000	
Project Manager	Western Emergency Services Fire Chief	
Project Location	Western Emergency Services	
Funding Source/ Project Number	Local	444.51410.22441.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Radio equipment and installation/SCBAs & components *	$ 459,000	$ 220,000				$ 679,000
						-
Total	$ 459,000	$ 220,000	$ -	$ -	$ -	$ 679,000

Description (Justification and Explanation)

The Radio portion of this project is to replace 8 portable radios and 32 mobile radios in apparatus, utility vehicles and at the stations. The existing radios will soon require ugrades to remain functional with ALMR. These radios are outdated and do not have the capability to be upgraded so they will all require replacement. The SCBA portion of this project is to replace outdated and an insufficient supply of Self Contained Breathing Apparatus (SCBA) and air compressor/cascade fill stations at each station to meet the current NFPA standards, and to maintain interoperability with surrounding departments.

*Up to 175,000 from each year is a Borough grant provided with Payment in Lieu of Taxes (PILT) funds received on an annual basis by the Kenai Peninsula Borough. Cost of Emergency Service are eligible expenditures for these funds. These funds are being granted to provide for SCBA and radio communications related expenditures. There is a 10% local service area match required for each year's proposed funding.

Impact on Annual Operating Budget

Personnel	
Operating	
Capital Outlay	
Other	
Total	$ -

Western Emergency Service Area
Capital Improvement Project

Project Name	Cardiac Monitor/Defibrilator Replacement	
Priority	High	
Department - Service Area	Western Emergency Service Area	
Total Funding	$142,000	
Project Manager	Western Emergency Services Fire Chief	
Project Location	Western Emergency Services	
Funding Source/ Project Number	Local	444.51410.22442.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)	$ -					$ -
Construction						-
Equipment	$ 142,000	$ -	$ -	$ -	$ -	142,000
Total	$ 142,000	$ -	$ -	$ -	$ -	$ 142,000

Description (Justification and Explanation)

This project is to replace outdated cardiac monitor/defibrilators in Anchor Point and Nikolaevsk which are no longer supported or serviced by the manufacturer. It wil also allow for standardization of cardiac monitors/defibrilators between existing Ninilchik equipment and Anchor Point/Nikolaevsk.

Impact on Annual Operating Budget

Personnel	
Operating	
Capital Outlay	
Other	
Total	$ -

Western Emergency Service Area
Capital Improvement Project

Project Name	Command Vehicle	
Priority	High	
Department - Service Area	Western Emergency Service Area	
Total Funding	$60,000	
Project Manager	Western Emergency Services Fire Chief	
Project Location	Western Emergency Services	
Funding Source	Local	444.51410.22443.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)	$ -	$ -	$ -	$ -	$ -	$ -
Construction						-
Equipment	60,000					60,000
Other (Specify)						-
Total	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000

Description (Justification and Explanation)

This Command Vehicle purchase will be used as Command 3 (Asst. Chief). This new command vehicle will be used as an incident command unit and will carry all the equipment needed to assist the incident commander. This is the third phase in replacing Western Emergency Services aging utility vehicles.

Personnel	$ -
Operating	$ 1,000
Capital Outlay	$ -
Other	$ -
Total	$ 1,000

Central Emergency Services
Capital Improvement Project

Project Name	SCBA / Radio Communications	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	$192,500	
Project Manager	Central Emergency Services Fire Chief	
Project Location	Central Emergency Services	
Funding Source/ Project Number	General Fund-PILT & CES Local	443.51610.22461.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Radio equipment and installation/SCBAs & components*	$ 192,500	475,000				$ 667,500
Total	$ 192,500	$ 475,000	$ -	$ -	$ -	$ 667,500

Description (Justification and Explanation)

Current radios have reached end of life. Support, servicing and parts replacement have been discontinued by the manufacturer for some time now. The radios/radio system needs to be updated/upgraded and new radios purchased due to risk and liability as repair, software support and parts are unavailable. New technology is also a feature that new radios will provide, which will increase the safety of our personnel, including emergency distress activation, location features for accountability, and Bluetooth technology integration for communication inside of fire buildings. This includes radio batteries, software, programming, additional options, maintenance, laptop, accessories, service and training courses.

*Up to 175,000 from each year is a Borough grant provided with Payment in Lieu of Taxes (PILT) funds received on an annual basis by the Kenai Peninsula Borough. Cost of Emergency Service are eligible expenditures for these funds. These funds are being granted to provide for SCBA and radio communications related expenditures. There is a 10% local service area match required for each year's proposed funding.

Impact on Annual Operating Budget

Personnel		New Training for in-house personnel require training class and travel. Radio maintenance and programming is needed by project managers. Currently, there is money in operations to replace damaged parts, chargers and batteries.
Operating	$ 7,500	
Capital Outlay	$ 1,000	
Other		
Total	$ 8,500	

Central Emergency Services
Capital Improvement Project

Project Name	Advanced EMS Training Simulators	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	$130,000	
Project Manager	Capital Projects	
Project Location	Central Emergency Service Area	
Funding Source/ Project Number	Local	443.51610.22462.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Equipment	$ 130,000					$ 130,000
Other (Specify)						
Total	$ 130,000	0	0	0	0	$ 130,000

Description (Justification and Explanation)

EMS Advanced Training simulators provide a mobile, durable solution that will meet the training needs of emergency ambulance care providers, from basic assessment to advanced life-support skills. From Pre-hospital, on-scene assessment and management to definitive care in a hospital. Advanced skills in airway management, breathing assessment, vascular access, palpation and auscultation fluid resuscitation, ECG interpretation, ultrasound assessment and diagnosis. These advance training simulators have the capability to provide over 50 different clinical skills, and simulations. This is cost effective as it would take several training mannequins that are one dimensional per each skill, to equal current training simulators. Completely wireless and self-contained integrates with current CES equipment and computer network. This project would include equipment, additional options, accessories, parts, service and program courses.

Impact on Annual Operating Budget

Personnel		Training supplies, EMS supplies out of operating costs to maintain each fiscal year.
Operating	$ 500	
Capital Outlay		
Other		
Total	$ 500	

Central Emergency Services
Capital Improvement Project

Project Name	Staff Response Vehicle/Utility Vehicle	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	$60,000	
Project Manager	Capital Projects	
Project Location	Central Emergency Service Area	
Funding Source/ Project Number	Local	443.51610.22463.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 60,000					$ 60,000
Other (Specify)						
Total	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000

Description (Justification and Explanation)

Replacement of staff response vehicle/utility/SUV vehicle utilized for emergency response and operations requiring pulling rescue boats, cargo trailers, fire equipment and may be used for snow plowing during winter operations. Project may include the purchase of a snowplow.

Impact on Annual Operating Budget

Personnel	
Operating	
Capital Outlay	
Other	
Total	$ -

We currently have maintenance, and support for this type of vehicle in the current operating budget. A vehicle will be surplused and replaced by this acquisition, current budget in operations will be used for this newly acquired vehicle.

Central Emergency Services
Capital Improvement Project

Project Name	Soldotna Sta. #1 Replacement Project Design/Engineering and Construction	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	$1,000,000	
Project Manager	Capital Projects	
Project Location	Central Emergency Service Area	
Funding Source/ Project Number	Local	443.51610.22464.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)	$ 1,000,000					$ 1,000,000
Construction/Equipment						$ -
Other (Specify)						$ -
Total	$ 1,000,000	0	0	0	0	$ 1,000,000

Description (Justification and Explanation)

The current CES Soldotna Fire Station #1 was originally built in 1957 with additions added to meet response demands in 1961, 1971 and 1981. The current station and staging area has far exceeded useful life and operational capacity. A Site Selection Committee was established to find a suitable site to meet the operational needs for relocating the CES Soldotna Fire Station. This Soldotna Station#1 Replacement project would be to use funds for design, engineering, construction, permitting, additional land, and needs for a new CES Soldotna Fire Station.

Personnel	
Operating	
Capital Outlay	
Other	
Total	

Central Emergency Services
Capital Improvement Project

Project Name	Ambulance	
Priority	High	
Department - Service Area	Central Emergency Service Area	
Total Funding	$280,000	
Project Manager	Capital Projects	
Project Location	Central Emergency Service Area	
Funding Source/ Project Number	Local	443.51610.22465.49999



	FY2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 280,000					$ 280,000
Other (Specify)						
Total	$ 280,000	0	0	0	0	$ 280,000

Description (Justification and Explanation)

Ambulance purchase replacing a 10-year old ambulance which has had numerous electrical, mechanical, air compressor issues and has become unreliable as a responding emergency vehicle. Ambulance purchase includes gurney, loader system, Automated CPR device mobile radio and accessories.

Impact on Annual Operating Budget

Personnel	
Operating	
Capital Outlay	
Other	
Total	$ -

This new ambulance will lower maintenance costs with new gas motors, replacing the diesel engines. Also, the new technology hydraulic suspension system, replaces the air suspension systems that were prone to frequent mechanical failure, costly repairs and unnecessary out of service time.

Kachemak Emergency Service Area
Capital Improvement Project

Project Name	SCBA / Radio Communications	
Priority	High	
Department - Service Area	Kachemak Emergency Service Area (KESA)	
Total Funding	$260,000	
Project Manager	Kachemak Emergency Services Fire Chief	
Project Location	Kachemak Emergency Service Area (KESA)	
Funding Source/ Project Number	General Fund & KESA Local	446.51810.22485.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Radio equipment and installation/SCBAs & components*	$ 260,000	$ 192,500				$ 452,500
Total	$ 260,000	$ 192,500	$ -	$ -	$ -	$ 452,500

Description (Justification and Explanation)

KESA needs to replace their SCBA packs, masks, and bottles to upgrade from the 2007 version of NFPA to the newest version 2018 of NFPA. These packs are obsolete and do not meet the NFPA Standards. Also, the bottles are no longer serviceable and cannot be replaced. KESA has field tested manufacturers and has selected MSA as the best overall pack. Most of the State of Alaska Fire Departments who have recently gone out to bid have also chosen MSA. The communications, Safety factors of the Face Mask. MSA does not share regulators making it safer to use during Pandemics. NFPA requires all packs be compatible for fill and buddy breathing and RIT therefore these are compatible with other departments in Rescue situations.

*Up to 175,000 from each year is a Borough grant provided with Payment in Lieu of Taxes (PILT) funds received on an annual basis by the Kenai Peninsula Borough. Cost of Emergency Service are eligible expenditures for these funds. These funds are being granted to provide for SCBA and radio communications related expenditures. There is a 10% local service area match required for each year's proposed funding.

Impact on Annual Operating Budget

Personnel		No impacts on operations.
Operating		
Capital Outlay		
Other		
Total	$ -	

North Peninsula Recreation Service Area
Capital Improvement Project

Project Name	Ice Resurfacer	
Priority	High	
Department - Service Area	North Peninsula Recreation Service Area	
Total Funding	$140,000	
Project Manager	Recreation Director	
Project Location	Jason Peterson Memorial Ice Rink	
Funding Source/ Project Number	Local	459.61110.22451.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Machinery	$ 140,000	$ -	$ -	$ -	$ -	$ 140,000
Design/Contract Admin./Permits	-	-	-	-	-	-
Legal/Admin/Contingency	-	-	-	-	-	-
Total	$ 140,000	$ -	$ -	$ -	$ -	$ 140,000

Description (Justification and Explanation)

The North Peninsula Recreation Service Area (NPRSA) has planned to replace the existing 1974 ice resurfacer used at the Jason Peterson Memorial Ice Rink. The current machine requires substantial mechanical work, has had the engine replaced and rebuilt several times, and is beyond its useful life. It is no longer a reliable piece of equipment.

Impact on Annual Operating Budget

Personnel	$ -	Replacement will reduce mechanical repairs and provide a more reliable piece of equipment. This is a one time purchase and not expected to have a financial impact on the operating budget in subsequent years, there is no service contract related to this item. The new ice resurfacer will last for many years into the future.
Operating	$ -	
Capital Outlay	$ -	
Other	$ -	
Total	$ -	

North Peninsula Recreation Service Area
Capital Improvement Project

Project Name	Utility Loader	
Priority	High	
Department - Service Area	North Peninsula Recreation Service Area	
Total Funding	$75,000	
Project Manager	Recreation Director	
Project Location	North Peninsula Recreation Service Area	
Funding Source/ Project Number	Local	459.61110.22452.49999





	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Machinery	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000
Design/Contract Admin./Permits	-	-	-	-	-	-
Legal/Admin/Contingency	-	-	-	-	-	-
Total	$ 75,000	$ -		$ -	$ -	$ 75,000

Description (Justification and Explanation)

The North Peninsula Recreation Service Area (NPRSA) has planned to replace their existing John Deere 2320 and John Deere 855 tractors used for all grounds and landscaping needs of the NPRSA. The current machines require substantial mechanical work and are no longer reliable pieces of equipment. The versatility of the utility loader will provide efficiency in workload and manhours for year-round work including snow removal, land scaping, trail grooming and will be used multi-purpose.

Impact on Annual Operating Budget

Personnel	$ -	Replacement will reduce mechanical repairs and create eficiencies with the workload. This is a one time purchase and not expected to have a financial impact on the operating budget in subsequent years.
Operating	$ -	
Capital Outlay	$ -	
Other	$ -	
Total	$ -	

North Peninsula Recreation Service Area
Capital Improvement Project

Project Name	NCRC Supply & Return Header Replacement	
Priority	High	
Department - Service Area	North Peninsula Recreation Service Area	
Total Funding	$182,000	
Project Manager	Recreation Director/Capital Projects	
Project Location	Nikiski Community Recreation Center	
Funding Source/ Project Number	Local	459.61110.22453.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Construction	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
Design/Contract Admin./Permits	21,500	-	-	-	-	21,500
Legal/Admin/Contingency	10,500	-	-	-	-	-
Total	$ 182,000	$ -	$ -	$ -	$ -	$ 182,000

Description (Justification and Explanation)

The North Peninsula Recreation Service Area replaced the boiler in the Nikiski Community Recreation Center in the fall of 2020. As a result, it was discovered the supply and return headers were in need of replacement. Based on recent findings the current piping is approaching 60 years old and is deteriorating. The service area has already replaced a new pump and as a preventative measure flushes the system 2-3 times per week. This is a high priority project, as the sediment in the system could cause failure or damage to the new boiler, pumps, valves, mechanics and heaters.

Impact on Annual Operating Budget

Personnel	$ -
Operating	$ -
Capital Outlay	$ -
Other	$ -
Total	$ -

Replacement is essential to maintaining the life of the boiler system and mechanics. This is a one time project and would effectively reduce future maintenance costs by reducing the chance of mechanical failures.

Road Service Area
Capital Improvement Project

Project Name	Inspection Pickup Truck	
Priority	High	
Department - Service Area	Road Service Area	
Total Funding	$80,000 (FY2022)	
Project Manager	Roads Director	
Project Location	KPB Roads - area wide	
Funding Source/ Project Number	Local	434.33950.22xxx.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 80,000					$ 80,000
Other (Specify)						
Total	$ 80,000					$ 80,000

Description (Justification and Explanation)

The new trucks will be used to replace a 2012 Chevy 2500 and a 2014 Ford F-250 in the RSA fleet. The The new trucks will be driven by the Central and West Area Road Inspectors for inspections and day-to-day work throughout the Central and Western parts of the borough.

	2012 Chevy 2500	2014 Ford F-250
Mileage	165,000	164,000
	This truck is starting to have mechanical issues due to the age of the vehicle and general wear and tear. Maintenance costs are increasing rapidly.	This truck has had mechanical issue over the last year. Costs are increasing on repair/maintenance due to the high mileage and general wear and tear.

Impact on Annual Operating Budget

Personnel		The is a one-time capital project expenditure from theFY2022/FY2023 budget that will reduce annual operations and maintenance costs by replacing older less fuel efficient vehicles that required more hours from our mechanic to maintain.
Operating		
Capital Outlay		
Other		
Total	$ -	

Road Service Area
Capital Improvement Project

Project Name	Borough Wide Gravel Projects	
Priority	High	
Department - Service Area	Road Service Area	
Total Funding	$300,000	
Project Manager	Road Director	
Project Location	KPB Road Service Area	
Funding Source/ Project Number	Local	434.33950.22GRV.49999



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)						
Construction/Equipment	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 1,500,000
Other (Specify)						
Total	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 1,500,000

Description (Justification and Explanation)

The gravel CIP allows us to address roads that have increased maintenance cost due to poor conditions on portions of the road. These roads are not bad enough to need a full CIP. The gravel CIP allows us to do remediation repairs which extend the life of the road.

Impact on Annual Operating Budget

Personnel	
Operating	
Capital Outlay	
Other	
Total	$ -

Road Service Area
Capital Improvement Project

Project Name	Road Improvement Projects
Priority	High
Department - Service Area	Road Service Area
Total Funding	$2,581,000
Project Manager	Puchasing and Contracting
Project Location	KPB Roads - area wide
Funding Source	Local: 434.33950.22CIP.49999

BEFORE



AFTER



	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five Year Total
Design (Engineering)	$ 322,625	$ 299,156	$ 332,266	$ 252,281	$ 229,432	$ 1,435,760
Construction/Equipment	2,258,375	2,094,094	2,325,859	1,765,969	1,606,023	10,050,320
Other (Specify)						
Total	$ 2,581,000	$ 2,393,250	$ 2,658,125	$ 2,018,250	$ 1,835,455	$ 11,486,080

Description (Justification and Explanation)

A number of roads became the Kenai Peninsula Borough's responsibility upon its formation in 1964, but there was no coherent mechanism in place to address road construction or even upkeep. In 1982, borough voters created four separate KPB Road Service areas (and agreed to fund through a small mill levy). Each service area had its own board of directors, and road service consisted mostly of wintertime plowing and the occasional summer grading.

In 1991, to help provide efficiency and consistency in management, the Borough Assembly incorporated those four areas into one borough-wide Road Service Area (RSA) with five regions: Central, West, North, South, and East.

In the early days, there were no established construction standards, yet there were many miles of roads earmarked for maintenance. Not surprisingly, poorly built roads initially taken on by the RSA have required intensive work to remain passable year-round.

In 1986, the RSA board adopted (and the Borough Assembly approved by ordinance) minimum road construction standards, establishing that any road not already RSA maintained had to meet these standards. While this helped to ensure that newly constructed roads would have a more reasonable maintenance cost, it did not solve the existing problem of the expense of maintaining hundreds of poorly constructed roads in desperate need of improvement.

Many roads "grandfathered" into the maintenance system need gravel upgrades, widening, paving, signage, repair, and realignment. Without these improvements, it is a serious challenge for the RSA to keep these roads safe and passable for residents (and tourists visiting our communities each year). The expense required to maintain a substandard road is far higher than for roads meeting borough construction standards.

The RSA has established objective criteria to identify priority construction projects for rebuilding and upgrading as many roads as possible with available funding. These projects range from correcting basic safety and access problems to complete upgrade and paving on others. In FY19, the legislative grants that have funded capital improvement projects since 2008 were exhausted. Capital improvement projects are now solely funded by tax dollars.

We implemented procedures to repair unsafe pavement conditions FY20 and FY21. We are adding pavement rehabilitation to the FY22 requests to ensure that we are addressing the safety needs of our community.

Impact on Annual Operating Budget

Personnel		Updating roads is projected to create a decrease in road maintenance costs.
Operating		
Capital Outlay		
Other		
Total	$ -	

Internal Service Funds

These funds are used to account for a government's business-type activities supported, at least in part, by fees or charges. These services are not rendered to the general public but are for other governmental units within the Borough, i.e. the service areas, individual funds and departments, and the school district. The following funds have been established:

Page #

Combined Revenues and Expenses 413

Insurance and Litigation Reserve Fund 414

The Borough and School District are self-insured and the Insurance and Litigation Reserve Fund is used to account for the provision of insurance for the Borough, not including health insurance. All funds requiring insurance coverage make contributions to this fund in amounts equal to their proportional share of the total cost of insurance. Additionally, the fund maintains reserves for litigation contingencies, insurance contingencies, and self-insurance deductible requirements.

Health Insurance Reserve Fund 426

The Borough is self-insured for health insurance and the Health Insurance Reserve Fund is used to account for the costs of the Borough's employee health insurance plan. The reserve fund will accommodate the smoothing of plan cost variances by allowing the variances to be applied over multiple year's premiums. In years where the plan costs do not equal budgeted amounts for premiums in all borough funds, the amount over/under will be recovered/refunded in subsequent years through increases/decreases in plan premiums. This process will eliminate large year-end supplemental appropriations or unspent budget amounts in the Borough's and Service Area's operating funds.

Equipment Replacement Fund 430

The Equipment Replacement Fund is used to finance the major purchases of user departments. Departments are charged an annual fee over the expected life of the vehicle or piece of equipment. This manner of financing major purchases eliminate the substantial impact such purchases would otherwise have on annual operating budgets.

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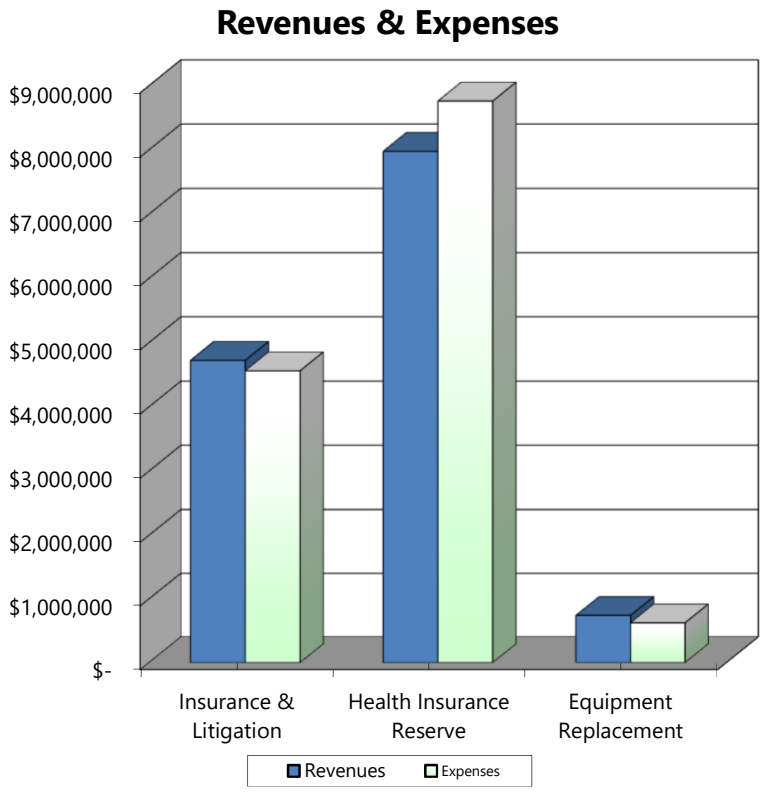
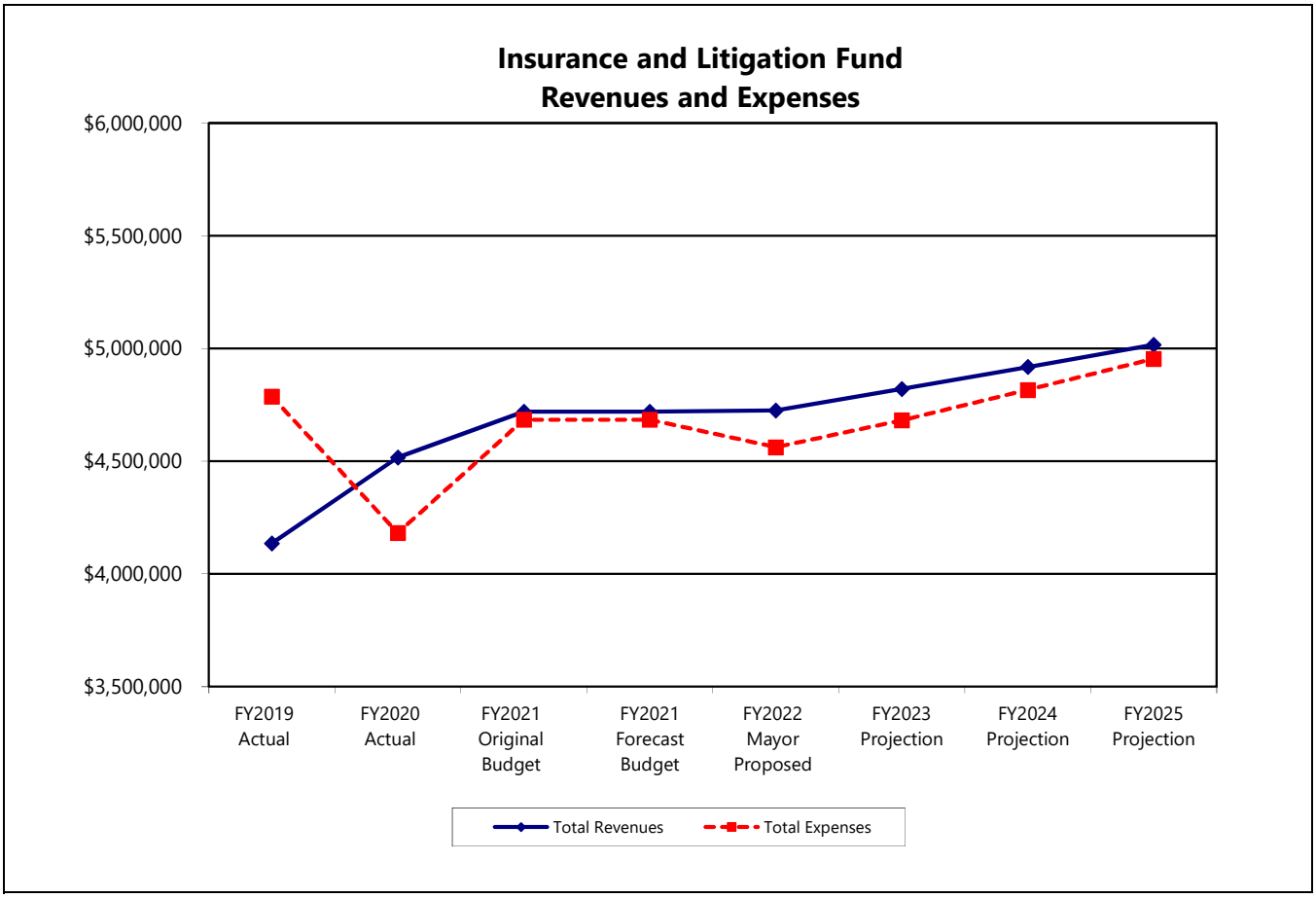
Kenai Peninsula Borough
Combined Revenues and Expenses
Internal Service Funds
Fiscal Year 2022

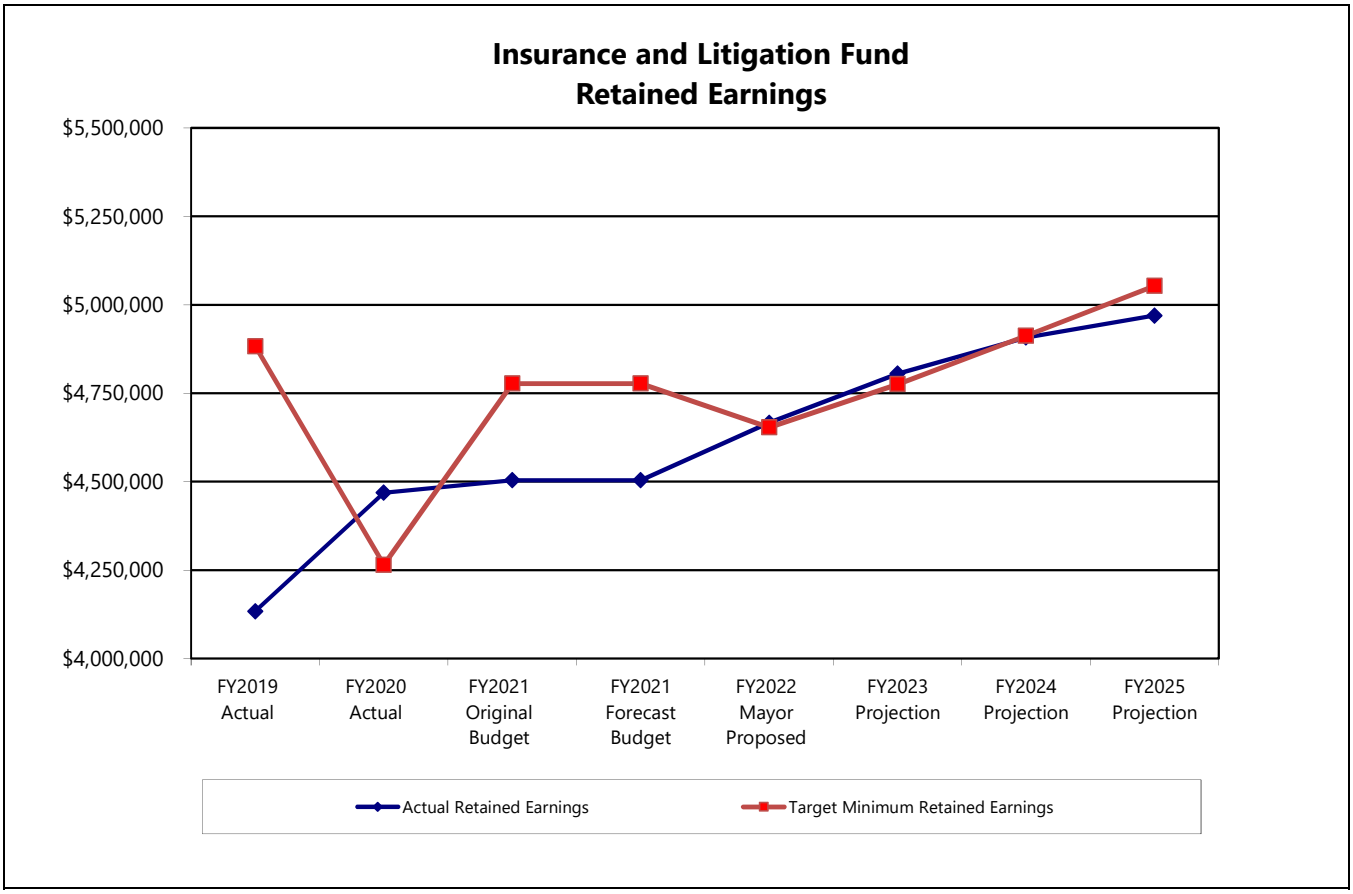
Revenues	Insurance & Litigation	Health Insurance Reserve	Equipment Replacement	Total
Interest Revenue	$ 90,085	$ -	$ 66,167	$ 156,252
Charges To Other Depts	4,634,569	7,222,912	624,479	12,481,960
Miscellaneous Revenue	-	755,400	50,000	805,400
Total Revenues	4,724,654	7,978,312	740,646	13,443,612
Expenses				
Personnel	589,593	-	-	589,593
Supplies	4,225	-	-	4,225
Services	3,963,248	8,761,484	624,479	13,349,211
Capital Outlay	5,000	-	-	5,000
Total Expenses	4,562,066	8,761,484	- 624,479	- 13,948,029
Total Expenses and Operating Transfers	4,562,066	8,761,484	624,479	13,948,029
Net Results From Operations	162,588	(783,172)	116,167	(504,417)
Beginning Retained Earnings	4,504,229	3,154,867	5,293,379	12,952,475
Ending Retained Earnings	$ 4,666,817	$ 2,371,695	$ 5,409,546	$ 12,448,058



Fund: 700 Insurance and Litigation Fund - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
Interest Revenue	$ 279,967	$ 258,423	$ 66,715	$ 66,715	$ 90,085	$ 93,336	$ 96,113	$ 98,149
State Revenues	12,521	21,464	-	-	-	-	-	-
Other Revenue	38,012	32,745	-	-	-	-	-	-
Charges to Other Depts.	3,804,495	4,203,761	4,652,601	4,652,601	4,634,569	4,727,260	4,821,806	4,918,242
Total Revenues:	4,134,995	4,516,393	4,719,316	4,719,316	4,724,654	4,820,596	4,917,919	5,016,391
Expenses:								
Personnel	432,959	521,601	550,696	550,696	589,593	601,385	613,413	625,681
Supplies	6,269	2,222	6,405	6,405	4,225	4,310	4,396	4,484
Services	4,346,549	3,622,605	4,125,758	4,125,758	3,963,248	4,071,038	4,193,169	4,318,964
Capital Outlay	2,133	35,025	2,300	2,300	5,000	5,050	5,101	5,152
Interdepartmental Charges	(1,028)	-	(1,200)	(1,200)	-	-	-	-
Total Expenses:	4,786,882	4,181,453	4,683,959	4,683,959	4,562,066	4,681,783	4,816,079	4,954,281
Net Results From Operations	(651,887)	334,940	35,357	35,357	162,588	138,813	101,840	62,110
Beginning Retained Earnings	4,785,819	4,133,932	4,468,872	4,468,872	4,504,229	4,666,817	4,805,630	4,907,470
Ending Retained Earnings	$ 4,133,932	$ 4,468,872	$ 4,504,229	$ 4,504,229	$ 4,666,817	$ 4,805,630	$ 4,907,470	$ 4,969,580


Insurance and Litigation Fund
Revenues and Expenses
$6,000,000
$5,500,000
$5,000,000
$4,500,000
$4,000,000
$3,500,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenses


Insurance and Litigation Fund
Retained Earnings
$5,500,000
$5,250,000
$5,000,000
$4,750,000
$4,500,000
$4,250,000
$4,000,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Actual Retained Earnings
Target Minimum Retained Earnings

Department Function

Fund 700 — **Risk Management**

Dept 11234 — **Administration**

Mission

The Risk Management Department works to protect the Kenai Peninsula Borough (KPB) and Kenai Peninsula Borough School District's (KPBSD) assets by identifying, analyzing and mitigating against the consequences of accidental losses and claims. The Risk Management Department serves as a resource for protecting the health, safety, and well-being of KPB and KPBSD employees and property through continuous efforts to reduce the frequency, severity and associated cost of risk and risk-related claims through continuous education, analysis, active participation and communication.

Program Description

The Risk Management Department coordinates the insurance program for the KPB and KPBSD, manages Workers' Compensation claims, and consults with the KPB, Service Areas, and the KPBSD on loss prevention, safety, and environmental compliance programs.

Major Long Term Issues and Concerns:

- Environmental programs will continue to fluctuate due to recent federal regulatory rollbacks.

FY2021 Accomplishments

- Complete all LCIP inspections for all KPB owned properties (this includes KPBSD properties).
- Implemented Intelex Phase I which included location hierarchy, employee imports, EHS Incident Management, and Claims Management.
- Completed and implemented Intelex Phase II which included Inspections, JSAs, BBS, and Audits.
- Assisted with transition of Ninilchik Emergency Services (NES) to Western Emergency Service Area (WESA) including environmental compliance, safely compliance, and property transition.

FY2022 New Initiatives:

- Broaden Intelex Inspection module usage to reduce additional software needs for other departments.
- Review and update Risk Management's records retention.
- Close South Peninsula Hospital (SPH) 2006 Expansion Report with ADEC.
- Conduct Job Safety Analysis (JSA) for all KPB and KPBSD job tasks.
- Based on JSA data, build a training matrix that will more accurately apply to each KPB & KPBSD positions.

Performance Measures

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Number of Insurance Policies Purchased	13	13	14	14
Number of Insurance Certificates Reviewed	367	404	365	375
Number of Contracts Reviewed for Insurance Purposes	305	183	220	245
Loss Control Incentive Program (LCIP) Inspection	202	202	202	202
Tax Foreclosure Environmental Reviews[3]	100	100	168	115

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Proposed
Staffing History	4	4	4	4

Kenai Peninsula Borough
Budget Detail

Fund 700
Department 11234 - Risk Management - Administration

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 257,731	$ 296,767	$ 322,900	$ 322,900	$ 334,584	$ 11,684	3.62%
40130	Overtime Wages	624	-	2,000	2,000	480	(1,520)	-76.00%
40210	FICA	21,977	25,338	29,085	29,085	29,980	895	3.08%
40221	PERS	57,946	84,996	72,023	72,023	74,278	2,255	3.13%
40321	Health Insurance	59,918	75,370	81,750	81,750	106,000	24,250	29.66%
40322	Life Insurance	433	434	780	780	808	28	3.59%
40410	Leave	34,112	38,630	42,014	42,014	43,463	1,449	3.45%
40511	Other Benefits	218	66	144	144	-	(144)	-100.00%
	Total: Personnel	432,959	521,601	550,696	550,696	589,593	38,897	7.06%
Supplies								
42120	Computer Software	367	367	-	-	-	-	-
42210	Operating Supplies	1,695	1,138	3,000	3,000	1,500	(1,500)	-50.00%
42250	Uniforms	124	126	500	500	500	-	0.00%
42263	Training Supplies	503	60	1,500	1,500	425	(1,075)	-71.67%
42310	Repair/Maintenance Supplies	2,193	394	1,270	1,270	300	(970)	-76.38%
42410	Small Tools & Equipment	1,387	137	135	135	1,500	1,365	1011.11%
	Total: Supplies	6,269	2,222	6,405	6,405	4,225	(2,180)	-34.04%
Services								
43011	Contractual Services	139,458	126,358	158,700	158,700	116,500	(42,200)	-26.59%
43019	Software Licensing	95	102	115	115	133	18	15.65%
43110	Communications	3,950	3,949	3,940	3,940	3,940	-	0.00%
43140	Postage & Freight	94	121	100	100	100	-	0.00%
43210	Transportation/Subsistence	9,933	5,046	17,336	17,336	15,100	(2,236)	-12.90%
43220	Car Allowance	9,623	10,916	10,800	10,800	10,800	-	0.00%
43260	Training	1,848	1,725	2,400	2,400	1,075	(1,325)	-55.21%
43310	Advertising	-	634	300	300	300	-	0.00%
43410	Printing	-	41	60	60	60	-	0.00%
43510	Insurance Premium	9,920	10,692	15,687	15,687	-	(15,687)	-100.00%
43610	Utilities	6,810	6,503	7,072	7,072	7,072	-	0.00%
43720	Equipment Maintenance	475	1,023	2,000	2,000	800	(1,200)	-60.00%
43780	Building/Grounds Maintenance	1,090	411	1,060	1,060	-	(1,060)	-100.00%
43920	Dues and Subscriptions	2,082	3,790	4,798	4,798	5,568	770	16.05%
	Total: Services	185,378	171,311	224,368	224,368	161,448	(62,920)	-28.04%
Capital Outlay								
48525	Computer Software	-	32,645	-	-	-	-	-
48710	Minor Office Equipment	-	2,285	2,300	2,300	5,000	2,700	117.39%
48720	Minor Office Furniture	2,133	-	-	-	-	-	-
48740	Minor Office Furniture	-	95	-	-	-	-	-
	Total: Capital Outlay	2,133	35,025	2,300	2,300	5,000	2,700	117.39%
Interdepartmental Charges								
60000	Charge (To) From Other Depts	(625,711)	(730,159)	(782,569)	(782,569)	(760,266)	22,303	-
60004	Mileage Ticket Credits	(1,028)	-	(1,200)	(1,200)	-		
	Total: Interdepartmental Charges	(626,739)	(730,159)	(783,769)	(783,769)	(760,266)	22,303	-
Department Total		$ -	$ -	$ -	$ -	$ -	$ -	-

Line-Item Explanations

40110 Regular Wages. Staff includes: Claims Manager, Safety Manager, Environmental Manager and an Administrative Assistant.

42263 Training Supplies. Safety, Environmental, and Claims to continue upgrading outdated regulatory training material and provide for ongoing updates.

43011 Contractual Services. Marsh and McLennen ($68,500), Intelex EHS software ($25,700), MSDS online program ($10,000), SPCC plan update ($5,000), and other contracts ($7,300). All third party administrator (TPA) services were accounted for in 43011 in FY2021, this has changed in FY22 to be included in the bundled insurance premium cost.

43210 Transportation/Subsistence. Travel to KPBSD facilities for site visits, safety audits, and tank inspections. Continued education for all members of Risk Management.

43260 Training. Continued education for Safety Manager and Environmental Compliance Manager.

48710 Minor Office Equipment. Replace the Konica Minolta bizhub C35 with a bizhub C4050i ($5,000).

60000 Charges (To) From Other Depts. Allocation of risk management administration costs to insurances provided by the fund: (50%) Workers Compensation, (20%) Property Insurance, and (30%) General Liability.

Department Function

Fund 700 — **Risk Management**

Dept 11236 — **Workers' Compensation**

Program Description

- As required under the Alaska Workers' Compensation Act, Workers' Compensation is a program that requires employers to pay medical costs and lost wages in the event an employee becomes injured or ill due to working conditions. The Risk Management Department is responsible for complying with the Alaska Workers' Compensation Act by administering a compliant and comprehensive self-insurance program. This includes identifying and mitigating to the extent possible, the hazards that could cause injury to the visiting public, students, and employees; and analyzing, managing, and processing claims.
- Our program serves to educate supervisors about our Workers' Compensation obligations and actions, and about providing accommodations to returning employees in temporary transitional work to help reduce time away from work and increase productivity.
- The program utilizes an electronic reporting system to track employee injuries and costs of medical treatment and other actions connected with employee workers' compensation claims.

Major Long Term Issues and Concerns:

- Increasing cost of claims primarily due to the high cost of medical treatment and litigation in the State of Alaska.
- An aging workforce both at the KPB and KPBSD.
- Presumptive disability statutes continue to impact risk avoidance for emergency services organizations.
- TRS-based employees will now see increased indemnity payments due to State changes in FY20.

FY2021 Accomplishments

- In-depth investigations now occur for all incidents. These investigations now include action item assignments directly to the responsible party(s).

FY2022 New Initiatives:

- Use Intelex to help identify areas of high-risk that we not easily identifiable using manual tracking methods.
- Develop after-action communications based on incident data for department leadership at the KPB and KPBSD.
- Use Intelex to develop accurate prediction models for projected and estimated incident rates.

Performance Measures

	CY2018 Actual	CY2019 Actual	CY2020 Actual	CY2021 Estimated
Total Incidents for the KPB	41	26	38	32
Total Incidents for the KPBSD	104	110	72	90
Total Incidents for Year (KPB & KPBSD)	145	136	110	120
Number of No Treatment Incidents	64	72	65	82
Number of First Aid Treatment Incidents	31	26	10	8
Number of Recordable Incidents	50	38	35	30

	CY2018 Actual	CY2019 Actual	CY2020 Actual	CY2021 Estimated
KPB Total Recordable Incident Rate (TRIR)	6.59	2.97	6.05	3.50
KPBSD Total Recordable Incident Rate (TRIR)	3.07	3.06	2.18	2.60

	CY2018 Actual	CY2019 Actual	CY2020 Actual	CY2021 Estimated
KPB Days Away, Restricted or Transferred (DART)	3.62	2.64	2.35	1.00
KPBSD Days Away, Restricted or Transferred (DART)	1.53	1.64	1.26	1.45

Kenai Peninsula Borough
Budget Detail

Fund 700
Department 11236 - Risk Management - Workers' Compensation

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43210	Transportation/Subsistence	$ -	$ 127	$ 1,925	$ 1,925	$ 1,925	$ -	0.00%
43260	Training	-	150	200	200	200	-	0.00%
43508	Workers Compensation	905,742	627,622	900,000	900,000	801,980	(98,020)	-10.89%
43530	Disability Coverage	7,052	-	7,159	7,159	7,159	-	0.00%
43999	Claim Reserves	1,270,127	1,182,458	865,877	865,877	771,229	(94,648)	-10.93%
	Total: Services	2,182,921	1,830,557	1,775,161	1,775,161	1,582,493	(192,668)	-10.85%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	328,681	365,079	391,284	391,284	380,133	(11,151)	-2.85%
	Total: Interdepartmental Charges	328,681	365,079	391,284	391,284	380,133	(11,151)	-2.85%
Department Total		$ 2,511,602	$ 2,195,636	$ 2,166,445	$ 2,166,445	$ 1,962,626	$ (203,819)	-9.41%

Line-Item Explanations

43011 Contractual Service. All third party administrator (TPA) services were accounted for in the Risk Administration budget in FY2021, this has changed in FY2022 to be included in the bundled insurance premium cost.

43210 Transportation/Subsistence. Travel to AMLJIA's Quarterly Claims Reviews, AMLJIA's PERMS conference, and Alaska Bar Association's Annual Workers' Comp Case Review.

43260 Training. Alaska Bar Association's Annual Workers' Comp Case Review.

43508 Workers' Compensation. Estimated cost of premium, anticipated premium increases, and annual payroll audit for both the KPB and KPBSD.

43530 Disability Coverage. Renewal for supplemental Volunteer Fire Fighters Disability premium.

43999 Claim Reserves. To cover estimated costs of self-insured losses for workers' compensation. Estimate based on a 5-year average of actual losses.

60000 Charges to Other Depts. Allocation of risk management administration costs to insurances provided by the fund: (50%) Workers Compensation, (20%) Property Insurance, and (30%) General Liability.

Department Function	
Fund 700	**Risk Management**
Dept 11237	**Property**

Program Description

Property Insurance including claims is for coverage of the buildings, contents, emergency equipment and vehicles of the Borough, School District, and Service Areas.

Major Long Term Issues and Concerns

- Aging properties throughout the Borough resulting in increased frequency and cost of repairs to integral systems such as fire suppression, HVAC, and security.
- Efficient and accurate management of facilities across the KPB and KPBSD including inspections, maintenance, remodels, and appraisals.
- Drastic and continuous increases to the property and excess market conditions.

FY2021 Accomplishments

- Updated facility database schema and migrated data into the new EHS Software database.
- Updated storage tank database schema and migrated data into the new EHS Software database.

FY2022 New Initiatives

- Work with Finance and IT to modify and migrate risk allocation spreadsheet to a multi-user platform.
- Complete appraisal activities with our carrier focusing on all remaining properties with values below $5,000,000 to update insurance values for all KPB properties.

Performance Measures

	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Total Number of Claims	53	31	30	49
Average Claim Cost (Including Auto, Property & Vandalism)[1]	$2,277	$2,903	$18,580	$7,466

Kenai Peninsula Borough
Budget Detail

Fund 700
Department 11237 - Risk Management - Property

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43511	Fire and Extended Coverage	$ 596,611	$ 771,929	$ 872,521	$ 872,521	$ 813,587	$ (58,934)	-6.75%
43999	Claim Reserves	468,238	77,012	350,000	350,000	340,000	(10,000)	-2.86%
	Total: Services	1,064,849	848,941	1,222,521	1,222,521	1,153,587	(68,934)	-5.64%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	119,312	146,032	156,515	156,515	152,053	(4,462)	-2.85%
	Total: Interdepartmental Charges	119,312	146,032	156,515	156,515	152,053	(4,462)	-2.85%
Department Total		$ 1,184,161	$ 994,973	$ 1,379,036	$ 1,379,036	$ 1,305,640	$ (73,396)	-5.32%

Line-Item Explanations

43011 Contractual Service. All third party administrator (TPA) services were accounted for in the Risk Administration budget in FY2021, this has changed in FY2022 to be included in the bundled insurance premium cost.

43511 Fire & Extended Coverage. Estimated cost for property, auto, boiler, and machinery premiums including potential increases. Covers KPBSD, KPB, and Service Area buildings and vehicles.

43999 Claim Reserves. To cover estimated costs of self-insured losses for property losses. Estimate based on a 5-year average of actual property losses.

60000 Charges to Other Depts. Allocation of Risk Management Administration costs to insurances provided by the fund; (50%) Workers Compensation, (20%) Property Insurance, and (30%) General Liability.

Department Function	
Fund 700	**Risk Management**
Dept 11238	**Liability**

Program Description

Administered by the Risk Management Department, the liability insurance program covers the Kenai Peninsula Borough (KPB) and Kenai Peninsula Borough School District (KPBSD) for risks imposed by lawsuits and other similar claims.

Major Long Term Issues and Concerns:

- The KPB and KPBSD's exposures, loss ratio, and overall costs continue to present challenges in securing reasonably priced excess insurance.
- Increased litigation costs for exceedingly more complex claims continue to trend.

FY2021 Accomplishments

- Aligned the KPB and KPBSD's minimum insurance requirements on liability coverages for contractors providing services.

FY2022 New Initiatives:

- Continue to work with Purchasing and IT to develop tools in SharePoint to streamline the insurance approval process. Once this process is operating smoothly, take the same tools and develop a method to integrate them with the KPBSD processes.

Performance Measures

Key Measures	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Estimated
Total Number of Claims	4	6	6	8
Average Claim Cost (Liability Only)[1]	$74,417	$1,866	$105,578	$36,375

Kenai Peninsula Borough
Budget Detail

Fund 700
Department 11238 - Risk Management - Liability

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43515	CGL Excess Liability	$ 439,291	$ 491,925	$ 448,145	$ 448,145	$ 645,073	$ 196,928	43.94%
43519	Finance Officer Bond	-	-	3,000	3,000	3,000	-	0.00%
43520	Employee Bond	250	400	3,000	3,000	650	(2,350)	-78.33%
43521	Other Bonds	200	320	2,400	2,400	520	(1,880)	-78.33%
43525	Travel Accident Coverage	-	-	7,159	7,159	7,159	-	0.00%
43528	Aviation Liability	12,096	14,174	14,174	14,174	21,161	6,987	49.29%
43529	Other Miscellaneous Coverage	72,102	63,236	75,830	75,830	73,157	(2,673)	-3.53%
43999	Claim Reserves	389,462	201,741	350,000	350,000	315,000	(35,000)	-10.00%
	Total: Services	913,401	771,796	903,708	903,708	1,065,719	162,011	17.93%
Interdepartmental Charges								
60000	Charges (To) From Other Depts.	177,718	219,048	234,770	234,770	228,080	(6,690)	-2.85%
	Total: Interdepartmental Charges	177,718	219,048	234,770	234,770	228,080	(6,690)	-2.85%
Department Total		$ 1,091,119	$ 990,844	$ 1,138,478	$ 1,138,478	$ 1,293,799	$ 155,321	13.64%

Line-Item Explanations

43011 Contractual Service. All third party administrator (TPA) services were accounted for in the Risk Administration budget in FY2021, this has changed in FY2022 to be included in the bundled insurance premium cost.

43515 CGL Excess Liability. Cost of liability, excess liability, and crime insurance policies as well as loss control and rate stabilization.

43519 Finance Officer Bond. Cost of bonds for KPB&SD fiduciary officials, as required by State statutes.

43520 Employee Bond. Blanket fidelity bond for public employees.

43521 Other Bonds. Costs for State of Alaska Notary Bond fees.

43525 Travel Accident Insurance. Cost of the renewed Travel Accident Insurance Policy - cost was previously expensed to 43529, this was reclassified to 43525 in FY2021.

43528 Aviation Liability. Cost of liability insurance while traveling on chartered aircraft.

43529 Other Miscellaneous Coverage. Includes costs for pollution liability, storage tank liability, professional medical liability, and mobile equipment liability policies.

43999 Claim Reserves. To cover estimated costs of self-insured losses for liability. Estimate based on a 5-year average of actual liability losses and rate increase in claims filed.

60000 Charges (To) From Other Depts. Allocation of Risk Management Administration costs to insurances provided by the fund: (50%) Workers Compensation, (20%) Property Insurance, and (30%) General Liability.

Kenai Peninsula Borough
Budget Detail

Fund 700
Expenditure Summary By Line Item

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Personnel								
40110	Regular Wages	$ 257,731	$ 296,767	$ 322,900	$ 322,900	$ 334,584	$ 11,684	3.62%
40130	Overtime Wages	624	-	2,000	2,000	480	(1,520)	-76.00%
40210	FICA	21,977	25,338	29,085	29,085	29,980	895	3.08%
40221	PERS	57,946	84,996	72,023	72,023	74,278	2,255	3.13%
40321	Health Insurance	59,918	75,370	81,750	81,750	106,000	24,250	29.66%
40322	Life Insurance	433	434	780	780	808	28	3.59%
40410	Leave	34,112	38,630	42,014	42,014	43,463	1,449	3.45%
40511	Other Benefits	218	66	144	144	-	(144)	-100.00%
	Total: Personnel	432,959	521,601	550,696	550,696	589,593	38,897	7.06%
Supplies								
42120	Computer Software	367	367	-	-	-	-	-
42210	Operating Supplies	1,695	1,138	3,000	3,000	1,500	(1,500)	-50.00%
42250	Uniforms	124	126	500	500	500	-	0.00%
42263	Training Supplies	503	60	1,500	1,500	425	(1,075)	-71.67%
42310	Repair/Maintenance Supplies	2,193	394	1,270	1,270	300	(970)	-76.38%
42410	Small Tools	1,387	137	135	135	1,500	1,365	1011.11%
	Total: Supplies	6,269	2,222	6,405	6,405	4,225	(2,180)	-34.04%
Services								
43011	Contractual Services	139,458	146,558	158,700	158,700	116,500	(42,200)	-26.59%
43019	Software Licensing	95	102	115	115	133	18	15.65%
43110	Communications	3,950	3,949	3,940	3,940	3,940	-	0.00%
43140	Postage	94	121	100	100	100	-	0.00%
43210	Transportation/Subsistence	9,933	5,173	19,261	19,261	17,025	(2,236)	-11.61%
43220	Car Allowance	9,623	10,916	10,800	10,800	10,800	-	0.00%
43260	Training	1,848	1,875	2,600	2,600	1,275	(1,325)	-50.96%
43310	Advertising	-	634	300	300	300	-	0.00%
43410	Printing	-	41	60	60	60	-	0.00%
43508	Workers Compensation	905,742	627,622	900,000	900,000	801,980	(98,020)	-10.89%
43510	Insurance Premium	9,920	10,692	15,687	15,687	-	(15,687)	-100.00%
43511	Fire and Extended Coverage	596,611	771,929	872,521	872,521	813,587	(58,934)	-6.75%
43515	CGL Liability	439,291	491,925	448,145	448,145	645,073	196,928	43.94%
43519	Finance Officer Bond	-	-	3,000	3,000	3,000	-	0.00%
43520	Employee Bond	250	400	3,000	3,000	650	(2,350)	-78.33%
43521	Other Bonds	200	320	2,400	2,400	520	(1,880)	-78.33%
43525	Travel Accident Coverage	-	-	7,159	7,159	7,159	-	0.00%
43528	Aviation Liability	12,096	14,174	14,174	14,174	21,161	6,987	49.29%
43529	Other Misc Coverage	72,102	63,236	75,830	75,830	73,157	(2,673)	-3.52%
43530	Disability Coverage	7,052	-	7,159	7,159	7,159	-	0.00%
43610	Utilities	6,810	6,503	7,072	7,072	7,072	-	0.00%
43720	Equipment Maintenance	475	1,023	2,000	2,000	800	(1,200)	-60.00%
43780	Building/Grounds Maintenance	1,090	411	1,060	1,060	-	(1,060)	-100.00%
43920	Dues and Subscriptions	2,082	3,790	4,798	4,798	5,568	770	16.05%
43999	Claim Reserves	2,127,827	1,461,211	1,565,877	1,565,877	1,426,229	(139,648)	-8.92%
	Total: Services	4,346,549	3,622,605	4,125,758	4,125,758	3,963,248	(162,510)	-3.94%
Capital Outlay								
48525	Computer Software	-	32,645	-	-	-	-	-
48710	Minor Office Equipment	-	2,285	2,300	2,300	5,000	2,700	117.39%
48720	Minor Office Furniture	2,133	-	-	-	-	-	-
48740	Minor Office Furniture	-	95	-	-	-	-	-
	Total: Capital Outlay	2,133	35,025	2,300	2,300	5,000	2,700	117.39%
Interdepartmental Charges								
60004	Mileage Ticket Credits	(1,028)	-	(1,200)	(1,200)	-	1,200	-
	Total: Interdepartmental Charges	(1,028)	-	(1,200)	(1,200)	-	1,200	-
Department Total		$ 4,786,882	$ 4,181,453	$ 4,683,959	$ 4,683,959	$ 4,562,066	$ (121,893)	-2.60%

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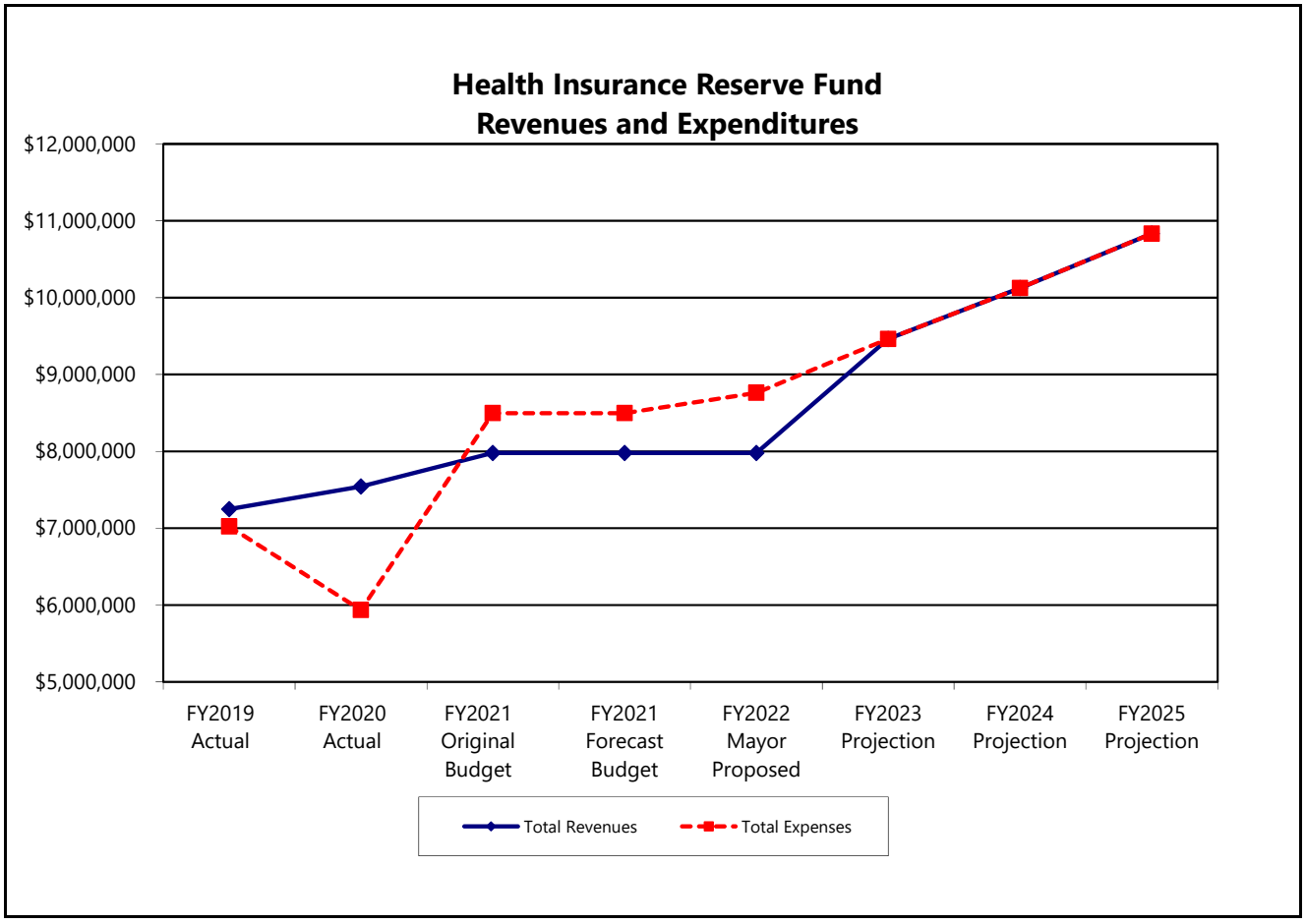
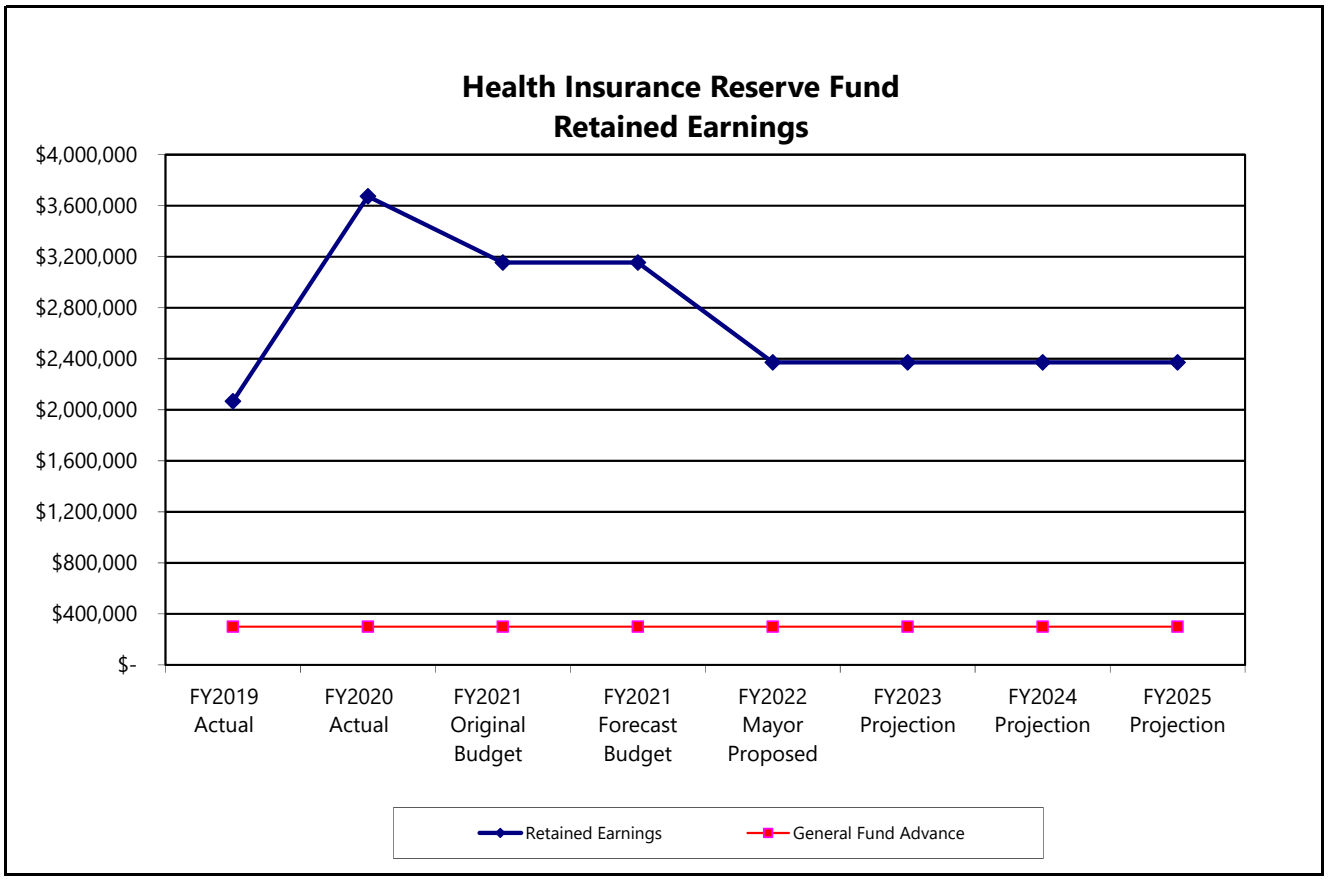
Fund: 701 Health Insurance Reserve Fund - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
Interest Revenue	$ 97,350	$ 116,326	$ -	$ -	$ -	$ -	$ -	$ -
Employee Insurance Premiums	923,048	985,591	755,400	755,400	755,400	755,400	755,400	755,400
Charges From Other Depts	6,227,224	6,440,144	7,222,912	7,222,912	7,222,912	8,707,003	9,369,371	10,078,105
Other Revenue	-	-	-	-	-	-	-	-
Total Revenues:	7,247,622	7,542,061	7,978,312	7,978,312	7,978,312	9,462,403	10,124,771	10,833,505
Expenses:								
Services	7,022,685	5,935,649	8,497,322	8,497,322	8,761,484	9,462,403	10,124,771	10,833,505
Total Expenses:	7,022,685	5,935,649	8,497,322	8,497,322	8,761,484	9,462,403	10,124,771	10,833,505
Net Results From Operations	224,937	1,606,412	(519,010)	(519,010)	(783,172)	-	-	-
Beginning Retained Earnings	1,842,528	2,067,465	3,673,877	3,673,877	3,154,867	2,371,695	2,371,695	2,371,695
Ending Retained Earnings *	$ 2,067,465	$ 3,673,877	$ 3,154,867	$ 3,154,867	$ 2,371,695	$ 2,371,695	$ 2,371,695	$ 2,371,695

* Includes $300,000 advance from the General Fund.


Health Insurance Reserve Fund
Revenues and Expenditures
$12,000,000
$11,000,000
$10,000,000
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenses


Health Insurance Reserve Fund
Retained Earnings
$4,000,000
$3,600,000
$3,200,000
$2,800,000
$2,400,000
$2,000,000
$1,600,000
$1,200,000
$800,000
$400,000
$-
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Retained Earnings
General Fund Advance

Department Function

Fund 701 — **Health Insurance Reserve Fund**

Dept 11240 — **Medical, Prescription, Dental & Vision**

Program Description
This fund provides payment of Borough employees healthcare expenses (medical, prescriptions, dental, and vision) as well as claims administration and other benefit plan expenses.

Major Long Term Issues and Concerns:
- Rising cost of health care benefits, changing compliance issues and administrative requirements under the Affordable Care Act.
- Continued rise in pharmaceutical costs on the national market.
- High cost of health care services in Alaska.

FY2021 Accomplishments
- Held open enrollment, provided online presentations of the plan structure, options, and implemented a Qualifying High Deductible Healthcare Plan with HSA and HRA effective January 1, 2021.
- Implemented a mail in prescription model that provides for maintenance prescription drugs.
- Provided IRS required form 1095's to Borough Employees by the prescribed deadline.

FY2022 New Initiatives:
- Increase communications to employees of cost savings programs such as BridgeHealth.

Performance Measures

Priority/Goal: Health Insurance Plan Delivery

Goal: To provide appropriate, economical health coverage for our employees

Objective: 1. To decrease our per-employee cost by implementing effective utilization controls in plan design
2. To decrease our cost per employee by engaging in provider contracts
3. To continue to explore partnering with other organizations to benefit from economies of scale
4. While decreasing overall costs, to continue to provide appropriate healthcare coverage for our employees and their families.

Measures:

Key Measures	FY2018 Actual	FY2019 Actual	FY2020 Estimated	FY2021 Projected	FY2022 Projected
Monthly Cost per Employee (net of employee contributions)	$1,954	$1,976	$1,672	$2,186	$2,251

Kenai Peninsula Borough
Budget Detail

Fund 701
Department 11240 - Health Insurance Reserve - Medical, Dental & Vision

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43011	Contractual Services	$ 385,862	$ 330,372	$ 330,000	$ 330,000	$ 330,000	$ -	0.00%
43501	Medical, Dental and Vision Coverage	5,801,529	4,818,982	6,930,322	6,930,322	7,092,864	162,542	2.35%
43502	Medical Stop Loss Coverage	758,038	810,201	786,000	786,000	823,620	37,620	4.79%
43503	Healthcare Savings Account	77,256	(23,906)	451,000	451,000	515,000	64,000	14.19%
	Total: Services	7,022,685	5,935,649	8,497,322	8,497,322	8,761,484	264,162	3.11%
Department Total		$ 7,022,685	$ 5,935,649	$ 8,497,322	$ 8,497,322	$ 8,761,484	$ 264,162	3.11%

Line-Item Explanations

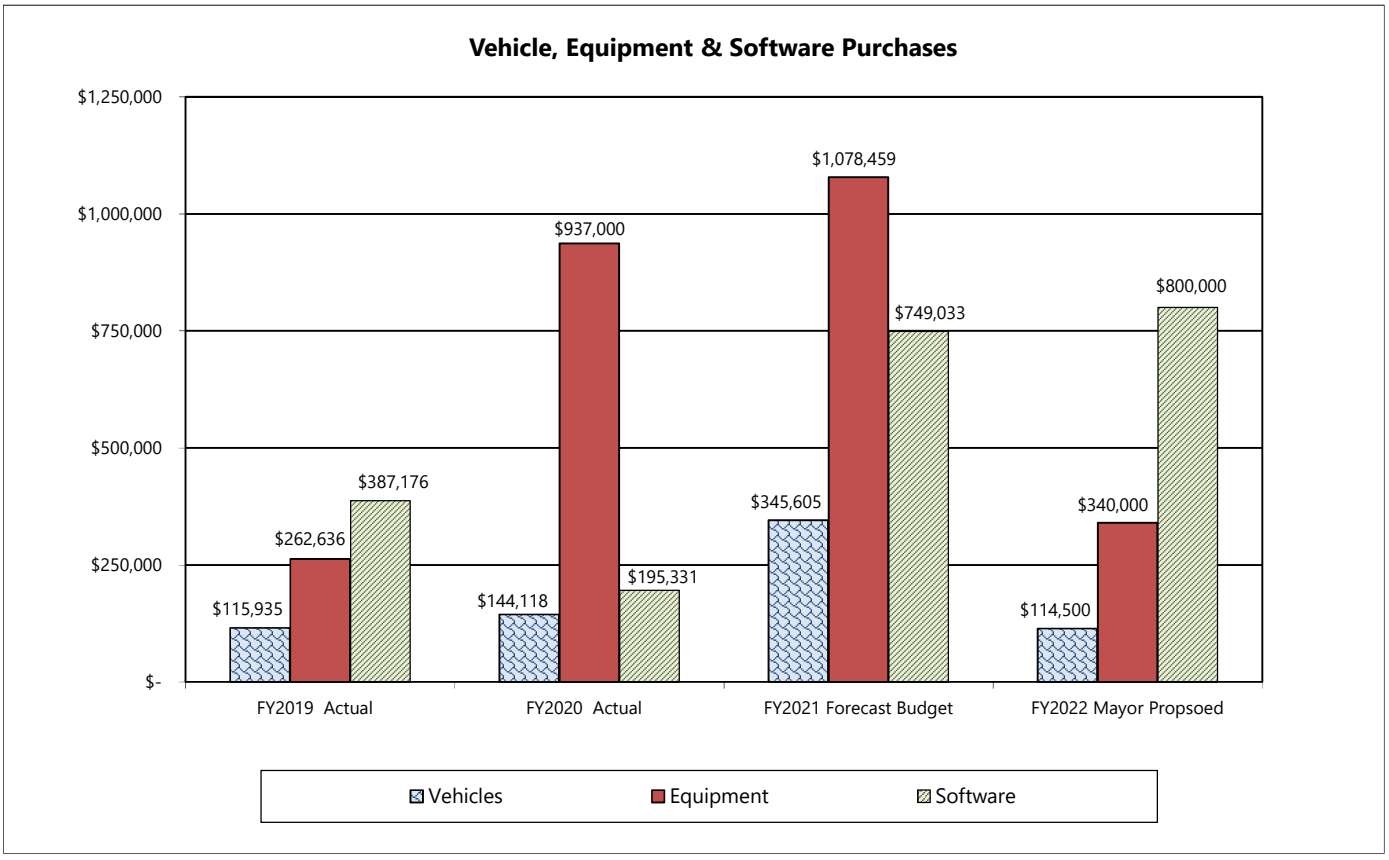
43011 Contract Services. Claims administrator services. Reduction due to transition to new third party administrator.

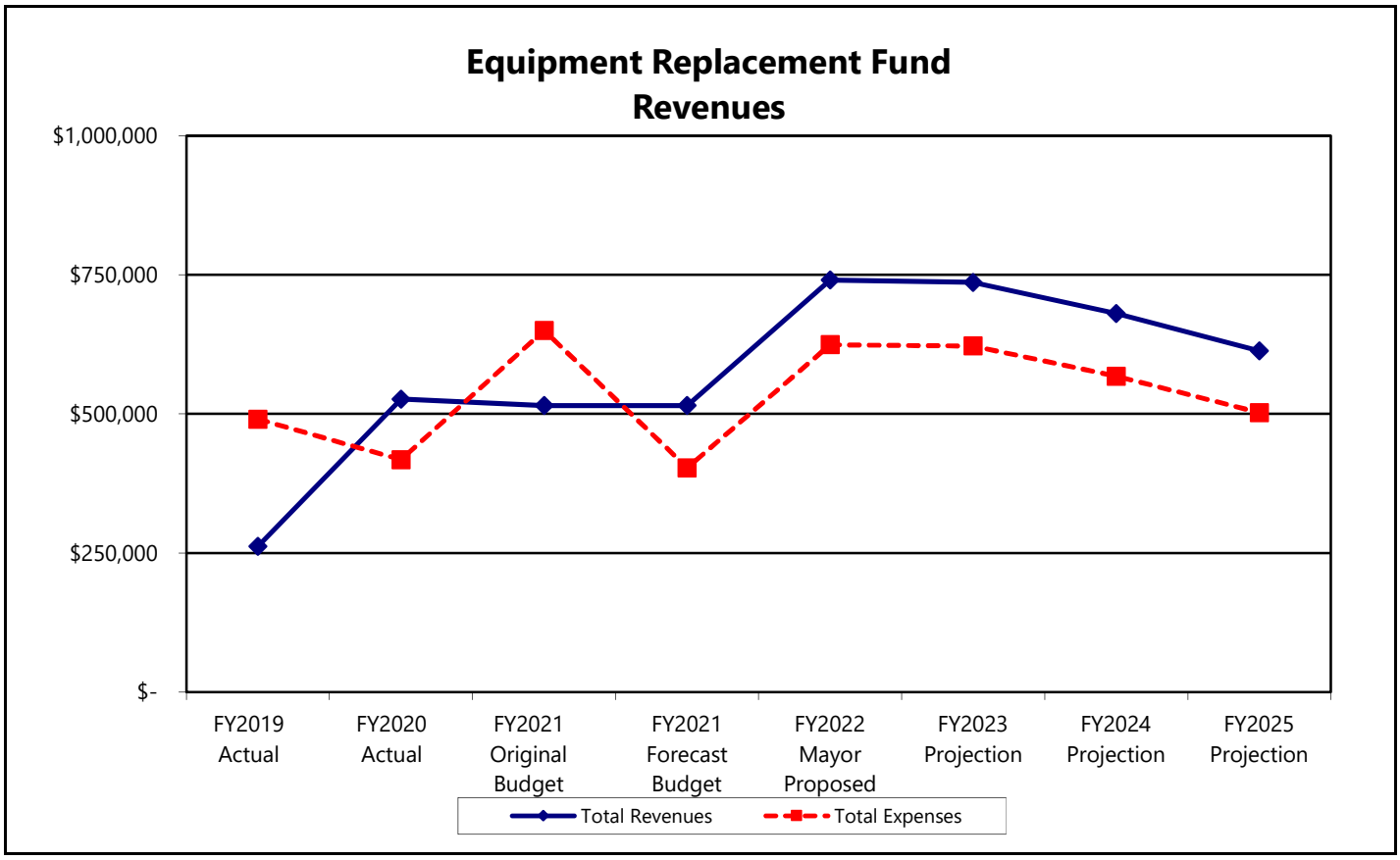
43501 Medical, Dental, & Vision Coverage. Payments made for actual medical, dental, and vision claims by plan participants.

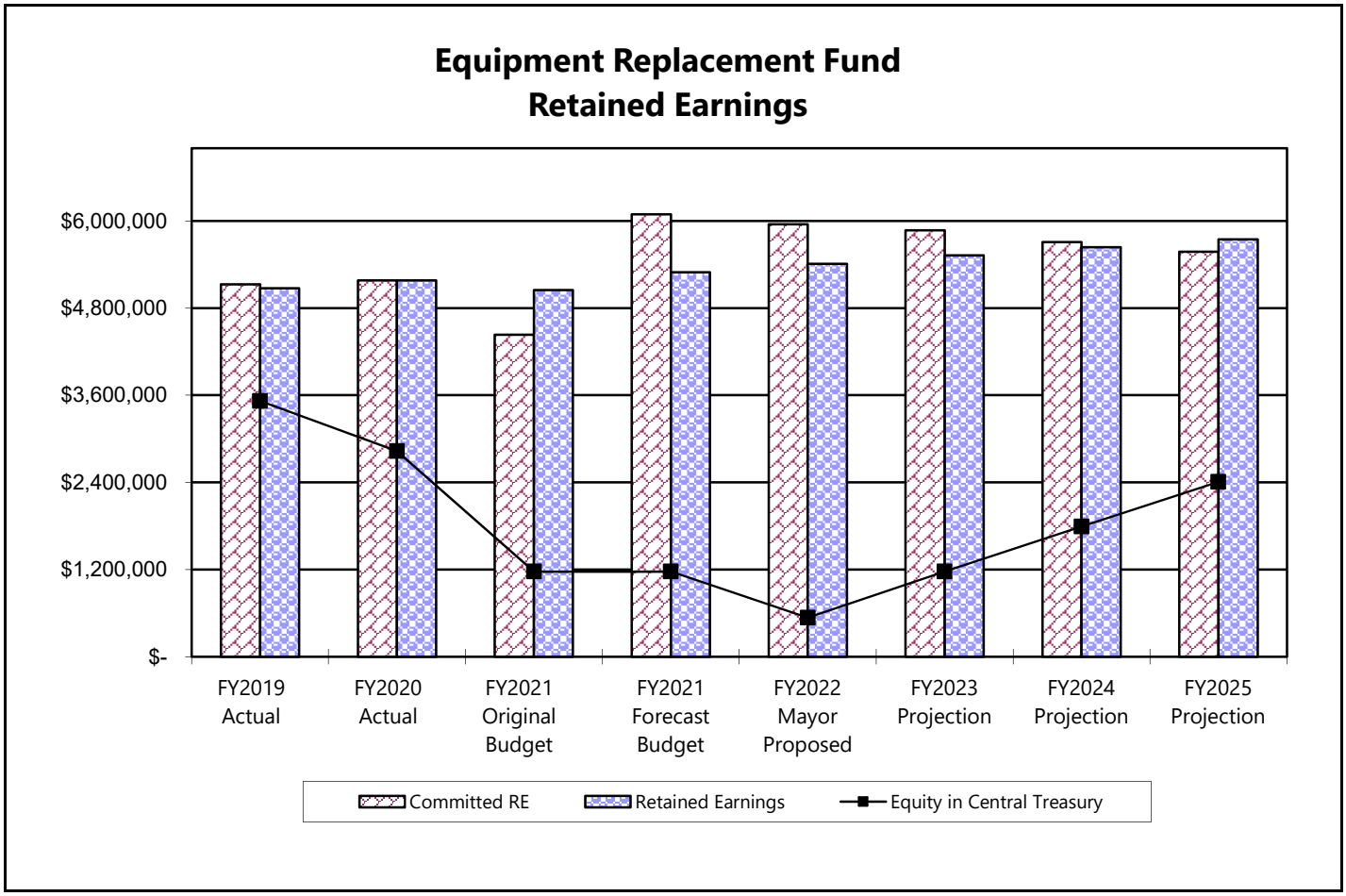
43502 Medical Stop Loss Coverage. Coverage purchase to limit plan payments to no more than $200,000 per covered incident per year.

Fund: 705 Equipment Replacement Fund - Budget Projection

Fund Budget:	FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	FY2023 Projection	FY2024 Projection	FY2025 Projection
Revenues:								
Interest Revenue	$ 129,568	$ 97,953	$ 61,759	$ 61,759	$ 66,167	$ 66,829	$ 67,497	$ 68,172
Charges from Other Depts.	624,575	494,885	403,337	403,337	624,479	622,279	567,932	502,321
Sale of Fixed Assets	(491,916)	(66,234)	50,000	50,000	50,000	47,500	45,125	42,869
Total Revenues:	262,227	526,604	515,096	515,096	740,646	736,608	680,554	613,362
Expenses								
Services	490,349	417,954	650,000	403,337	624,479	622,279	567,932	502,321
Total Expenses:	490,349	417,954	650,000	403,337	624,479	622,279	567,932	502,321
Total Expenses and Operating Transfers	490,349	417,954	650,000	403,337	624,479	622,279	567,932	502,321
Net Results From Operations	(228,122)	108,650	(134,904)	111,759	116,167	114,329	112,622	111,041
Beginning Retained Earnings	5,301,092	5,072,970	5,181,620	5,181,620	5,293,379	5,409,546	5,523,875	5,636,497
Ending Retained Earnings	$ 5,072,970	$ 5,181,620	$ 5,046,716	$ 5,293,379	$ 5,409,546	$ 5,523,875	$ 5,636,497	$ 5,747,538
Retained Earnings Committed								
Retained Earnings estimated to be committed to future depreciation expense	$ 1,607,887	$ 2,400,148	$ 3,258,643	$ 3,258,643	$ 4,781,740	$ 5,336,240	$ 4,536,240	$ 3,786,240
Retained Earnings committed to unexpended authorized expenses	3,465,083	2,781,472	1,788,073	1,788,073	352,539	187,635	1,100,257	1,790,907
Uncommitted Retained Earnings	$ -	$ -	$ -	$ 246,663	$ 275,267	$ -	$ -	$ 170,391




Equipment Replacement Fund
Revenues
$1,000,000
$750,000
$500,000
$250,000
$-
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Total Revenues
Total Expenses


Equipment Replacement Fund
Retained Earnings
$6,000,000
$4,800,000
$3,600,000
$2,400,000
$1,200,000
$-
FY2019 Actual
FY2020 Actual
FY2021 Original Budget
FY2021 Forecast Budget
FY2022 Mayor Proposed
FY2023 Projection
FY2024 Projection
FY2025 Projection
Committed RE
Retained Earnings
Equity in Central Treasury

Department Function

Fund 705 **Equipment Replacement Fund**

Dept 94910 **Administration**

Mission

To provide a funding mechanism for departments to purchase vehicles and other equipment with the cost to be recaptured over time.

Program Description

This is a revolving fund which provides funding for user departments to purchase vehicles and equipment. The purchases are then recaptured through an annual billing process for the original cost of the vehicle or equipment plus accrued interest. The fund also provides an extended rental option for vehicles that have exceeded their original useful life of 5 years. The repayment and rental schedule is designed to recapture the original cost, depreciation and inflation factor within the life of the asset. This will replenish the fund resources in order to facilitate the scheduled replacement of vehicles and equipment.

Major Long Term Issues and Concerns:

- The expected useful life of vehicle and equipment extending beyond the life cycles currently being assigned.
- Having adequate equity and uncommitted retained earnings to fund any unanticipated expenditure requests that departments may have.

FY2021 Accomplishments

- Purchase vehicles and equipment for various departments within the borough.

FY2022 New Initiatives

- Purchase vehicles and equipment for various departments within the borough.

Performance Measures

Priority/Goal – Asset acquisition and funding
Goal: Provide funding mechanism for Borough Departments to purchase vehicles and equipment.
Objective: Continue to provide funding for vehicle and equipment purchases through annual billings amounts.

Measures:

Purchases	FY2019 Actual	FY2020 Actual	FY2021 Estimated	FY2022 Estimated
Vehicle purchases	4 / $115,935	4 / $144,118	6 / $345,605	3 / $114,500
Equipment purchases	4 / $262,636	11 / $937,000	10 / $1,078,459	2 / $340,000
Software purchases	4 / $387,176	2 / $195,331	1 / $749,033	1 / $800,000

Kenai Peninsula Borough
Budget Detail

Fund 705
Department 94910 - Non-Departmental

		FY2019 Actual	FY2020 Actual	FY2021 Original Budget	FY2021 Forecast Budget	FY2022 Mayor Proposed	Difference Between Mayor Proposed & Original Budget	%
Services								
43916	Equipment Depreciation	$ 490,349	$ 417,954	$ 650,000	$ 403,337	$ 624,479	$ (25,521)	-6.33%
	Total: Services	490,349	417,954	650,000	403,337	624,479	(25,521)	-6.33%
Department Total		$ 490,349	$ 417,954	$ 650,000	$ 403,337	$ 624,479	$ (25,521)	-6.33%

Line-Item Explanations

43916 Equipment Depreciation. The Equipment Replacement Fund Policy requires assets of this fund be depreciated on a 7 to 15 year life cycle. Depreciation is the allowance provided for the reduction in value of the asset, usually by use or age.

Details of FY2022 Equipment Replacement Purchases

Department	Quantity	Description	Cost Each	Total Cost
Maintenance	2	Vehicle/pickup/van/small tractor	$ 35,000	$ 70,000
OEM	1	Towing vehicle	44,500	44,500
Solid Waste	1	Dozer	170,000	170,000
Finance	1	Sales Tax Software/System	800,000	800,000
911	1	Logger	170,000	170,000
	6		Grand Total	$ 1,254,500

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Appendix

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Kenai Peninsula Borough
Salary Schedule
Effective July 1, 2021

Classifed

40 hour

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
G	18.19	18.88	19.56	19.96	20.35	20.76	21.18	21.60	22.03	22.47	22.92	23.38
H	19.47	20.20	20.93	21.35	21.78	22.21	22.66	23.11	23.57	24.04	24.53	25.02
I	20.83	21.61	22.40	22.85	23.30	23.77	24.24	24.73	25.22	25.73	26.24	26.77
J	22.29	23.13	23.97	24.44	24.93	25.43	25.94	26.46	26.99	27.53	28.08	28.64
K	23.85	24.75	25.64	26.16	26.68	27.21	27.76	28.31	28.88	29.45	30.04	30.64
L	25.52	26.48	27.44	27.99	28.55	29.12	29.70	30.29	30.90	31.52	32.15	32.79
M	27.30	28.33	29.36	29.94	30.54	31.15	31.78	32.41	33.06	33.72	34.40	35.08
N	29.21	30.31	31.41	32.04	32.68	33.33	34.00	34.68	35.37	36.08	36.80	37.54
O	31.26	32.43	33.61	34.28	34.97	35.67	36.38	37.11	37.85	38.61	39.38	40.17
P	33.45	34.70	35.96	36.68	37.42	38.16	38.93	39.71	40.50	41.31	42.14	42.98
Q	35.79	37.13	38.48	39.25	40.03	40.84	41.65	42.49	43.33	44.20	45.09	45.99
R	38.29	39.73	41.17	42.00	42.84	43.69	44.57	45.46	46.37	47.30	48.24	49.21

56 hour

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
K	16.75	17.38	18.01	18.37	18.74	19.11	19.50	19.89	20.28	20.69	21.10	21.53
L	17.92	18.60	19.27	19.66	20.05	20.45	20.86	21.28	21.70	22.14	22.58	23.03
M	19.18	19.90	20.62	21.03	21.45	21.88	22.32	22.77	23.22	23.69	24.16	24.64
N	20.52	21.29	22.07	22.51	22.96	23.42	23.88	24.36	24.85	25.35	25.85	26.37
O	21.96	22.78	23.61	24.08	24.56	25.05	25.56	26.07	26.59	27.12	27.66	28.21
P	23.49	24.38	25.26	25.77	26.28	26.81	27.34	27.89	28.45	29.02	29.60	30.19
Q	25.14	26.08	27.03	27.57	28.12	28.68	29.26	29.84	30.44	31.05	31.67	32.30
R	26.90	27.91	28.92	29.50	30.09	30.69	31.30	31.93	32.57	33.22	33.89	34.56

Management

Proposing 5% increase in FY2022, the equivalnet of the CBA increases since 2015, and .8 less than the CPI increases for that same period of time, previous amounts authorized through resolution 2016-047

Level	Minimum	Mid point	Maximum
1	63,959	76,878	89,797
2	68,423	82,245	96,067
3	73,190	87,974	102,758
4	78,417	93,266	110,100
5	83,961	100,753	121,736
6	89,820	110,088	130,356
7	96,158	117,914	139,669

Kenai Peninsula Borough
Full-time Equivalent Employees by Function - FY2022 and Last Ten Fiscal Years

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Change between FY2013 & FY2022
Assembly											
Clerk's Office	3.67	3.67	3.67	3.67	3.67	3.67	3.67	3.67	3.67	3.67	0.00
Records Management	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	2.33	2.33	0.50
Department Total	5.50	5.50	5.50	5.50	5.50	5.50	5.50	5.50	6.00	6.00	0.50
Mayor	5.00	5.00	6.00	6.00	6.00	5.00	4.50	4.50	4.25	4.25	-0.75
Purchasing, Contracting and Capital Projects	11.00	12.00	14.00	14.00	10.00	9.00	8.00	8.00	8.00	8.00	-3.00
Office of Emergency Mgmt	4.00	4.25	4.25	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00
General Services											
Administration/Human Resources	4.50	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.50
Printing/Mail	1.80	1.25	1.25	1.25	1.25	1.25	1.25	0.75	1.25	1.50	-0.30
Custodial Maintenance	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	0.00
Department Total	7.55	7.50	7.50	7.50	7.50	7.50	7.50	7.00	7.50	7.75	0.20
IT	11.00	11.50	11.50	11.50	11.50	11.50	11.50	11.50	12.00	12.00	1.00
Legal	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00
Finance											
Administration	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Financial Services	8.00	8.00	8.00	8.00	8.00	8.00	7.50	7.50	7.50	7.50	-0.50
Property Tax and Collections	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	0.00
Sales Tax	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00
Department Total	22.00	22.00	22.00	22.00	22.00	22.00	21.50	21.50	21.50	21.50	-0.50
Assessing											
Administration	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	9.00	9.00	-1.00
Appraisal	12.00	12.00	12.00	12.00	12.00	12.00	14.00	14.00	14.00	12.00	0.00
Department Total	22.00	22.00	22.00	22.00	22.00	22.00	24.00	24.00	23.00	21.00	-1.00
Resource Planning											
Administration	9.00	9.00	9.00	9.00	9.00	9.00	8.75	8.75	8.00	8.00	-1.00
GIS	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.25	3.25	-0.75
River Center	6.00	6.00	5.00	5.00	5.00	5.00	5.00	5.00	4.00	4.00	-2.00
Department Total	19.00	19.00	18.00	18.00	18.00	18.00	17.75	17.75	15.25	15.25	-3.75
Total General Government	112.05	113.75	115.75	115.50	111.50	109.50	109.25	108.75	106.50	104.75	-7.30

** Capital Projects was combined into Purchasing and Contracting in 2016

Kenai Peninsula Borough
Full-time Equivalent Employees by Function - FY2022 and Last Ten Fiscal Years

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	Change between FY2013 & FY2022
Other Funds:											
School											
Custodial Maintenance	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	0.00
Maintenance Department	45.00	45.00	45.00	45.00	45.00	45.00	44.60	43.50	44.50	45.10	0.10
Department Total	46.25	46.25	46.25	46.25	46.25	46.25	45.85	44.75	45.75	46.35	0.10
Nikiski Fire Service Area	20.00	20.00	20.75	21.75	21.75	21.75	21.25	21.00	21.00	25.00	5.00
Bear Creek Fire Service Area	1.50	1.50	1.50	1.50	1.50	1.50	2.00	2.00	2.00	2.00	0.50
Western Emergency Service Area [1]	2.50	2.50	3.50	4.00	4.00	4.00	5.00	5.00	10.00	10.00	7.50
Central Emergency Service Area	42.00	42.00	41.00	39.00	41.00	41.00	44.00	44.00	44.00	48.00	6.00
Kachemak Emergency Service Area	3.50	4.00	4.00	4.00	4.00	4.00	5.00	5.00	5.00	7.00	3.50
911 Communication	11.25	11.75	12.25	12.50	12.50	13.00	13.00	16.00	16.00	22.00	10.75
Seward-Bear Creek Flood Service Area	0.75	0.75	0.75	0.75	0.75	1.50	1.50	1.50	1.50	1.50	0.75
North Peninsula Recreation Service Area	14.65	14.65	14.65	14.65	14.65	14.65	14.65	14.65	14.65	14.65	0.00
Roads Service Area	8.00	8.00	8.00	8.00	8.00	8.00	7.40	6.50	6.50	5.90	-2.10
Land Trust	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.75	4.75	-0.25
Solid Waste											
Administration	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	0.00
Central Peninsula Landfill	12.00	12.00	12.00	12.00	10.50	10.50	10.50	10.50	10.50	11.00	-1.00
Seward Landfill/Transfer Faciltiy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Homer Baler	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4.00
Department Total	21.00	17.00	17.00	17.00	15.50	15.50	15.50	15.50	15.50	16.00	-5.00
Insurance and Litigation	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00
Total Other Funds	180.40	177.40	178.65	178.40	178.90	180.15	184.15	184.90	190.65	207.15	26.75
Total - All Funds	292.45	291.15	294.40	293.90	290.40	289.65	293.40	293.65	297.15	311.90	19.45

[1] Formerly Anchor Point Fire & Emergency Service Area, change in February 2021.

[1] Staffing increased from 5 to 10 per Resolution 2021-010

(MM) - Middle Management

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2021

	FY2021 fee	FY2022 Proposed fee change
Clerk		
Public records request up to 5 hrs staff time per month	$0.25 per page	
Public records request taking longer than 5 hrs staff time per month	actual costs	
Copies	$0.25 per page	
Certified copies	$5.00 plus copy costs	
Flash drive (4GB)	3.00	
Audio / Data CD	$2.50 per copy	
Assembly agenda and minutes mailing	$12.50	
Assembly packet, complete (black and white copy only)	$90.00	
Borough code, complete	$150.00	
Code supplement service - annual fee	$50.00	
Appeal to Board of Adjustment (BOA)	$300.00	
Valuation and flat tax appeal (BOE), refundable if appeal upheld		
Assessed value less than $100K	$30.00	
Assessed value $100K to less than $500K	$100.00	
Assessed value $500K to less than $2 million	$200.00	
Assessed value $2 million or greater	$1,000.00	
Election recount (may be refundable or additional may apply)	$100.00	
Initiative/Referendum Petition Application (Refunded Upon Certification)	$100.00	
Emergency Medical		
Ambulance billing (rates will be adjusted annually based on prior calendar years' annual Anchorage CPI rate)		
Basic Life Support (BLS-NE)	$340.80	
Basic Life Support Emergency (BLS-E)	$568.00	
Advanced Life Support (ALS)	$454.40	
Advanced Life Support (ALS 1)	$681.60	
Advanced Life Support (ALS 2)	$908.80	
Mileage	$12.50	
Mileage in excess of 17	$7.95	
Ambulance billing - air transport (if needed)	$3,500 per hour + fuel charge	
Rates were to be increased by CPI on an annual basis, however, due to a negative CPI as of 12/31/20, there will be no change for FY2022. Note - fees are subject to change to meet Medicare definitions and rates for maximum reimbursement		
Finance		
Tax foreclosure recording fees including advertising	direct pass through cost from vendor	
Litigation report fees	direct pass through cost from vendor	
Redemption fee	$50.00	
Personal property tax return, late filing or failure to file	10%	
Sales tax exemption card - owner builder	$100.00	
Sales tax exemption card - reseller	$10.00	
Sales tax exemption card replacement	$10.00	
Sales tax return not filed	$25.00	
Reinstatement of business to active roll	$100.00	
Audit estimate preparation	$25.00 per hr NTE $100.00	
Annual audit, paper copy	$25.00	
Annual audit, electronic copy	no charge	
Annual Budget, paper copy	$25.00	
Annual Budget, electronic copy	no charge	
Wire transfer fee	$25.00	
Returned Check/e-check fee (NSF)	$25.00	
Utility special assessment district application fee (USAD)	$1,000.00	
USAD administration fee (USAD), plus estimated cost parcel share	$6,000 plus $70 per parcel	
Geographic Information (GIS)		
8 1/2 x 11 color map	$1.50	
11 x 17 color map	$3.00	
11 x 17 b&w map	$1.00	
18 x 24 b&w map	$1.00	
18 x 24 color map	$6.00	
24 x 36 b&w map	$2.00	

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
Effective 07/01/2021

	FY2021 fee	FY2022 Proposed fee change
24 x 36, 34 x 44 color map	$12.00	
Digital DVD map books (complete set)	$25.00	
Map books - hardcopy (each)	$50.00	
Street naming/renaming petition	$300.00	
Installation of new street sign & post	$150.00	
Replacement of existing sign	$80.00	
Uniform address sign fee	$20.00	
Land Management		
Temporary land use permit application fee	$100.00	
Right Of Way or easement	$500.00	
Negotiated sale. Lease or exchange	$500.00	
Commercial quantity material extractions	$300.00	
Small quantity material extraction application	$25.00	
Temporary land use permit annual fee	$400.00	
General utility Right Of Way use (base fee)	$500.00	
General utility Right Of Way use (line fee)	$25.00 per connection	
Individual utility construction project (base fee)	$50.00	
Individual utility construction project (line fee)	$0.10 per foot after first 200 feet	
Classify or reclassify Borough land	$500.00	
Modify conveyance document restrictions	$500.00	
Borough financed land sales	Prime + 2%	
Minimum down payment amount	10%	
late fees, more than 10 days late	10% of payment amt	
Agricultural Lease Areas (authorized by Resolution 2021-002 approved 2/2/2021)		
Tillable, LCC 3-5	$15.00 per acre per year	
Highly Erodible Fields	$10.00 per acre per year	
Hayland to Rangeland	$5.00 per acre per year	
Managed Forestland	$2.50 per acre per year	
Non-Farmed Sensitive Land	$1.00 per acre per year	
Access Reserves - Ungated	No fee	
On-site Materials limited to 1,000 CY	$3.00 per CY	
Barnyard Site	$250.00 each + $100.00 per acre per year	
Grazing Lease Areas (authorized by Resolution 2021-002 approved 2/2/2021)		
Hayland to Rangeland	$5.00 per acre per year	
Non-Farmed Sensitive Land	$1.00 per acre per year	
Access Reserves - Ungated	No fee	
On-site Materials limited to 1,000 CY	$3.00 per CY	
Barnyard Site	$250.00 each + $100.00 per acre per year	
911 Communcations Department		
E911 surcharge	$2.00	
Planning Department		
Platting - Preliminary plats	$400.00	
Platting - Final plats	$400.00	
Platting - Final plats - Section Line Easement Vacation *NEW*	$0.00	**$200.00**
Platting - Time extensions	no charge	
Platting - Building setback exception	$50.00	**$100.00**
Platting - Easement vacation not requiring public hearing	$75.00	**$100.00**
Platting - Section line esmt & ROW vacations	$500.00	
Platting - Plat amendment	$50.00	
Platting - Plat waivers	$50.00	
Platting - Preliminary Section Line Easement Vacation *NEW*	$0.00	**$0.00**
Platting - Abbreviated plat	$400.00	
Counter permit (material extraction)	$50.00	

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
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	FY2021 fee	FY2022 Proposed fee change
Conditional (material site) land use permit (CLUP)	$300.00	**$400.00**
Modification of CLUP	$300.00	
Variance to CLUP	$300.00	
Local option zoning petition	$300.00	
Correctional community residential center (CCRC)	$300.00	
Concentrated animal feeding operation (CAFO)	$0.20 per animal	
Appeal to BOA	$300.00	
Recording Fee - 1 page plus recording fee	$23.00 first page	
Recording Fee - each additional page	$5.00 each addl page	
8 1/2 x 11 color copy	$1.50	
11 x 17 color copy	$3.00	
11 x 17 b&w copy	$1.00	
18 x 24 b&w copy	$1.00	
24 x 36 b&w copy	$2.00	
Purchasing		
Contract award appeal (refundable if appellant prevails)	$300.00	
River Center *		
Floodplain permit (staff)	$0.00	**$50.00**
Floodplain development permit (staff)	$0.00	**$50.00**
Floodway development permit (staff)	$300.00	
Floodplain variance (PC)	$300.00	
Habitat protection permit (staff)	$0.00	**$50.00**
Habitat protection prior existing permit (staff)	$0.00	**$50.00**
Habitat protection limited commercial permit (PC)	$300.00	
Habitat protection conditional use permit (PC)	$0.00	**$300.00**
Habitat protection variance (PC)	$300.00	
Conference room rental (rate for full day, partial days will be prorated)	$0.00	**$175.00**
* If a project requires more than one borough River Center Department permit then only the single highest value fee will be charged		
Roads		
Encroachment Permit, upon approval of application	$100.00	
Road Improvement district application fee (RIAD)		
Assessed value $2 million or less	$1,000.00	
Assessed value greater than $2 million up to $3 million	$1,400.00	
Assessed value greater than $3 million up to $4 million	$1,800.00	
Assessed value greater than $4 million up to $5 million	$2,200.00	
Assessed value greater than $5 million	$2,200 plus $400 for each add'l million	
Road Improvement district administration fee, included in the total cost of the project	$6,000 plus $70 per parcel	
Enforcement fees added via ordinance 2020-32 on 6/16/2020:		
Parking in a designated no parking area	$100.00	
Parking in manner that impedes traffic or maintenance	$100.00	
Abandoned vehicle on property not designated for vehicle disposal	$100.00	**$150.00**
Abandoned vehicle on private property	$100.00	**$150.00**
Junk vehicle placed or remaining on Borough property or right-of-way	$100.00	**$150.00**
Encroachment without a permit	$100.00	**$150.00**
Solid Waste		
Non commercial waste (residential)		
Asbestos (1 ton minimum charge)	$200.00 per ton	
Automobiles	No charge	**$200.00 each**
Household small batteries	No charge	
Misc (animal carcasses, ashes, etc)	No charge	

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
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	FY2021 fee	FY2022 Proposed fee change
Refrigerators and freezers	No charge	
Used oil (limits apply)	No charge	
Vehicle batteries (limits apply)	No charge	
Hazardous waste - 3 drums per year	No charge	
Fluorescent lamps and bulbs (limits apply)	No charge	
Hazardous waste - violations	$300.00	
Commercial waste		
Bio Solids / Sewer Sludge	$45.00 per ton	
Solid waste	$20.00 per ton	
Asbestos (1 ton minimum charge)	$200.00 per ton	
Construction and demolition, land clearing, tires, etc		
per ton	$45.00	
5-10 cubic yards	$90.00	
10-20 cubic yards	$180.00	
20-30 cubic yards	$270.00	
30-40 cubic yards	$360.00	
Acids/bases, liquid pesticides, etc. per gallon	$30.00	
Animal carcasses, ashes, etc per animal	$5.00	
Automobiles, per vehicle	$10.00	**$200.00 each**
Batteries, per pound	$1.50	
Empty drum, each	$35.00	
Fluorescent lamps and bulbs, each	$0.52	
Fuses and flares, per pound	$30.00	
Hazardous waste - violations	$300.00	
Household appliances, per unit	$20.00	
Mercury, per gallon	$15.00	
Oxidizers, per pound	$60.00	
Paint, solvent, fuel, oil, etc. per gallon	$8.00	
Solid pesticides, per pound	$6.00	
Solids or sludge, per gallon	$12.00	
Special waste, per ton (1 ton minimum charge)	$85.00	
North Peninsula Recreation		
Pool		
General admission	$4.00	**$5.00**
General admission - Service Area member	no charge	
General admission -punch card (10 punches)	$35.00	**$45.00**
General admission - Senior citizen (60+)	$2.00	
General Admission - Youth (1-10yrs old)		**$4.00**
General Admission - Military (Military ID Required)		**$3.00**
General admission with water slide	$7.00	**$8.00**
General admission with water slide - service area —member	$1.50	
General admission with water slide - service area member (20 punches)	$20.00	
Pool Membership 1-Month with Waterslide	$60.00	
~~Pool Membership 6-Months~~	~~$300.00~~	
~~Pool Membership 12-Months~~	~~$500.00~~	
Pool Memberships- Each Additional Immediate Family Member	$30.00	
Combo Membership-Fitness/Pool/Waterslide		**$150/month**
Log rolling classes	$20.00	
Water fitness, per class	$5.00	
Water fitness punch card (10 punches)	$45.00	
Group swimming lessons	$40.00	
Group swimming lessons, service area- members	$35.00	
Swimming lessons, tiny tots	$18.00	
Swimming lessons, semi-private	$50.00	
Swimming lessons, private	$100.00	
Pre-School Aquatic Play	$2.00	

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
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	FY2021 fee	FY2022 Proposed fee change
Pre-School Aquatic Play Punch Card (5 punches)	$10.00	
American Red Cross Lifeguard class	$175.00	
Instructed water safety classes for groups, per participant (in addition to admission)	$3.00	
Base pool rental per hour (up to 30 people)	$125.00	
Base pool rental per hour, service area member (up to 30 people)	$100.00	
Additional people per hour (addition to base rate)		
31-70 people	$25.00	
71-100 people	$50.00	
100+ people	$75.00	
Waterslide rental per hour, (in addition to pool rental)	$75.00	
Waterslide rental per hour, service area-member (in addition to pool rental)	$50.00	
Each additional 20 people	$0.00	
Fitness Room & Racquetball Courts		
Fitness room	$5.00	
Fitness room, punch card	$45.00	
Fitness room service area member	$3.00	
Fitness room service area member, punch card (10 punches)	$30.00	
Fitness membership - 6 months - Service Area Member	$135.00	
Fitness membership - 12 months - Service Area Member	$255.00	
Fitness membership - 6 months	$225.00	
Fitness membership - 12 months	$425.00	
Racquetball courts per hour	$9.00	
Racquetball courts per hour, service area member	$6.00	
Wally ball per hour	$12.00	
Jason Peterson Memorial Ice Rink		
Zammed ice per hour	$60.00	
Practice rates for ice 1.5 hours (Nikiski teams, High school, USA hockey)	$75.00	
Game 2 hours (with clock and zam between periods)	$175.00	
Game 1.5 hours (with clock and no zam between periods)	$100.00	
Open skate	no charge	
Nikiski Community Recreation Center		
Room Rentals-Class Room, Training Room, Multi-Purpose Room	$30/hr or $175/8hrs	
Room Rentals-Class Room, Training Room, Multi-Purpose Room w/Kitchen	$50/hr or $250/8 hrs	
Room Rentals-Banquet Hall, Gymnasium	$50/hr $250/8 hrs	
Room Rentals-Banquet Hall, Gymnasium w/Kitchen	$70/hr or $400/8 hrs	
Alcohol Permit Fee for Rentals	$200.00	
Alcohol Administration/Processing Fee	$50.00	
Support, hourly (projector, sound system, computer)	$5.00	
Refundable Cleaning Deposit	$100.00	
Gym floor covering (must provide labor)	$100.00	
Dance floor	$100.00	
Gym equipment	$25.00	
Open Gym use, per participant	$1.00	
Open Gym use, family of 5+	$5.00	
Teen night, per participant	$2.00	
Teen dance/events, per participant	$2.00-$5.00	
Spin fitness class	$5.00	
Spinning fitness class punch card (10 punches)	$45.00	
Spinning fitness class punch card (5 punches)	$22.50	
Arts n Craft class, per class	$3.00	
Arts n Craft class, punch class (10 punches)	$25.00	
Full Swing Golf per hour (Monday-Thursday)	$20.00	
Full Swing Golf per hour (Friday-Saturday)	$24.00	
Summer Camp		
Summer pass, eight weeks	$200.00	**$300.00**

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
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	FY2021 fee	FY2022 Proposed fee change
Summer pass, eight weeks (2nd child)	$175.00	**$275.00**
Summer pass, eight weeks (3rd child+)		**$250.00**
Daily rate	$16.00	**$30.00**
~~Per Activity~~	~~$4.00~~	
Punch Card (day punches - good for 6 camp days)	$75.00	
Sports Leagues		
~~Flag football (4th - 8th grade)~~	~~$40.00~~	
~~Youth basketball (1st - 6th grade)~~	~~$40.00~~	
~~Women's basketball~~	~~$40.00~~	
~~Youth volleyball (4th - 6th grade)~~	~~$40.00~~	
~~Adult volleyball~~	~~$40.00~~	
~~Adult dodge ball~~	~~$40.00~~	
~~Adult kickball~~	~~$40.00~~	
~~Adult flag football~~	~~$40.00~~	
~~Youth soccer~~	~~$40.00~~	
~~Youth hockey (Nikiski)~~	~~$40.00~~	
~~Youth hockey (USA Hockey)~~	~~$45.00~~	
Service Area Member		**$50.00**
Non-Service Area Member		**$60.00**
Vendor Booth Fees		
Family Fun in the Midnight Sun Vendor-Profit		**$45.00**
Family Fun in the Midnight Sun Vendor-Non- Profit		**$35.00**
Family Fun in the Midnight Sun Vendor Electricity Hookup		**$5.00**
Craft Fairs Vendor		**$20.00**
Craft Fairs Vendor with Tables		**$5.00**
Community Garage Sales		**$10.00**
Other		
Multi-Purpose Fields and Picnic Areas	No Charge	
Trail Systems-Poolside Trails & Nikiski Community Trails	No Charge	
Skate Park & Playgrounds	No Charge	
Limited Overnight Camping-Hockey Rink Parking Lot Only	$10/night	
RV/Trailers Only-must be self-contained. No open fires.		
Community events		
Various community events and special programs are offered throughout the year.		
Check the monthly calendar or contact NPRSA Staff to inquire about registration, fees and other details.		
The North Peninsula Recreation Service Area accepts Visa and MasterCard. There is a 2.35% consumer processing fee for credit card transactions.		
Seldovia Recreational Service Area		
Sea Otter Community Center		
Facility Rental, non-profit/civic entity, free public event (hourly)	$10.00	
Facility Rental, non-profit/civic entity, fundraising event (hourly)	$15.00	
Facility Rental, for-profit entity (hourly)	$15.00	
Facility Rental, individual, free public event (hourly)	free	
Facility Rental, individual, private event (hourly)	$15.00	
Facility Rental, individual, community education event (hourly)	10% of receipts	
Cleaning fee (refundable)	$50.00	
Kitchen use, basic	included in rental	
Kitchen use, extensive	$20.00	
Facility Rental, Individual residing INSIDE the service area 1-2 hours		**$10.00**
Facility Rental, Individual residing INSIDE the service area 3-5 hours		**$25.00**
Facility Rental, Individual residing INSIDE the service area 6-8 hours		**$50.00**
Facility Rental, Individual residing INSIDE the service area 9-12 hours		**$75.00**

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
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	FY2021 fee	FY2022 Proposed fee change
Facility Rental, Individual residing INSIDE the service area full day		**$100.00**
Facility Rental, Tax Exempt or Business residing INSIDE the service area 1-2 hours		**$20.00**
Facility Rental, Tax Exempt or Business residing INSIDE the service area 3-5 hours		**$50.00**
Facility Rental, Tax Exempt or Business residing INSIDE the service area 6-8 hours		**$100.00**
Facility Rental, Tax Exempt or Business residing INSIDE the service area 9-12 hours		**$125.00**
Facility Rental, Tax Exempt or Business residing INSIDE the service area full day		**$200.00**
Facility Rental, Individual residing OUTSIDE the service area 1-2- hours		**$15.00**
Facility Rental, Individual residing OUTSIDE the service area 3-5 hours		**$30.00**
Facility Rental, Individual residing OUTSIDE the service area 6-8 hours		**$55.00**
Facility Rental, Individual residing OUTSIDE the service area 9-12 hours		**$80.00**
Facility Rental, Individual residing OUTSIDE the service area full day		**$105.00**
Facility Rental, Tax Exempt residing OUTSIDE the service area 1-2 hours		**$30.00**
Facility Rental, Tax Exempt residing OUTSIDE the service area 3-5 hours		**$60.00**
Facility Rental, Tax Exempt residing OUTSIDE the service area 6-8 hours		**$110.00**
Facility Rental, Tax Exempt residing OUTSIDE the service area 9-12 hours		**$135.00**
Facility Rental, Tax Exempt residing OUTSIDE the service area full day		**$210.00**
Facility Rental, Business residing OUTSIDE the service area 1-2 hours		**$35.00**
Facility Rental, Business residing OUTSIDE the service area 3-5 hours		**$65.00**
Facility Rental, Business residing OUTSIDE the service area 6-8 hours		**$115.00**
Facility Rental, Business residing OUTSIDE the service area 9-12 hours		**$140.00**
Facility Rental, Business residing OUTSIDE the service area full day		**$215.00**
KITCHEN USE FEES are not in addition to Facility Fees		
Kitchen use, basic		**included in rental**
Kitchen Use, Extensive Individual residing INSIDE the service area 1-2 hours		**$25.00**
Kitchen Use, Extensive Individual residing INSIDE the service area 3-5 hours		**$50.00**
Kitchen Use, Extensive Individual residing INSIDE the service area 6-8 hours		**$75.00**
Kitchen Use, Extensive Individual residing INSIDE the service area 9-12 hours		**$100.00**
Kitchen Use, Extensive Individual residing INSIDE the service area full day		**$125.00**
Kitchen Use, Extensive Tax Exempt or Business residing INSIDE the service area 1-2 hours		**$20.00**
Kitchen Use, Extensive Tax Exempt or Business residing INSIDE the service area 3-5 hours		**$50.00**
Kitchen Use, Extensive Tax Exempt or Business residing INSIDE the service area 6-8 hours		**$100.00**
Kitchen Use, Extensive Tax Exempt or Business residing INSIDE the service area 9-12 hours		**$125.00**
Kitchen Use, Extensive Tax Exempt or Business residing INSIDE the service area full day		**$200.00**
Kitchen Use, Extensive Individual residing OUTSIDE the service area 1-2 hours		**$30.00**
Kitchen Use, Extensive Individual residing OUTSIDE the service area 3-5 hours		**$55.00**
Kitchen Use, Extensive Individual residing OUTSIDE the service area 6-8 hours		**$80.00**
Kitchen Use, Extensive Individual residing OUTSIDE the service area 9-12 hours		**$105.00**
Kitchen Use, Extensive Individual residing OUTSIDE the service area full day		**$105.00**
Kitchen Use, Extensive Tax Exempt residing OUTSIDE the service area 1-2 hours		**$75.00**
Kitchen Use, Extensive Tax Exempt residing OUTSIDE the service area 3-5 hours		**$100**
Kitchen Use, Extensive Tax Exempt residing OUTSIDE the service area 6-8 hours		**$125.00**
Kitchen Use, Extensive Tax Exempt residing OUTSIDE the service area 9-12 hours		**$150.00**
Kitchen Use, Extensive Tax Exempt residing OUTSIDE the service area full day		**$175.00**
Kitchen Use, Extensive Business residing OUTSIDE the service area 1-2 hours		**$80.00**
Kitchen Use, Extensive Business residing OUTSIDE the service area 3-5 hours		**$105.00**
Kitchen Use, Extensive Business residing OUTSIDE the service area 6-8 hours		**$130.00**
Kitchen Use, Extensive Business residing OUTSIDE the service area 9-12 hours		**$155.00**
Kitchen Use, Extensive Business residing OUTSIDE the service area full day		**$180.00**
Please Note: Kenai Peninsula Borough School District, Kenai Peninsula Borough, the City of Seldovia and Co-sponsored events are exempt from above fees.		
Fees may be waived on a case by case basis with SRSA board approval.		
Amazon Basic dishes (dinner plate, bowl, dessert plate)		**$1.00 per set**
60 piece silverware set (knife, fork, spoon, soup spoon, dessert fork)		**$.50 per set**
Pint glasses		**$0.25**
Glass beverage pitcher		**$1.00**
Melamine Serving tray		**$0.50**
Porcelain Serving platter		**$0.50**
Popcorn Machine		**$25.00**
White chairs on cart (27 chairs)		**$.50 each**

Kenai Peninsula Borough
Schedule of Rates, Charges and Fees
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	FY2021 fee	FY2022 Proposed fee change
Dance Floor		**$1.00 per Sq Ft**
Skate Sharpening		**$5.00**

Please Note: the items above are included in the Facility Rental fee

If items above are rented for off sight use the above fees apply plus a 50% of rental fee security deposit which will be returned upon safe return of the items. If item is damaged or broken the renter is responsible for full replacement as stated in the SOCC Inventory list

CHART OF ACCOUNTS (FY2022)

Personnel Services - 40XXX

40110 Regular Wages: Wages paid to budgeted staff.

40120 Temporary Wages: Wages paid to temporary help.

40111 Special Pay: Employee taxable commutes and contractual meals for emergency personnel.

40130 Overtime Wages: Wages paid to regular staff for time exceeding 40 hours per week and wages paid to firemen and paramedics for holidays worked, overtime and double-time fire, additional meal allowances, and Fair Labor Standards Act settlement.

40210 FICA: Federal Insurance Contributions Act. Social security payroll taxes.

40221 PERS: Payment to the Public Employees Retirement System.

40321 Health Insurance: Cost of health insurance for employees.

40322 Life Insurance: Cost of life insurance for employees.

40410 Annual Leave: Annual leave benefits.

40411 Sick Leave: Sick leave benefits.

40511 Other Benefits: Other employee benefits including unemployment and flexible benefits program administrative fees.

Supplies & Materials – 42XXX

42020 Signage Supplies: Supplies purchased for signs and installation of signs.

42021 Promotional Supplies: Supplies purchases for the promotion of the Borough at various community functions. Mayor approval required.

42120 Computer Software/Intellectual Property: Software purchased separately from computer hardware. To include software purchased and/or downloaded via the internet. Intellectual property includes the purchase or lease of videos, patents or trademarks.

42210 Operating Supplies: All operating type supplies, such as office supplies, institutional supplies, cleaning and sanitation supplies and general consumable supplies.

42220 Fire/Medical/Rescue Supplies: All supplies purchased for the process of extinguishing fires, administering of medical attention by EMS personnel and performing rescue. This also includes promotional supplies for fire prevention.

42230 Vehicle/Equipment Fuel: Gasoline/diesel used for the operations of vehicles or other machinery.

42250 Uniforms: Clothing, boots and uniform purchases required for daily performance of job duties. Items should be specific to an individual, not to be placed in general use areas.

42263 Training Supplies: Video tapes, fluids, manikins, slides/photos, building materials and provider cards.

42310 Repair & Maintenance Supplies: All repair and maintenance type supplies, such as building materials and supplies, paint and painting supplies, plumbing supplies and electrical supplies. These items should be fully consumed during project or end up as a component in the final product.

42360 Vehicle Repair & Maintenance Supplies: All repair/replacement parts and other supplies used to repair and maintain motorized vehicles and heavy equipment.

42410 Small Tools & Equipment: Small tools, minor machinery and equipment or furniture with a cost of less than $1,000.00.

42960 Recreation Supplies: Supplies used for recreational or fitness programs.

Services – 43XXX

43006 - 43011 Contractual Services: All contracted services, such as consulting services and other contract services.

43012 Audit Services: Fees for annual audit of Borough and Service areas.

43014 Physical Examinations: Cost for new employee and renewal physical examinations. To include physician, testing and lab fees.

43015 Sample Testing: Costs to administer water, air, soil and lead monitoring tests.

43017 Investment Portfolio Fees: Fees paid to external investment advisors charged with investing borough funds.

43019 Software Licensing: Periodic/reoccurring charges for software updates and product enhancements including web-based software subscriptions. To cover licensing, maintenance and support.

43021 Peninsula Promotion: Services purchased for the promotion of the Borough at various community functions. Mayor approval required.

43023 Kenai Peninsula College: Funding provided to the Kenai Peninsula College for funding of post secondary education.

43031 Litigation: Fees paid for process server services, court and execution related costs.

43034 Legal Services: For the hiring of outside counsel in situations where a conflict of interest may exist.

43050 Solid Waste Fees: Fees for the disposal of refuse.

43095 Solid Waste Closure: Costs associated with closing out landfills and Post Closure and monitoring those landfills after closure.

43100 Land Management Program Services: Preliminary investigative site work prior to land acquisitions including title report, appraisal, soil investigation, site inspection, environmental review, and survey (for Land Management Division use ONLY).

43110 Communications: Telephone and long distance phone charges, data plans, autodial-up services and satellite.

43140 Postage: Stamps, certified mail, registered letters and cost of delivering purchases.

43210 Transportation and Subsistence: All transportation and subsistence, such as mileage, per diem, meals, airfare, hotels, cab fare, parking fees, baggage fees, meeting allowance, Call-outs.

43215 Travel Out of State – Assembly Members only: Airfare, cab fare, hotel bills for travel out of state by Assembly members.

43216 Travel in State – Assembly Members only: Airfare, cab fare, hotel bills for travel in state by Assembly Members.

43220 Car Allowance: For those employees who receive car allowance.

43221 Car Allowance – Planning Commissioners: For planning commissioners who receive car allowance.

43260 Training: All cost of educational, training, and developmental classes, seminars and courses. Cost of transportation to and from the event should NOT be in this account.

43270 Employee Development: Per employees' contract, Borough-related training through career development grants.

43310 Advertising: Newspaper and radio advertising.

43410 Printing: Costs of external printing of forms, including tax bills, letterhead and envelopes, assessment notices, pamphlets, booklets, etc.; printing paper, ink, and other printing machine supplies.

43500 Insurance Premiums: All insurance premiums.

43501 Medical/Dental/Vision Coverage: Medical, dental and vision expenses for employees of the Borough, School District or services areas.

43503 Worker's Compensation: Premium for coverage on occupational injuries or illnesses.

43510 Insurance and Litigation Fund Premiums: Premiums paid to the Borough Self-insurance fund.

43520 Employee Bond: Fidelity bonds for all Kenai Peninsula Borough and School district employees except for the Borough finance Director.

43600 Project Management: Fees charged by the Borough's Major Projects department for the management of capital projects.

43610 Utilities: Electricity, gas, water, sewer, heating fuel, trash removal.

43720 Equipment Maintenance: Maintenance of office and other equipment. Does not include maintenance of vehicles, buildings and grounds.

43750 Vehicle Maintenance: Repair and maintenance of motorized vehicles, heavy equipment and bailer equipment. To include all items that move on wheels or tracks.

43765 Security and Surveillance: Services related to providing security and surveillance for all facilities.

43780 Building and Grounds Maintenance: All contracted repairs and Maintenance. To also include sanding, snowplowing and sweeping.

43810 Rents and Operating Leases: Includes rents and operating lease payments on land, buildings, machinery, post office boxes and equipment.

43812 Equipment Replacement Payment: Rental payments to the Borough's Equipment Replacement Fund for equipment.

43920 Dues and Subscriptions: Dues for professional organizations, re-certification cards; subscriptions to newspapers, magazines, trade journals, and publications.

43931 Recording Fees: Fees to record land sales and transfers of property.

43932 Litigation Reports: The purchase of title and other reports required in the real property tax collection process.

43933 Collection Fees: Escrow charges on payment contracts.

43936 USAD Assessment: Utility Special Assessment District - Assessment for Borough-owned properties.

43952 Road Maintenance: Services purchase in the maintenance of all Borough maintained roads.

43951 Dust Control: Dust control program on roads within the Roads Service Area system.

43960 Recreational Program Expenses: Services utilized in providing recreational services.

43999 Contingency: Amount for emergency or unexpected outflow of funds.

45110 Land Sale Property Tax: The payment of property taxes on land retained for ownership by the Borough's Land Trust Fund.

49125 Remodel: Office Renovations

49311 Design: New building design.

49313 Reimbursable: Reimbursed fees paid to architects/engineers.

49424 Surveying: Survey costs on new construction.

49433 Plan Reviews/Permit Fees: Fees paid for the review of plans for compliance with fire and building codes.

Debt Services – 44XXX

44010 Principal on Bonds: Principal payments on bonds and note payables.

44020 Interest and fees on Debt: Interest and fees on payments on bonds and note payables.

Capital Outlay – 48XXX

48110 Furniture and Furnishings: Office furniture and furnishings costing $5,000 or more (each item).

48120 Office Equipment: Includes typewriters, copy machines, communication equipment, machines for sorting, batching, stamping or folding, etc., with a cost of $5,000 or more (each item).

48310 Vehicles: Automobile, trucks, ATV, Snow machines, etc. **DOES NOT** include emergency response vehicles.

48311 Machinery and Equipment: Purchase of machinery and equipment, with a cost of $5,000 or more.

48513 Recreational Equipment: Recreational/ Physical fitness equipment with a cost of $5,000 or more.

48514 Fire Fighting/Rescue Equipment: Purchase of fire fighting and rescue equipment costing $5,000 or more (each item).

48515 Medical Equipment: Purchase of medical equipment costing $5,000 or more (each item).

48516 Hospital Equipment: Purchase of hospital equipment costing $1,000 or more (each item.)

48520 Storage Equipment/units: Purchase of storage containers/units costing more than $5,000.

48521 Playground Equipment: Purchase of playground equipment costing more than $5,000.

48522 Surveillance Equipment: Purchase of surveillance equipment costing more than $5,000.

48525 Computer Software/Intellectual Property: Software purchased separately from computer hardware. To include software purchased and/or downloaded via the internet costing $5,000 or more (each item). Intellectual property includes the purchase or lease of videos, patents or trademarks costing $5,000 or more (each item).

48610 Land Purchase: Land purchases.

48620 Building Purchase: Buildings purchases.

48630 Improvements Other Than Buildings: Fences, parking lots, garage doors, lockers, bleachers, etc. costing over $5,000.

48710 Minor Office Equipment: Capital office machines/equipment and communication equipment costing less than $5,000 with a life of more than one year.

48720 Minor Office Furniture: Capital furniture, furnishings and cabinetry costing less than $5,000 with a life of more than one year.

48740 Minor Machinery and Equipment: Machinery and equipment costing less than $5,000 with a life of more than one year.

48750 Minor Medical Equipment: Medical equipment costing less than $5,000 with a life of more than one year.

48755 Minor Recreation Equipment: Fitness equipment (Recreational/Physical) costing less than $5,000 with a life of more than one year.

48760 Minor Fire Fighting/Rescue Equipment: Firefighting equipment and rescue equipment costing less than $5,000, with a life of more than one year.

49101 Construction: Costs associated with new construction or major remodel.

Transfers – 50XXX

50* Interfund Transfers:** Transfer of funds from one fund to another. *** denotes receiving fund number.

Interdepartmental Charges – 6XXXX

60000 Charges (To) From Other Depts.: Interdepartmental charges.

61990 Admin. Service Fee: Fees charged to cover portion of costs associated with providing general government services.

GLOSSARY OF KEY TERMS

Accrual Basis - The basis of accounting under which the financial effects of a transaction and other events and circumstances that have cash consequences for the governmental entity are recorded in the period in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the entity.

Adopted Budget - Refers to the budget amounts as originally approved by the Kenai Peninsula Borough assembly at the beginning of the year and also to the budget document which consolidates all beginning of the year operating appropriations and new capital project appropriations.

Annual Budget - A budget developed and enacted to apply to a single fiscal year.

Appraise - To estimate the value, particularly the value of property. if the property is valued for taxations, the narrower term "assess" is substituted.

Appropriation Ordinance - The official enactment by the borough assembly establishing the legal authority for the borough administrative staff to obligate and expend resources.

Assess - To establish an official property value for taxation.

Assessed Valuation - The valuation set upon all real and personal property in the borough that is used as a basis for levying taxes. Tax-exempt property is excluded from the assessable base.

Assessment Roll - With real property, the official list contains the legal description of each parcel of property and its assessed valuation, as well as the name and address of the last known owner. With personal property, the assessment roll contains the name and address of the owner, a description of the personal property and its assessed value.

Audit - A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspections, observation, inquiries and confirmations with third parties.

Automatic Aid: A plan developed between two or more fire departments for immediate joint response on first alarms. Defines area of response and defines what will respond, including initial response vehicle and manning.

Available Fund Balance - The difference between fund assets and fund liabilities of governmental and proprietary fund types that is not reserved for specific purposes.

Basis of Accounting - A term used to refer to when revenues, expenditures, expenses, and transfers - and the related assets and liabilities - are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

Bond - Most often, a written promise to pay a specified sum of money, called the par value or principal, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and bond is that the latter is issued for a longer period and requires greater legal formality.

Bond Ordinance - An ordinance authorizing a bond issue.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Sometimes the term "budget" designates the financial plan presented to the appropriating governing body for adoption, and sometimes, the plan finally approved by that body.

Budgetary Control - The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

Budget Document - The official written statement prepared by the borough's administrative staff to present a comprehensive financial program to the borough assembly. The first part provides overview information, together with a message from the budget-making authority, and a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of personnel and salary schedules, the chart of accounts, and a glossary.

Capital Improvement Plan - A plan that identifies: (a) all capital improvements which are proposed to be undertaken during a five fiscal year period; (b) the cost

estimate for each improvement; (c) method of financing each improvement; and (d) the recommended time schedule for each project.

Capital Projects - Projects which purchase or construct fixed assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

Capital Projects Funds – Funds established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than proprietary and trust funds).

Component Unit – A separate government unit, agency or nonprofit corporation that is combined with other component units to constitute the reporting entity in conformity with GAAP.

Comprehensive Annual Financial Report (CAFR) - The official annual report of a government. It includes: (a) the five combined financial statements in the combined statement-overview and their related notes and (b) combining statements by fund type and individual fund and account group financial statements prepared in conformity with GAAP and organized into a financial report pyramid. It also includes support schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, required supplementary information, extensive introductory material and detailed statistical sections.

Contingency - Those funds included in the budget for the purpose of providing a means to cover minor unexpected costs during the budget year.

Contractual Services - Items of expenditure from services the borough receives primarily from an outside company.

Debt Service Funds – Funds established to account for the accumulation of resources for and the payment of, general long-term debt principal and interest that resulted from the issuance of bonds.

Deficit - The excess of expenditures over revenues during an accounting period, or in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

Department – The borough administration is divided into departments. While a department may refer to a single activity, it usually indicates a grouping of related activities.

Depreciation – In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of the asset. Each period is charged with a portion of the cost. Through this process, the entire cost of the asset less the salvage value is ultimately charged off as an expense.

Division – A major organization unit within a department. Usually divisions are responsible for carrying out a major component of the department.

Employee Benefits – Contributions made by the borough to designated funds to meet commitments or obligations for employee fringe benefits. Included is the borough's share of costs for social security and the various pension, medical, and life insurance plans.

Encumbrances – Commitments related to unperformed contracts, in the form of purchase orders or contracts, for goods or services. Used in budgeting, encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures that will result if unperformed contracts in process are completed.

Enterprise Fund - A proprietary fund established to account for operations that are financed and operated in a manner similar to private business enterprises. In this case the intent of the governing body is that the expenses including depreciation of providing goods as services to the general public on a continuing basis be financed or recovered primarily through user charges. Included in this category are two hospitals.

Expenditure - Decreases in net financial resources. Expenditures include current operating expenses, requiring the present or future use of net current assets, debt service and capital outlays, and inter-governmental grants, entitlements and shared revenues.

Expenses - Outflows or other using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

Fiduciary Fund Types - The trust and agency funds used to account for assets held by a government unit in a trustee capacity or an agent for individuals, private organizations, other government units and/or other funds.

Financial Resources - Cash and other assets that, in the normal course of operations, will become cash.

GLOSSARY OF KEY TERMS

Fiscal Year - The twelve-month period to which the annual operating budget applies and at the end of which a government determines the financial position and results of its operations. The borough's fiscal year extends from July 1 to the following June 30.

Fixed Assets - long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, and improvements other than buildings and land.

Foreclosure - The seizure of property as payment for delinquent tax. Ordinarily, property foreclosed is sold to liquidate delinquent tax, but on occasion governments retain possession for their own needs.

Function - A group of related activities aims at accomplishing a major service for which a government is responsible.

Fund - A fiscal and accounting entity with a self-balancing set of accounts in which cash and/or other financial resources, all related liabilities, and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance - The difference between fund assets and fund liabilities of governmental and similar trust funds.

Fund Balance Appropriated - The amount of fund balance budgeted as a revenue source.

Fund Categories - Funds used in governmental accounting are classified into three broad categories: governmental, proprietary and fiduciary.

Fund Type - The three broad fund categories of governmental accounting are subdivided into seven fund types. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and fiduciary.

General Fund - A type of governmental fund used to account for revenues and expenditures for regular day-to-day operations of the borough, including the school district, which is not accounted for in specific purpose funds. The primary sources of revenue for this fund are local taxes and federal and state revenues.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial account and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general applications, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations.

Governmental Fund Types - Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in the proprietary funds and fiduciary fund. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

Grants - Contributions or gifts of cash or other assets from another government or other organization to be used for a specified purpose, activity or facility. Typically, these contributions are made to local governments from the state and federal governments.

Interfund Transfers - Amounts transferred from one fund to another fund. This includes reimbursements, residual equity transfers and operating transfers.

Intergovernmental Revenues - Revenues from other governments in the form of grants, entitlements, or shared revenues or payments in lieu of taxes.

Internal Service Fund - A proprietary fund type used to account for the financing of goods or services provided by one department of a government to other departments.

Investment - Securities held for the production of income in the form of interest in compliance with the policies set out by the borough code of ordinances.

Landfill Closure/Postclosure - Funds used for municipal solid waste landfill closure and postclosure care costs that are required to be incurred by federal, state, or local laws or regulations.

Levy - To impose taxes, special assessments or service charges for the support of government activities. Also used to denote the total amount of taxes, special assessments or service charges imposed by a government.

Liabilities - Debt or other legal obligations, arising from present obligations of a particular entity, to transfer assets or provide services to other entities in the future as a result of past transactions or events.

GLOSSARY OF KEY TERMS

Measurement Focus - The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

Mill - A measure of the rate of property taxation, representing one one-thousandth of a dollar of assessed value.

Mill Rate - The tax rate on property, based on mill(s). A rate of 1 mill applied to a taxable value of $100,000 would yield $100 in tax.

Modified Accrual Basis of Accounting - A basis of accounting in which revenues and other financial resources are recognized when they become susceptible to accrual, that is when they are both "measurable" and "available to finance expenditures of the current period." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Mutual Aid: Reciprocal assistance by emergency services under a prearranged plan. Not an automatic response, but a requested response. Request identifies resources requested and manning. Does not need to be a defined area but generally is between adjacent entities or those relatively close in proximity of each other.

Non-Departmental - Refers to a group of governmental activities, which are not associated with and cannot be allocated to any particular department.

Ordinance - A formal legislative enactment by the legislative body which, if not in conflict with any higher form of law, has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

Other Financing Sources – Increase in current financial resources that is reported separately from revenues to avoid distorting revenue trends.. Governmental fund general long-term debt proceeds, land lease payments, land sale payments, proceeds from the sale of fixed assets, operating transfers in, service charges, and fees for governmental services.

Performance Measures - Specific quantitative productivity measures of work performed within an activity or program. Also, a specific quantitative measure of results obtained through a program or activity.

Personnel Services - Items of expenditures in the operating budget for salaries and wages paid for services performed by borough employees, including employee benefit costs such as the borough's contribution for retirement, social security, and health and life insurance.

Program - Group activities, operations or organizational units directed to attaining specific purposes or objectives.

Property Tax - A tax levied on the assessed value of property.

Proprietary Funds - A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the borough include the enterprise and internal service funds.

Purchase Order - A document authorizing the delivery of specified merchandise or the rendering of certain services for a stated estimated price. Outstanding purchase orders at the end of the fiscal year are called encumbrances.

Replacement Cost - The amount of cash or other consideration that would be required today to obtain the same asset or its equivalent.

Retained Earnings - An equity account reflecting the accumulated earning of an enterprise or internal service fund.

GLOSSARY OF KEY TERMS

Revenue - Increases in the net current assets of a governmental fund type other than expenditure refunds and residual equity transfers. General long-term debt proceeds and operating transfers are classified as 'other financing sources' rather than as revenues. Increases in the net total assets of a proprietary fund type other than expense refunds, capital contributions, and residual equity transfers. Operating transfers, as in governmental fund types, are classified separately from revenues.

Sales Tax - State legislation allows local governments to levy a sales tax on retail sales in its jurisdiction. The borough currently levies and collects 3% on all taxable retail sales and also collects 3% sales tax on behalf of the cities located within the borough.

Self-Insurance - The retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses.

Single Audit - An audit performed in accordance with the single audit act of 1984 and the office of management and budget (OMB) circular a-128, audits of state and local governments. The single audit act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes.

Tax Levy - The total dollar amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.

Acronyms

AAAO	Alaska Association of Assessing Officers
AAMC	Alaska Association of Municipal Clerks
ACA	Affordable Care Act
ACLS	Advanced Cardiac Life Support
ADA	Americans with Disabilities Act
ADEC	Alaska Department of Environmental Conservation
AGFOA	Alaska Government Finance Officers Association
AKDOT/PF	Alaska Department of Transportation/Public Facilities
AML	Alaska Municipal League
BOA	Board of Adjustments
BOE	Board of Equalization
CBA	Collective Bargaining Agreement
CES	Central Emergency Services
CIP	Capital Improvement Projects
CIRCAC	Cook Inlet Regional Citizens Advisory Council
CPGH	Central Peninsula General Hospital
CPEMSA	Central Peninsula Emergency Medical Service Area
DEPTS	Departments
EDD	Economic Development District
EMS	Emergency Medical
EMT	Emergency Medical Technician
EOC	Emergency Operation Center
EPA	Environmental Protection Agency
ETT	Emergency Trauma Technician
FEMA	Federal Emergency Management Agency
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
GRM	Government Revenue Management
HBF	Homer Baling Facility
HR	Human Resources
IAAO	International Association of Assessing Officers
IIMC	International Institute of Municipal Clerks
IT	Information Technology Department
KES	Kachemak Emergency Services
KPB	Kenai Peninsula Borough
KPTMC	Kenai Peninsula Tourism Marketing Council
LEPC	Local Emergency Planning Committee
LNG	Liquid Natural Gas
NACO	National Association of Counties
NFSA	Nikiski Fire Service Area
NPRSA	North Peninsula Recreation Service Area
OEM	Office of Emergency Management
PACS	Picture Archiving and Communication System
PERS	Public Employees Retirement System
RIAD	Road Improvement Assessment District
RIM	Records and Information Management Program
RC	River Center
ROW	Right-of-Way
SBA	Small Business Administration
SBCFSA	Seward Bear Creek Flood Service Area
SPH	South Peninsula Hospital
TFR	Transfer
USGS	United States Geological Survey

Tax Exemptions

$10,000 Volunteer Firefighter/EMS Provider – Exempts $10,000 of assessed value of the home of an active volunteer firefighter or EMS provider. Maximum of 2 per household allowed. This exemption is also recognized by the cities of Soldotna, Seward, Homer and Kachemak.

Homeowner - Available to any Borough resident who owns their own home and occupies it as their permanent place of residence. The exemption is a maximum of $50,000 assessed value of the home and the land on which it sits. The cities of Kenai, Soldotna, Seward, and Seldovia do not recognize this exemption; the City of Homer recognizes a $20,000 exemption.

$100,000 Personal Property – Exempts the first $100,000 of personal property owned by a taxpayer, excluding motor vehicles, aircraft and watercraft.

$300,000 Senior Citizen - Available to any Borough resident, who is at least 65 years old, owns and occupies their home as their primary residence and permanent place of abode, and qualifies for a PFD. The State exempts up to $150,000 of their total assessment. The Borough exempts an additional $150,000. If a senior citizen lives inside city boundaries, the city only recognizes the exemption to $150,000 value. The amount of exemption is proportional to the seniors' ownership and/or use of the property.

Agriculture Deferment - Mandated by the State of Alaska, this deferment is available to people whose farmlands produce a minimum of 10% of their annual income. Qualifying property shall be assessed on the basis of full and true value for farm use.

ANCSA Native - Exempts property deeded to Alaskan native corporations under the Alaska Native Claims Settlement Act.

Cemetery - Exempts properties owned by a non-profit entity and used exclusively for cemetery purposes.

Charitable - Exempts properties owned by non-profit organizations that are used exclusively for charitable purposes.

Community Purpose - Exempts property of an organization not organized for business or profit-making purposes and used exclusively for community purposes.

Conservation Easement Deferment - To secure this deferment, the property owner of land subject to a conservation easement created under AS 34.17 must apply annually by May 15th. The Assessor shall maintain records valuing the land for both full and true value and value subject to the easement.

Disabled Resident - Available to any disabled resident who has been determined to be totally disabled by the US Social Security Program or other government alternative to Social Security. Qualified applicants receive a tax credit up to $500 of borough tax and $250 of City of Kenai tax.

Disabled Veteran - Granted to honorably discharged veterans of the US armed forces who have a service connected disability rating of 50% or more. The State exempts up to $150,000 of their total assessment. The borough exempts the remainder. If a disabled veteran lives inside city boundaries, the city only recognizes the exemption to $150,000 value. The amount of exemption is proportional to the veteran's ownership and/or use of the property, up to the full value of the property.

Economic Development Property - Exempts up to 50% of the assessed value (general fund levy only) of property that is used for economic development for 5 years (effective FY2020).

Electrical Cooperative - Exempts property held by electricity producing cooperatives.

Government - Completely exempts all City, Borough, State, and Federal properties from taxation.

Habitat Protection - Provides tax credits as partial reimbursement for habitat protection and restoration project expenses to promote the health of designated anadromous waters within the borough. One half of the tax on land for 3 years following completion of the approved project or until all costs are recovered, whichever comes first.

Hospital - Exempts properties owned by nonprofit organizations and used exclusively for hospital purposes.

Tax Exemptions

Housing Authority - Granted in accordance with rules governing the Housing and Urban Development Authority and subject to a Cooperation Agreement with the borough.

Mental Health Trust - Exempts Mental Health Trust property from taxation as a branch of state government.

Multi Purpose Senior Center – Exempts a parcel which has a multi-purpose senior center developed and operated by a nonprofit corporation.

Native Allotment - BIA holds in trust and issues to native individuals a restricted deed for homestead purposes, which expressly states that the land is inalienable and nontaxable until otherwise provided by Congress.

Religious - Exempts properties owned by non-profit organizations that are used exclusively for non-profit religious purposes.

River Restoration and Rehabilitation – Exempts all or part of the improvement value for 4 years when the improvement meets the criteria defined for habitat protection and restoration along the river.

Educational – Exempts property owned by non-profit entities and used exclusively for non-profit educational purposes.

Vessel Exclusion - Vessels having a homeport location outside the Borough, but are brought into the Borough solely for lay-up or repair, are not deemed to have established taxable situs. This exclusion does not apply to city tax.

Armed Forces Organization - Exempts property of a non-business organization or its auxiliary composed entirely of persons with 90 days or more of active service in the armed services of the United States.

University - Exempts property owned by the University of Alaska as a branch of state government.

Miscellaneous Demographics

Area

24,750 square miles. The Kenai Peninsula Borough (KPB) lies directly south of Anchorage, the State's principal population center. The waters of the Gulf of Alaska and Prince William Sound border the borough on the south and east with the dramatic Chigmit Mountains of the Alaska Range rimming the borough to the west. The Cook Inlet divides the borough into two land masses. The peninsula itself encompasses 99 percent of the borough's population and most of the development. The Kenai Mountains run north and south through the peninsula, contrasting to the lowlands lying to their west. The west side of the Inlet is sparsely inhabited, with the village of Tyonek being the largest populated settlement. The boundaries of the borough encompass a total of 24,750 square miles, of which 16,000 square miles are land. In comparison, the total land mass of the borough equals that of Massachusetts and New Jersey combined. However, the total borough population is less than 1/260th of that same area.

Population

The Alaska Department of Labor & Workforce Development (AK DOL & WD) prepares annual population estimates for Alaska. Estimates include Armed Forces member serving in Alaska, but excludes seasonal populations. The KPB's population as of July 2021 is estimated at 58,671, a 5.9% increase from the 2010 Census.

Median Age

The KPB's median age increased from 36.3 years, as of the 2000 census, to 40.6 years as of the 2010 census. Alaska's median age was 33.8 years while the U.S. was 37.2, per the 2010 Census. The KPB median age is estimated at 41.8 years.

Median Income

The most current information on median income from the State of Alaska DOL & WD, is for 2020, when the Alaska per capita personal income was $62,102 and the KPB per capita personal income was $52,015, while the U.S. per capita personal income was $63,051.

Unemployment Rate

The KPB's annual average employment data for calendar year 2019 is as follows: average labor force 26,041; average number employed 24,383; the average number unemployed 5,854 for an unemployment rate of 6.8%. The average unemployment rate is a better indication of the economy due to the vast number of seasonal employment. New oil and gas discoveries have helped ward off expected employment declines. Oil and gas are of major importance to the economy, in part due to the high wages that prevail in the industry. In spite of a downturn in prices related to increased competition from farmed salmon, seafood harvesting and processing remain a central part of the region's economy.

Education

The Kenai Peninsula Borough School District consists of 44 schools in a variety of configurations: elementary, middle and secondary schools, small K-12 schools with fewer than 100 students and various combinations of age groupings. The student population is approximately 8,535 and the school bus system transports on average over 2,500 students daily, traveling more than 7,700 miles per day. In addition to the public school system, several private schools operate within the KPB. Four of these schools provide K-12 education while the others provide services to students ranging from pre-school through eighth grade. Post secondary education opportunities include the Kenai Peninsula College, which has three campuses in the Borough and operates as part of the University of Alaska System. The campuses are located in the central region near Soldotna, the Southern region in Homer and on the east side of the peninsula in Seward. The Alaska Vocational-Technical Center, located in Seward, also offers post-secondary training with a focus on industrial, technical and nursing curriculums.

Kenai Peninsula Borough
Property Tax Rates
Direct and Overlapping Governments
Last Ten Fiscal Years

	Borough wide			Overlapping Rates (2)											
	General Fund			City of Homer		City of Kachemak		City of Kenai		City of Seldovia		City of Seward		City of Soldotna	
Fiscal Year	Maximum rate (1)	Approved rate (1)	Special Districts (4)	Operating (5)	Special Districts (4)	Operating (5)	Special Districts (4)	Operating (5)	Special Districts (4)	Operating (5)	Special Districts (4)	Operating (5)	Special Districts (4)	Operating (5)	Special Districts (4)
2011	8.40	4.50	0.00	4.50	2.30	1.00	2.30	3.85	0.02	4.60	0.00	3.12	0.50	1.65	2.47
2012	8.40	4.50	0.00	4.50	2.30	1.00	2.30	3.85	0.02	4.60	0.75	3.12	0.50	0.65	2.67
2013	8.40	4.50	0.00	4.50	2.30	1.00	2.30	3.85	0.02	4.60	0.75	3.12	0.50	0.65	2.67
2014	8.40	4.50	0.00	4.50	2.30	1.00	2.30	4.35	0.02	4.60	0.75	3.12	0.50	0.50	2.67
2015	8.33	4.50	0.00	4.50	2.30	1.00	2.30	4.35	0.01	4.60	0.75	3.12	0.75	0.50	2.66
2016	8.17	4.50	0.00	4.50	2.30	1.00	2.30	4.35	0.01	4.60	0.75	3.12	0.75	0.50	2.66
2017	8.29	4.50	0.00	4.50	2.30	1.00	2.30	4.35	0.01	7.50	0.75	3.12	0.75	0.50	2.73
2018	8.30	4.50	0.00	4.50	2.30	1.00	2.30	4.35	0.01	7.50	0.75	3.12	0.75	0.50	2.61
2019	8.30	4.70	0.00	4.50	2.30	1.00	2.30	4.35	0.01	7.50	0.75	3.84	0.75	0.50	2.86
2020	8.30	4.70	0.00	4.50	2.30	1.00	2.30	4.35	0.01	7.50	0.75	3.84	0.75	0.50	2.86

(1) The Borough's General Fund maximum mill rate and approved rate.
(2) Overlapping rates are those of the first class cities located within the Borough. The mill rates shown consist of two components: the mill rate for the operating entity and the mill rate for special districts, which include fire and emergency response, higher education, and local support for hospitals.

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Sources:
(4) Data provided from Kenai Peninsula Borough's resolution approving the mill rates for each respective year.
(5) Data provided by the City Clerk's Office for each respective City.

Kenai Peninsula Borough
Ratios of Outstanding Debt by Type and Per Capita
Last Ten Fiscal Years

	Governmental Activities		Discretely Presented Component Units (1)					General Bonded Debt Per Capita (2) (3)				
									Service Areas			
Fiscal Year	General Obligation Bonds (Area-Wide) (Net of Premiums/ Discounts/ Adjustments)	General Obligation Bonds (Service Area) (Net of Premiums/ Discounts/ Adjustments)	General Obligation Bonds (Net of Premiums/ Discounts/ Adjustments)	Capital Leases/Notes payable	Total	General Bonded Debt as a Percentage of Total Personal Income (4)	General Bonded Debt as a Percentage of Estimated Actual Value of Taxable Property (6)(area wide)	Area-Wide	Central Emergency Services Service Area	Bear Creek Fire Service Area	South Peninsula Hospital Service Area	Central Peninsula Hospital Service Area
2011	$ 34,162,000	$ 2,075,000	$ 58,322,981	$ (5) $ 631,745	########	4.13%	1.38%	638	$ 113	$ -	$ 1,604	(5) $ 1,070
2012	32,016,568	1,975,000	-	-	33,991,568	1.40%	0.48%	578	88	-	-	-
2013	27,899,830	3,279,111	-	-	31,178,941	1.19%	0.43%	495	83	793	-	-
2014	48,107,552	3,124,283	-	-	51,231,835	1.85%	0.68%	848	78	770	-	-
2015	44,631,585	3,102,979	-	-	47,734,564	1.73%	0.61%	785	68	744	-	-
2016	41,928,618	5,671,350	-	-	47,599,968	1.60%	0.58%	734	158	714	-	-
2017	45,138,506	5,367,557	-	-	50,506,063	1.65%	0.58%	781	150	685	-	-
2018	41,706,478	4,978,766	-	-	46,685,244	1.57%	0.51%	718	138	656	-	-
2019	38,159,450	4,569,975	-	-	42,729,425	1.44%	0.46%	658	126	623	-	-
2020	33,949,621	5,624,485	-	-	39,574,106	1.36%	0.42%	579	168	590	-	-

Note: Details regarding the Borough's outstanding debt can be found in the notes to the financial statements.
(1) For fiscal years 2003-2011 Business-type activities debt is for the South Peninsula Hospital Service Area and Central Peninsula Hospital Service Area and is debt of the Service Areas, not the Primary Government.
(2) Other Governmental Fund-type debt is for the Central Emergency Services Service Area and is debt of the Service Area not the Primary Government.
(3) Due to overlapping taxing jurisdictions, the Debt Per Capita of the Area-Wide must be combined with each overlapping Service Area to determine the total Debt Per Capita within each Tax Code Area.
(4) Personal income data is provided by the Bureau of Economic Analysis, http://www.bea.gov
(5) In fiscal year 2012 the Borough adopted GASB Statement 61, which changed accounting and financial reporting for CPH and SPH. These units were previously presented as Business-Type Activities, a Blended Component units.
(6) Assessed values and Tax exempt values represent only those values/exemptions provided by the Borough. It does not include those values/exemptions provided by federal or state requirements.
Population data can be found in Table XIV

Kenai Peninsula Borough
Assessed Value and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years
(in thousands of dollars)

		Assessed Values (1)			Tax Exempt Values (1)				
Fiscal Year	actual value of property less mandatory federal and state exemptions (1)	Real	Oil & Gas	Personal Property	Real	Personal	Total Taxable Assessed Value	Total Direct Tax Rate	Assessed Value as a Percentage of Actual Value
2011	$ 6,875,572	$ 5,901,904	$ 713,954	$259,714	$ 451,127	$30,914	$6,393,531	4.50	92.99%
2012	7,137,074	6,180,464	698,991	257,619	472,878	30,955	6,633,241	4.50	92.94%
2013	7,269,011	6,172,547	810,065	286,399	520,490	32,511	6,716,010	4.50	92.39%
2014	7,484,667	6,202,494	989,766	292,407	492,565	31,906	6,960,196	4.50	92.99%
2015	7,797,117	6,330,106	1,142,158	324,853	826,802	(2) 32,999	6,937,316	4.50	88.97%
2016	8,189,366	6,625,363	1,224,525	339,478	876,982	33,986	7,278,398	4.50	88.88%
2017	8,752,156	6,915,818	1,467,353	368,985	902,055	34,392	7,815,709	4.50	89.30%
2018	9,172,335	7,342,187	1,468,599	361,549	998,047	33,842	8,140,446	4.50	88.75%
2019	9,232,906	7,355,511	1,518,606	358,789	1,008,085	34,792	8,190,029	4.70	88.70%
2020	9,523,733	7,606,558	1,563,998	353,177	1,055,143	34,914	8,433,676	4.70	88.55%

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(1) Assessed values and Tax exempt values represent only those values/exemptions provided by the Borough. It does not include those values/exemptions provided by federal or state requirements.

(2) Increase in real property exempt amount due to increase of residental exemption from $20,000 to $50,000 in FY15.

Source: Data is provided by the Kenai Peninsula Borough's Assessing Department.
Does not include federal and state exempt property.

Kenai Peninsula Borough
Principal Property Taxpayers
Current and Nine Years Ago

	2020			2011		
Taxpayer	Taxable Assessed Value (1)	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value (1)	Rank	Percentage of Total Taxable Assessed Value
Hilcorp Alaska, LLC	$ 849,347,520	1	10.07%	$ -		-
Tesoro Alaska	196,548,771	2	2.33%	-		-
Furie Operating Alaska, LLC	196,090,140	3	2.33%	144,994,295	4	2.27%
Harvest Alaska	185,126,000	4	2.20%	-		-
Bluecrest Energy, Inc.	127,403,850	5	1.51%	-		-
Cook Inlet Natural Gas Storage AK, LLC	103,469,673	6	1.23%	-		-
Cook Inlet Energy, LLC	77,578,280	7	0.92%	-		-
Alaska Pipeline	71,152,159	8	0.84%	20,054,433	10	0.31%
Alaska Communications Systems	62,549,043	9	0.74%	-		-
Enstar Natural Gas	47,032,467	10	0.56%	-		-
Union Oil/Unocal	-		-	197,057,910	1	3.08%
ConocoPhillips, Inc.	-		-	175,579,250	2	2.75%
Marathon Oil Co.	-		-	147,717,210	3	2.31%
ACS of the Northland, Inc.	-		-	86,106,708	5	1.35%
XTO Energy, Inc.	-		-	52,092,610	6	0.81%
Kenai Kachemak Pipeline	-		-	43,099,610	7	0.67%
Wal-Mart Real Estate Business	-		-	27,245,900	8	0.43%
BP Exploration Alaska, Inc.	-		-	25,723,349	9	0.40%
	$ 1,916,297,903		22.73%	$ 919,671,275		14.38%

(1) **Source**: Data is provided by the Kenai Peninsula Borough's Assessing Department.

Total Assessed value based on total tax levy for FY2020 and FY2011 respectively.	$ 8,433,676,000	$ 6,393,531,000

Kenai Peninsula Borough
Demographic and Economic Statistics
Last Ten Fiscal Years

Fiscal Year	Population (1)	Personal Income - Borough (in thousands) (3)	Per Capita Personal Income - Borough (3)	Per Capita Personal Income - Alaska (3)	Median Age (2)	School Enrollment (5)	Unemployment Rate (2)	Number of Employed (2)
2011	55,400	$ 2,432,959	$ 43,780	$ 48,614	40.6	8,978	10.00%	24,310
2012	56,369	2,627,069	46,600	51,405	40.6	8,922	9.50%	24,675
2013	56,756	2,770,353	48,636	52,638	41.4	8,886	8.60%	25,003
2014	56,862	2,759,412	48,351	51,416	40.0	8,756	8.00%	25,592
2015	57,147	2,981,871	51,734	54,582	40.5	8,826	7.90%	25,759
2016	57,763	3,056,190	52,639	56,147	40.0	8,788	7.80%	25,480
2017	58,060	2,965,755	49,544	55,674	40.6	8,785	8.50%	24,811
2018	58,024	2,965,755	49,697	56,042	41.4	8,712	8.20%	24,551
2019	58,471	2,919,104	52,015	57,179	41.0	8,680	7.50%	24,384
2020	58,671	3,044,611 (4)	52,015 (4)	62,102	41.8	8,535	6.80%	24,383

Sources:
(1) Alaska Department of Labor estimates as of July 1 of each fiscal year.
(2) Data is provided by the State of Alaska Department of Labor and is the annual rate for 12 months ending December of the prior calendar year. The Alaska Department of Labor amends every month the unemployment rate data for the previous month and again at the end of every calendar year. Some prior fiscal years have been updated to match updated statistical reported information.
(3)
Data is provided by the U.S. Department of Commerce, Bureau of Economic Analysis (BEA) and is for the 12-month period ending December of the prior calendar year.
(4) Calendar year 2020 data currently unavailable from BEA.
(5) Information provided from the Kenai Peninsula Borough School District.

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Introduced by:	Mayor
Date:	05/04/21
Hearing:	05/18/21
Action:	
Vote:	

KENAI PENINSULA BOROUGH
ORDINANCE 2021-20

AN ORDINANCE AMENDING THE KENAI PENINSULA BOROUGH HAZARD MITIGATION PLAN BY DELETING EXISTING ANNEX F, CITY OF SOLDOTNA ALL HAZARD MITIGATION PLAN, AND ADOPTING THE CITY OF SOLDOTNA ALL HAZARD MITIGATION PLAN 2019 UPDATE AS THE NEW ANNEX F

WHEREAS, the Federal Emergency Management Agency ("FEMA") requires all states to submit a hazard mitigation plan to be eligible for any FEMA funding for non-emergency disasters; and

WHEREAS, on December 3, 2019, the borough assembly enacted Ordinance 2019-31, adopting the updated Kenai Peninsula Borough Hazard Mitigation Plan ("Plan") as the local mitigation plan for the area within the borough and a required component of the State of Alaska Hazard Mitigation Plan; and

WHEREAS, the Plan is a multi-jurisdictional plan, developed in coordination with the incorporated cities within the borough, the Seward/Bear Creek Flood Service Area board, the All Lands/All Hands Interagency Wildfire Mitigation Group, the State of Alaska Division of Homeland Security and Emergency Management, and FEMA; and

WHEREAS, the Plan was designed to assist borough residents, local and private organizations and other parties interested in hazard mitigation planning, as well as to coordinate planning efforts between government agencies; and

WHEREAS, the City of Soldotna's All Hazard Mitigation Plan was adopted as Annex F to the Plan; and

WHEREAS, FEMA disaster recovery funding and grant programs require regular updates to the mitigation plans; and

WHEREAS, periodically updating the Plan is required to remain current for mitigation planning efforts and for successful grant funding applications; and

WHEREAS, on February 19, 2021, FEMA completed a pre-adoption review of the draft Soldotna hazard mitigation as part of the Plan and found that it is ready for adoption; and

WHEREAS, on March 24, 2021, the council of the City of Soldotna held a public hearing and reviewed the final draft of the updated plan and recommended approval of the plan to the borough; and

WHEREAS, on April 26, 2021, the Kenai Peninsula Borough Planning Commission held a public hearing and reviewed the final draft of the City of Soldotna All Hazard Mitigation Plan 2019 Update and recommended _____of the plan by the assembly;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the existing Annex F in the Kenai Peninsula Borough Hazard Mitigation Plan adopted by KPB 2.80.010 is hereby deleted.

SECTION 2. That the Kenai Peninsula Borough Hazard Mitigation Plan is hereby amended by adopting the City of Soldotna All Hazard Mitigation Plan 2019 Update as the new Annex F.

SECTION 3. That this ordinance takes effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Planning Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor JCB
Dan Nelson, Emergency Manager DN
Melanie Aeschliman, Planning Director MA

FROM: Bryan Taylor, Planner BT

DATE: April 22, 2021

RE: Ordinance 2021-20 Amending the Kenai Peninsula Borough Hazard Mitigation Plan by Deleting Existing Annex F, City of Soldotna All Hazard Mitigation Plan 2016 Update, and Adopting the City of Soldotna All Hazard Mitigation Plan 2019 Update as the New Annex F (Mayor)

The City of Soldotna has recently completed an update to its All Hazard Mitigation Plan and is requesting that the Kenai Peninsula Borough adopt the updated plan. Keeping this plan updated is required in order to be eligible for certain types of non-emergency disaster funding, including funding for mitigation projects.

The Soldotna Planning & Zoning Commission reviewed the plan, held a public hearing, and recommended adoption of the plan at its August 6, 2019 meeting. The Alaska Division of Homeland Security and Emergency Management (DHS&EM) and the Federal Emergency Management Agency (FEMA) have completed a review and determined the plan is ready for adoption. The Soldotna City Council adopted the updated plan at its March 24, 2021, subject to approval by KPB and final review and approval from the DHS&EM and FEMA.

The recommendation of the KPB Planning Commission will be provided to the assembly prior to the scheduled hearing on this ordinance.

Introduced By:	City Manager
Date:	March 10, 2021
Public Hearing:	March 24, 2021
Action:	Enacted
Vote:	5 Yes, 0 No, 1 Abstention

CITY OF SOLDOTNA
ORDINANCE 2021-005

AN ORDINANCE ADOPTING THE ALL HAZARD MITIGATION PLAN UPDATE

WHEREAS, the City of Soldotna recognizes that hazards posed by specific events such as floods, wildland fires, earthquakes, volcanoes, or weather events represent possible threats to the population of Soldotna and the Central Kenai Peninsula, private property, and the City's investments into infrastructure and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur reduces the potential for harm to people and property and saves taxpayer dollars; and

WHEREAS, an adopted All Hazard Mitigation Plan is required as a condition of future grant funding for mitigation projects; and

WHEREAS, the attached plan update is required to remain current for mitigation planning efforts and for successful grant funding applications;

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

Section 1. The City of Soldotna All Hazard Mitigation Plan 2019 Update is adopted by the Soldotna City Council subject to approval by the bodies and agencies listed in Section 2.

Section 2. The City shall submit the plan to the Kenai Peninsula Borough (KPB) Planning Commission and the KPB Assembly for their consideration and approval. Upon approval, the City shall submit the plan to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) and the Federal Emergency Management Agency (FEMA) for final review and approval.

Section 3. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE CITY COUNCIL THIS 24TH DAY OF MARCH, 2021.

Lisa Parker, Vice Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Yes: Chilson, Hutchings, Ruffridge, Carey, L. Parker
No: None
Abstention: P. Parker

SOLDOTNA

Economic Development + Planning

MEMORANDUM

TO: MAYOR WHITNEY AND SOLDOTNA CITY COUNCIL MEMBERS

THROUGH: STEPHANIE QUEEN, CITY MANAGER

FROM: JOHN CZARNEZKI, DIRECTOR ED+P

DATE: FEBRUARY 24, 2021

SUBJECT: ALL HAZARD MITIGATION PLAN UPDATE

The City of Soldotna last drafted and adopted an All Hazard Mitigation Plan in 2016, which was approved by the State of Alaska Division of Homeland Security and Emergency Management (DHS-EM) and the Federal Emergency Management Agency (FEMA). FEMA regulations require local jurisdictions to complete a plan and maintain it through periodic updates to receive funding for certain types of non-emergency disaster assistance, including funding for mitigation projects.

The attached plan update provides a vulnerability analysis for twelve possible hazards, and focuses on five that are considered the greatest risks to our community, including: floods, wildland fires, earthquakes, volcanoes, and weather events. Commentary is provided on the City's resources that are currently available in hazard mitigation efforts, and the types of resources that may be required in the future.

Since the adoption of our plan in 2016, the Kenai Peninsula Borough underwent an effort to update its hazard plan and to coordinate the timing of the community plan annexes that are traditionally adopted under the borough plan. We attempted to participate in that effort but were unable to meet their schedule.

The Soldotna All Hazard Plan is now ready for adoption and inclusion in the Borough plan as an annex. The Soldotna Planning and Zoning Commission reviewed the plan, held a public hearing and recommended adoption of the plan at their August 6, 2019 meeting. The Alaska Department of Homeland Security and FEMA have conducted an initial review of our plan and have determined that it is ready for adoption.

To complete the approval process, both the City and the Borough must now adopt the plan and submit the approval documents to the State and FEMA.

Thank you for your consideration. Please contact the Planning Department if you have any questions or comments.



City of Soldotna

All Hazard Mitigation Plan

Annex to the Kenai Peninsula Borough

Hazard Mitigation Plan 2019 Update

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Introduction

Purpose

The purpose of the All Hazard Mitigation Plan is to fulfill the FEMA requirement under The Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Act), Section 322, Mitigation Planning enacted by Section 104 of the Disaster Mitigation Act of 2000 (DMA) (P.L. 106-390). This initiative provides new and revitalized approaches to mitigation planning. Section 322 emphasizes the need for state, local, and tribal entities to closely coordinate mitigation planning and implementation efforts. As part of the process of implementing the DMA, FEMA prepared an Interim Final Rule (the Rule) to clearly establish the mitigation planning criteria for states and local and tribal governments. This Rule was published in the Federal Register on February 26, 2002, at 44 CFR Part 201.

The Disaster Mitigation Act of 2000 (DMA 2000), Section 322 (a-d), as implemented through 44 CFR Part 201.6, requires that local governments, as a condition of receiving federal disaster mitigation funds, have a mitigation plan that describes the process for identifying hazards, risks and vulnerabilities, identifying and prioritizing mitigation actions, encouraging development of local mitigation and providing technical support for those efforts.

This plan is an update to the City of Soldotna All Hazard Mitigation Plan originally adopted by the Soldotna City Council on June 23, 2004 (Resolution 2004-038). The 2004 plan was updated in 2010 (Resolution 2010-029) and again in 2016 (Resolution 2017-002). This plan will be an annex to the Kenai Peninsula Borough (KPB) 2019 Hazard Mitigation Plan Update, which was recently approved by the State, FEMA, and the KPB Assembly through KPB Ordinance 2019-31, and therefore information relevant to the City of Soldotna may also be found in that document, which may be found at http://www.kpb.us/emergency-mgmt.

The Kenai Peninsula Borough's process to update its Hazard Mitigation Plan allows the individual jurisdictions within the borough to update their own plans so that five-year timing schedules can be aligned.

As noted above, this plan is intended to be evaluated and updated every five years. In addition, the plan will be updated, as appropriate, when a disaster occurs that significantly affects the City of Soldotna, whether or not it receives a Presidential Declaration. The update will be completed as soon as possible, but no later than twelve months following the disaster occurrence.

Plan Elements

The plan discusses various environmental, geographic, social, and political elements of the City of Soldotna within the Introduction.

The plan also documents the planning process undertaken to develop this plan update in Element A, including who was involved, how the plan was prepared, opportunities for input from other agencies, public involvement, review of existing plans, and ongoing maintenance and participation.

Within Element B, the plan develops a hazard identification matrix for the City of Soldotna, with additional background information, historic occurrences, and risk assessment performed for each identified hazard.

Element C provides a mitigation strategy, including 1) a discussion of how the All Hazard Mitigation Plan interfaces with other planning documents and policy decisions of the City of Soldotna; and 2) an action plan matrix with benefit/cost analysis and technical feasibility guides.

Element D discusses revisions undertaken in this plan to reflect changes in development patterns, progress made in local hazard mitigation efforts (also found in Appendix A), and changes in priorities from the last plan update.

Documentation of the public hearings, as well as the formal adoption by local governing bodies is provided in Element E (Appendix B).

Background on the City of Soldotna

Location. The City of Soldotna is located along the Kenai River in Southcentral Alaska at the junction of the Sterling and Kenai Spur Highways. By road, Soldotna is 150 miles from Anchorage, 11 miles from Kenai, 78 miles from Homer and 93 miles from Seward. Soldotna's municipal airport is 58 air miles from Anchorage International Airport.

History. The history of the City of Soldotna begins with homesteading that occurred in the late 1940's, although Native Alaska Athabaskan peoples had lived and used the area around the Kenai River for many thousands of years prior to the City's establishment. After World War II, veterans were given priority in homesteading in this area and settlement began to grow. The construction of the Sterling Highway from Anchorage and the Kenai Spur Highway occurred in the late 1940s and early 1950s, which resulted in increased settlement in the area. A post office for Soldotna was established in 1949. Oil was discovered at the nearby Swanson River area in 1957, giving the population and economy of the area another major boost. Soldotna's location at the junction of the Sterling and Kenai Spur highways resulted in the area becoming a major location for retail trade, services and government on the Kenai Peninsula.

The City of Soldotna was incorporated as a first-class city in 1967 with an area of approximately 7.5 square miles. Most of Soldotna was still unsettled at this time, with few residents in the surrounding territory. Soldotna was mostly built up and already near its current population by the end of the early 1980s building boom. By then, most still-vacant land in the City was parklands, wetlands, or tracts with some development limitations. Today, Soldotna's population has grown to over 4,236 residents (Alaska Department of Labor and Workforce Development, Research and Analysis Section). In 2016, Soldotna citizens voted to become a Home Rule city.

Economy. Soldotna serves as an economic hub for the Kenai Peninsula, with a significant employment base and several large employers, including the KPB and the KPB School District administrative offices, Central Peninsula Hospital, Peninsula Community Health Services, Kenai Peninsula College, Fred Meyer, and a variety of regional offices of state, federal, and local government.

Soldotna's economy is solidly based in industries that have shown strong growth over the last decade and which are projected to continue to grow in the near future. The Educational Services, and Healthcare & Social Assistance industries accounted for largest sector of employment for the City in 2017, with 28% of the total, with Retail making up another 13%, and Arts, Entertainment, Recreation, Accommodation & Food Services making up 12% (2013-2017 American Community Survey 5-Year Estimates). The State projects that Healthcare & Social Services will be the highest growth sector in the number of jobs in the state between 2016 and 2026, providing a good opportunity for growing employment in the area. The State projected Accommodation and Food

Services as the second highest growth sector for the same period, which may also benefit Soldotna's tourism industry (AK Dep't of Labor & Workforce Development).

The emergence of the health care industry as a primary industry for the Soldotna area provides the City with significant opportunities for the future. The industry provides high-paying jobs and draws an educated work force. It also contributes to the attraction of retirees who want to live outside the "urban Southcentral Alaska" area but still want high quality medical care similar to that found in Anchorage.

The City also serves as a tourism hub for visitors, hunters, and fishing enthusiasts. Facilities such as the Kenai National Wildlife Refuge, the Kenai River, and both public and private campgrounds and RV parks helps to attract thousands of visitors to the area each year. Gross sales in 2017 for visitor-related businesses is over $34 million, including over $28 million from restaurants and bars (KPB Finance Department).

Soldotna's strong economy is evidenced by the City's low poverty rate (6.5%). The median household income of $68,662 was slightly above the KPB as a whole ($65,279), but lower than the State of Alaska overall ($76,114). The per capita income for the City ($36,987) was higher than for the borough ($33,336), and for the State of Alaska ($35,065) (US Census Bureau, ACS 2013-2017 5-Year Estimates).

Geology and Soils. Soldotna is based on unconsolidated glacial deposits which range in depth from 300 to 700 feet deep. This material is unsorted and varies in size from silt to boulders. Thick alluvial deposits of silt, sand and gravel are found along the Kenai River.

The National Resources Conservation Service classifies three broad series of soils in the Soldotna area: the Soldotna, Tustumena and Kenai. The Soldotna series are found in the developed area of town from the "Y" west to the Kenai River. The Kenai series dominate the hilly region north of Soldotna and the Tustumena series is found south of the Kenai River. Both the Soldotna and Tustumena series are well-drained silt loam underlain by gravely sand or sand at a depth of 15 to 25 inches. These soils include a silty clay loam and are slightly less suited for development because of drainage problems. Significant areas of peat are found both north and east of the "Y" between Soldotna Creek and the Kenai River, and south of the Kenai River, downstream from the bridge. These soils are generally unsuited for development, except with special precautions.

Topography. The community is located just five miles from Cook Inlet, and the elevation at the airport is 107 feet above sea level. Broad level plains and rolling hills characterize the landscape, which are the result of repeated episodes of glacial advances and retreats. Small lakes, peat bogs and wetlands are common.

Climate. Soldotna lies within a transitional climatic zone influenced by both the maritime Gulf of Alaska and Prince William Sound regions, and the continental climate of Interior Alaska. Average annual precipitation is about 26 inches, with the greatest rainfall occurring in August and September[1]. Average annual snowfall in Soldotna is about 64 inches. Average January temperatures range from 4 degrees F (low) to 22 degrees F (high). Average July temperatures range from 44 degrees F (low) to 66 degrees F[1]. Extremes of -47 degrees to +90 degrees F have been recorded in the area. The maritime effects commonly cause some days of above-freezing temperatures in the winter.

Flora and Fauna. Soldotna is surrounded on three sides by the Kenai National Wildlife Refuge, which supports extensive populations of moose, brown and black bear, upland game animals and waterfowl. Important species of birds include grouse, ducks, geese, eagles, and ptarmigan. Small animals include fox, lynx, coyote, rabbits and squirrels. According to the Natural Resources Conservation Service, the Kenai River corridor is home to 32 different types of mammals, not counting humans.

Trees found in the Soldotna area in large quantities include white spruce, Kenai paper birch and quaking aspen. Cottonwood, willows, and alders are found in wetter areas. Black Spruce is found in muskeg areas, and also in previously burned upland areas. Open muskegs support a thick mat of low shrubs and sphagnum moss.

The Kenai River drainage is considered to be the major Sockeye salmon producing system in Cook Inlet. Two salmon runs occur annually, the first in late May and the second in late June. King, Pink, and Coho salmon also spawn in the Kenai River system. Other sport fish supported by the Kenai River and its tributaries include Rainbow Trout, Lake Trout, Steelhead, Dolly Varden and Arctic Char.

Wetlands and Drainage. There are approximately 200 acres of mapped wetlands within the City boundaries. The majority of the wetlands lie in the vicinity of Soldotna Creek between the Sterling Highway and the Kenai River. Wetlands are also found along Slikok Creek on the west side of the City. These wetlands provide for water recharge, water quality improvement, habitat for waterfowl and wildlife. Other wetlands are located between the Sterling and Kenai Spur highways at the north end of the City and along the river at the west end of the City.

Placement of fill and structures in wetlands are regulated by the U.S. Army Corps of Engineers under the Clean Water Act. Depending on the type of activity and function and value of wetland, development may be subject to nation-wide or individual state and federal permits, and mitigation may be required as a condition of development. Maintenance of drainage patterns, whether involving surface runoff or identified creeks is an additional development consideration. Disruption or diversion of drainage can cause flooding, erosion, and damage to roads and structures.

Steep Slopes. Areas of excessively steep slopes are found in specific areas of the City, and can present limitations to development. Such limitations include location and grade of access and internal subdivision roads, drainage, and structure foundation considerations. Improper road and foundation cuts on hillsides, or disturbances to drainage patterns can create slope instability and accelerated runoff and erosion, damaging roads, drainage structures, and buildings.

[1] NOAA 1981-2010 Temperature-Related Pseudonormals, Soldotna Station.

The Kenai River. The Kenai River is a major community asset as well as a viable economic engine. The superior natural setting of Soldotna is due in large part to the Kenai River, which runs through the center of town, providing ample economic and recreational opportunities for the community and visitors as well as valuable habitat for wildlife.

The land along the banks of the river is owned and managed by a variety of public and private owners. Property within one hundred feet of the ordinary high water mark for the Kenai River is designated as the Kenai River Overlay District and has special permitting requirements under Title 17 (Zoning Code) of the Soldotna Municipal Code. The City continues to incorporate habitat protection into management of city lands and parks, and has completed projects at Soldotna Creek Park and Centennial Park to preserve and protect riparian habitat.

The Alaska Department of Natural Resources manages activities on the river and adjacent state land through the Kenai River Management Plan. The KPB Code of Ordinances contains Chapter 21.18, Anadromous Waters Habitat Protection Ordinance, which was created to ensure measures for the protection of salmon spawning and rearing habitat within the KPB.

As use of the river, utilization of its fishery stocks, and development along its banks have grown, so have concerns over the effects of increasing use. Of particular concern are the impacts of individual activities and the cumulative effects of use and development along the river. A number of local, state, federal, and private organizations have initiated studies and programs to address specific and regional problems along the Kenai River. There are strong desires to protect the river and provide rational access for residents and visitors alike.

Additional Information. Additional information regarding the general region and the Kenai Peninsula Borough in whole can be found in the *Kenai Peninsula Borough Hazard Mitigation Plan 2019 Update*, Section 1.4. This section includes pertinent information regarding transportation, the economy, geography and demographics, climate, culture, and development trends.

Element A – Planning Process

Elements A1, A2. Planning Process; Involvement of Neighboring Jurisdictions and Local and Regional Agencies *[Requirements 201.6(c)(1), 201.6(b)(2)]*

The City of Soldotna's updated All-Hazard Mitigation Plan was developed largely by the City's Economic Development & Planning Department, with input from other City departments, other agencies, and the public. It is the City's intent that our plan be adopted as an annex to the Borough's plan and that our five-year update cycles come into alignment.

Revisions to our last adopted plan (2016-2017), began in August 2019 with the submittal of an amended plan update to the Alaska Division of Homeland Security and Emergency Management. Due to changes in departmental/divisional personnel at both the State of Alaska and City of Soldotna, the plan update was placed on a temporary hold. The delay became extended in early 2020 when the COVID pandemic re-directed our priorities. In early 2021, City staff re-engaged State officials to complete the update. Prior to submittal, the plan was examined and updated as necessary to ensure the information and goals are accurate and current.

For the 2016 plan update, the City's steering committee (below) met twice during April-May 2016 to review and revise the 2010 plan update. The committee updated hazard identification, risk assessment information, and mitigation strategies; reviewed the list of critical facilities for accuracy; analyzed any newly produced planning, policy, or technical documents; compared the 2010 update goals and strategies with projects and developments that have occurred; and added new mitigation projects for implementation to meet the needs of the mitigation strategy. The compiled document was circulated to the steering committee for any final review or modification prior to its submittal.

City of Soldotna All-Hazard Mitigation Plan 2016 Update Steering Committee

- Austin Johnson, Planning/GIS Technician
- John Czarnezki, City Planner
- Kyle Kornelis, City Engineer / Airport Manager / Utilities
- Ralph Linn, Building Official
- Stephanie Queen, Director of Economic Development & Planning
- Scott Sundberg, Roads/Maintenance Department Manager
- Rick Wood, Utilities Department Manager

Additionally, the City's steering committee coordinated with a core group of municipal and local officials on an as-needed and ongoing basis during the crafting of the 2016 update. This core group included:

- State of Alaska Division of Forestry (Hans Rinke, Area Forester, Kenai-Kodiak area, and Howard Kent, Fire Management Officer) to review the wildland fire portion of the plan for accuracy or supplemental information, for more information on wildland-urban interface fires, and for updates on any forestry management programs in the Soldotna area.
- Kenai Peninsula Borough Office of Emergency Management (Dan Nelson, Program Coordinator, and Scott Walden, Emergency Management Coordinator) to review the plan in its entirety for accuracy or supplemental information, for updates on hazards occurring since the last plan update, to review the list of critical facilities for any errors or omissions, and for discussion on any human caused hazards such as bulk storage of hazardous materials.

- Kenai Peninsula Borough Planning Department (Bruce Wall, Planner) to review the plan for any coordination opportunities with the Borough and for accuracy.
- Kenai Peninsula Borough Spruce Bark Beetle Mitigation Program (Wade Wahrenbrock, Forestry and Fire Behavior Specialist) for information on the spruce aphid and its potential impacts on Soldotna area forests.
- Donald E. Gilman River Center (Bryr Harris, Floodplain Administrator) for more information on the National Flood Insurance Program, the floodway and floodplain in the City of Soldotna, and on any dwelling units within those areas.
- Kenai Peninsula Borough Geographic Information Systems division (Chris Clough, Manager, and Bobbi Lay, GIS Specialist) for additional technical information related to flood hazard zones in the City of Soldotna.

Because this information was gathered on a sporadic and case-by-case basis, there were no traditional "meetings" of this core external group. Information was solicited via email or phone calls from individual professionals working at each of these agencies or organizations. As noted earlier, this plan update will be an annex to the Kenai Peninsula Borough's 2019 Hazard Mitigation Plan, which includes coordination from and information about Soldotna as well as all adjacent and nearby agencies and organizations.

Element A3. Opportunities for Public Involvement *[Requirement 201.6(b)(1)]*

Public comments, questions, and feedback were solicited at the August 6, 2019, meeting of the Soldotna Planning & Zoning Commission, during which the plan update was advertised in a public hearing (see documentation in Appendix B). The public and commissioners were able to review a draft version of the plan before its submittal to the State of Alaska and FEMA and provide comments and other input. The plan update was also advertised on the City website and via social media (see documentation in Appendix A).

Following initial submittal to the State of Alaska and FEMA, the plan was revised to incorporate feedback from those agencies and was submitted to subsequent meetings of the Soldotna Planning & Zoning Commission, the Soldotna City Council, the Kenai Peninsula Borough Planning Commission, and the Kenai Peninsula Borough Assembly (see Appendix B for specific advertising/public notice, resolutions, and related materials). Each of these opportunities presented additional space for public questions, comments, or other input.

These meetings were advertised in the local newspaper, the *Peninsula Clarion,* and advertised on the City of Soldotna website. The City's public outreach is intended to supplement the larger public outreach effort of the KPB during the creation of the Borough's Hazard Mitigation Plan 2019 Update. Additional information on the Borough's planning effort is provided in Chapter 1, Introduction, of the Borough's plan.

Element A4. Review and Incorporation of Existing Plans, Studies, & Technical Information *[Requirement 201.6(b)(3)]*

The City Steering Committee consulted various adopted planning documents and other technical studies during the review and revision of the All Hazard Mitigation Plan 2016 Update. The City's Streets Inventory and Management Plan (2016); Water, Sewer, and Stormwater Master Plan (2016); Recreation and Trails Master Plan (2014), and Municipal Airport Master Plan Update (2017) were reviewed for any recommended projects, priorities, or goals that should be incorporated and included in the plan update. The KPB Hazard Mitigation 2019 Update was also

reviewed for relevant information to the Soldotna region as a basis of information for the City update.

The Soldotna/Ridgeway Area Community Wildfire Protection Plan (2009) was reviewed by the Steering Committee for any recommended projects, priorities, or goals that could inform the City's efforts to mitigate hazards or disasters, such as coordinating media outreach to educate the public about wildland fire hazards, to remove beetle killed trees along the river and in campgrounds, or develop fuel breaks in certain locations. This information was directly incorporated into the City's 2016 Update goals and carried forward to this update.

The City's Comprehensive Plan (2010), Envision Soldotna 2030*,* was also reviewed and projects identified for consideration and/or inclusion into this update include:

- Analysis of critical roadway connections, especially for necessary emergency transportation or evacuation, including a secondary crossing of the Kenai River in Soldotna (West Redoubt Ave to East Poppy Lane) and a secondary exit of East Redoubt Avenue beyond its intersection with the Sterling Highway. (Comprehensive Plan Transportation Goals 2, 5)
- Regional growth goals as they pertain to restoration and permitting along the Kenai River in the City's Overlay District (Comprehensive Plan Regional Growth Goal 1)

Elements A5, A6. Maintenance Procedures *[Requirements 201.6(c)(4)(i), 201.6(c)(4)(iii)]*

The All Hazard Mitigation Plan will be updated at a minimum of every five years, or 90 days after a presidentially declared disaster. The City Planner will be responsible for ensuring that reviews are completed, the planning commission and the general public will be notified of opportunities to review the plan and provide comment, questions, or other input by written invitation through the use of newspaper advertising, as is the standard practice for public meetings and public hearings for Soldotna.

Public involvement is essential to ensure that the mitigation goals, objectives and action items are addressing the community's needs. Ongoing public input regarding community planning and community threats to natural hazards is critical. The City will continue to provide opportunities for public comment at Planning and Zoning Commission and City Council meetings.

The All Hazard Mitigation Plan as adopted will be circulated annually to all City departments with requests for comments with regard to initiated projects, completed projects, or newly identified projects/hazards. Any necessary additions or corrections to the adopted plan will follow the same procedure for public input and official adoption as the original plan update. Any projects marked as completed or initiated will be further reviewed to analyze impacts on the community, as an important aspect of the ongoing planning process.

Element B – Hazard Identification and Risk Assessment

The City of Soldotna has identified five hazards which are present in our community and determined to pose a threat to property, infrastructure, and lives. The plan focuses on these five hazards which include: floods, wildland fires, earthquakes, volcano eruptions, and weather.

Hazard Identification Matrix

Flood	Wildland Fire	Earthquake	Volcano	Snow Avalanche	Tsunami & Seiche
Y/H	Y/M	Y/M	Y/M	N	N

Weather	Landslide	Erosion	Drought	Technological	Economic
Y/M	N	N	N	U/L	U/L

Key:

Y: Hazard is present in jurisdiction
N: Hazard is not present
U: Unknown if the hazard occurs in the jurisdiction

Risk:

L:	Low probability of occurrence
M:	Moderate probability of occurrence
H:	High probability of occurrence

Elements B1, B2, B3. Descriptions of Type, Location, and Impact of Natural Hazards; Historic Information; Probability of Future Hazards *[Requirements 201.6(c)(2)(i), 201.6(c)(2)(ii)]*

Flood. Flooding damage occurs when humans interfere with natural processes by altering waterways and/or building inappropriately within the floodplain or flood hazard area. Many of Alaska's communities and transportation facilities are located along waterways such as oceans, bays, inlets, or large rivers and are subject to flooding. This flooding has serious implications on public health and safety and causes extensive property loss.

Flooding in Alaska can be broken into a number of categories, including surface water runoff floods, snowmelt floods, ground-water flooding, ice jam floods, flash floods, fluctuating lake levels, alluvial fan floods and jokulhaups. These are not exclusive categories, as a flood event could have elements of more than one type.

The City of Soldotna regulates development within 100 feet of the Kenai River (known as the Kenai River Overlay District under the Soldotna Municipal Code), but the City has no special development review or permitting process for construction specifically related to location within a floodplain or floodway.



Image 1. Photo of the Kenai River boardwalk at Soldotna Creek Park. Photo courtesy City of Soldotna, 2009. Stairways are raised during the winter months to prevent damage due to flooding and ice flows.

Additionally, the City of Soldotna does not participate in the National Flood Insurance Program (NFIP). There are a few small areas of the city which are subject to flooding along the Kenai River, Soldotna Creek, and Slikok Creek. Because Soldotna does not participate in NFIP, data is not available on vulnerability in terms of the types and numbers of repetitive loss properties. Chapter 2 of the KPB 2019 All-Hazard Mitigation Plan Update includes information about historic flood events along the Kenai River dating from 1964, as well as other flood events such as surface water runoff floods.

No major flooding has occurred in the City of Soldotna for the 2016 – 2020 period. In September 2012, damage to some infrastructure at the Kenai River Center was associated with wide-scale flooding on the Kenai Peninsula, resulting in a Federal declaration for Public Assistance for the KPB. The following year, during an extended storm and rainfall event in September and October 2013, the Kalifornsky Beach area to the west of the City of Soldotna experienced high surface and ground water conditions, also resulting in a Federal declaration for Public Assistance for the KPB.



Image 2. Kenai River at the Sterling Highway bridge in Soldotna after the January 19, 1969 release of Skilak Lake (courtesy Kenai Peninsula Borough All Hazard Mitigation Plan, 2014 update, p. 78)

The KPB Hazard Mitigation Plan 2019 Update states on p. 70, "Many of the Central Zone's critical facilities are located within the City of Soldotna. Although the Kenai River winds through the city, the banks are high and the 100-year floodplain is fairly confined. A majority of the developed property within the city was excluded from the FEMA Flood Insurance Study because it was believed to be at minimal flood risk."

Most of the possible damage from flood events is limited to accessory structures located along the banks of the Kenai River, such as sheds, access stairs, docks, or elevated walkways, in addition to transportation infrastructure that interfaces with the Kenai River, such as the Sterling Highway Bridge. The following table compiles City investment into riverfront infrastructure since the last plan update.

Project Description	Project Date	Total Cost
Centennial Park to Visitors' Center Trail Connection	2013	$13,630*
Soldotna Creek Park Design & Construction Final Phases	2013	$1,269,418
Centennial Park to Regional Sports Complex Trail Connections	2014	$98,520
Centennial Park to Visitors' Center Trail Connection	2015	$228,101
Centennial Park Elevated River Walkways	2016	$78,914
Swiftwater Park Elevated Walkways & Stairs	2017	$265,253
Swiftwater Park Elevated Walkways & Stairs	2019	$260,000
** Note: Centennial Park to Visitors' Center Trail Connection was designed and surveyed in 2013 but implementation/construction occurred in Fiscal Year 2015.*		

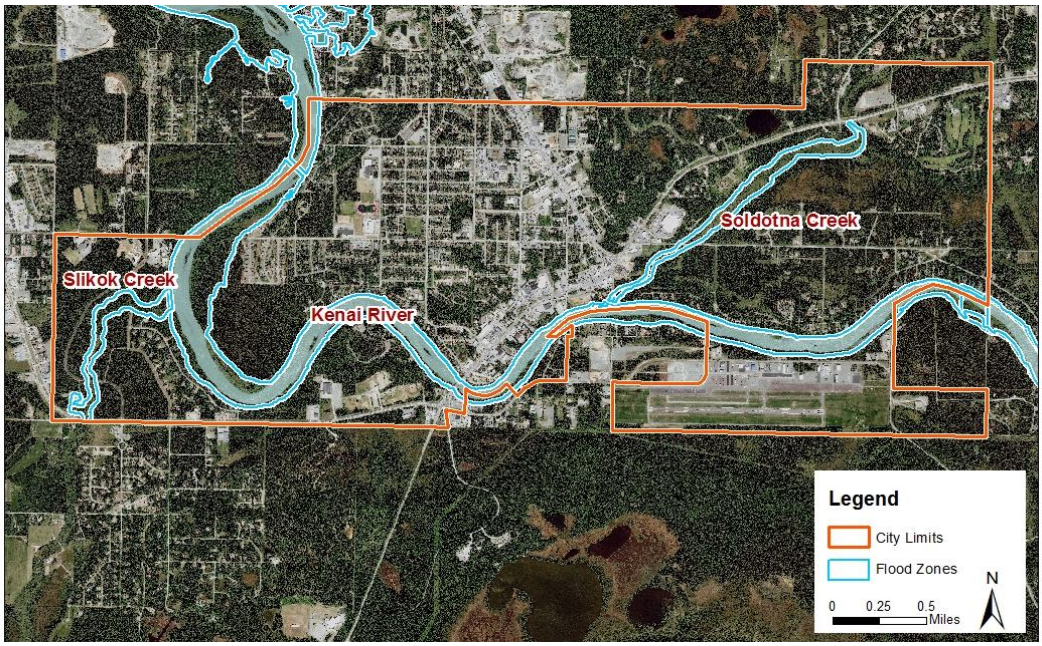

Figure 1. Kenai River Flood Zone Limits in the City of Soldotna (City of Soldotna, 2016)

Wildland Fire. Wildland fires occur in every state in the country, and Alaska is no exception. Each year, between 600 and 800 wildland fires, mostly between March and October, burn across Alaska causing extensive damage.

Fuel, weather, and topography influence wildland fire behavior. Wildland fire behavior can be erratic and extreme causing firewhirls and firestorms that can endanger the lives of the firefighters trying to suppress the blaze. Fuel determines how much energy the fire releases, how quickly the fire spreads and how much effort is needed to contain the fire. Weather is the most variable factor. Temperature and humidity also affect fire behavior. High temperatures and low humidity encourage fire activity, while low temperatures and high humidity help retard fire behavior. Wind affects the speed and direction of a fire. Topography directs the movement of air, which can also affect fire behavior. When the terrain funnels air, like what happens in a canyon, it can lead to faster spreading. Fire can also travel up slope more quickly than it goes down.

Wildland fire risk has increased in the area due to a spruce bark beetle infestation that recently occurred. This infestation killed many trees, which then dry out and become highly combustible. Additionally, according to the State of Alaska Division of Forestry, the greatest increase in risk associated with wildland fire in the greater Soldotna area is an uptick in urban development, which increases the risk of fires in the Wildland-Urban interface (as defined in the box, at right).

Fire Categories

Structure Fire
Originate in and burn a building, shelter or other structure.

Prescribed Fire
Ignited under predetermined conditions to meet specific objectives, to mitigate risks to people and their communities, and/or to restore and maintain healthy, diverse ecological systems.

Wildland Fire
Any non-structure fire, other than prescribed fire, that occurs in the wildland. A Wildland Fire Use is a wildland fire functioning in its natural ecological role and fulfilling land management objectives.

Wildland-Urban Interface Fire
Fires that burn within the line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels. The potential exists in areas of wildland-urban interface for extremely dangerous and complex fire burning conditions which pose a tremendous threat to public and firefighter safety.

Fire is recognized as a critical feature of many ecosystems. It is essential to maintain the biodiversity and long-term ecological health of the land. In Alaska, the natural fire regime is characterized by a return interval of 50 to 200 years, depending on the vegetation type, topography and location. The role of wildland fire as an essential ecological process and natural change agent has been incorporated into the fire management planning process. The full range of fire management activities is exercised in Alaska to help achieve ecosystem sustainability, including its interrelated ecological, economic, and social consequences on firefighter and public safety and welfare, as well as natural and cultural resources threatened. These and other values dictate the appropriate management response to the fire. Firefighter and public safety is always the first and overriding priority for all fire management activities.

Wildland fire management in Alaska is the responsibility of three agencies: Division of Forestry, Bureau of Land Management (BLM) (through the Alaska Fire Service (AFS)) and the U.S. Forest Service (USFS). Each agency provides fire-fighting coverage for a portion of the State regardless of land ownership. These agencies have cooperated to develop a state-wide interagency wildland fire management plan.

In 2009, the *Soldotna/Ridgeway Community Wildfire Protection Plan* (CWPP) was developed to identify wildfire hazards, and propose ways to mitigate the risk. The plan identifies fuel hazards, values at risk from wildfire, and the fire history for the area. The graphic (below) is an excerpt of the hazard rating map for the plan which shows the relative hazard ratings for the Soldotna area.

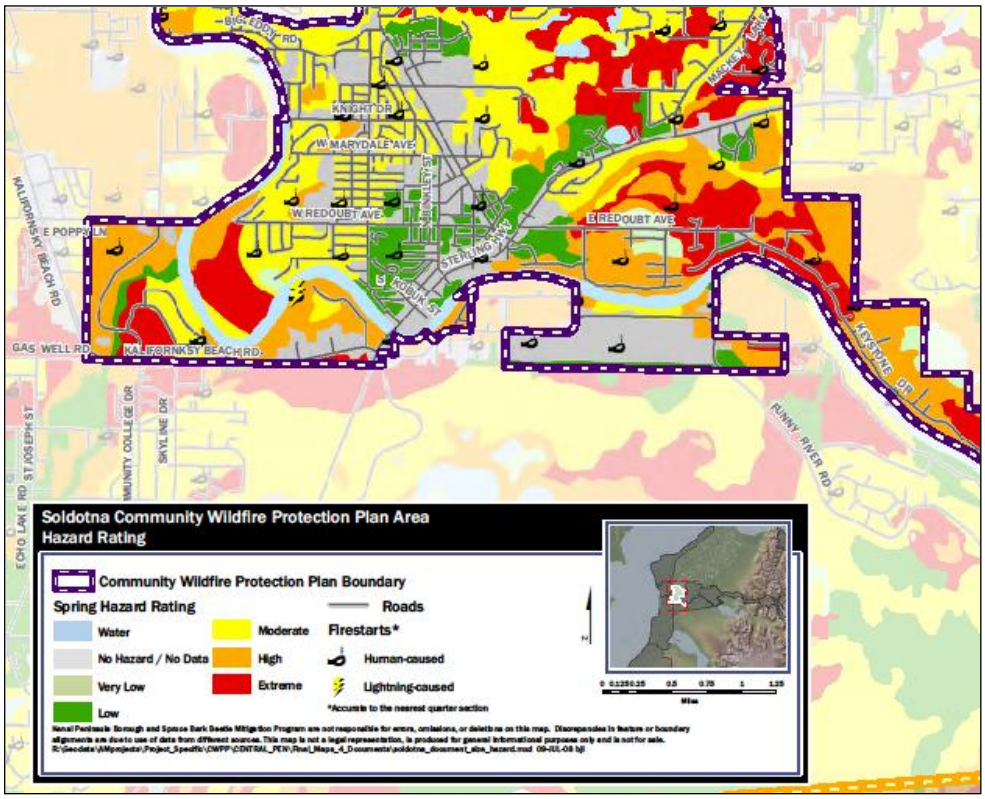

Figure 2. Area Hazard Rating. Image Courtesy *Soldotna Ridgeway Area Community Wildfire Protection Plan*, Dec. 2009.

Wildland fires on the Kenai Peninsula central corridor, including the Soldotna/Ridgeway area, are usually human-caused. Human-caused wildland fires account for 98% of fire ignitions on the Kenai Peninsula over a recent fifteen year period. However, lightning strikes have increased in frequency in recent years, with numerous strikes recorded in 2005, resulting in 22 detected fires[2]. In June of 2019, the Swan Lake Fire was started by a lighting strike and burned over 167,000 acres. The fire was located between the communities of Sterling and Cooper Landing.

In 2015, the Card Street Fire in nearby Sterling burned over 8,800 acres, and in 2014 the Funny River Fire burned nearly 200,000 acres ranging from areas close to Soldotna south to the shores of Tustumena Lake. Although no properties within the city limits were affected, emergency management teams utilized City resources such as the airport and Regional Sports Complex for transportation and staging. A fire history is presented in Chapter 3 of the KPB's 2019 All-Hazard Plan.

[2] Soldotna/Ridgeway Community Wildfire Protection Plan, December 2009, Pg. 18.

Contributing to the conducive environment for wildland fire are dead, dying, or otherwise compromised trees. According to the State's Division of Forestry, the Spruce Bark beetle infestation since the mid-1970s has killed mature spruce trees on 1.2 million acres of the Kenai Peninsula, or about 50 percent of the Peninsula's forested land. The infestation reached epidemic levels in the 1990s. An additional beetle, the Spruce Aphid is currently infesting trees in the Southern Kenai Peninsula, around the Kachemak Bay region. According to the State's Division of Forestry, the risk level to the Central Kenai Peninsula is low, due to the typically cooler winters (below 15 degrees F) that the Central Kenai region experiences. However, with a future warming climate, the Green Spruce Aphid may pose a bigger threat to the Soldotna area's forests and trees.

Earthquake. Most large earthquakes are caused by a sudden release of accumulated stresses between crustal plates that move against each other on the earth's surface. Some earthquakes occur along faults that lie within these plates. The dangers associated with earthquakes include ground shaking, surface faulting, ground failures, snow avalanches, seiches and tsunamis. The extent of damage is dependent on the magnitude of the quake, the geology of the area, distance from the epicenter and structure design and construction. A main goal of an earthquake hazard reduction program is to preserve lives through economical rehabilitation of existing structures and constructing safe new structures.

Ground shaking is due to the three main classes of seismic waves generated by an earthquake. P (primary) waves are the first ones felt, often as a sharp jolt. S (shear or secondary) waves are slower and usually have a side to side movement. They can be very damaging because structures are more vulnerable to horizontal than vertical motion. Surface waves are the slowest, although they can carry the bulk of the energy in a large earthquake. The damage to buildings depends on how the specific characteristics of each incoming wave interact with the buildings' height, shape, and construction materials.

Earthquakes are usually measured in terms of their magnitude and intensity. Magnitude is related to the amount of energy released during an event while intensity refers to the effects on people and structures at a particular place. Earthquake magnitude is usually reported according to the standard Richter scale for small to moderate earthquakes. Large earthquakes, like those that commonly occur in Alaska, are reported according to the moment-magnitude scale because the standard Richter scale does not adequately represent the energy released by these large events.

Intensity is usually reported using the Modified Mercalli Intensity Scale. This scale has 12 categories ranging from not felt to total destruction. Different values can be recorded at different locations for the same event depending on local circumstances such as distance from the epicenter or building construction practices. Soil conditions are a major factor in determining an earthquake's intensity, as unconsolidated fill areas will have more damage than an area with shallow bedrock.

Surface faulting is the differential movement of the two sides of a fault. There are three general types of faulting. Strike-slip faults are where each side of the fault moves horizontally. Normal faults have one side dropping down relative to the other side. Thrust (reverse) faults have one side moving up and over the fault relative to the other side.

Earthquake-induced ground failure is often the result of liquefaction, which occurs when soil (usually sand and course silt with high water content) loses strength as a result of the shaking and acts like a viscous fluid. Liquefaction causes three types of ground failures: lateral spreads, flow failures, and loss of bearing strength. In the 1964 earthquake, over 200 bridges were destroyed or damaged due to lateral spreads. Flow failures damaged the port facilities in Seward, Valdez

and Whittier. Similar ground failures can result from loss of strength in saturated clay soils, as occurred in several major landslides that were responsible for most of the earthquake damage in Anchorage in 1964. Other types of earthquake-induced ground failures includes slumps and debris slides on steep slopes.

Approximately 11% of the world's earthquakes occur in Alaska, making it one of the most seismically active regions in the world. Three of the ten largest quakes in the world since 1900 have occurred here. Earthquakes of magnitude 7 or greater occur in Alaska on average of about once a year; magnitude 8 earthquakes average about 14 years between events.

Figure 3 (below) is a map showing examples of earthquakes (all magnitudes) that occur in the region in a typical week. The City of Soldotna is located in a seismically active zone, and is vulnerable to damage from earthquakes. The City feels there is a moderate risk of damage to all areas of Soldotna from a severe earthquake, and there is a risk of damage to buildings and infrastructure during major earthquake activity.

In January 2016, a magnitude-7.1 earthquake struck approximately 50 miles west of Anchor Point, which caused some damage in the City. Retail stores experienced disruption to business with fallen stock and shelves. A city-wide damage assessment was conducted to verify conditions. Outside city limits, additional damage occurred. Kalifornsky Beach Road in the nearby Kasilof community suffered cracked pavement, resulting in the temporary closure of the road. A gas leak in the City of Kenai led to two separate explosions which burned four homes and three vehicles. No injuries were reported due to an evacuation of the affected area.

On November 30, 2018, a magnitude 7.1 earthquake was centered in the Anchorage bowl and felt in the Soldotna area. Like the 2016 Anchor Point earthquake, some minor damage occurred to city businesses and some KPB roads were damaged.

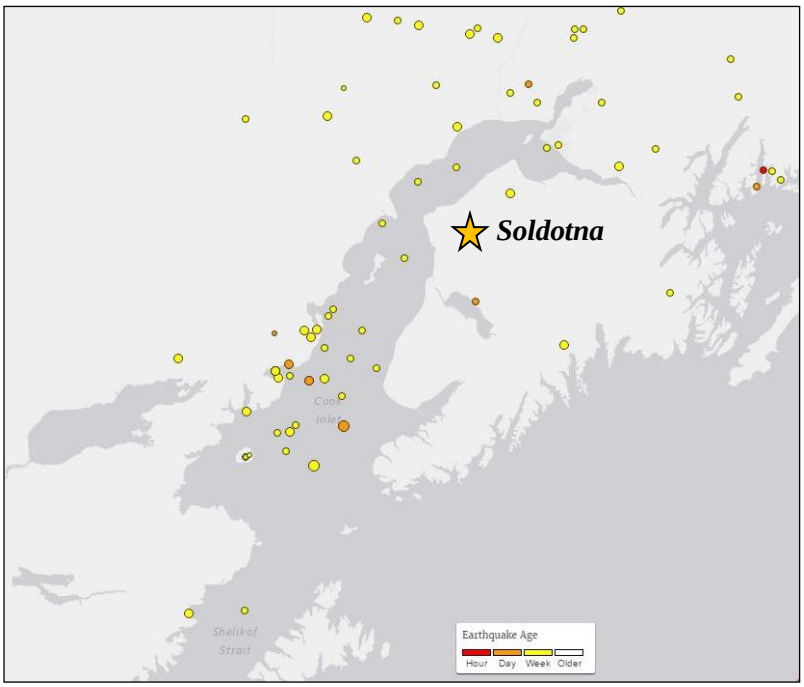

Figure 3. USGS earthquake map (from the week of 08/2016), modified to identify the location of Soldotna.

Additional information on earthquake hazards and risk assessment can be found in Chapter 4 of the KPB 2019 All-Hazard Mitigation Plan.

Volcano. Volcanic ash is made up of fine fragments of solidified lava ejected into the air by an explosion or rising hot air. The fragments range in size, with the larger falling nearer the source. In Soldotna, structures could be damaged due to the weight of accumulated ash, visibility in general could be decreased, and respiratory issues could become present caused by inhaling the fine ash. Ash will also interfere with the operation of mechanical equipment, such as the City's equipment fleet or aircraft. In the event of an eruption, significant risk could become present to the

Soldotna Municipal Airport, which may have to be temporarily closed to take-offs or landings of aircraft.

Redoubt Volcano is located across Cook Inlet, and ash from its eruptions can reach the City of Soldotna. Potential damage would not be limited to a specific geographic area of the City, but would affect all areas of the City equally during an eruption.

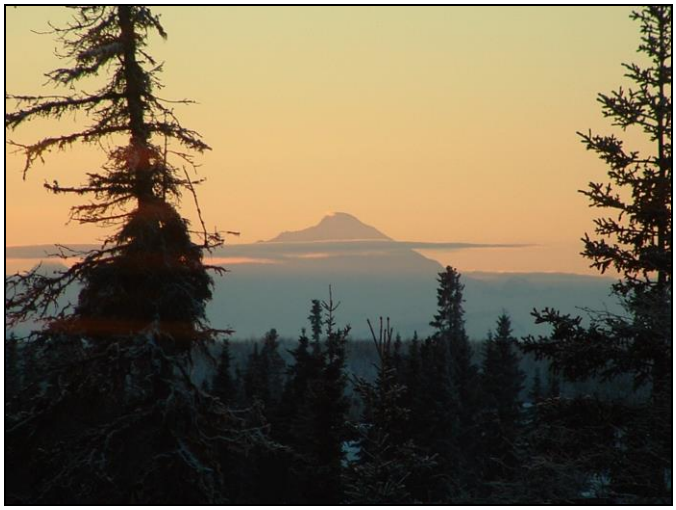

Image 2, Mount Redoubt as seen from the City's Karen Street Water Reservoir (2006).

The only significant volcanic events to occur during the update period (since 2010) as observed by the Alaska Volcano Observatory (AVO) occurred at volcanoes in the Andreanof and Fox Islands regions, far removed from the Kenai Peninsula. Previous to this study update (before 2010), Mt. Redoubt began erupting on March 15, 2009. The eruption was characterized by powerful ash explosions with resulting plumes between 30,000 and 60,000 feet above sea level. The AVO observed eleven major explosive events during the first week, with a total of 19 events over the 14 day explosive eruptive period in March and early April.

Weather. In Alaska, there is great potential for weather disasters. Heavy snow can impact the interior and is common along the southern coast. Heavy snow accumulations in the mountains builds glaciers, but can also cause avalanches or collapse roofs of buildings throughout the state. A quick thaw means certain flooding.

Potential damage from extreme weather would not be limited to a specific geographic area of the City, but would affect all areas of the City equally. The City is at moderate risk of damage due to extreme weather, and is especially vulnerable to damage to infrastructure from freeze-thaw cycles. Of primary concern is potential freeze-ups of the City's municipal water supply system to ensure residents maintain access to potable water.

Additional relevant weather hazard information is presented in KPB's 2019 All-Hazard Plan Update, and includes discussions on recent weather events, risk assessment and mitigation goals.

Winter Storms. A series of severe winter storms in December 1999 and January 2000 triggered avalanches and flooding in Southcentral Alaska and resulted in a Federal Disaster Declaration. The Municipality of Anchorage, the KPB, the Matanuska-Susitna Borough, and the Valdez-Cordova census area received funding to supplement the recovery needs of the local governments to pay for debris removal, emergency services, and repair and replacement costs for damaged public facilities related to the storms.

Due to the unique geography of the Kenai Peninsula, the Seward Highway remains the primary link, and the sole surface transportation route, to Anchorage and its distribution hub. A second-hand risk exists to the City of Soldotna if this corridor were to be closed due to avalanche, either from earthquake or from particularly heavy snow events.

Heavy Snow. Heavy snow, generally more than 12 inches of accumulation in less than 24 hours, can immobilize a community by bringing transportation to a halt. Until the snow can be removed, airports and major roadways are impacted, even closed completely, stopping the flow of supplies and disrupting emergency and medical services. Accumulations of snow can cause roofs to collapse and knock down trees and power lines. Heavy snow can also damage light aircraft and sink small boats. In the mountains, heavy snow can lead to avalanches. A quick thaw after a heavy snow can cause substantial flooding, especially along small streams and in urban areas. The cost of snow removal, repairing damages, and the loss of business can have severe economic impacts on cities and towns.

Injuries and deaths related to heavy snow usually occur as a result of vehicle accidents. Casualties also occur due to overexertion while shoveling snow and hypothermia caused by overexposure to the cold weather.

Heavy snow can impact interior Alaska, but it is most common along the southern coasts. During the winter, Alaska's weather is greatly influenced by large areas of high pressure that can persist for weeks at a time over Siberia, interior Alaska, and northwestern Canada. While a well-developed mass of cold air dominates the interior, storms crossing the North Pacific often move into the Gulf of Alaska dumping large amounts of precipitation over the southern coastal region. The most frequent heavy snowfalls occur along the north Gulf coast from Prince William Sound to the southeastern Panhandle. Snowfalls of one to two feet are common in coastal communities such as Valdez and Yakutat, and these same events can bring up to six feet of snow in the mountains nearby.

High winds, especially across the Arctic coast, can combine with loose snow to produce blinding blizzard conditions and dangerous wind chill temperatures.

Record heavy snow occurred in Anchorage on March 17, 2002 when two to three feet of snow fell in less than 24 hours over portions of the city. Ted Stevens International Airport recorded a storm total of 28.7 inches, and an observer near Lake Hood measured over 33 inches. The city of Anchorage was essentially shut down during the storm, which fortunately occurred on a Sunday morning when a minimal number of businesses were open. Both military bases, universities, and many businesses remained closed the following day, and Anchorage schools remained closed for two days. It took four days for snow plows to reach all areas of the city.

The most recent winters in the Soldotna area have been mild, with average to less-than-average snowfall. With a warming climate, the threat of heavy snows remains, but may be less impactful than in the past.

Extreme Cold. What is considered an excessively cold temperature varies according to the normal climate of a region. In areas unaccustomed to winter weather, near freezing temperatures are considered "extreme cold." In Alaska, extreme cold usually involves temperatures below –40

degrees F. Excessive cold may accompany winter storms, be left in their wake, or can occur without storm activity.

Extreme cold can bring transportation to a halt across interior Alaska for days or sometimes weeks at a time. Aircraft may be grounded due to extreme cold and ice fog conditions, cutting off access as well as the flow of supplies to northern villages. Long cold spells can cause rivers to freeze, disrupting shipping and increasing the likelihood of ice jams and associated flooding.

Extreme cold also interferes with a community's infrastructure. It causes fuel to congeal in storage tanks and supply lines, stopping electric generation. Without electricity, heaters do not work, causing water and sewer pipes to freeze or rupture. If extreme cold conditions are combined with low or no snow cover, the ground's frost depth can increase, affecting buried pipes. The greatest danger from extreme cold is to people. Prolonged exposure to the cold can cause frostbite or hypothermia and become life-threatening. Infants and elderly people are most susceptible. The risk of hypothermia due to exposure greatly increases during episodes of extreme cold, and carbon monoxide poisoning is possible as people use supplemental heating devices.

Generally the risk of extreme cold is restricted to the interior region of Alaska, bounded by the Alaska Range to the south and the Brooks Range to the north. During January of 1989, a fairly widespread extreme cold event occurred across the interior part of the state. The city of Fairbanks came to a virtual halt for fourteen days when bitter cold and ice fog gripped the area. During the cold spell, Tanana recorded a low temperature of –76°F, McGrath followed closely with –75°F, and the record for the highest barometric pressure reading ever recorded in North America occurred in Northway at 31.85 inches of mercury. Aircraft were grounded for more than 6 days during the event.

Ice Storms. The term ice storm is used to describe occasions when damaging accumulations of ice are expected during freezing rain situations. They can be the most devastating of winter weather phenomena and are often the cause of automobile accidents, power outages and personal injury. Ice storms result from the accumulation of freezing rain, which is rain that becomes supercooled and freezes upon impact with cold surfaces. Freezing rain most commonly occurs in a narrow band within a winter storm that is also producing heavy amounts of snow and sleet in other locations.

Freezing rain develops as falling snow encounters a layer of warm air in the atmosphere deep enough for the snow to completely melt and become rain. As the rain continues to fall, it passes through a thin layer of cold air just above the earth's surface and cools to a temperature below freezing. The drops themselves do not freeze, but rather they become supercooled. When these supercooled drops strike the frozen ground, power lines, tree branches, etc., they instantly freeze. The atmospheric conditions that can lead to ice storms occur most frequently in Southwestern Alaska along the Alaska Peninsula and around Cook Inlet. Brief instances of freezing rain occur frequently along the southern coast of Alaska, but these events generally produce very light precipitation with less than ¼ inch of ice accumulation.

Hail. Hailstorms are an outgrowth of thunderstorms in which ball or irregular shaped lumps of ice greater than 0.75 inches in diameter fall with rain. The size and severity of the storm determine the size of the hailstones. In Alaska, hailstorms are fairly rare and cause little damage, unlike the hailstorms in Mid-western states. The extreme conditions of atmospheric instability needed to generate hail of a damaging size (greater than ¾ inch diameter) are highly unusual in Alaska. Small hail of pea-size has been observed periodically.

In August of 2000, an intense thunderstorm moved across the community of Sitka, dumping pea- to dime-sized hail over the downtown area. The hail covered the ground and plugged up storm drains causing minor street flooding until it melted.

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Image 3. An airplane at the City of Soldotna airport covered in snow

Critical Facilities

The City of Soldotna participated in the State of Alaska Division of Homeland Security and Emergency Management's (DHS-EM) Security Vulnerability Assessment (SVA) in 2013. The SVA is used to identify a level of protection necessary to adequately mitigate identified risks from critical infrastructure assets. The DHS-EM's Critical Infrastructure and Key Resources planning team uses this process to identify specific security countermeasures designed to protect a community's continuity of operations, critical assets, population, and visitors. These countermeasures are then included in the State of Alaska DHS-EM planning and preparation framework.

The following table describes critical facilities for the City of Soldotna and identifies hazards that could negatively impact their function or existence.

Hazard Matrix for: City of Soldotna Population: 4,236

	Flood	Wild-fire	Earth-quake	Volcano	Snow Avalanche	Tsunami & Seiche	Weather	Landslides	Erosion	Drought	Techno-logical	Economic
0. Airport		X	X	X			X					
1. Fire		X	X	X			X					
2. Police		X	X	X			X					
3. Hospital		X	X	X			X					
4. Health Clinic												
5. School		X	X	X			X					
6. Tank (fuel) Farm												
7. Electric		X	X	X			X					
8. Telephone		X	X	X			X					
9. Satellite												
10. Washeteria												
11. Harbor/Dock/Port												
12. Landfill/Incinerator												
13. Museum		X	X	X			X					
14. Library		X	X	X			X					
15. Road	X	X	X	X			X					
16. City Hall		X	X	X			X					
17. Park	X	X	X	X			X					
18. Civic Center												
19. Cemetery		X	X	X			X					
20. Offices												
21. Tannery												
22. Sewage Lagoon												
23. Teachers Quarters												
24. Store												
25. Service/Maintenance		X	X	X			X					
26. Bridge	X	X	X	X			X					
27. Post Office		X	X	X			X					
28. Radio Transmitter												
29. Reservoir / Supply		X	X	X			X					
30. Senior Center		X	X	X			X					
31. Church												
32. Community Freezer												
33. Generator												
35. Comm. Storage Shed												
36. Boardwalk	X	X	X	X			X					
99. Other (Wastewater Plant)	X	X	X	X			X					

Element C – Mitigation Strategy

Element C1. Existing Authorities, Policies, Programs and Resources; Integrating Mitigation Plan Objectives into Other Planning Mechanisms *[Requirements 201.6(c)(3), 201.6(c)(4))ii)]*

Policies. The City of Soldotna operates under the Soldotna Municipal Code, which includes sections appurtenant to the All Hazards Mitigation Plan: Title 12 (Streets, Sidewalks & Public Places), Title 13 (Public Services), Title 15 (Buildings and Construction) and Title 17 (Zoning). Any large-scale rewrites of these guiding policies will be in consultation with the City's adopted All-Hazard Mitigation Plan to identify opportunities for mitigating exposure of the City, its residents, or its infrastructure to hazards.

Planning Opportunities. Most City capital projects are coordinated on the 5-Year Capital Improvement Plan (CIP), a document which is developed for long-range capital improvement planning and budgeting. These projects are typically in excess of $50,000 that result in tangible fixed assets. Projects included on the CIP may or may not be selected for inclusion on the City's annual Capital Budget, depending on the urgency of the project, priorities of the City, and availability of funding sources. The CIP is reviewed and updated annually to reflect the needs and desires of the City and the community. During each annual review, a variety of planning documents, including the All-Hazard Mitigation Plan, will be reviewed to analyze and prioritize projects. Projects identified in the All-Hazard Mitigation Plan may be included on the 5-Year Capital Improvement Plan depending on City resources.

The City completed a comprehensive plan in 2010. During any updates to the comprehensive plan, the Economic Development & Planning Department (ED&P) will consult the All-Hazard Mitigation Plan to provide a framework of knowledge around planning priorities that involve hazard mitigation.

City Staff. The City of Soldotna staff which may be involved in the review, maintenance, and implementation of strategies in this document consist of the following entities.

- Economic Development & Planning Department: administers Title 17 of the Soldotna Municipal Code, coordinates City-wide long range planning through the Envision 2030 Comprehensive Plan, and serves as professional staff for the City's Planning & Zoning Commission. All long-range planning efforts performed by ED&P will be in consultation with the City's adopted All-Hazard Mitigation Plan.
- Public Works Department *(including Building Official)*: administers the adopted building code, coordinates with the fire marshal, manages the Municipal Airport, and plays a key role in City projects such as road construction and maintenance, construction of new facilities, and utility infrastructure construction and maintenance. All capital projects performed by the Public Works department will be in consultation with the City's adopted All-Hazard Mitigation Plan.
- Streets & Maintenance Department: ensures city infrastructure and facilities (including streets) are properly maintained to ensure health and safety of users. Planning for all activities performed by the Streets & Maintenance Department will be in consultation with the City's adopted All-Hazard Mitigation Plan.
- Utility Department: administers certain sections of Title 13 (Public Services) of the Soldotna Municipal Code and manages the connection to, supply of, and maintenance of City water and sewer services, including supply wells, lift stations, and the wastewater treatment plant. All capital projects performed by the Utility department will be in consultation with the City's adopted All-Hazard Mitigation Plan.

City Council, Boards & Commissions. The City is governed by the elected City Council & Mayor. The Mayor appoints members to associated boards and commissions, subject to approval by Council. The appurtenant bodies for the All Hazards Mitigation Plan include the Planning & Zoning Commission, the Parks & Recreation Advisory Board, and the Airport Commission. These bodies are tasked variously with managing land use development, comprehensive plans, strategic plans, capital improvement plans, and City budget documents and policies. Generally, the projects and policies brought enacted by these boards and commissions are generated by City staff, who will consult with the City's adopted All-Hazard Mitigation Plan to identify opportunities for initiation or implementation of projects listed in this document as appropriate.

Element C2. NFIP Requirements *[Requirement 201.6(c)(3)(ii)]*

The City does not participate in the National Flood Insurance Program at this time.

Elements C3, C4, C5. Action Plan Matrix (including Benefit/Cost & Technical Feasibility Review) *[Requirements 201.6(c)(3)(i), 201.6(c)(3)(ii), 201.6(c)(3)(iii), & 201.6(c)(3)(iv)]*

The City of Soldotna's All-Hazard Mitigation Plan Update summarizes specific mitigation strategies, priorities for implementation, responsible agency or department, funding sources, and benefit/cost and technical feasibility analyses into one matrix.

ID	Description	Priority (High, Medium, Low) & Timeframe	Responsible and Coordinating Agency or Department	Potential Outside Funding Sources	(B/C) Benefit-Costs (TF) Technical Feasibility
Goal 1: Reduce the vulnerability of properties and infrastructure along the Kenai River to flooding and ice damage.					
1-A	Continue to review development proposals within the KROD (Kenai River Overlay Zoning District) to ensure compliance with regulations and control for erosion and adverse activity within the riparian habitat.	Low – Ongoing	COS (City of Soldotna) Planning Department Coordination with KPB Gilman River Center Agencies	N/A; departmental budget for staff time.	B/C: Sustained enforcement program has minimal cost (staff time) and will help build an area-wide development pattern which reduces the impact to permanent structures in flooding and ice events and preserves riparian habitats that mitigate high water events. TF: Ongoing activity demonstrates its feasibility.
1-B	Review the existing KROD code to determine its adequacy in addressing building standards near the Kenai River.	Medium – 1 Year	COS Planning & Public Works Departments	Possible departmental budget allocation for public outreach campaign.	B/C: Updates to code have minimal cost outside of staff time, advertising, and salaries for commissioners. Will maintain an easily understood and enforceable set of standards around Kenai River development. TF: Technically feasible for COS to complete and involves staff resources.
1-C	Investigate whether COS should participate in the National Flood Insurance Program; Determine which additional COS resources would be required to adopt and adequately manage a floodplain management ordinance.	Low – Ongoing	COS Planning, Public Works, Building Inspections	N/A; departmental budget for staff time.	B/C: Investigation of benefits of joining NFIP are an inherent part of this objective, therefore, it is unknown at this time what the exact benefits to COS and its citizens would be. Costs would most likely include dedicated and ongoing staff time for a period of time. TF: Technically feasible for COS to complete in conjunction with KPB assistance (Gilman River Center staff).

ID	Description	Priority (High, Medium, Low) & Timeframe	Responsible and Coordinating Agency or Department	Potential Outside Funding Sources	(B/C) Benefit-Costs (TF) Technical Feasibility (S) Status
Goal 2: Reduce the City's and its residents' vulnerability to wildland fires.					
2-A	Reduce the amount of hazardous fuels around Soldotna; provide fire breaks in and around Soldotna (including KNWR); work with KNWR, KPB, and Division of Forestry to identify projects.	Medium – Ongoing	COS Planning, Public Works, Building Inspections, Parks & Recreation	TBD	B/C: Reduction in fuels for wildland fires will directly reduce risk to City residents and landowners. Costs vary depending on individual program goals. TF: Parks & Rec crews could potentially assist other staff (such as KNWR or Forestry) in tree cutting and brush clearing.
2-B	Promote education and awareness among homeowners about wildland fires, structural ignition, and mitigation steps that individuals can implement by providing information on the Firewise program during the building permit and/or zoning permit process.	High – 1 Year	COS Planning, Public Works, Building Inspections	N/A; departmental budget for staff time.	B/C: Ensures homeowners and private property owners have the information to take essential steps to provide firebreaks around structures for which the City or other agencies can't affect change, at no or very low cost to COS. TF: Involves interdepartmental coordination during permitting processes.
2-C	Ensure defensible areas surrounding vital COS public facilities by clearing brush and other wildland fire fuels.	Medium – Ongoing	COS Maintenance & Parks/Rec	TBD	B/C: Ensures security of vital facilities that protect life and health of population in the event of an emergency. TF: Technically feasible for the City to complete in-house.

ID	Description	Priority (High, Medium, Low) & Timeframe	Responsible and Coordinating Agency or Department	Potential Outside Funding Sources	(B/C) Benefit-Costs (TF) Technical Feasibility (S) Status
Goal 3: Reduce the City's and its residents' vulnerability to damage from earthquakes.					
3-A	List COS facilities in Pub Works software. Identify facilities critical to area residents; determine retrofits or backup systems needed to protect the structures in the event of earthquake.	Medium – 1-2 Years	COS Public Works, Building Inspections, Utilities Coordinate with KPB OEM	N/A; departmental budgets for staff time.	B/C: Continuity in service of vital facilities for area residents. Step one of a multi-step process, including securing funding for retrofits or backup systems as necessary. TF: Technically feasible. Software already purchased and staff trained.
3-B	Provide generators to operate water supply well pumps at Wells C & E.	Medium – Ongoing; Determined by Availability of Funding	COS Public Works & Utilities	TBD; Grant Dependent	B/C: Strategic step to ensure continuous supply of water in the event of power failure, likely funded by grant funding. TF: Technically feasible for COS to complete and involves staff resources.
3-C	Continue work to provide standby generators to operate vital facilities.	Medium – Ongoing	COS Maintenance & Public Works	TBD; Grant Dependent	B/C: Provision of continuous power supply necessary in the event of wide-scale power failure to ensure public health and safety, and may reduce losses and damage to structures. TF: Technically feasible with contract work for outside firm for installation of any permanent generators.
3-D	Investigate alternate water/sewer utility line crossing for the Kenai River other than the Sterling Hwy Bridge.	Low – 5+ Years	COS Public Works, Planning	TBD; Grant Dependent	B/C: In the event of damage to the Sterling Hwy bridge, would ensure that fresh water and waste water supply is provided to COS residents south of the Kenai River. TF: Technically feasible, likely in conjunction with other agencies for funding and for project realization.

3-E	List earthquake preparedness resources and locations of shelter facilities, on a COS web page or in collaboration with KPB.	High – 1 Year	COS Planning, Administration Possible in collaboration with KPB	N/A; departmental budget for staff time.	B/C: Provision of information will increase public education and awareness about next steps in the event of an earthquake. TF: Technically feasible for COS to complete and involves staff resources.
ID	**Description**	**Priority (High, Medium, Low) & Timeframe**	**Responsible and Coordinating Agency or Department**	**Potential Outside Funding Sources**	**(B/C) Benefit-Costs** **(TF) Technical Feasibility**
Goal 4: Reduce the City's and its residents' risk to extreme weather events.					
4-A	Increase public awareness of severe weather events and mitigation, through posting information about educational programs such as Winter Weather Awareness Week, the Tsunami Alert System, and Flood Awareness Week on the COS web page and social media outlets.	High – 1 Year + Ongoing	COS Planning, Administration	N/A	B/C: Providing information about educational programs such as Winter Weather Awareness Week, the Tsunami Alert System, and Flood Awareness Week will engage citizenry and pre-mobilize in the event of severe weather, at a minimal cost of occasional staff time to maintain staff awareness of weather events and educational programs. TF: Technically feasible for COS to complete and involves staff resources.
4-B	Promote awareness of 511.alaska.gov through COS web page and social media outlets and encourage drivers to use the service to check road conditions before utilizing the Seward or Sterling Highways for long-distance trips.	High – 1 Year + Ongoing	COS Planning, Administration	N/A	B/C: Increasing the exposure of COS residents to information about potential road hazards such as mud or landslides, flooding, or avalanches in the mountain passes, will reduce the possibility that residents are exposed to these risks. TF: Technically feasible for COS to complete and involves staff resources.

Element D – Plan Review, Evaluation, and Implementation

Element D1. Revisions to Reflect Changes in Development *[Requirement 201.6(d)(3)]*

Population Changes. There are no forecasted declines or increases in population to such a degree that the safety or health of the City of Soldotna or its residents would be impacted. Soldotna continues to grow at a rate of approximately 1% per year.

The City of Soldotna has submitted an annexation petition to expand its municipal boundaries. If approved by the State of Alaska, Soldotna could experience an increase in population of about 200 residents. Because of the uncertainty of the annexation petition process, the potential increase in population has not been reflected in this plan. Residents within the annexation territory are presently within the jurisdiction of the Kenai Peninsula Borough and covered under their All-Hazard Mitigation Plan. Should the annexation be successful, the City would update its planning documents including the hazard plan.

Development & Land Use Patterns. The following changes in development and land use were analyzed for possible hazards or inclusion into the hazard planning matrix.

Eastern Soldotna. The City of Soldotna has mostly reached its development capacity in terms of large tracts of vacant, developable land, except in the eastern portion of the City. Much of the vacant land along East Redoubt Avenue has development limitations such as a lack of utilities and street network or the presence of wetlands or high water table. Since the last plan update, the City has continued to see small-scale, infill development on streets like Yupik Road and River Estates Drive. RuRAL CAP (Rural Alaska Community Action Program) has proceeded with a subdivision and phased development of land along Jay Street at Hester Avenue, adjacent to identified wetlands and adjacent to a neighborhood which is currently experiencing high water tables and stormwater management issues.

Northern Soldotna. Turnbuckle Terrace Road has been completed since the last plan update. This rural, residential street provides an important emergency bypass of the core of Soldotna, if the Kenai Spur Hwy / Sterling Hwy junction were to become inaccessible due to a hazard.

Western Soldotna. At the western terminus of Redoubt Avenue, the Westgate subdivision has reached its maximum development capacity since the last plan update. Wetlands and flood hazard areas exist to the south and west of this subdivision; however, the affected lands are held by the City of Soldotna and the Department of Natural Resources, and are unlikely to ever be developed in a commercial, institutional, or residential capacity.

South & West of the Kenai River. No development in these areas impact the City's overall vulnerability. Since the last plan update, a small section of Funny River Road was rerouted and upgraded to contemporary street construction standards to accommodate an expansion of the Soldotna Municipal Airport.

Elements D2, D3. Revisions to Reflect Progress in Local Mitigation Efforts and Changes in Priorities *[Requirement 201.6(d)(3)]*

A status report on accomplished goals from the previous Soldotna All Hazard Mitigation Plan Update (2016) is provided as Appendix A on the following page. Goals identified as ongoing or not yet initiated were carried over for inclusion into this plan update. The priorities for the City with regard to local political, social, environmental, and/or economic changes have stayed the same between the 2016 plan update and the current plan update.

APPENDIX A

Status Update of All Goals Listed in the Previous (2016)
Soldotna All Hazard Mitigation Plan Update

Goal	Status	Comments
1. Reduce vulnerability of properties and infrastructure along the Kenai River to flooding and ice damage		
A. Continue to review development proposals within the Kenai River Overlay District (KROD)	Ongoing	Remains a goal in the current plan. The City regularly reviews development proposals within the KROD.
B. Consider possible revisions to the Zoning Code regarding building within the 100-ft overlay district	Ongoing	Remains a goal in the current plan. The City will consider addressing the Zoning Code KROD standards with the Planning & Zoning Commission.
C. Consider joining the NFIP	Ongoing	Remains a goal in the current plan.
2. Reduce the City's vulnerability to wildland fires		
A. Reduce the amount of hazardous fuels around Soldotna	Ongoing	Remains a goal in the current plan. Coordinating with the KPB to explore timber stand improvements in the city and urban-wildland interface.
B. Provide education and awareness about wildland fires and mitigation measures.	Ongoing	Remains a goal in the current plan. Information will continue to be made available through the City's Building Official during the building permit process. City is also providing spruce bark beetle education via City website and social media.
C. Create defensible areas around COS public facilities	Ongoing	Remains a goal in the current plan.
3. Reduce the City's vulnerability to damage from earthquakes		
A. Prepare a list of all City facilities and identify those which are critical to area residents. Identify backup systems needed to protect the facilities.	Ongoing	Remains a goal in the current plan. Pub Works software is no longer being utilized by the City. An emergency response plan was developed in 2016 for the Soldotna water systems.
B. Provide generators to operate water supply well pumps at wells C & E	Ongoing	Remains a goal in the current plan. A new generator is scheduled for installation at well C in FY 2020. Continuing to plan for possible future generator at well house E.
C. Provide standby generators to operate vital facilities	Ongoing	Remains a goal in the current plan. Generator installed at City Hall to power vital network & telecommunications for various services (such as Soldotna Police). Generator installed at the new sewer system lift station on Binkley Street which serves the hospital. Standby generators have been acquired and are ready to power

		other lift stations as needed.
D. Investigate alternate water/sewer line crossing across the Kenai River	Ongoing	Remains a goal in the current plan.
E. List earthquake preparedness resources on COS web page or in collaboration with KPB	Ongoing	Remains a goal in the current plan.
4. Reduce the City's risk to severe weather events		
A. Increase public awareness of severe weather events and potential mitigation activities	Ongoing	Remains a goal in the current plan.
B. Promote awareness of 511.alaska.gov	Ongoing	Remains a goal in the current plan.

APPENDIX B

Meeting Documentation from the:

Soldotna Planning & Zoning Commission (9/7/2016 and 1/18/2017);

Soldotna City Council (1/25/2017); and

Kenai Peninsula Borough Assembly (3/7/2017)

FEMA Approval Letter (6/2/2017)

Meeting Documentation from the:

Soldotna Planning & Zoning Commission (8/6/2019)

Soldotna City Council (TBD)

Kenai Peninsula Borough Assembly (TBD)

(Materials to be inserted as they are generated)

Date: September 7, 2016
Action: Approved
Vote: 6 Yes, 0 No

CITY OF SOLDOTNA
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ 2016-014
ALL HAZARDS MITIGATION PLAN

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF SOLDOTNA RECOMMENDING SUBMITTAL FOR FEMA REVIEW OF THE 2016 ALL HAZARDS MITIGATION PLAN UPDATE

WHEREAS, the City of Soldotna recognizes that hazards pose a threat to people and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur reduces the potential for harm to people and property and saves taxpayer dollars; and

WHEREAS, an updated and adopted All Hazards Mitigation Plan is required for proper mitigation planning efforts and as a condition of future grant funding for mitigation projects; and

WHEREAS, the City of Soldotna participated jointly in the planning process with the Kenai Peninsula Borough in 2004 to prepare and adopt an All Hazards Mitigation Plan, updated that plan in 2010, and is updating the plan again in 2016; and

WHEREAS, the Plan Update must be reviewed and approved by the State of Alaska Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency prior to its adoption by the City of Soldotna and the Kenai Peninsula Borough; and

WHEREAS, the City of Soldotna has an interest in soliciting public input and testimony on the Plan Update prior to its submittal to the State of Alaska and the Federal Government.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SOLDOTNA:

Section 1. The 2016 All Hazards Mitigation Plan Update shall be submitted to the appropriate agencies for review and approval prior to its consideration by the City of Soldotna and the Kenai Peninsula Borough.

Section 2. The minutes of this meeting and any public testimony received shall be included in the 2016 All Hazards Mitigation Plan Update.

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

PASSED by the Planning and Zoning Commission this 7th day of September, 2016.

Colleen Denbrock
Colleen Denbrock, Chair

ATTEST:

Carmen Triana, Deputy City Clerk

Ayes: Cox, Hutchings, Janz, Denbrock, Vadla, Smithwick
Noes: None

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16PRS014

Date: January 18, 2017
Action: Approved
Vote: 6 Yes, 0 No

CITY OF SOLDOTNA
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ 2017-001
ALL HAZARD MITIGATION PLAN 2016 UPDATE

RECOMMENDING ADOPTION OF THE ALL HAZARD MITIGATION PLAN 2016 UPDATE

WHEREAS, the City of Soldotna recognizes that hazards posed by specific events such as floods, wildland fires, earthquakes, volcanoes, or weather events represent possible threats to the population of Soldotna and the Central Kenai Peninsula, private property, and the City's investments into infrastructure and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur reduces the potential for harm to people and property and saves taxpayer dollars; and

WHEREAS, an updated and adopted All Hazard Mitigation Plan is required for proper mitigation planning efforts and as a condition of future grant funding for mitigation projects; and

WHEREAS, the City of Soldotna participated jointly in the planning process with the Kenai Peninsula Borough in 2004 to prepare and adopt an All Hazard Mitigation Plan, updated that plan in 2010 and 2011; and

WHEREAS, the attached plan update is required to remain current for mitigation planning efforts and for successful grant funding applications.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SOLDOTNA:

Section 1. The All Hazard Mitigation Plan 2016 Update shall be submitted to the City of Soldotna City Council for consideration and adoption, to the Kenai Peninsula Borough Planning Commission for consideration and approval, and to the Kenai Peninsula Borough Assembly for consideration and adoption.

Section 2. The minutes of this meeting and any public testimony received shall be included in the All Hazard Mitigation Plan 2016 Update.

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

PASSED by the Planning and Zoning Commission this 18th day of January, 2017

Colleen Denbrock
Colleen Denbrock, Chair

ATTEST:
Austin Johnson
Austin Johnson, Planning/GIS Technician

Yes: Denbrock, Baxter, Smithwick Aley, Cox, Hutchings
No: None
Absent: Janz

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17PRS001

Introduced By:	City Manager
Date:	January 11, 2017
Public Hearing:	January 25, 2017
Action:	Enacted
Vote:	6 Yes, 0 No

CITY OF SOLDOTNA
ORDINANCE 2017-002

AN ORDINANCE ADOPTING THE ALL HAZARD MITIGATION PLAN 2016 UPDATE

WHEREAS, the City of Soldotna recognizes that hazards posed by specific events such as floods, wildland fires, earthquakes, volcanoes, or weather events represent possible threats to the population of Soldotna and the Central Kenai Peninsula, private property, and the City's investments into infrastructure and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur reduces the potential for harm to people and property and saves taxpayer dollars; and

WHEREAS, an adopted All Hazard Mitigation Plan is required as a condition of future grant funding for mitigation projects; and

WHEREAS, the City of Soldotna participated jointly in the planning process with the Kenai Peninsula Borough in 2004 to prepare and adopt an All Hazard Mitigation Plan and updated that plan in 2010 and 2011; and

WHEREAS, the attached plan update is required to remain current for mitigation planning efforts and for successful grant funding applications;

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

Section 1. That the attached City of Soldotna All Hazard Mitigation Plan 2016 Update is adopted by the Soldotna City Council subject to approval by the bodies and agencies listed in Section 2:

Section 2. The City shall submit the plan to the Kenai Peninsula Borough (KPB) Planning Commission and the KPB Assembly for their consideration and approval. Upon approval, the City shall submit the plan to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) and the Federal Emergency Management Agency (FEMA) for final review and approval.

Section 3. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE CITY COUNCIL THIS 25TH DAY OF JANUARY, 2017.

Pete Sprague, Mayor

ATTEST:

FOR SHELLIE SANER

Michelle M. Saner, MMC, City Clerk

Yes: Cox, Cashman, Murphy, Parker, Whitney, Daniels
No: None

17ORD002 [DELETED TEXT], New Text Page 1 of 1

Introduced by:	Mayor
Date:	02/14/17
Hearing:	03/07/17
Action:	Enacted as Amended
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
ORDINANCE 2017-03

AN ORDINANCE AMENDING THE KENAI PENINSULA BOROUGH ALL-HAZARD MITIGATION PLAN BY DELETING EXISTING ANNEX F, 2010 CITY OF SOLDOTNA ALL HAZARD MITIGATION PLAN UPDATE, AND ADOPTING THE CITY OF SOLDOTNA ALL HAZARD MITIGATION PLAN 2016 UPDATE AS THE NEW ANNEX F

WHEREAS, the Federal Emergency Management Agency ("FEMA") requires all states to submit a hazard mitigation plan to be eligible for any FEMA funding for non-emergency disasters; and

WHEREAS, on June 17, 2014, the borough assembly enacted ordinance 2014-22, adopting an updated All-Hazard Mitigation Plan ("AHMP") as the local mitigation plan for the area within the borough and a required component of the State of Alaska Hazard Mitigation Plan; and

WHEREAS, the AHMP is a multi-jurisdictional plan, developed in coordination with the incorporated cities within the borough, the Seward/Bear Creek Flood Service Area board, the All Lands/All Hands Interagency Wildfire Mitigation Group, the State of Alaska Division of Homeland Security and Emergency Management (DHS & EM), and FEMA; and

WHEREAS, the AHMP was designed to assist borough residents, local and private organizations and other parties interested in hazard mitigation planning, as well as to coordinate planning efforts between government agencies; and

WHEREAS, the City of Soldotna's All Hazard Mitigation Plan was adopted as Annex F to the borough's 2010 AHMP; and

WHEREAS, FEMA disaster recovery funding and grant programs require regular updates to the mitigation plans; and

WHEREAS, periodically updating the plan is required to remain current for mitigation planning efforts and for successful grant funding applications; and

WHEREAS, the council of the City of Soldotna held a public hearing on January 25, 2017 and reviewed the final draft of the update and recommended approval of the plan to the borough; and

WHEREAS, the borough Planning Commission at its regularly scheduled meeting of February 13, 2017 recommended approval by unanimous consent of the revised comprehensive plan;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the existing Annex F in the borough's AHMP plan adopted by KPB 2.80.010 is hereby deleted.

SECTION 2. That the borough's AHMP is hereby amended by adopting the City of Soldotna's All Hazard Mitigation Plan 2016 Update as the new Annex F.

SECTION 3. That this ordinance takes effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF MARCH, 2017.

Kelly Cooper, Assembly President

ATTEST:

John Blankenship, MMC, Borough Clerk

KENAI PENINSULA BOROUGH 1964

Yes:	Bagley, Dunne, Fischer, Hibbert, Holmdahl, Ogle, Schaefer, Welles, Cooper
No:	None
Absent:	None

U.S. Department of Homeland Security
FEMA Region 10
130 – 228th Street, SW
Bothell, Washington 98021-8627

FEMA

June 2, 2017

Honorable Mike Navarre
Mayor, Kenai Peninsula Borough
144 N. Binkley
Soldotna, Alaska 99669

Dear Mayor Navarre:

On July 23, 2014, the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA), Region 10, approved the ***Kenai Peninsula Borough All-Hazard Mitigation Plan*** as a multi-jurisdictional local plan as outlined in Code of Federal Regulations Title 44 Part 201. This approval provides the below jurisdictions eligibility to apply for the Robert T. Stafford Disaster Relief and Emergency Assistance Act's, Hazard Mitigation Assistance (HMA) grants through July 22, 2019 through your state.

Kenai Peninsula Borough **City of Soldotna**

The updated list of approved jurisdictions includes the City of Soldotna that recently adopted their respective addendum to the Kenai Peninsula Borough Natural Hazards Mitigation Plan. To continue eligibility the communities must review, revise as appropriate, and resubmit within five years of the original approval date.

If you have questions regarding your plan's approval or FEMA's mitigation grant programs, please contact George Grady, State Mitigation Planner with Alaska Division of Homeland Security and Emergency Management, at (907) 428-7055, who coordinates and administers these efforts for local entities.

Sincerely,

Mark Carey, Director
Mitigation Division

cc: Brent Nichols, Alaska Division of Homeland Security and Emergency Management

BH:vl

www.fema.gov

CITY NEWS

Font Size: Share & Bookmark Feedback Print

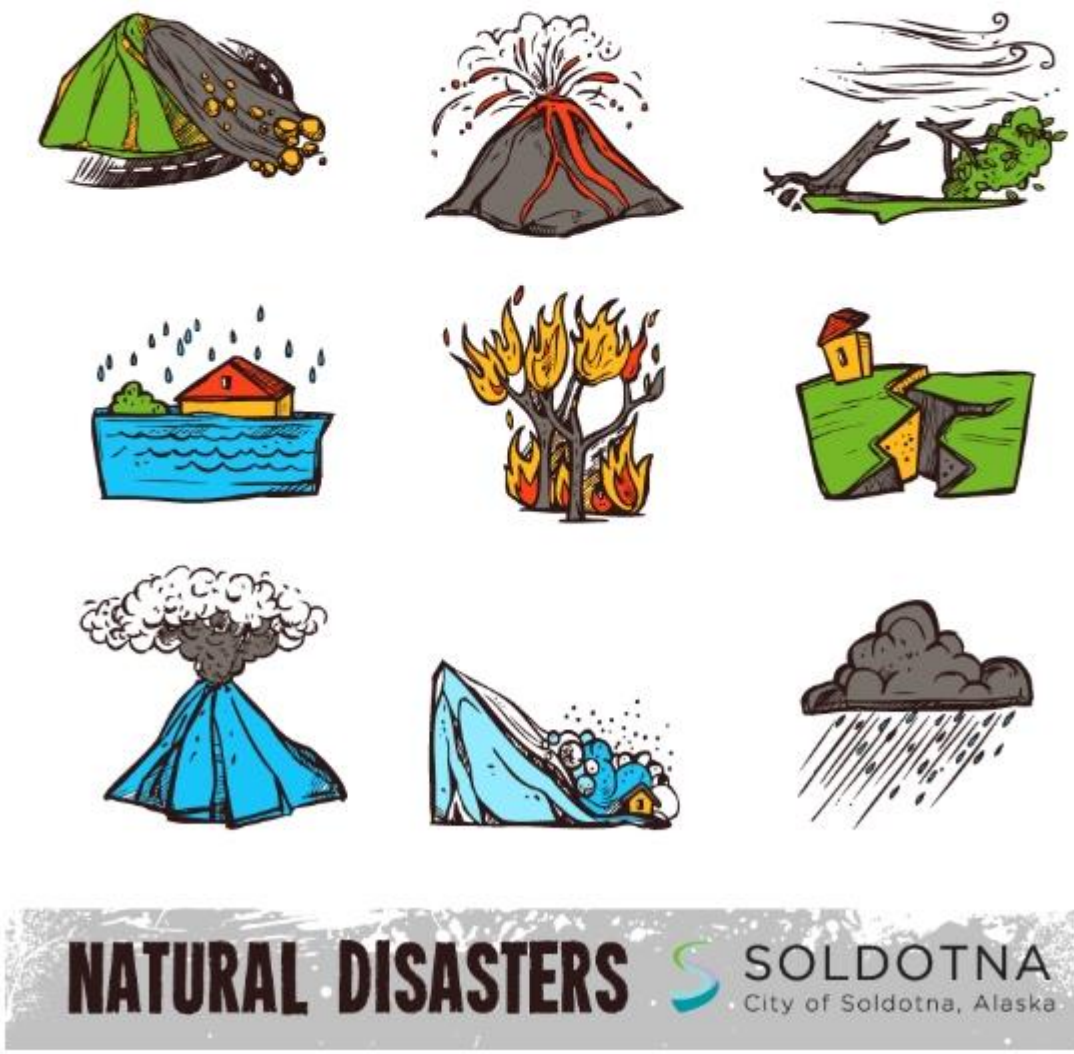
Hazard Mitigation Plan Update

Post Date: 07/25/2019 12:15 PM

The City of Soldotna is updating its Hazard Mitigation Plan. The purpose of this plan is to reduce the impact of natural disasters and manmade hazards on property and people.

A draft of the updated Hazard Mitigation Plan will be reviewed by the Planning and Zoning Commission at 5:30 on Tuesday, August 6, 2019 at City Hall.

Please join us and share your ideas and comments on how the city can best prepare for hazards such as wildfires, floods and earthquakes.



Date: August 6, 2019
Public Hearing: August 6, 2019
Action: Adopted
Vote: 6 yes, 0 no, 1 absent

CITY OF SOLDOTNA
PLANNING AND ZONING COMMISSION
RESOLUTION NO. PZ2019-011

RECOMMENDING SUBMITTAL FOR FEMA REVIEW OF THE 2019 ALL HAZARDS MITIGATION PLAN UPDATE

WHEREAS, the City of Soldotna recognizes that hazards pose a threat to people and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur reduces the potential for harm to people and property and saves taxpayer dollars; and

WHEREAS, an updated and adopted All Hazards Mitigation Plan is required for proper mitigation planning efforts and as a condition of future grant funding for mitigation projects; and

WHEREAS, the City of Soldotna participated jointly in the planning process with the Kenai Peninsula Borough in 2004 to prepare and adopt an All Hazards Mitigation Plan, updated that plan in 2010 and 2016, and is updating the plan again in 2019; and

WHEREAS, the Plan Update must be reviewed and approved by the State of Alaska Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency prior to its adoption by the City of Soldotna and the Kenai Peninsula Borough; and,

WHEREAS, the City of Soldotna has an interest in soliciting public input and testimony on the Plan Update prior to its submittal to the State of Alaska and the Federal Government.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. That the 2019 All Hazards Mitigation Plan Update shall be submitted to the appropriate agencies for review and approval prior to its consideration by the City of Soldotna and the Kenai Peninsula Borough.

Section 2. That the minutes of this meeting and any public testimony received shall be included in the 2019 All Hazards Mitigation Plan Update.

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

PASSED BY THE PLANNING AND ZONING COMMISSION THIS 6TH DAY OF AUGUST, 2019.

Colleen Denbrock
Colleen Denbrock, Chair

ATTEST:

Jennifer Hester
FOR Bryan Taylor, Associate Planner

Yes: Parker, Blossom, Rigby, Smithwick-Aley, Cox, Denbrock
No: None
Absent: Vadla

U.S. Department of Homeland Security
FEMA Region 10
130 228th Street, SW
Bothell, WA 98021-8627

FEMA

February 19, 2021

Mr. Terry Murphy
State Hazard Mitigation Officer
Alaska Division of Homeland Security and Emergency Management
P.O. Box 5750
Fort Richardson, Alaska 99505-5750

Dear Mr. Murphy:

The Federal Emergency Management Agency (FEMA) Region 10 completed a pre-adoption review of the draft Soldotna Hazard Mitigation Plan as part of the Kenai Peninsula Borough Hazard Mitigation Plan. The attached Mitigation Plan Review Tool documents the Region's review and compliance with all required elements of 44 CFR Part 201.6, as well as identifies the jurisdictions participating in the planning process. This letter serves as Region 10's commitment to approve the plan upon receiving documentation of its adoption by participating jurisdictions.

Formal adoption documentation must be submitted to FEMA Region 10 by at least one jurisdiction within one calendar year of the date of this letter, or the entire plan must be updated and resubmitted for review. Once FEMA approves the plan, the jurisdictions are eligible to apply for FEMA Hazard Mitigation Assistance grants.

Please contact Kyle McCormick, *acting* Regional Mitigation Planning Program Manager, at 202-856-2030 or kyle.mccormick@fema.dhs.gov with any questions.

Sincerely,

John D. Schelling
Risk Analysis Branch Chief
Mitigation Division

Enclosures

JS:v1

KENAI PENINSULA BOROUGH PLANNING COMMISSION
RESOLUTION 2021-12

RECOMMENDING ADOPTION OF THE CITY OF SOLDOTNA ALL HAZARD MITIGATION PLAN 2019 UPDATE AS PART OF THE KENAI PENINSULA BOROUGH HAZARD MITIGATION PLAN

WHEREAS, the Kenai Peninsula Borough Planning Commission recognizes that hazards pose a threat to people and property; and

WHEREAS, undertaking hazard planning and mitigation actions before disasters occur reduces the potential harm to people and property and saves taxpayer dollars; and

WHEREAS, an updated and adopted hazard mitigation plan is required for property mitigation planning efforts and as a condition of future grant funding for mitigation projects; and

WHEREAS, the City of Soldotna All-Hazard Mitigation Plan has been incorporated into the Kenai Peninsula Borough Hazard Mitigation Plan as Annex F; and

WHEREAS, the City of Soldotna last updated its All-Hazard Mitigation Plan in 2016; and

WHEREAS, FEMA disaster recovery funding and grant programs require regular updates to the mitigation plans; and

WHEREAS, the City of Soldotna has recently completed a 2019 update to its All-Hazard Mitigation Plan and the Federal Emergency Management Agency (FEMA) has conducted an initial review of the city's plan and has determined it is ready for adoption; and

WHEREAS, adopting Soldotna's updated plan furthers Goal 3: Objective C within the Public Safety and Emergency Services focus area of the 2019 KPB Comprehensive Plan by continuing to work with and coordinate with local plans to provide for emergency services to prepare for, respond to and recover from natural and human-caused emergencies; and

WHEREAS, adopting Soldotna's updated plan furthers the efforts of the multi-jurisdictional team, outlined in the memorandum of agreement executed on October 1, 2018, to review hazard mitigation plans affecting the borough and synchronize plan-updating efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the Planning Commission recommends the Assembly update its hazard mitigation plan by adopting the City of Soldotna All-Hazard Mitigation Plan 2019 Update.

SECTION 2. That the Planning Commission recommends that the existing Annex F in the Kenai Peninsula Borough Hazard Mitigation Plan be deleted and replaced with the City of Soldotna All-Hazard Mitigation Plan 2019 Update as the new Annex F.

SECTION 3. That this resolution shall become effective immediately upon its enactment.

ADOPTED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH ON THIS 26TH DAY OF APRIL, 2021.

Blair Martin, Chairperson
Planning Commission

ATTEST:

Ann Shirnberg
Administrative Assistant

Introduced by:	Hibbert
Date:	05/04/21
Hearing:	05/18/21
Action:	
Vote:	

KENAI PENINSULA BOROUGH
ORDINANCE 2021-21

AN ORDINANCE AMENDING KPB 22.40.050 TO AUTHORIZE THE BOROUGH CLERK TO INSERT ADVISORY BOARD RECOMMENDATIONS IN PENDING LEGISLATION

WHEREAS, resolutions and ordinances often contain blank spaces in the whereas clauses to be filled in with recommendations made by borough boards such as service area boards, advisory planning commissions, and the Planning Commission; and

WHEREAS, prior to the assembly's final action on any such legislation such boards often hold a meeting, make a recommendation, and their recommendation is submitted to the clerk's office; and

WHEREAS, during the assembly meeting that the legislation is being considered by the assembly, a motion must be made to amend the blank clause and fill it in with the recommendation received from the named board or board(s); and

WHEREAS, preparing the memo to the assembly with the proposed amendment, ensuring that an assembly member makes the motion to amend and that it is voted on at the correct time is time consuming for staff and the assembly; and

WHEREAS, requiring the clerk to submit both a short memo to the assembly informing them that the revision was made as authorized by this section of code and verbally informing the assembly and public during the assembly meeting will clarify for the record that the amendment was made and provide an opportunity for assembly members to raise any questions or make motions prior to final action on the legislation; and

WHEREAS, amending the code to authorize the clerk to revise the legislation by inserting the advisory board's recommendation and deleting the blank would improve efficiency by saving time for the assembly, the public and staff;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That KPB 22.40.050 is hereby amended as follows:

22.40.050. Agenda Development Procedure Mailing.

A. Ordinances, resolutions and other items of business to be introduced and considered by the borough assembly shall be placed on a meeting agenda prepared by the borough clerk.

B. The sponsor of an ordinance for introduction or resolution for adoption may remove an item from the agenda before the agenda is approved unless the item has been carried over or postponed from a previous agenda.

C. Except for emergency legislation or legislation for which a special meeting has been called, the mayor, an assembly member or committee of the assembly proposing to place a legislative matter on the agenda of a regular assembly meeting shall provide or communicate a copy of such matter to the borough clerk by 4:30 P.M. of the second Thursday preceding the meeting at which the matter is to be introduced or considered for assignment of the next sequential number in the order received or such other reasonable time as is established by the assembly president considering intervening holidays, press deadlines, and mail delivery schedules. An outline agenda containing the titles and numbers of such matters and photo copies of those matters shall be made available to any person requesting it the following work day.

D. Any items not placed on the agenda by the deadline, other than unnumbered commendation or similar items, shall be deferred until the next assembly meeting, unless two-thirds of the whole assembly votes to consider the item.

E. Resolutions and ordinances set for hearing which contain blanks or incomplete information shall not be placed on the agenda unless supporting documentation clearly setting forth 1) the reason why the omitted information is not available, and 2) the reason why the item must be placed on the agenda before the omitted information has been obtained is attached.

F. **The borough clerk, or the clerk's designee in his or her absence, has the authority to revise pending resolutions and ordinances prior to assembly action, by filling in any blanks in the legislation stating advisory board recommendations made concerning the legislation. For purposes of this section, the term "advisory board" shall include advisory planning commissions, service area boards, and the borough planning commission. This shall also include written recommendations from the board of directors of a corporation contracted to operate the provision of services for a borough service area. Prior to final action on the legislation the clerk shall provide (1) a memorandum to the**

assembly; and, (2) verbally inform the assembly during the assembly meeting that this blank has been filled in and may be amended by the assembly prior to final action on the matter.

G. The clerk shall prepare the agenda under the direction of the presiding officer. A meeting packet, containing all legislative items and supporting documentation, shall be mailed by first class mail or sent by electronic media or otherwise delivered to each assembly member and the municipal clerk of each city within the borough no later than the Tuesday preceding each assembly meeting.

[G] **H**. A copy of the agenda, and any legislative item and/or supporting documentation so requested, shall be provided to chambers of commerce, commissions and councils. Copies of the agenda and legislative items comprising a mini-packet shall be made available for the public.

SECTION 2. That this ordinance shall take effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Assembly

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: Brent Hibbert, Assembly President BH

DATE: April 22, 2021

RE: Ordinance 2021-21, Amending KPB 22.40.050 to Authorize the Borough Clerk to Insert Advisory Board Recommendations in Pending Legislation (Hibbert)

Many legislative items considered by the assembly contain blanks to be filled in with recommendations from advisory boards as to whether they think the assembly should approve, defeat, or amend the legislation. When the respective board meets to discuss the item, their recommendations are sent to the clerk's office. The clerk's office then prepares a memo to the assembly describing the board's recommendation. Next, the clerk's office has to notify the president that a motion to amend the legislative item must be made during the assembly meeting to insert the recommendation.

This ordinance would simplify that procedure by authorizing the Borough Clerk or designee to insert the advisory board's recommendation into the legislation and notify the assembly with a memorandum of that action. Additionally, the clerk shall verbally inform the assembly of this action for the record prior to final action on the matter. The assembly may then choose to accept, modify or reject the amendment.

Your consideration of this ordinance is appreciated.

Kenai Peninsula Borough
Planning Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Kenai Peninsula Borough Assembly Members

FROM: Melanie Aeschliman, Planning Director

DATE: April 13, 2021

RE: Vacate a 10' Utility Easement excluding the west 20 feet, adjoining the north boundary of Lot 17 Block 2, granted by Forest Subdivision Part 1 (Plat KN 82-76); within Section 10, Township 7 North, Range 12 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-034V.

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly.

During their regularly scheduled meeting of April 12, 2021 the Kenai Peninsula Borough Planning Commission granted approval of the above vacation as petitioned based on the means of evaluating public necessity established by KPB 20.70 by unanimous vote (9-Yes, 0-No, 2-Absent).

A draft copy of the unapproved minutes of the pertinent portion of the meeting and other related materials are attached.

April 12, 2021 Planning Commission Draft Meeting Minutes
April 12, 2021 Agenda Item E4 Meeting Packet Materials

AGENDA ITEM E. UTILITY EASEMENT VACATIONS

4. Vacate a 10' Utility Easement excluding the west 20 feet, adjoining the north boundary of Lot 17 Block 2, granted by Forest Subdivision Part 1 (Plat KN 82-76); within Section 10, Township 7 North, Range 12 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-034V.

KPB File 2021-034V

Staff report given by Scott Huff.

Petitioners: Jacob J. Doth of Nikiski, AK.

Location: Forest Glen Street, Nikiski area

Purpose as stated in petition: *This statement is in reference to an unused utility easement on the north side of Lot 17, Block 2 Forest Subdivision Part 1 - Plat KN 82-76. KPB Parcel NO. 01241010. Physical Address 50090 Forest Glen Street, Nikiski, AK 99635.*

I am requesting the vacation of this easement as the sole owner of this property. Plans to build onto my existing garage encroach on this easement. To be safe and sure there is no violation, I would like this easement vacated. Approximately 3 feet of this easement will have to be disturbed in order to complete the build.

I have I have attached documents from all utility companies stating their non-objection to this petition. There are no utilities located within the easement, nor is there any future plans for use of this easement.

Notification: Notice of vacation mailings were sent by regular mail to 18 owners of property within 300 feet. The public notice was posted on the Planning Department's bulletin board at the KPB Administration Building.

Comments Received:

HEA: HEA has no objection to vacation of 10 ft. utility easement on Lot 17 Block 2 Forest Sub. Part 1 – Plat #82-76 KRD.

ENSTAR Natural Gas: ENSTAR Natural Gas Company has no objection to the ten foot utility easement vacation along the north side of Lot 17, Block 2 forest Subdivision Part 1 according to Plat No. 82-76, Records of the Kenai Recording District, Third Judicial District, State of Alaska.

GCI: Subject to your agreement to indemnify the company as set forth below, GCI Communication Corp has no objection to the garage encroaching into the easement of Lot 17, Block 2 forest Subdivision Part 1, also known as 50090 Forest glen Street, GCI WO#21-0340-07.

ACS: Please be advised that Alaska Communications has no objection to the encroachment of a garage into the public utility easement along the northern property line of the above referenced parcel. (Lot 17, Block 2 Forest Subdivision Part 1, KPB Parcel #01241010).

KPB Roads: The Roads Service Area has no objection to the proposed utility vacation along the north side of your property at this time.

SUPPORTING INFORMATION:

The landowner is planning to construct an addition on the north side of his residence. The request to vacate the utility easement is to avoid any encroachment issues with the addition.

The vacation of the utility easement will break the continuous easement that connects Forest Glen St to

Birch Grove St. Utility lines are located within the right of ways and no utility uses the connection easement between Forst Glen St and Birch Grove St.

Findings:

10. The petition does not state that the utility easement proposed to be vacated is not in use by a utility company.
11. ACS, ENSTAR, GCI, and HEA provided written non-objection to the proposed vacation.
12. Forest Subdivision Part 1, Plat KN 82-76, granted a 10' wide utility easement adjoining the north boundary of Lot 17 Block 2, Forest Subdivision Part 1, Plat KN 82-76.
13. No surrounding properties will be denied utilities.
14. A 10 foot utility easement will remain within Lot 18 and adjoining the north side of Lot 17.
15. Plat KN 82-104 depicts a 10 foot utility easement within Lot 10 Block 2 that aligns with this proposed vacation.
16. Plat KN 82-104 does not depict a utility easement that would align with the remaining 10 foot utility easement in Lot 18.

Staff reviewed the vacation request and recommends granting approval with Findings 1-5 supporting the vacation request.

STAFF RECOMMENDATION: Based on the above means of evaluating public necessity established by KPB 20.70, the merits of the proposed vacations, and staff findings, staff recommends approval of the vacations as petitioned, subject to:

3. Consent by KPB Assembly.
4. Finalize the approval of the vacation by either
    a. Submittal of a final plat within a timeframe such that the plat can be recorded within one year of vacation consent (KPB 20.70.130).
    OR
    b. Recording of a resolution within 90 days of adoption of the resolution by the Planning Commission, with the following requirements
        i. Provide an exhibit drawing, prepared by a licensed land surveyor, clearly indicating the portion of the utility easement being vacated to be recorded with KPB Planning Commission Resolution 2021-09, becoming Page 2 of 2.
        ii. The applicants will provide the recording fee for the resolution and its attachment to the Planning Department.
        iii. The Planning Department is responsible for filing the Planning Commission resolution.

KPB 20.70.110:
A vacation of a street right-of-way, public area, or public easement within the borough outside of the limits of cities may not be made without the consent of the borough assembly.

The assembly shall have 30 calendar days from the date of approval in which to veto the planning commission decision. If no veto is received by the planning director within the specified period, the borough shall be considered to have given consent to the vacation.

KPB 20.70.120:

A. Denial of a vacation petition is a final act for which no further consideration shall be given by the Kenai Peninsula Borough.

B. Upon denial by the planning commission, no reapplication or petition concerning the same vacation may be filed within one calendar year of the date of the final denial action except in the case where new evidence or circumstances exist that were not available or present when the original petition was filed.

END OF STAFF REPORT

Vice Chair Ruffner opened the item for public comment. Hearing no one wishing to comment, Vice Chair Ruffner closed public comment and opened discussion among the Commission.

MOTION: Commissioner Ecklund moved, seconded by Commissioner Gillham to approve the vacation as petitioned based on the means of evaluating public necessity established by KPB 20.70, subject to staff recommendations and compliance with borough code.

MOTION PASSED: Hearing no further discussion or objection the motion passed by the following vote:

Yes	9	No	0	Absent	2
Yes	Brantley, Carluccio, Chesser, Ecklund, Fikes, Gillham, Morgan, Ruffner, Venuti				
Absent	Bentz, Martin				

AGENDA ITEM E UTILITY EASEMENT VACATIONS

5. Utility Easement Vacations

- **Vacate a 10' utility easement adjoining the south boundary of Lot 2-C Block 1, excluding the 20 feet adjoining Mountain Vista Court, granted by Mountain Glacier Estates Sub Part 4 Amended, Plat HM 83-20 and**
- **Vacate a 10' by 30' anchor easement within the Lot 2-C Block 1 excluding the 20 feet adjoining Mountain Vista Court, granted by Mountain Glacier Estates Sub Part 2, Plat HM 81-22;**

Located within Section 5, Township 5 South, Range 11 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-026V.

Staff report given by Scott Huff.

Purpose as stated in petition: My husband and I are planning to begin construction on our property this upcoming 2021 Spring. Our property has three utility easements, two of which we would like to have vacated. As you will see in my highlighted attachment, "a 20' utility easement exists along each side of all dedicated rights of way, and a 10' on each side of existing power lines." There is also a 10' by 30' anchor easement clearly marked. We would like to vacate the 10' utility easement on the south boundary of our lot, as well as the 10' by 30' anchor easement. Our plan is to put our driveway where these two easements are currently sitting.

Petitioners: Mirimia Sanarov of Homer, Alaska

Notification:

Notice of vacation mailings were sent by regular mail to owners of property within 300 feet and interested parties. 14 mailings were sent. The notice was posted on the Borough web site and on the Borough bulletin board in Soldotna.

Comments Received:

Alaska Communications Systems: ACS has no objections to vacating the 10' PUE along the southern edge of Lot 2-V, Block one and the 10 x 30 anchor easement.

ENSTAR Natural Gas: ENSTAR Natural Gas Company has no objection to the ten foot utility easement vacation along the south side of Lot 2-C, or the ten foot by thirty foot (10 FT x 30 FT) anchor easement vacation within the same lot, all within Mountain Glacier Estates part Four, according to Plat No. 83-20, Records of the Homer Recording District, Third Judicial District, State of Alaska.

GCI: (land owner attempted multiple times to contact the utility provider and was unable to get a response.)

Homer Electric Association: HEA has no objection to the requested vacation. HEA requests to retain the 20' utility easement adjacent to the Mountain Glacier Court dedicated right of way (Per Plat HM 83-20, plat note 4) since there is an existing HEA transformer within the easement and also to accommodate future

Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

RECEIVED
MAR 18 2021
KPB PLANNING DEPT.

PETITION TO VACATE UTILITY EASEMENT

PUBLIC HEARING REQUIRED

Upon receipt of complete application with fees and all required attachments, a public hearing before the Planning Commission will be scheduled. The petition with all required information and attachments must be in the Planning Department at least 30 days prior to the preferred hearing date. By State Statute and Borough Code, the public hearing must be scheduled within 60 days of receipt of complete application.

SUBMITTAL REQUIREMENTS

A utility easement vacation application will be scheduled for the next available planning commission meeting after a complete application has been received.

- [X] $75 non-refundable fee to help defray costs of advertising public hearing.
- [ ] Utility easement requested to be vacated was granted by subdivision plat, files as Plat No. _____ in _____ Recording District. **OR**
- [X] Utility easement requested to be vacated was granted by FOREST Subdivision, filed as Plat No. 82-76 in the KENAI Recording District.
- [ ] Utility easement requested to be vacated was granted by _____(specify type of document) as recorded under _____ in _____ Recording District. (Copy of recorded document must be submitted with petition.)
- [X] Comments from HEA Electric Association attached.
- [X] Comments from ENSTAR Gas Company attached.
- [X] Comments from ACS Telephone Company attached.
- [X] Comments from GCI Cable Company attached.
- [X] Comments from KPB Roads Department attached.
- [X] Comments from City Advisory Planning Commission. Copy of minutes at which this item was acted on, along with a copy of City Staff Report.
- [X] 1 copy of the plat or map showing the utility easement to be vacated. Must not exceed 11 x 17 inches in size. Area to be vacated shall be marked clearly with cross hatching or other identifiable markings.
- [X] If an existing improvement is encroaching into the easement, an As-Built drawing showing the encroachment must be attached.
- [ ] Yes [X] No Is the right of way/utility easement in use by any utility company? If yes, which utility?

_____

- [X] REASON FOR VACATING The petitioner must attach a statement with reasonable justification for the vacation of the section line easement.

LEGAL DESCRIPTION OF PARCEL CONTAINING THE UTILITY EASEMENT TO BE VACATED:

LOT 17, BLOCK 2 FOREST SUBDIVISON PART 1 K.R.D.	
Section, township, range KPB PARCEL # 01241010	
City (if applicable) NIKISKI	General area

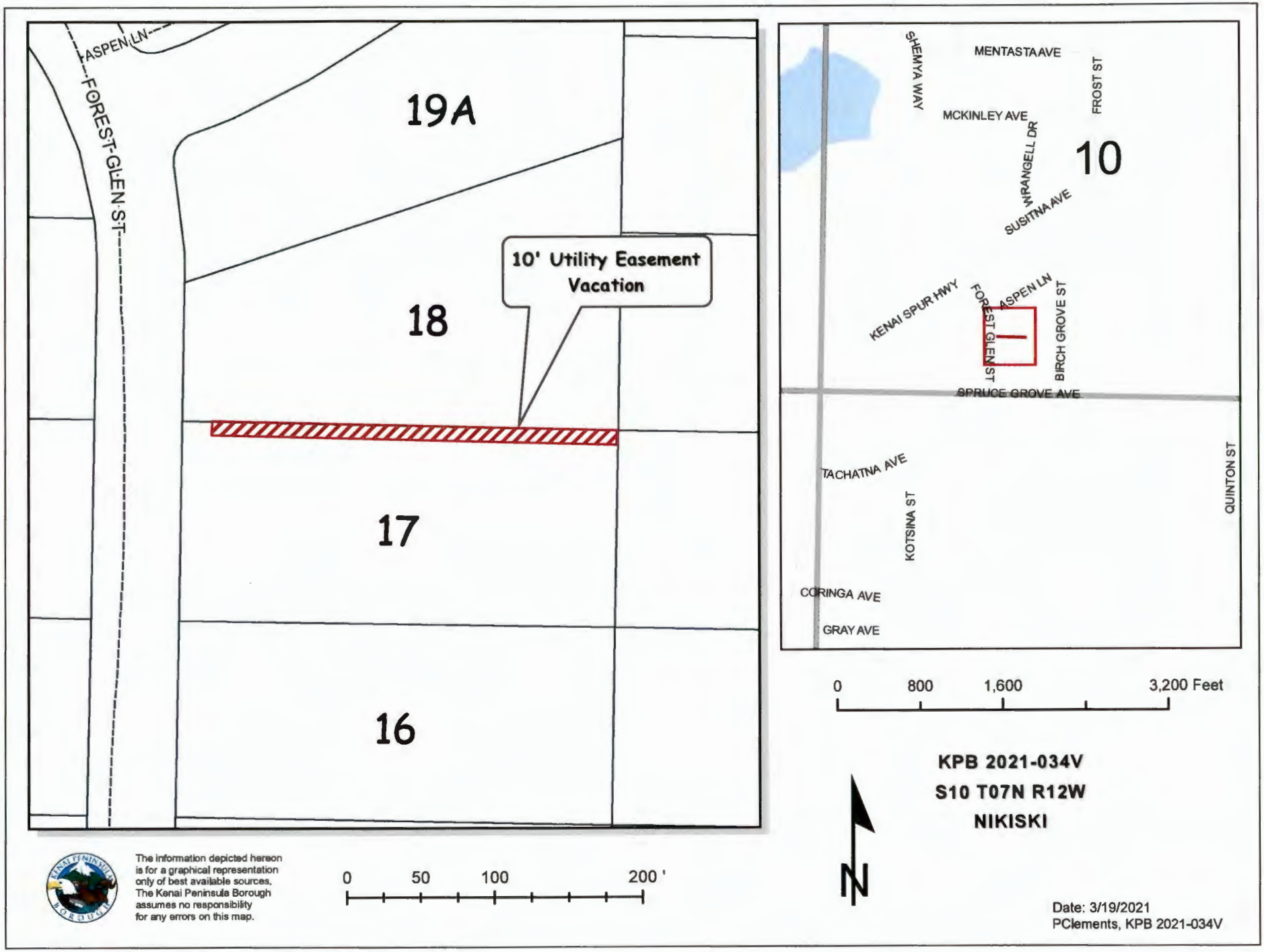
The petition must be signed by owners of a majority of the land affected by the section line easement proposed to be vacated. Each petitioner must include address and legal description of his/her property. Attach additional signature sheets if needed.

Submitted by: [X] Petitioner [ ] Representative JACOB J. DOTH 3/3/21

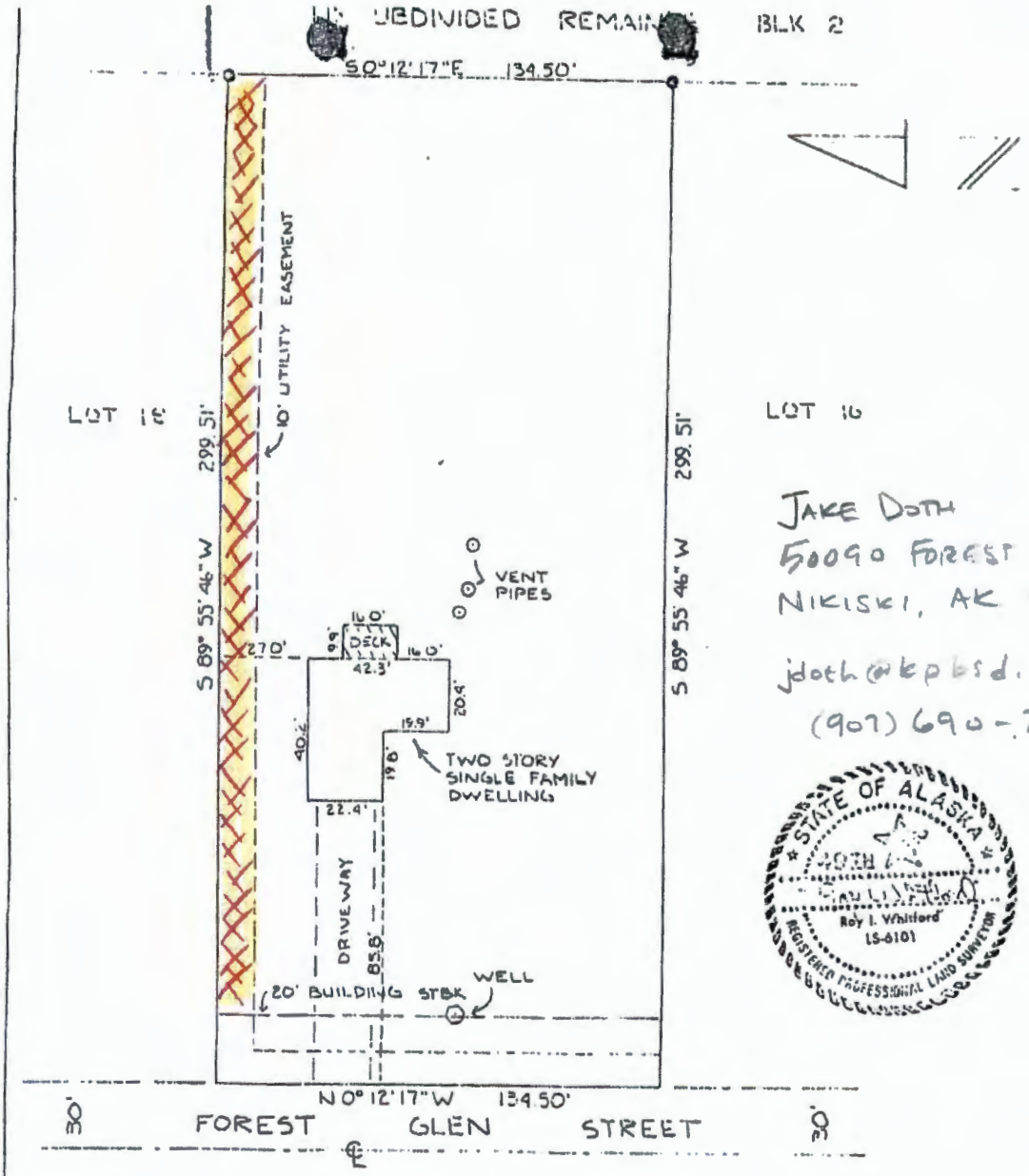
x _____

E. NEW BUSINESS

4. Utility Easement Vacation
KPB File: 2021-034V; Petitioner: Jacob J. Doth of Nikiski
Vacate a 10' utility easement, excluding the west 20', adjoining the north boundary of Lot 17, Block 2, granted by Forest Subdivision Part 1: Plat KN 82-76


ASPEN LN
FOREST GLEN ST
19A
18
17
16
10' Utility Easement Vacation
SHEMYA WAY
MENTASTA AVE
FROST ST
MCKINLEY AVE
WRANGELL DR
10
SUSITNA AVE
KENAI SPUR HWY
FOREST GLEN ST
ASPEN LN
BIRCH GROVE ST
SPRUCE GROVE AVE
TACHATNA AVE
KOTSINA ST
QUINTON ST
CORINGA AVE
GRAY AVE
0 800 1,600 3,200 Feet
KPB 2021-034V
S10 T07N R12W
NIKISKI
N
The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.
0 50 100 200 '
Date: 3/19/2021
PClements, KPB 2021-034V


1A
2A
3A
7A
19A
18
17
16
15
8
9
10
11
12
6
7
8
9
10
11
12
The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.
Aerial View
0 50 100 200 '
N
Utility Easement Vacation
PClements, KPB 2021-034V
Date: 3/19/2021
Imagery FixedWing 2012-2013



JAKE DOTH
50090 FOREST GLEN ST
NIKISKI, AK 99635
jdoth@kpbsd.k12.ak.us
(907) 690-2040

STATE OF ALASKA
Roy I. Whitford
LS-8101
REGISTERED PROFESSIONAL LAND SURVEYOR

LOT SURVEY CERTIFICATION

LOT 17 BLOCK 2 TRACT ___

FOREST SUBDIVISION PART I

KENAI RECORDING DISTRICT

82.76

LEGEND

⊕ Brass Cap Mon. (Found) ● Rebar/Pipe (Found)

O Rebar #5 x 30" (Set this survey)

Owner:

Date: SEPT. 1985 Drawn: WALLIS

Scale: 1"=40' W.O.# 2407 F.B.#

DOWLING-RICE & ASSOCIATES
P.O. BOX 1974, SOLDOTNA, ALASKA
ENGINEERS 262-9011 SURVEYORS

As-Built Certificate:

I hereby certify that I have surveyed the following described property:

LOT 17 BLK 2 FOREST SUBD. PART 1

and that no encroachments exist except as indicated.

Exclusion Note:

It is the responsibility of the owner to determine the existence of any easements, covenants, or restrictions which do not appear on the recorded subdivision plat. Under no circumstances should any data hereon be used for construction or for establishing boundary or fence lines.

KPB 2021-034V

AGENDA ITEM E. UTILITY EASEMENT VACATIONS

4. Vacate a 10' Utility Easement excluding the west 20 feet, adjoining the north boundary of Lot 17 Block 2, granted by Forest Subdivision Part 1 (Plat KN 82-76); within Section 10, Township 7 North, Range 12 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-034V.

   KPB File 2021-034V

STAFF REPORT PC Meeting: April 12, 2021

Petitioners: Jacob J. Doth of Nikiski, AK.

Location: Forest Glen Street, Nikiski area

Purpose as stated in petition: *This statement is in reference to an unused utility easement on the north side of Lot 17, Block 2 Forest Subdivision Part 1 - Plat KN 82-76. KPB Parcel NO. 01241010. Physical Address 50090 Forest Glen Street, Nikiski, AK 99635.*

I am requesting the vacation of this easement as the sole owner of this property. Plans to build onto my existing garage encroach on this easement. To be safe and sure there is no violation, I would like this easement vacated. Approximately 3 feet of this easement will have to be disturbed in order to complete the build.

I have I have attached documents from all utility companies stating their non-objection to this petition. There are no utilities located within the easement, nor is there any future plans for use of this easement.

Notification: Notice of vacation mailings were sent by regular mail to 18 owners of property within 300 feet. The public notice was posted on the Planning Department's bulletin board at the KPB Administration Building.

Comments Received:

HEA: HEA has no objection to vacation of 10 ft. utility easement on Lot 17 Block 2 Forest Sub. Part 1 – Plat #82-76 KRD.

ENSTAR Natural Gas: ENSTAR Natural Gas Company has no objection to the ten foot utility easement vacation along the north side of Lot 17, Block 2 forest Subdivision Part 1 according to Plat No. 82-76, Records of the Kenai Recording District, Third Judicial District, State of Alaska.

GCI: Subject to your agreement to indemnify the company as set forth below, GCI Communication Corp has no objection to the garage encroaching into the easement of Lot 17, Block 2 forest Subdivision Part 1, also known as 50090 Forest glen Street, GCI WO#21-0340-07.

ACS: Please be advised that Alaska Communications has no objection to the encroachment of a garage into the public utility easement along the northern property line of the above referenced parcel. (Lot 17, Block 2 Forest Subdivision Part 1, KPB Parcel #01241010).

KPB Roads: The Roads Service Area has no objection to the proposed utility vacation along the north side of your property at this time.

SUPPORTING INFORMATION:
The landowner is planning to construct an addition on the north side of his residence. The request to vacate the utility easement is to avoid any encroachment issues with the addition.

The vacation of the utility easement will break the continuous easement that connects Forest Glen St to Birch Grove St. Utility lines are located within the right of ways and no utility uses the connection easement between Forst Glen St and Birch Grove St.

Findings:

1. The petition does not state that the utility easement proposed to be vacated is not in use by a utility company.
2. ACS, ENSTAR, GCI, and HEA provided written non-objection to the proposed vacation.
3. Forest Subdivision Part 1, Plat KN 82-76, granted a 10' wide utility easement adjoining the north boundary of Lot 17 Block 2, Forest Subdivision Part 1, Plat KN 82-76.
4. No surrounding properties will be denied utilities.
5. A 10 foot utility easement will remain within Lot 18 and adjoining the north side of Lot 17.
6. Plat KN 82-104 depicts a 10 foot utility easement within Lot 10 Block 2 that aligns with this proposed vacation.
7. Plat KN 82-104 does not depict a utility easement that would align with the remaining 10 foot utility easement in Lot 18.

Staff reviewed the vacation request and recommends granting approval with Findings 1-5 supporting the vacation request.

STAFF RECOMMENDATION: Based on the above means of evaluating public necessity established by KPB 20.70, the merits of the proposed vacations, and staff findings, staff recommends approval of the vacations as petitioned, subject to:

1. Consent by KPB Assembly.
2. Finalize the approval of the vacation by either
    a. Submittal of a final plat within a timeframe such that the plat can be recorded within one year of vacation consent (KPB 20.70.130).
    OR
    b. Recording of a resolution within 90 days of adoption of the resolution by the Planning Commission, with the following requirements
        i. Provide an exhibit drawing, prepared by a licensed land surveyor, clearly indicating the portion of the utility easement being vacated to be recorded with KPB Planning Commission Resolution 2021-09, becoming Page 2 of 2.
        ii. The applicants will provide the recording fee for the resolution and its attachment to the Planning Department.
        iii. The Planning Department is responsible for filing the Planning Commission resolution.

KPB 20.70.110:
A vacation of a street right-of-way, public area, or public easement within the borough outside of the limits of cities may not be made without the consent of the borough assembly.

The assembly shall have 30 calendar days from the date of approval in which to veto the planning commission decision. If no veto is received by the planning director within the specified period, the borough shall be considered to have given consent to the vacation.

KPB 20.70.120:
A. Denial of a vacation petition is a final act for which no further consideration shall be given by the Kenai Peninsula Borough.
B. Upon denial by the planning commission, no reapplication or petition concerning the same vacation may be filed within one calendar year of the date of the final denial action except in the case where new evidence or circumstances exist that were not available or present when the original petition was filed.

END OF STAFF REPORT

KENAI PENINSULA BOROUGH PLANNING COMMISSION
RESOLUTION 2021-09
KENAI RECORDING DISTRICT

Vacate a 10' Utility Easement excluding the west 20 feet, adjoining the north boundary of Lot 17 Block 2, granted by Forest Subdivision Part 1 (Plat KN 82-76); within Section 10, Township 7 North, Range 12 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-034V.

WHEREAS, a request has been received from Jacob J. Doth of Nikiski, AK to vacate a 10' utility easement excluding the west 20 feet, adjoining the north boundary of Lot 17 Block 2, granted by Forest Subdivision Part 1 (Plat KN 82-76); and

WHEREAS, affected utility companies have provided written non-objection to the proposed vacation; and

WHEREAS, the Kenai Peninsula Borough Roads Department provided written non-objection to the proposed vacation; and

WHEREAS, the easement is not in use by the utility companies; and

WHEREAS, no surrounding properties will be denied utilities; and

WHEREAS, on April 12, 2021, the Kenai Peninsula Borough Planning Commission reviewed the proposed vacation; and

WHEREAS, the Planning Commission has found that vacating the utility easement will not be detrimental to the public interest; and

WHEREAS, 20.70.140 of the Kenai Peninsula Borough Code of Ordinances authorizes the Planning Commission to accomplish vacations by Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH:

Section 1. That the10' Utility Easement up to the 20' building setback adjacent to the north lot line within Lot 17 Block 2, granted by Forest Subdivision Part 1 is hereby vacated.

Section 2. That a sketch showing the location of the portion of the utility easement being vacated be attached to and made part of this resolution, becoming Page 2 of 2.

Section 3. That this resolution is eligible for recording upon being signed by the Planning Commission chairperson and will be deemed void if not recorded within 90 days of adoption.

Section 4. That this Resolution becomes effective upon being properly recorded with petitioner being responsible for payment of recording fee.

ADOPTED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH ON THIS ____ DAY OF _____, 2021.

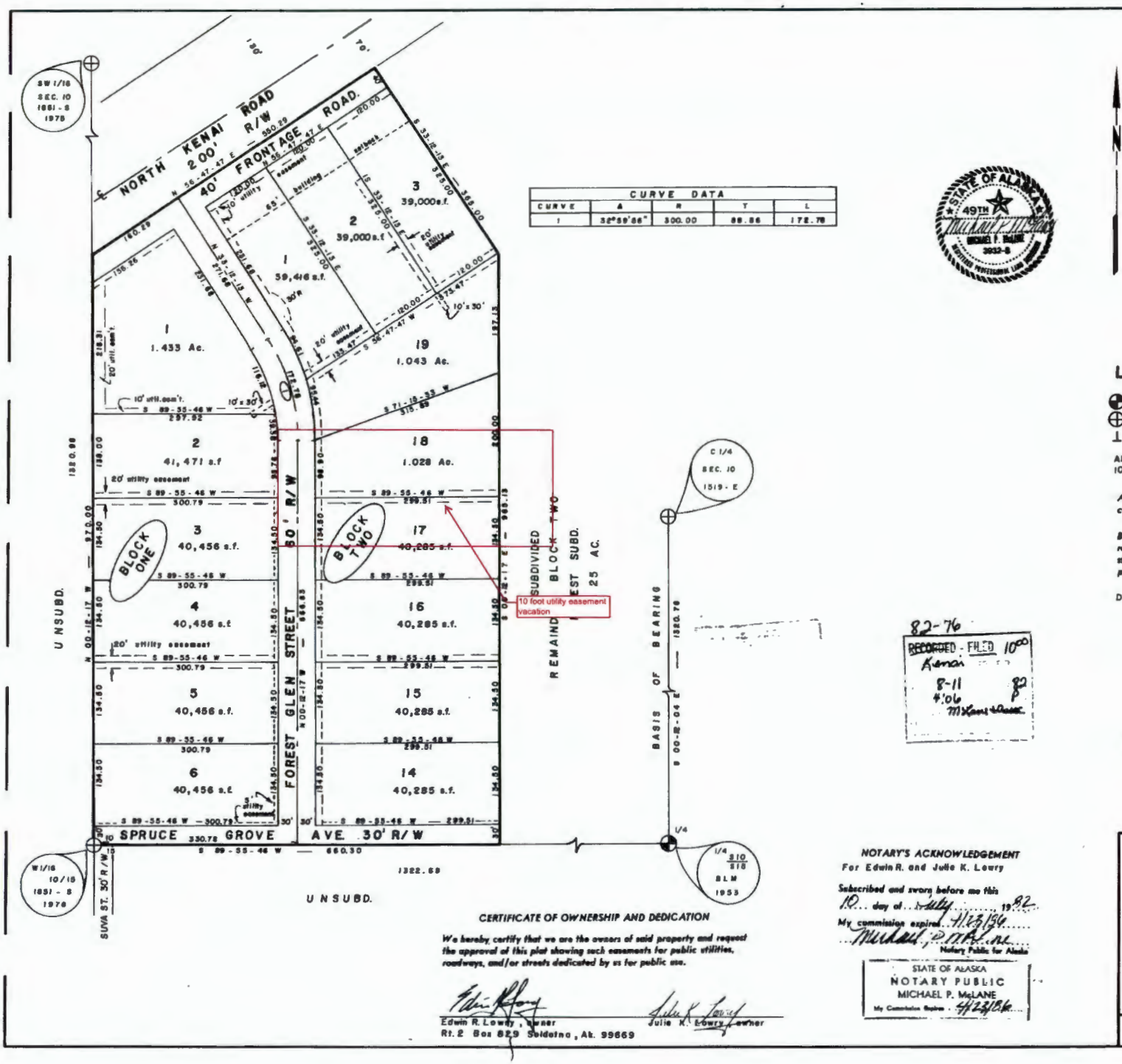
_____
Blair Martin, Chairperson
Planning Commission

ATTEST:

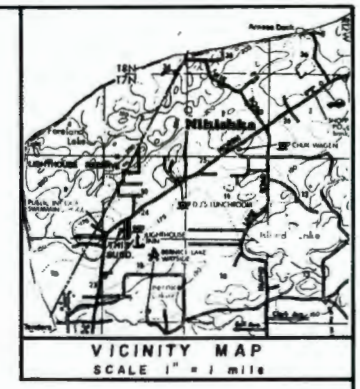
_____
Ann Shirnberg, Administrative Assistant

Return to:
Planning Department
Kenai Peninsula Borough
144 N. Binkley Street
Soldotna, Alaska 99669

KPB NOTE: See PC Resolution 2009-27



CURVE DATA				
CURVE	A	R	T	L
1	32°59'56"	300.00	88.86	172.78



VICINITY MAP
SCALE 1" = 1 mile

LEGEND AND NOTES

- Found BLM brass cap monument 1953.
- Found official brass cap monument.
- Set 1/2" x 24" steel rebar.

All bearings refer to the N-S centerline of Section 10 as being S00-12-04E data of record.

All wastewater treatment and disposal systems shall comply with existing law at time of construction.

Building set back—A building set back of 20' is required from all street rights of ways unless a lesser standard is approved by resolution at the appropriate planning commission.

Direct access to North Kenai Road is prohibited.

82-76
RECORDED - FILED 10.00
Kenai
8-11 82
4:06
McLane & Assoc.

PLAT APPROVAL

This plat was approved by the Kenai Peninsula Borough Planning Commission at the meeting of 17 Aug 17 1982.

Kenai Peninsula Borough
By Stan Thompson
Authorized Official

CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owners of said property and request the approval of this plat showing such easements for public utilities, roadways, and/or streets dedicated by us for public use.

Edwin R. Lowry, owner
Rt. 2 Box 829 Soldotna, Ak. 99669

Julie K. Lowry, owner

NOTARY'S ACKNOWLEDGEMENT

For Edwin R. and Julie K. Lowry

Subscribed and sworn before me this 10 day of July 1982

My commission expires 4/23/86

Michael P. McLane
Notary Public for Alaska

STATE OF ALASKA
NOTARY PUBLIC
MICHAEL P. McLANE
My Commission Expires 4/23/86

FOREST SUBDIVISION PART I

Edwin R. Lowry, owner
Route 2 Box 829
Soldotna, Ak. 99669

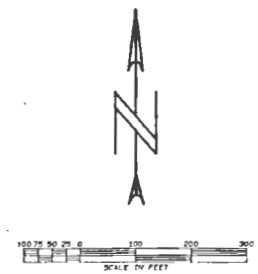
DESCRIPTION

16.972 Acres located in the E 1/2 SW 1/4 of Section 10, T7N, R12W, S.M., Ak. and the Kenai Peninsula Borough.

Surveyed by: McLane & Associates, Inc.
Soldotna, Ak. 99669

Date of Survey	Scale	Bk. No.
6/1 – 8/10/82	1" = 100'	82-39





CURVE	DELTA	RADIUS	ARC	TANGENT	CHORD	CHORD BRG
1	10°26'51"	330.00	80.17	30.17	80.09	
2	39°01'25"	300.00	172.81	88.93	170.53	N 16°41'30"W



NOTES

a) Basis of Bearing for survey is the N-S Centerline of Section 10 that being N00°12'04"W according to the official plat of record.

b) All wastewater treatment and disposal systems shall comply with existing law at the time of construction.

c) BUILDING SET BACK- A building set back of 20 FEET is required from all street rights of ways unless a lesser is approved by resolution of the appropriate Planning Commission

d) Direct access to the North Kenai Road is prohibited

e) The front 10 feet of a building set back is for use as underground utility easements

LEGEND

- Found B.L.M. brass capped monument 1953.
- Found official brass capped survey monument
- 1/4 inch by 3 feet aluminum survey monument
- Found 1/2"x24" steel rebar set by McLane & Assoc.
- Set 1/2"x24" steel rebar this survey

PLAT APPROVAL

This plat was approved by the KENAI PENINSULA PLANNING COMMISION at the meeting of

May 17, 1982

KENAI PENINSULA BOROUGH

By Stan Thompson
Authorized Official

CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owners of said property and request the approval of this plat showing such easements for public utilities, roadways and / or streets dedicated by us for public use.

Edwin R. and Julie K. Lowry

NOTARY'S ACKNOWLEDGEMENT

FOR Edwin R. and Julie K. Lowry

Subscribed and sworn before me this

28 day of September, 1982.

My commission expires 4/28/86
Notary Public for the State of Alaska

STATE OF ALASKA
NOTARY PUBLIC
MICHAEL P. McLANE
My Commission Expires 4/28/86

82-104
Kenai 10"
10-6 82
3:09 P
McLane & Assoc.

FOREST SUBDIVISION
PART TWO

Edwin R. Lowry, owner
Route 2 Box 829
Soldotna, AK. 99669

LOCATION:
25.572 ACRES MORE OR LESS SITUATED IN THE E 1/2 OF THE SW 1/4 OF SEC. 10, T7N, R12W, S.M., AK. AND IN THE KENAI PENINSULA BOROUGH

SURVEYED BY:
McLANE and ASSOCIATES, Inc
Soldotna, AK 99669

DATE:	DRAWN BY:	FILE No
9/25/1982	W.S.M.	82-39

KN 82-104

Kenai Peninsula Borough
Planning Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Kenai Peninsula Borough Assembly Members

FROM: Melanie Aeschliman, Planning Director

DATE: April 13, 2021

RE:

- Vacate a 10' utility easement adjoining the south boundary of Lot 2-C Block 1, excluding the 20 feet adjoining Mountain Vista Court, granted by Mountain Glacier Estates Sub Part 4 Amended, Plat HM 83-20 and

- Vacate a 10' by 30' anchor easement within the Lot 2-C Block 1 excluding the 20 feet adjoining Mountain Vista Court, granted by Mountain Glacier Estates Sub Part 2, Plat HM 81-22;

  Located within Section 5, Township 5 South, Range 11 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-026V.

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly.

During their regularly scheduled meeting of April 12, 2021 the Kenai Peninsula Borough Planning Commission granted approval of the above vacation as petitioned based on the means of evaluating public necessity established by KPB 20.70 by unanimous vote (9-Yes, 0-No, 2-Absent).

A draft copy of the unapproved minutes of the pertinent portion of the meeting and other related materials are attached.

April 12, 2021 Planning Commission Draft Meeting Minutes
April 12, 2021 Agenda Item E5 Meeting Packet Materials

MOTION: Commissioner Ecklund moved, seconded by Commissioner Gillham to approve the vacation as petitioned based on the means of evaluating public necessity established by KPB 20.70, subject to staff recommendations and compliance with borough code.

MOTION PASSED: Hearing no further discussion or objection the motion passed by the following vote:

Yes	9	No	0	Absent	2
Yes	Brantley, Carluccio, Chesser, Ecklund, Fikes, Gillham, Morgan, Ruffner, Venuti				
Absent	Bentz, Martin				

AGENDA ITEM E UTILITY EASEMENT VACATIONS

5. Utility Easement Vacations

- **Vacate a 10' utility easement adjoining the south boundary of Lot 2-C Block 1, excluding the 20 feet adjoining Mountain Vista Court, granted by Mountain Glacier Estates Sub Part 4 Amended, Plat HM 83-20 and**
- **Vacate a 10' by 30' anchor easement within the Lot 2-C Block 1 excluding the 20 feet adjoining Mountain Vista Court, granted by Mountain Glacier Estates Sub Part 2, Plat HM 81-22;**

Located within Section 5, Township 5 South, Range 11 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-026V.

Staff report given by Scott Huff.

Purpose as stated in petition: My husband and I are planning to begin construction on our property this upcoming 2021 Spring. Our property has three utility easements, two of which we would like to have vacated. As you will see in my highlighted attachment, "a 20' utility easement exists along each side of all dedicated rights of way, and a 10' on each side of existing power lines." There is also a 10' by 30' anchor easement clearly marked. We would like to vacate the 10' utility easement on the south boundary of our lot, as well as the 10' by 30' anchor easement. Our plan is to put our driveway where these two easements are currently sitting.

Petitioners: Mirimia Sanarov of Homer, Alaska

Notification:

Notice of vacation mailings were sent by regular mail to owners of property within 300 feet and interested parties. 14 mailings were sent. The notice was posted on the Borough web site and on the Borough bulletin board in Soldotna.

Comments Received:

Alaska Communications Systems: ACS has no objections to vacating the 10' PUE along the southern edge of Lot 2-V, Block one and the 10 x 30 anchor easement.

ENSTAR Natural Gas: ENSTAR Natural Gas Company has no objection to the ten foot utility easement vacation along the south side of Lot 2-C, or the ten foot by thirty foot (10 FT x 30 FT) anchor easement vacation within the same lot, all within Mountain Glacier Estates part Four, according to Plat No. 83-20, Records of the Homer Recording District, Third Judicial District, State of Alaska.

GCI: (land owner attempted multiple times to contact the utility provider and was unable to get a response.)

Homer Electric Association: HEA has no objection to the requested vacation. HEA requests to retain the 20' utility easement adjacent to the Mountain Glacier Court dedicated right of way (Per Plat HM 83-20, plat note 4) since there is an existing HEA transformer within the easement and also to accommodate future

electrical service to the subject property, if required.

KPB Roads Department: No objection at this time.

Three comments were received from nearby landowners. The commenters objected to the vacation of the utility easement as they use this are for access between Mountain Glacier Ct. and Lowbush Street.

Findings:

1. Per the petition, the easements are not in use.
2. All utility companies have provided written non-objection to the vacations.
3. Homer Electric Association requested to retain the 20' utility easement adjacent to the Mountain Glacier Court dedicated right of way.
4. KPB Roads Department provided a written statement of non-objection to the vacations.
5. No surrounding properties will be denied utilities.
6. Location of platted easement may conflict with suitable building location and with constructing a driveway.
7. A 20 foot utility easement, adjoining Mountain Glacier Court will remain,
8. A 10 foot utility easement will remain on the south boundary of Lot 2-B, located to the west of the vacation.

Based upon the above findings, **staff recommends** vacating the 10' utility easement adjoining the south boundary of Lot 2-C excluding the 20 feet adjoining Mountain Glacier Court and a 10' by 30' anchor easement vacation, excluding the 20 feet adjoining Mountain Glacier Court, as petitioned, subject to:

5. Consent by KPB Assembly
6. Finalize the approval of the vacation by either
    a. Submittal of a final plat within a timeframe such that the plat can be recorded within one year of vacation consent (KPB 20.70.130).
    OR
    b. Recording of a resolution within 90 days of adoption of the resolution by the Planning Commission, with the following requirements
        i. Provide an exhibit drawing, prepared by a licensed land surveyor, clearly indicating the portion of the utility easement being vacated to be recorded with KPB Planning Commission Resolution 2020-18, becoming Page 2 of 2.
        ii. The applicants will provide the recording fee for the resolution and its attachment to the Planning Department.
        iii. The Planning Department is responsible for filing the Planning Commission resolution.

KPB 20.70.110:
A vacation of a street right-of-way, public area, or public easement within the borough outside of the limits of cities may not be made without the consent of the borough assembly.

The assembly shall have 30 calendar days from the date of approval in which to veto the planning commission decision. If no veto is received by the planning director within the specified period, the borough shall be considered to have given consent to the vacation.

NOTE: Action after denial of vacation (KPB 20.70.120)
A. Denial of a vacation petition is a final act for which no further consideration shall be given by the Kenai Peninsula Borough.
B. Upon denial by the planning commission, no reapplication or petition concerning the same vacation may be filed within one calendar year of the date of the final denial action except in the case where new evidence or circumstances exist that were not available or present when the original petition was filed.

KPB 20.70.130
The final plat must be recorded within one year of vacation approval.

as petitioned based on the means of evaluating public necessity established by KPB 20.70, subject to staff recommendations and compliance with borough code.

Commissioner Brantley had a question for staff. Is he correct in understanding that code allows for a driveway to be built within a utility easement? Mr. Huff stated that he was correct; driveway can be built within a utility easement. The landowner will have to allow the utilities access should they need it. The utility could dig up the driveway to place or access their lines, and then they replace the gravel.

Commissioner Ecklund noted there are different types of easements such as section lines and utility easements. The commission has seen where people have used trails on different types of easements believing they have a right to use them. She then asked staff to explain the differences between these two types of easements. Mr. Huff replied utility easements are for utilities to place their lines either below or above ground. It does not give the public the right to the area. Section line or public access easements are for both the public and utilities to use. The public has the right to travel on the easement. Commissioner Ecklund thanked Mr. Huff for the clarification. She then noted that in the past the commission has upheld the public's use of section line easements across properties but that the easement in question tonight is a utility easement and not a section line or public access easement.

Commissioner Venuti stated that he thought if a group of people had been using an existing trail for over 10 years that adverse possession might apply.

Commissioner Carluccio asked if the commission could hear from legal regarding adverse possession. She was under the impression that adverse possession would not apply in this situation.

Sean Kelly, Borough Attorney stated he would be careful talking about prescriptive rights or adverse possession because that is for a court of law to decide and is not within the authority of the planning commission. The scope of authority for the planning commission is to decide whether to vacate the public's interest in a utility easement that was granted in trust to the borough for utility purposes.

MOTION PASSED: Hearing no further discussion or objection the motion passed by the following vote:

Yes	8	No	1	Absent	2
Yes	Brantley, Carluccio, Chesser, Ecklund, Fikes, Gillham, Morgan, Ruffner				
No	Venuti				
Absent	Bentz, Martin				

AGENDA ITEM E NEGOTIATED LEASE

6. Ordinance 2021-14: Authorizing a Negotiated Lease with Alaska Department of Transportation and Public Facilities for Staging and Material Extraction and Disposal Activities in Support of the Sterling Highway MP 45-60 Construction Project near Cooper Landing.

Staff report given by Marcus Mueller

Alaska Department of Transportation and Public Facilities (DOT&PF) is actively working on the Sterling Highway MP 45-60 Construction Project, which follows the Juneau Creek Alternative near Cooper Landing. The Kenai Peninsula Borough is a landowner in the project area and the borough is the managing authority to certain lands under its municipal entitlement land grant.

KPB Land Management has been working with the project team as it seeks to implement the major project. DOT&PF has proposed three project staging and disposal sites on borough owned or managed land. A fourth site related to the project has been proposed directly by DOT&PF Construction Management/General Contractor.

The proposed master lease agreement provides terms for both project staging activities and material extraction and disposal. The staging activities are handled through a surface use rental structure and the material disposal is addressed in resource management terms with a fee structure based on the volume and types of materials from the project that are left on site. Environmental protections and practices are

END OF STAFF REPORT

Vice Chair Ruffner opened the item for public comment. (2:07:30)

Mirimia Sanarov, Petitioner; P.O. Box 1519, Homer AK, 99663: Ms. Sanarov stated she and her husband purchased this property in 2019, and will begin the process of building their home this spring. The utility easements they would like to vacate have no utilities placed in them. It is the best location to put their driveway, as the other area on the lot appears to be wet and not suitable for a driveway. When they purchased the property they were aware of the utility easements, however, they were not aware that some of the neighbors were using the utility easement as a trail to access Lowbush St. from Mountain Glacier Ct. The easements they want to vacate are utility easements, meant only for utilities to use – it is not for the public to use to travel on. While some people may have used the trail in the past, she and her husband do not want to encourage the continued trespass and have put up "No Trespassing" signs in the area. There is no need for the neighbors to use the easement as there is already legal public access that can be used.

Garrett Yager; 2712 Jefford Place, Anchorage, AK 99517: Mr. Yager is one of the adjacent property owners and stated he understands some of the petitioner's concerns. He would argue that while it is only a 2-minute drive to get from Mountain Glacier Ct. over to Lowbush St., it is not a safe walking path, as it would require folks to walk along East End Road. The section of East End Road they will have to walk along has no shoulder and is hazardous. There are families that have children that use the easement as a safe walking corridor to get to their grandparents house on Lowbush.

Cassie Brooks; P.O. Box 585, Homer, AK 99663: Ms. Brooks stated she owns the property on Lowbush St. which is on the other side of the easement being vacated. Her children use the trail on the easement to get to their grandparents house on Mountain Glacier Ct. She and others have used this trail for years to move between the two streets. She and her family have gone on nature walks and have picked blueberries on this trail for years. This trail has been important to her family and she does not want to see it go away.

Mirimia Sanarov, Petitioner; P.O. Box 1519, Homer AK, 99663: Ms. Sanarov stated that she has lived in this area all her life, over 25 years, and she understands it can be dangerous to walk along East End Rd. Parents will just have to drive their children to the bus stop instead of walking through their property. She does not believe it is fair for someone to purchase property and then be told that other people in the area get to use up a huge section of the property, while they are the one's paying the mortgage and taxes. What they are asking to vacate is a utility easement; which the utilities have stated they do not need, it is not a public access easement.

Commissioner Venuti asked Ms. Sanarov when they purchased this property. Ms. Sanarov stated they purchased the property in August of 2019. Commissioner Venuti then asked if they were aware that people were using the trail on their property when they purchased it. Ms. Sanarov replied that while they did notice that there was a trail on their property they were not aware how people were using it. She was not aware of the history of use of the trail. They assumed that when they purchased the property any use of the trail would stop. Once the neighborhood saw that new people owned the property they would stop using the trail.

Asonya Brown; 1152 Norton Ave., Columbus, OH 43212: Ms. Brown stated that she has purchased a great deal of property and that it is the responsibility of the purchaser to know about any covenants or easements that go with the property and that they agree to abide by them.

Mirimia Sanarov, Petitioner; P.O. Box 1519, Homer AK, 99663: Ms. Sanarov stated once again the easement in question is a utility easement and not a public trail easement. Even though people have used the trail on the easement for years it does not mean they had the right to use it, it means that they were trespassing.

Hearing no one else wishing to comment, Vice Chair Ruffner closed public comment and opened discussion among the Commission.

MOTION: Commissioner Gillham moved, seconded by Commissioner Ecklund to approve the vacations

Planning Department
144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

RECEIVED
MAR 02 2021
KPB PLANNING DEPT.

PETITION TO VACATE UTILITY EASEMENT

PUBLIC HEARING REQUIRED

Upon receipt of complete application with fees and all required attachments, a public hearing before the Planning Commission will be scheduled. The petition with all required information and attachments must be in the Planning Department at least 30 days prior to the preferred hearing date. By State Statute and Borough Code, the public hearing must be scheduled within 60 days of receipt of complete application.

SUBMITTAL REQUIREMENTS

A utility easement vacation application will be scheduled for the next available planning commission meeting after a complete application has been received.

- ■ $75 non-refundable fee to help defray costs of advertising public hearing.
- □ Utility easement requested to be vacated was granted by subdivision plat, files as Plat No. _____ in _____ Recording District. **OR**
- ■ Utility easement requested to be vacated was granted by mountain glacier estates Subdivision, filed as Plat No. 83-20 in the KPB Recording District.
- □ Utility easement requested to be vacated was granted by _____(specify type of document) as recorded under _____ in _____ Recording District. (Copy of recorded document must be submitted with petition.)
- ■ Comments from HEA Electric Association attached.
- ■ Comments from Enstar Gas Company attached.
- ■ Comments from ACS Telephone Company attached.
- ■ Comments from GCI Cable Company attached.
- ■ Comments from KPB Roads Department attached.
- □ Comments from City Advisory Planning Commission. Copy of minutes at which this item was acted on, along with a copy of City Staff Report.
- ■ 1 copy of the plat or map showing the utility easement to be vacated. Must not exceed 11 x 17 inches in size. Area to be vacated shall be marked clearly with cross hatching or other identifiable markings.
- □ If an existing improvement is encroaching into the easement, an As-Built drawing showing the encroachment must be attached.
- □ Yes ■ No Is the right of way/utility easement in use by any utility company? If yes, which utility?

_____

- ■ REASON FOR VACATING The petitioner must attach a statement with reasonable justification for the vacation of the section line easement.

LEGAL DESCRIPTION OF PARCEL CONTAINING THE UTILITY EASEMENT TO BE VACATED:

T 5S R 11W SEC 5 Seward Meridian HM 0830020 MOUNTIAN GLACIER EST SUB PT 4 AMD LOT 2-C BLOCK 1	
Section, township, range 5S R 11W Sec 5	
City (if applicable)	General area Mile 15.5 East End Road

The petition must be signed by owners of a majority of the land affected by the section line easement proposed to be vacated. Each petitioner must include address and legal description of his/her property. Attach additional signature sheets if needed.

Submitted by: ■ **Petitioner** □ **Representative**

Name (printed):Mirimia Sanarov	Signature Mirimia Sanarov
e-mail:mirimiasanarov@outlook.com	Address: PO Box 1519 Homer, AK 99603
Owner of: LOT 2-C	

Petitioners:

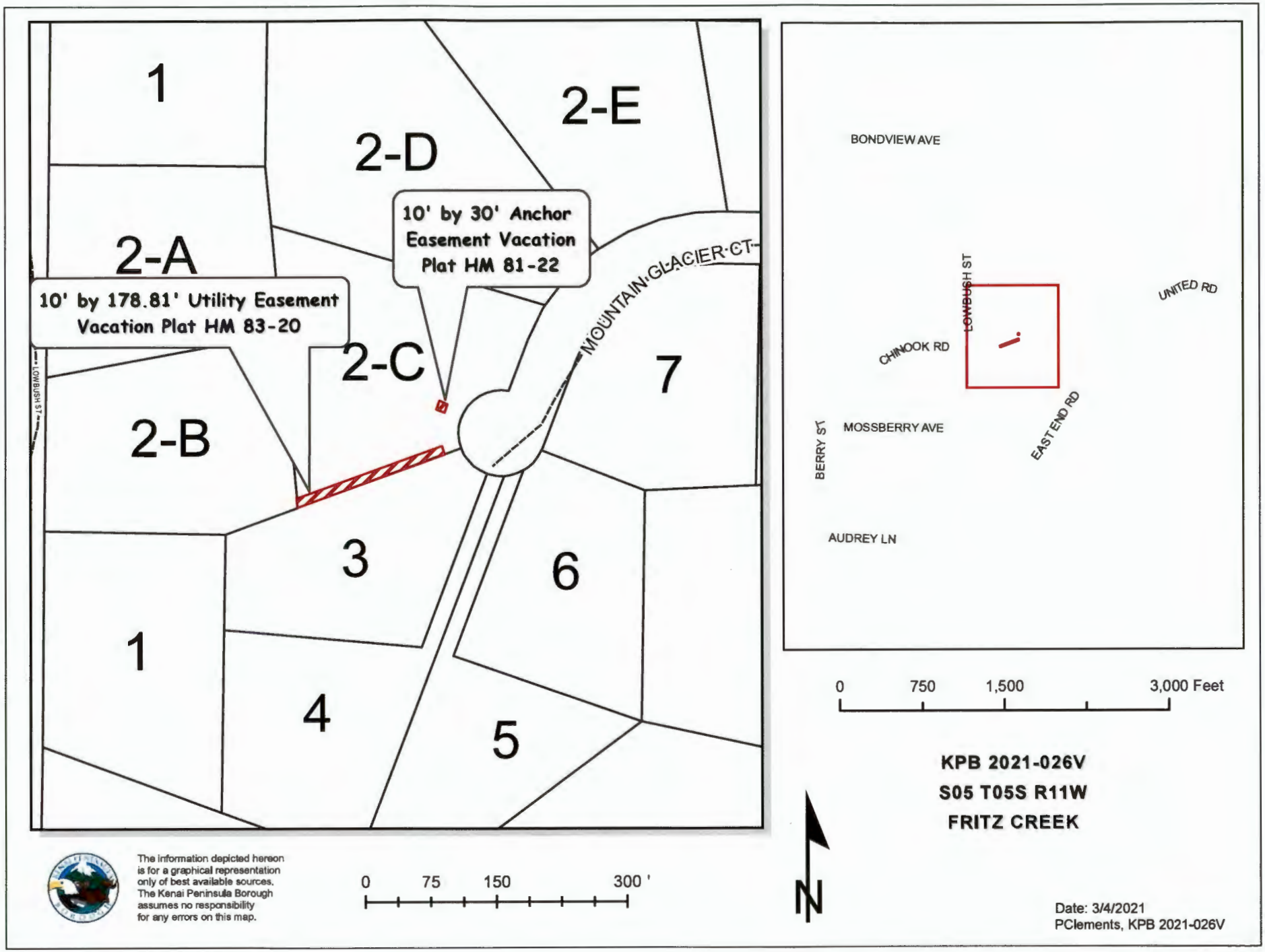
Name (printed):	Signature
e-mail:	Address:
Owner of:	

FOR OFFICE USE ONLY

RECEIVED BY _____ DATE SUBMITTED_____ KPB FILE #_____

E. NEW BUSINESS

5. **Utility Easement & Anchor Easement Vacations**
   KPB File: 2021-026V; Petitioner: Mirimia Sanarov of Homer, AK
   a. **Vacate a 10' utility easement adjoining the south boundary of Lot 2-C, Block 1, Mountain, granted by Mountain Glacier Estates Sub Part 4 Amended, Plat HM 83-20**
   b. **Vacate a 10' x 10' portion of a 10' X 30' anchor easement within Lot 2-C, Block 1, granted by Mountain Glacier Estates Sub Part 2, Plat HM 81-22**


1
2-D
2-E
2-A
10' by 30' Anchor Easement Vacation Plat HM 81-22
10' by 178.81' Utility Easement Vacation Plat HM 83-20
MOUNTAIN GLACIER CT
LOWBUSH ST
2-C
7
2-B
3
6
1
4
5
BONDVIEW AVE
LOWBUSH ST
UNITED RD
CHINOOK RD
BERRY ST
MOSSBERRY AVE
EAST END RD
AUDREY LN
0 750 1,500 3,000 Feet
KPB 2021-026V
S05 T05S R11W
FRITZ CREEK
N
The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.
0 75 150 300 '
Date: 3/4/2021
PClements, KPB 2021-026V



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

Aerial View

0 25 50 100 '

N

Utility Easement Vacation

PClements, KPB 2021-026V
Date: 3/5/2021
Imagery World

AGENDA ITEM E NEW BUSINESS

5. Utility Easement Vacations

- Vacate a 10' utility easement adjoining the south boundary of Lot 2-C Block 1, excluding the 20 feet adjoining Mountain Vista Court, granted by Mountain Glacier Estates Sub Part 4 Amended, Plat HM 83-20 and
- Vacate a 10' by 30' anchor easement within the Lot 2-C Block 1 excluding the 20 feet adjoining Mountain Vista Court, granted by Mountain Glacier Estates Sub Part 2, Plat HM 81-22;

Located within Section 5, Township 5 South, Range 11 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-026V.

STAFF REPORT PC Meeting: April 12, 2021

Purpose as stated in petition: My husband and I are planning to begin construction on our property this upcoming 2021 Spring. Our property has three utility easements, two of which we would like to have vacated. As you will see in my highlighted attachment, "a 20' utility easement exists along each side of all dedicated rights of way, and a 10' on each side of existing power lines." There is also a 10' by 30' anchor easement clearly marked. We would like to vacate the 10' utility easement on the south boundary of our lot, as well as the 10' by 30' anchor easement. Our plan is to put our driveway where these two easements are currently sitting.

Petitioners: Mirimia Sanarov of Homer, Alaska

Notification:

Notice of vacation mailings were sent by regular mail to owners of property within 300 feet and interested parties. 14 mailings were sent. The notice was posted on the Borough web site and on the Borough bulletin board in Soldotna.

Comments Received:

Alaska Communications Systems: ACS has no objections to vacating the 10' PUE along the southern edge of Lot 2-V, Block one and the 10 x 30 anchor easement.

ENSTAR Natural Gas: ENSTAR Natural Gas Company has no objection to the ten foot utility easement vacation along the south side of Lot 2-C, or the ten foot by thirty foot (10 FT x 30 FT) anchor easement vacation within the same lot, all within Mountain Glacier Estates part Four, according to Plat No. 83-20, Records of the Homer Recording District, Third Judicial District, State of Alaska.

GCI: (land owner attempted multiple times to contact the utility provider and was unable to get a response.)

Homer Electric Association: HEA has no objection to the requested vacation. HEA requests to retain the 20' utility easement adjacent to the Mountain Glacier Court dedicated right of way (Per Plat HM 83-20, plat note 4) since there is an existing HEA transformer within the easement and also to accommodate future electrical service to the subject property, if required.

KPB Roads Department: No objection at this time.

Three comments were received from nearby landowners. The commenters objected to the vacation of the utility easement as they use this are for access between Mountain Glacier Ct. and Lowbush Street.

Findings:

1. Per the petition, the easements are not in use.
2. All utility companies have provided written non-objection to the vacations.

3. Homer Electric Association requested to retain the 20' utility easement adjacent to the Mountain Glacier Court dedicated right of way.
4. KPB Roads Department provided a written statement of non-objection to the vacations.
5. No surrounding properties will be denied utilities.
6. Location of platted easement may conflict with suitable building location and with constructing a driveway.
7. A 20 foot utility easement, adjoining Mountain Glacier Court will remain,
8. A 10 foot utility easement will remain on the south boundary of Lot 2-B, located to the west of the vacation.

Based upon the above findings, **staff recommends** vacating the 10' utility easement adjoining the south boundary of Lot 2-C excluding the 20 feet adjoining Mountain Glacier Court and a 10' by 30' anchor easement vacation, excluding the 20 feet adjoining Mountain Glacier Court, as petitioned, subject to:

1. Consent by KPB Assembly
2. Finalize the approval of the vacation by either
    a. Submittal of a final plat within a timeframe such that the plat can be recorded within one year of vacation consent (KPB 20.70.130).
    OR
    b. Recording of a resolution within 90 days of adoption of the resolution by the Planning Commission, with the following requirements
        i. Provide an exhibit drawing, prepared by a licensed land surveyor, clearly indicating the portion of the utility easement being vacated to be recorded with KPB Planning Commission Resolution 2020-18, becoming Page 2 of 2.
        ii. The applicants will provide the recording fee for the resolution and its attachment to the Planning Department.
        iii. The Planning Department is responsible for filing the Planning Commission resolution.

KPB 20.70.110:
A vacation of a street right-of-way, public area, or public easement within the borough outside of the limits of cities may not be made without the consent of the borough assembly.

The assembly shall have 30 calendar days from the date of approval in which to veto the planning commission decision. If no veto is received by the planning director within the specified period, the borough shall be considered to have given consent to the vacation.

NOTE: Action after denial of vacation (KPB 20.70.120)
A. Denial of a vacation petition is a final act for which no further consideration shall be given by the Kenai Peninsula Borough.
B. Upon denial by the planning commission, no reapplication or petition concerning the same vacation may be filed within one calendar year of the date of the final denial action except in the case where new evidence or circumstances exist that were not available or present when the original petition was filed.

KPB 20.70.130
The final plat must be recorded within one year of vacation approval.

END OF STAFF REPORT

KENAI PENINSULA BOROUGH PLANNING COMMISSION
RESOLUTION 2021-08
HOMER RECORDING DISTRICT

Vacate a 10' utility easement adjoining the south boundary of Lot 2-C Block 1, excluding the 20 feet adjoining Mountain Vista Court, granted by Mountain Glacier Estates Sub Part 4 Amended, Plat HM 83-20 and

Vacate a 10' by 30' anchor easement within the Lot 2-C Block 1 excluding the 20 feet adjoining Mountain Vista Court, granted by Mountain Glacier Estates Sub Part 2, Plat HM 81-22;

Located within Section 5, Township 5 South, Range 11 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File 2021-026V.

WHEREAS, a request has been received from Mirimia Sanarov of Homer, AK to vacate a 10' utility easement running east to west adjacent to the south boundary of Lot 2-C Block 1, granted by Mountain Glacier Estates Sub Part 4 Amended, (Plat HM 83-20) and to vacates a 10' by 10' portion of a 10' by 30' anchor easement within the Lot 2-C Block 1, granted by Mountain Glacier Estates Sub Part 2, (Plat HM 81-22); and

WHEREAS, affected utility companies have provided written non-objection to the proposed vacation; and

WHEREAS, Homer Electric Association requested that the 20 foot utility easement adjoining Mountain Vista Court remain to accommodate future electrical service; and

WHEREAS, the Kenai Peninsula Borough Roads Department provided written non-objection to the proposed vacation; and

WHEREAS, the easement is not in use by the utility companies; and

WHEREAS, no surrounding properties will be denied utilities; and

WHEREAS, on April 12, 2021, the Kenai Peninsula Borough Planning Commission addressed all concerns about the proposed vacation; and

WHEREAS, the Planning Commission has found that vacating the utility easements will not be detrimental to the public interest; and

WHEREAS, 20.70.140 of the Kenai Peninsula Borough Code of Ordinances authorizes the Planning Commission to accomplish vacations by Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH:

Section 1. That the above described utility easements are hereby vacated.

Section 2. That this resolution is eligible for recording upon being signed by the Planning Commission chairperson and will be deemed void if not recorded within 120 days of adoption.

Section 3. That this Resolution becomes effective upon being properly recorded with petitioner being responsible for payment of recording fee.

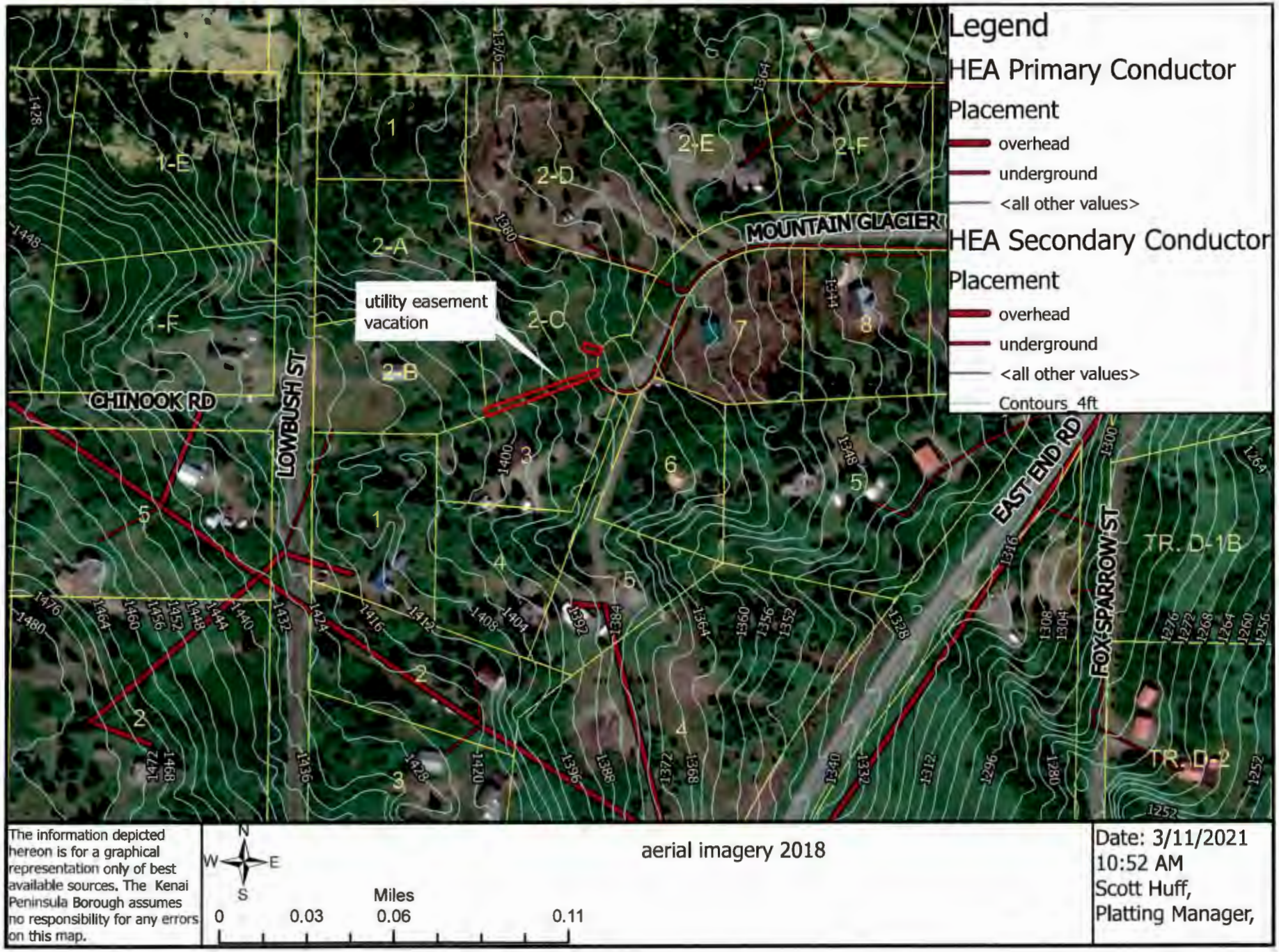
ADOPTED BY THE PLANNING COMMISSION OF THE KENAI PENINSULA BOROUGH ON THIS ____ DAY OF _____, 2021.

_____
Blair Martin, Chairperson
Planning Commission

ATTEST:

_____
Ann Shirnberg, Administrative Assistant

Return to:
Planning Department
Kenai Peninsula Borough
144 N. Binkley Street
Soldotna, Alaska 99669


Legend
HEA Primary Conductor
Placement
overhead
underground
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HEA Secondary Conductor
Placement
overhead
underground
<all other values>
Contours_4ft
utility easement vacation
MOUNTAIN GLACIER
CHINOOK RD
LOWBUSH ST
EAST END RD
FOX SPARROW ST
TR. D-1B
TR. D-2
1-E
1-F
2-A
2-B
2-C
2-D
2-E
2-F
The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.
N
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Miles
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0.03
0.06
0.11
aerial imagery 2018
Date: 3/11/2021
10:52 AM
Scott Huff,
Platting Manager,

NOTES

1 THE 1982 RESURVEY AND SUBDIVISION OF SEC 6, AS SHOWN HEREON, SUPERCEDES AND CORRECTS THE SUBDIVISION OF SEC 6 AS SHOWN ON THE RECORDED PLATS OF "MOUNTAIN GLACIER ESTATES, PART TWO" AND "MOUNTAIN GLACIER ESTATES, PART THREE", BY HANSON & CO. AFFECTED MONUMENT POSITIONS HAVE BEEN CORRECTED AND STAMPED 1982 NO OTHER KNOWN BOUNDARY SURVEYS WHICH COULD BE AFFECTED HAVE BEEN PERFORMED WITHIN SEC 6

2 ALL WASTEWATER DISPOSAL SYSTEMS SHALL COMPLY WITH EXISTING APPLICABLE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION REGULATIONS AT THE TIME OF CONSTRUCTION. A PERCOLATION TEST AND APPROVAL OF A.D.E.C. IS REQUIRED ON EACH LOT IN BLOCK ONE PRIOR TO INSTALLATION OF ANY SOIL ABSORPTION SYSTEM.

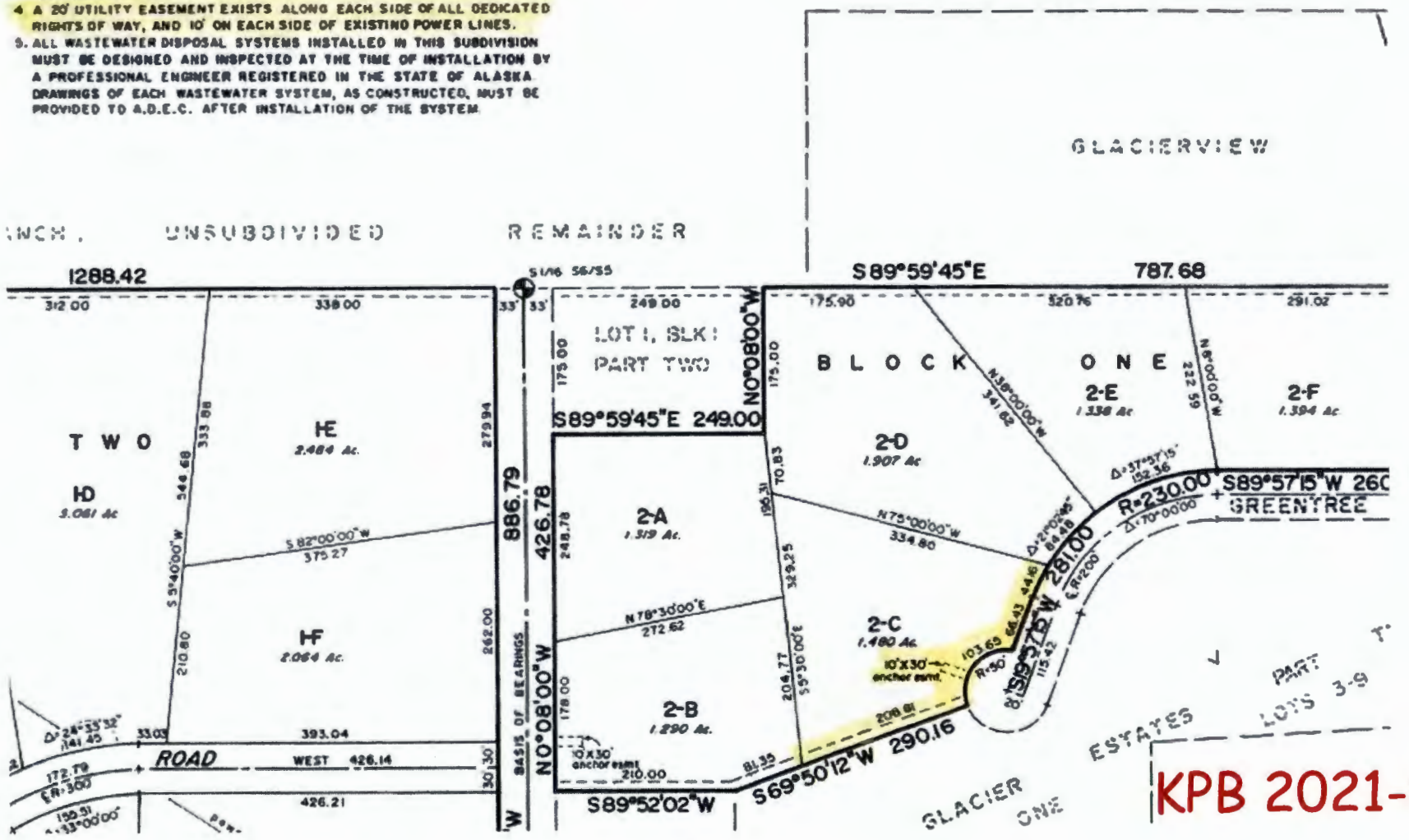
3. A BUILDING SETBACK OF 20' EXISTS ALONG EACH SIDE OF ALL DEDICATED RIGHTS OF WAY, UNLESS A LESSER STANDARD IS APPROVED BY THE APPROPRIATE PLANNING COMMISSION.

4 A 20' UTILITY EASEMENT EXISTS ALONG EACH SIDE OF ALL DEDICATED RIGHTS OF WAY, AND 10' ON EACH SIDE OF EXISTING POWER LINES.

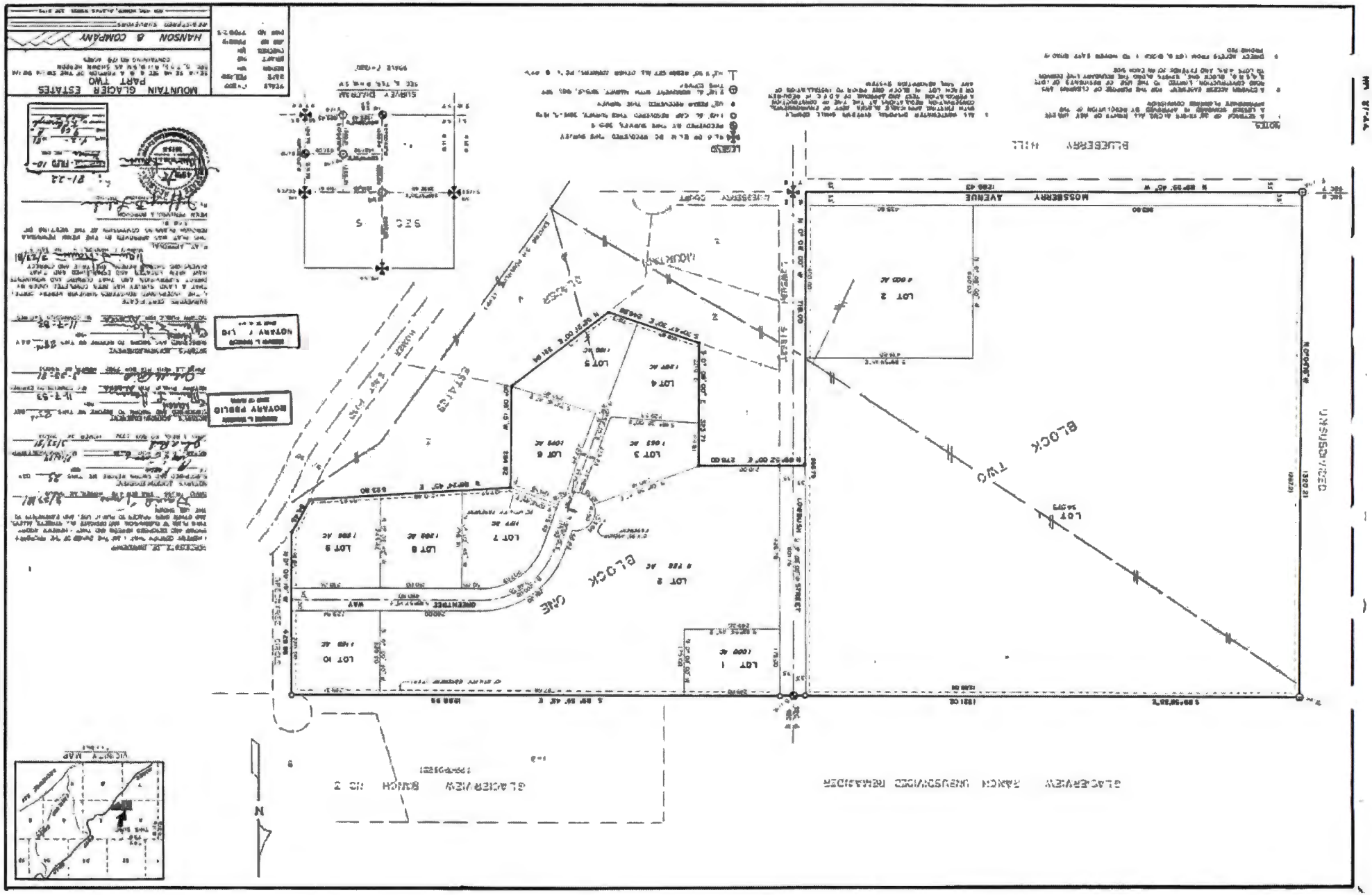
5. ALL WASTEWATER DISPOSAL SYSTEMS INSTALLED IN THIS SUBDIVISION MUST BE DESIGNED AND INSPECTED AT THE TIME OF INSTALLATION BY A PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF ALASKA. DRAWINGS OF EACH WASTEWATER SYSTEM, AS CONSTRUCTED, MUST BE PROVIDED TO A.D.E.C. AFTER INSTALLATION OF THE SYSTEM.

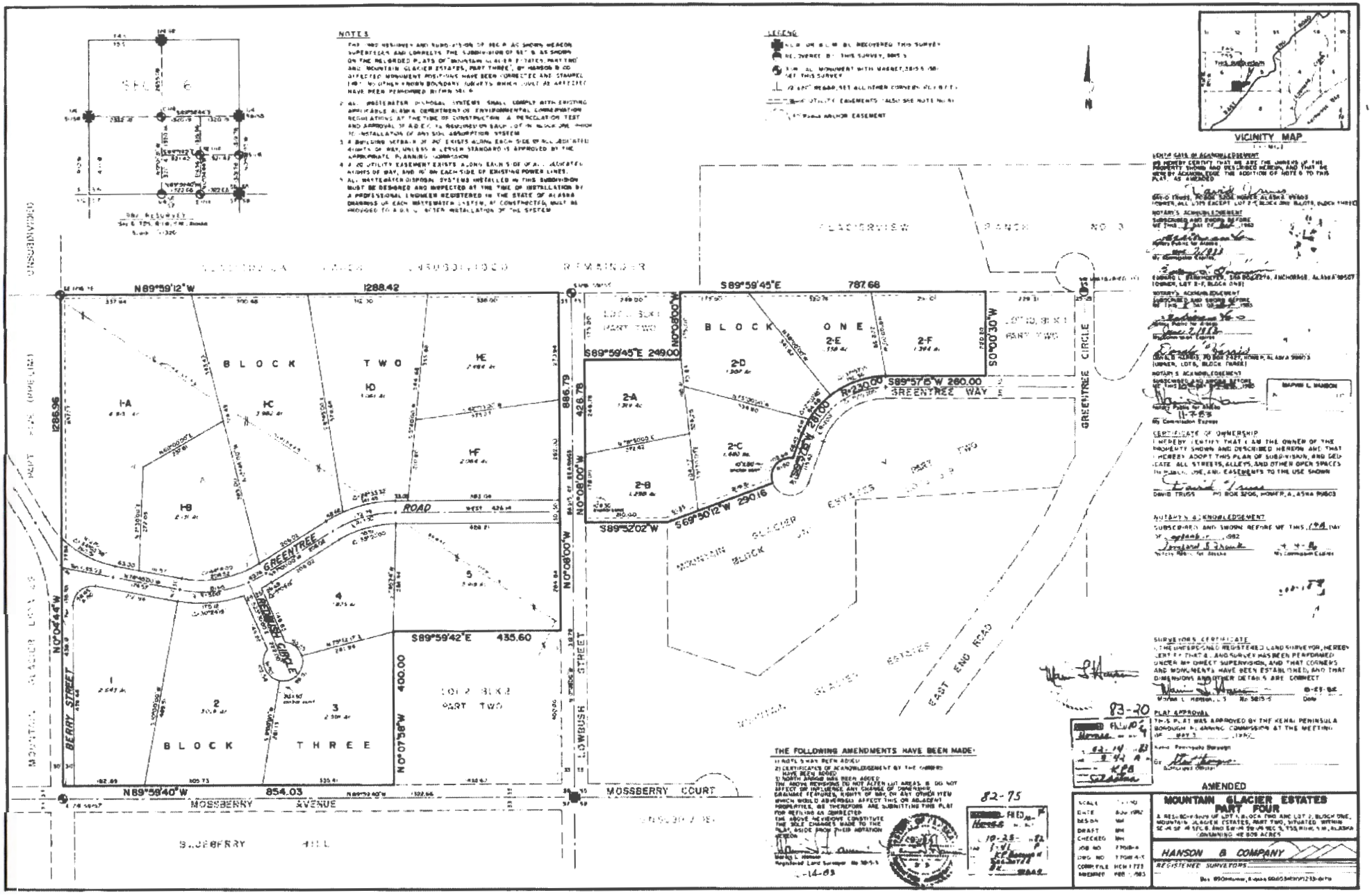
LEGEND

- GLO OR B.L.M. BC. RECOVERED THIS SURVEY
- RECOVERED BC THIS SURVEY, 3815-S
- 3 1/4" AL. MONUMENT WITH MAGNET, 3815-S, 1982 SET THIS SURVEY
- 1/2" x 30" REBAR, SET ALL OTHER CORNERS, PC's & PT's
- 10' UTILITY EASEMENTS (ALSO SEE NOTE NO 4)
- 30' Radius ANCHOR EASEMENT



KPB 2021-026V




NOTES
LEGEND
VICINITY MAP
THIS SUBDIVISION
BLOCK TWO
BLOCK ONE
BLOCK THREE
GREENTREE ROAD
GREENTREE WAY
GREENTREE CIRCLE
BERRY STREET
LOWBUSH STREET
MOSSBERRY AVENUE
MOSSBERRY COURT
EAST END ROAD
N89°59'12"W 1288.42
S89°59'45"E 787.68
S89°59'45"E 249.00
S89°57'15"W 260.00
S89°52'02"W
S69°50'12"W 290.16
S89°59'42"E 435.60
N89°59'40"W 854.03
N0°08'00"W 886.79
N0°08'00"W 426.78
N0°07'58"W 400.00
N0°04'44"W 1286.96
S0°00'30"W
R=230.00
THE FOLLOWING AMENDMENTS HAVE BEEN MADE:
83-20
82-75
AMENDED
MOUNTAIN GLACIER ESTATES PART FOUR
HANSON & COMPANY
REGISTERED SURVEYORS

Mirimia Sanarov
PO Box 1519
Homer, AK 99603
mirimiasanarov@outlook.com
907-299-3102

RE: Petition to vacate utility easement

Parcel ID: 17227025

Dear Kenai Peninsula Borough Planning Department:

My husband and I are planning to begin construction on our property this upcoming 2021 Spring. Our property has three utility easements, two of which we would like to have vacated. As you will see in my highlighted attachment, "a 20' utility easement exists along each side of all dedicated rights of way, and 10' on each side of existing power lines." There is also a 10' x 30' anchor easement clearly marked. We would like to vacate the 10' utility easement on the S boundary of our lot, as well as the 10' by 30' anchor easement. Our plan is to put our driveway where these two easements are currently sitting.

I have attached comments from HEA, ENSTAR, ACS, GCI, as well as the KPB Roads Department stating that they have no objection. I have also attached a copy of our Plat.

Please let me know if there is anything else you need before we can move forward.

Thank you for your time.

Sincerely,

Mirimia Sanarov

Owner of: Lot 2-C

March 29, 2021

TO: Kenai Peninsula Borough Planning Department

ATT: Peggy Clements - PClements@kpb.us

RE: KPB 2021-026V
S05 T05S R11W
Fritz Creek

In reference to above property I have no problem with having the easements on vacation for it will not affect any utilities in this area.

However, the existing trail (showing shaded) and Part 2B has ben notoriously used for many years by me, and our neighbors. We are a close knit neighborhood and ourselves plus neighbors have family on Mt. Glacier Rd and also on Lowbush Street. The area which this vacation asks for, connects these two streets and families. There are children and parents that like to walk back and forth to Grandma's house and that is a perfect trail to do this. The only other road near is East End Road and our wishes are not to have our families with children to walk East End Road or travel a mile by vehicle to go 200 feet.

I homsteaded this land in 1959 and this trail has been used for many years. We are not asking for a super highway – just a family orientated trail as is.

Sincerely Submitted,

William (Bill) Sheldon
Darlene L Sheldon

From: Garret Brooks
To: Clements, Peggy
Subject: <EXTERNAL-SENDER>proposed utility vacation at 15 mile east end road Homer Alaska
Date: Monday, March 29, 2021 12:43:02 PM

CAUTION:This email originated from outside of the KPB system. Please use caution when responding or providing information. Do not click on links or open attachments unless you recognize the sender, know the content is safe and were expecting the communication.

Hello, My name is Garret Brooks and I am writing to you to vote not in favor of the proposed easement vacation. The trail/road has been used for generations to act as a safe passage from the lower half of mountain glacier subdivision, to the upper half. As well as access to the caribou hill and pretty much all the hunting grounds that are accessed via the "Lowbush st trail".Since living here 4 years I have seen mothers with strollers, families with multiple children summer and winter on foot or wheelers etc, people on horseback, even young children alone by themself use this safe corridor. My wife and I own the upper half of the trail/road and during the summer and winter the close and not so close neighbors all use this to safely get from point a to point b, the only other means of access, is on East End road. If this vacation of easement passes it will force people to use East End road (which has no safe place for foot traffic) therefore endangering pedestrians lives. My wife's Grandparents (Who homesteaded this area back in the day) are in their late 80's and we are the closest family to them, we need to be able to get to them a.s.a.p in case something happens to them in a state of emergency every minute counts between life and death.

Thank you. Garret Brooks

ps. The link is a map from google showing that it is considered a road already and we have been treating it as such. https://goo.gl/maps/NMTNuG6g36K5Dqw86

From: Cassie Sheldon
To: Clements, Peggy
Cc: Planning Dept,
Subject: <EXTERNAL-SENDER>Regarding Marimba Safarova"s request for easement vacation
Date: Sunday, March 28, 2021 10:56:38 AM

CAUTION:This email originated from outside of the KPB system. Please use caution when responding or providing information. Do not click on links or open attachments unless you recognize the sender, know the content is safe and were expecting the communication.

My concern with the purposed easement vacation is that it is on a community trail. For as long as I can remember (at least 25 years) the Sheldon family has been using that easement as a trail to get into the back country and on to caribou hills. There is a trail at the end of Lowbush Street that takes you out to the Mcneil canyon trails and beyond. The community of Green Tree and Mountain Glacier court has been using the easement adjoining the south boundary of lot 2-c Block 1 to access the trail at the end of Lowbush Street. In 2017 my husband and I bought lots 2-A and 2-B. 2-B is the second half of the easement trail we have all been using. We graciously allow all the neighbors to use this trail. This easement trail is the only passage between the 2 street communities, making us one. My grandparents being at the end of Mountain Glacier court are getting older and I need quick access to them. I am worried that this purposed easement vacation will cut off my quick access to my elderly grandparents making me have to go all the way around east end road to get there. This is not only ridiculous but dangerous. If you have ever tried to pull out at Lowbush street and east end road you would realize there is minimal visibility making it dangerous to make a left hand turn. For this same reason the school bus will not stop at Lowbush street. All the kids on Lowbush and Mossberry streets come down through the easement there next to lot 2-c block 1 to go to the end of green tree to get safely on the bus. This easement has been a part of our community for many years. We use it for recreation and for necessary foot travel. Please do not take away our trail. I am currently in the process of trying to make this an official trail since HEA has no use for it any more.

Sincerely,

Cassie Brooks
P.O. Box 585
34848 Lowbush Street
Homer, AK
907-299-4143

From:	Cassie Sheldon
To:	Clements, Peggy
Cc:	Planning Dept.
Subject:	<EXTERNAL-SENDER>Written comment revised 04/08/2021 for Cassie Brooks
Date:	Thursday, April 8, 2021 7:23:22 AM

CAUTION:This email originated from outside of the KPB system. Please use caution when responding or providing information. Do not click on links or open attachments unless you recognize the sender, know the content is safe and were expecting the communication.

Regarding the notice of proposed utility easement vacation for Mirimia Sanarov

My concern with the purposed easement vacation is that it is on a community trail. For as long as I can remember (at least 25 years) the Sheldon family has been using that easement as a trail to get into the back country and on to caribou hills. There is a trail at the end of Lowbush Street that takes you out to the Mcneil canyon trails and beyond. The community of Green Tree and Mountain Glacier court has been using the easement adjoining the south boundary of lot 2-c Block 1 to access the trail at the end of Lowbush Street. This provides access to all kinds of recreation: subsistence hunting, berry picking, hiking, skiing, all you can imagine! In 2017 my husband and I bought lots 2-A and 2-B. 2-B this is the second half of the easement trail we have all been using. We graciously allow all the neighbors to use this trail. This easement trail is the only passage between the 2 street communities, making us one. My grandparents being at the end of Mountain Glacier court are getting older and I need quick access to them. I am worried that this purposed easement vacation will cut off my quick access to my elderly grandparents making me have to go all the way around east end road to get there. This is not only ridiculous but dangerous. If you have ever tried to pull out at Lowbush street and east end road you would realize there is minimal visibility making it dangerous to make a left hand turn. This easement has been a part of our community for many years. We use it for recreation and for necessary foot travel. Please do not take away our trail. I urge the Sanarov's to consider changing this easement into recreational easement, this would protect us as landlords with liability. All the while providing great easy access to all the recreation Caribou hills and beyond can provide, for the Sanarov's and all the community.

Sincerely,

Cassie Brooks
P.O. Box 585
34848 Lowbush Street
Homer, AK
907-299-4143

Hindman, Julie

From: Garrett Yager <garrettyager@gmail.com>
Sent: Thursday, April 8, 2021 9:52 PM
To: Clements, Peggy
Cc: Hindman, Julie
Subject: <EXTERNAL-SENDER>Comments on Utility Easement Vacation - Lot2-C Block 1 Mountain Glacier Estates Sub Part 4

CAUTION:This email originated from outside of the KPB system. Please use caution when responding or providing information. Do not click on links or open attachments unless you recognize the sender, know the content is safe and were expecting the communication.

Dear Peggy Clements,

I am writing in response to the proposal to vacate a 10' utility easement adjoining the south boundary of Lot2-C Block 1, granted by Mountain Glacier Estates Sub Part 4 Amended, Plat HM 83-20.

We did not see any comments of non-objection from appropriate utility providers on the submission as required by Borough Code of Ordinances 20.65.070. We assume this means there are no utilities in the easement; however, this does not account for future needs. We feel it is short sighted to vacate a utility easement when water/sewer utilities have not been developed. For instance, there are many small public water systems in Alaska that use similar utility easements to connect households. To vacate the easement assuming a small public water system will never be developed in this subdivision is not in the best interest of surrounding property owners. In addition, if the roads were ever paved in this area, the easement may become necessary for proper drainage.

This easement also serves as an important walking path between Mountain Glacier Court and Lowbush Street. Families have used this path for many years which provides a safe corridor for children to visit grandparents and for safe walking access from Mountain Glacier Court to the backroads and DNR access off Lowbush St. Severing this easement would force people to walk out on to East End Road and an extra mile to connect the same neighborhoods and households. This is a major safety concern as East End Road has no shoulder and many blind curves in this stretch. We are opposed to any development in the easement that would prohibit accessing this safe walking corridor.

Thank you,
Garrett Yager

Kenai Peninsula Borough
Planning Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Kenai Peninsula Borough Assembly Members

FROM: Melanie Aeschliman, Planning Director

DATE: April 13, 2021

RE: Vacate a 10' by 30' Utility Easement located within Lot 6 Green Forest Subdivision adjoining Pembroke Drive, granted by Green Forest Subdivision KN 84-309; within Section 4, Township 7 North, Range 11 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File No. 2021-010V; Fineline Surveys, Inc. / Black, Johnson

In accordance with AS 29.40.140, no vacation of a Borough right-of-way and/or easement may be made without the consent of the Borough Assembly.

During their regularly scheduled meeting of April 12, 2021 the Kenai Peninsula Borough Planning Commission granted approval of the above vacation as petitioned based on the means of evaluating public necessity established by KPB 20.70 by unanimous vote (9-Yes, 0-No, 2-Absent).

A draft copy of the unapproved minutes of the pertinent portion of the meeting and other related materials are attached.

April 12, 2021 Planning Commission Draft Meeting Minutes
April 12, 2021 Agenda Item E3 Meeting Packet Materials

MOTION PASSED: Hearing no further discussion or objection the motion passed by the following vote:

Yes	9	No	0	Absent	2
Yes	Brantley, Carluccio, Chesser, Ecklund, Fikes, Gillham, Morgan, Ruffner, Venuti				
Absent	Bentz, Martin				

AGENDA ITEM E. UTILITY EASEMENT VACATIONS

3. Vacate a 10' by 30' Utility Easement located within Lot 6 Green Forest Subdivision adjoining Pembroke Drive, granted by Green Forest Subdivision KN 84-309; within Section 4, Township 7 North, Range 11 West, Seward Meridian, Alaska, within the Kenai Peninsula Borough. KPB File No. 2021-010V; Fineline Surveys, Inc. / Black, Johnson

Staff report given by Scott Huff.

Purpose as stated in petition: Well placed in utility easement.

Petitioners: Ronald F. Black of Nikiski, AK

Location: Pembroke Drive, from Koala Lane, from Halbouty Road, Nikiski area

Notification: Notice of vacation mailings were sent by regular mail to 13 owners of property within 300 feet. Notice of the proposed vacation was emailed to ___ agencies and interested parties.

The public notice was posted on the Planning Department's bulletin board at the KPB Administration Building.

Comments Received:

HEA: No objection.

ENSTAR Natural Gas: No objection.

GCI: No response.

ACS: No objection.

KPB Roads: n/a

SUPPORTING INFORMATION:

The utility easement petitioned for vacation was granted in 1984 per the parent plat. The location of the easement aligns with the boundary line on the opposite side of the right of way, where a 20 foot utility easement exists.

The utility easement is not is use by any utility provider.

A subdivision plat has been submitted to the planning department that will combine Lots 5 and 6 as well as adjust the lot line between Lot 6 and Lot 7. The preliminary plat was approved by the plat committee at the March 15th meeting.

Findings:

1. The petition states that the well is in the utility easement.
2. The easement petitioned for vacation is not in use by a utility company.
3. ACS, ENSTAR, and HEA provided written non-objection to the proposed vacation.
4. GCI has not responded to the surveyor and no comment could be provided.
5. Green Forest Subdivision Plat KN 84-309, granted a 10' by 30' wide utility easement within Lot 6.

6. The preliminary plat will grant a 10 foot utility easement adjoining Pembroke Drive and Koala Lane.
7. Homer Electric has installed a primary overhead utility line on the west side of Pembroke Dr.
8. A underground service line provides electricity to Lot 6.
9. No surrounding properties will be denied utilities.

Staff reviewed the vacation request and recommends granting approval with Findings 1-9 supporting the vacation request.

STAFF RECOMMENDATION: Based on the above means of evaluating public necessity established by KPB 20.70, the merits of the proposed vacations, and staff findings, staff recommends approval of the vacations as petitioned, subject to:

1. Consent by KPB Assembly
2. Finalize the approval of the vacation by either
   a. Submittal of a final plat within a timeframe such that the plat can be recorded within one year of vacation consent (KPB 20.70.130).
      OR
   b. Recording of a resolution within 90 days of adoption of the resolution by the Planning Commission, with the following requirements
      i. Provide an exhibit drawing, prepared by a licensed land surveyor, clearly indicating the portion of the utility easement being vacated to be recorded with KPB Planning Commission Resolution 2020-18, becoming Page 2 of 2.
      ii. The applicants will provide the recording fee for the resolution and its attachment to the Planning Department.
      iii. The Planning Department is responsible for filing the Planning Commission resolution.

KPB 20.70.110:
A vacation of a street right-of-way, public area, or public easement within the borough outside of the limits of cities may not be made without the consent of the borough assembly.

The assembly shall have 30 calendar days from the date of approval in which to veto the planning commission decision. If no veto is received by the planning director within the specified period, the borough shall be considered to have given consent to the vacation.

KPB 20.70.120:
A. Denial of a vacation petition is a final act for which no further consideration shall be given by the Kenai Peninsula Borough.
B. Upon denial by the planning commission, no reapplication or petition concerning the same vacation may be filed within one calendar year of the date of the final denial action except in the case where new evidence or circumstances exist that were not available or present when the original petition was filed.

END OF STAFF REPORT

Vice Chair Ruffner opened the item for public comment. Hearing no one wishing to comment, Vice Chair Ruffner closed public comment and opened discussion among the Commission.

MOTION: Commissioner Gillham moved, seconded by Commissioner Ecklund to approve the vacation as petitioned based on the means of evaluating public necessity established by KPB 20.70, subject to staff recommendations and compliance with borough code.

MOTION PASSED: Hearing no further discussion or objection the motion passed by the following vote:

Yes	9	No	0	Absent	2
Yes	Brantley, Carluccio, Chesser, Ecklund, Fikes, Gillham, Morgan, Ruffner, Venuti				
Absent	Bentz, Martin				

Planning Department

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2200 • (907) 714-2378 Fax

PETITION TO VACATE UTILITY EASEMENT

PUBLIC HEARING REQUIRED

Upon receipt of complete application with fees and all required attachments, a public hearing before the Planning Commission will be scheduled. The petition with all required information and attachments must be in the Planning Department at least 30 days prior to the preferred hearing date. By State Statute and Borough Code, the public hearing must be scheduled within 60 days of receipt of complete application.

SUBMITTAL REQUIREMENTS

A utility easement vacation application will be scheduled for the next available planning commission meeting after a complete application has been received.

- ■ $75 non-refundable fee to help defray costs of advertising public hearing.
- □ Utility easement requested to be vacated was granted by subdivision plat, files as Plat No. _____ in _____ Recording District. **OR**
- ■ Utility easement requested to be vacated was granted by green forest Subdivision, filed as Plat No. 84-309 in the kenai Recording District.
- □ Utility easement requested to be vacated was granted by _____(specify type of document) as recorded under _____ in _____ Recording District. (Copy of recorded document must be submitted with petition.)
- ■ Comments from HOMER Electric Association attached.
- ■ Comments from ENSTAR Gas Company attached.
- □ Comments from _____ Telephone Company attached.
- □ Comments from _____ Cable Company attached.
- ■ Comments from KPB Roads Department attached.
- □ Comments from City Advisory Planning Commission. Copy of minutes at which this item was acted on, along with a copy of City Staff Report.
- ■ 1 copy of the plat or map showing the utility easement to be vacated. Must not exceed 11 x 17 inches in size. Area to be vacated shall be marked clearly with cross hatching or other identifiable markings.
- ■ If an existing improvement is encroaching into the easement, an As-Built drawing showing the encroachment must be attached.
- □ Yes ■ No Is the right of way/utility easement in use by any utility company? If yes, which utility?

_____

- ■ REASON FOR VACATING The petitioner must attach a statement with reasonable justification for the vacation of the section line easement. WELL PLACED IN EASEMENT.

LEGAL DESCRIPTION OF PARCEL CONTAINING THE UTILITY EASEMENT TO BE VACATED:

LOT 6 GREEN FOREST SUBD	
Section, township, range SECTION 4, T 7N, R 11W	
City (if applicable)	General area NIKISKI

The petition must be signed by owners of a majority of the land affected by the section line easement proposed to be vacated. Each petitioner must include address and legal description of his/her property. Attach additional signature sheets if needed.

Submitted by: □ **Petitioner** □ **Representative**

Name (printed): Ronald F. Black	Signature Ronald F Black
e-mail:	Address: PO BOX 7521, NIKISKI, AK. 99635
Owner of: LOT 6, GREEN FOREST SUBD	

Petitioners:

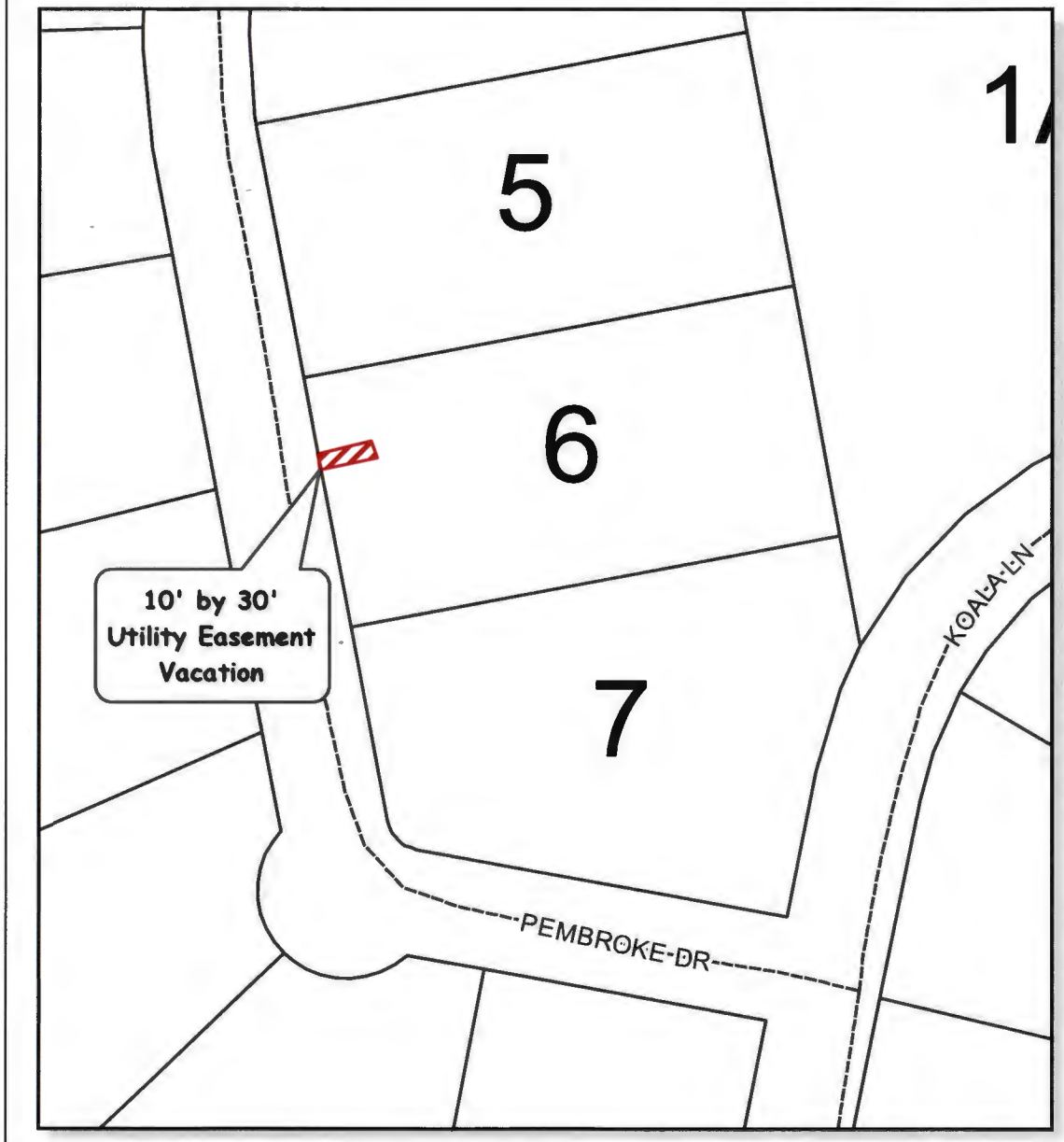
Name (printed): RONALD F. BLACK	Signature Ronald F Black
e-mail: rfblaw@gmail.com	Address:
Owner of: LOT 6, GREEN FOREST	

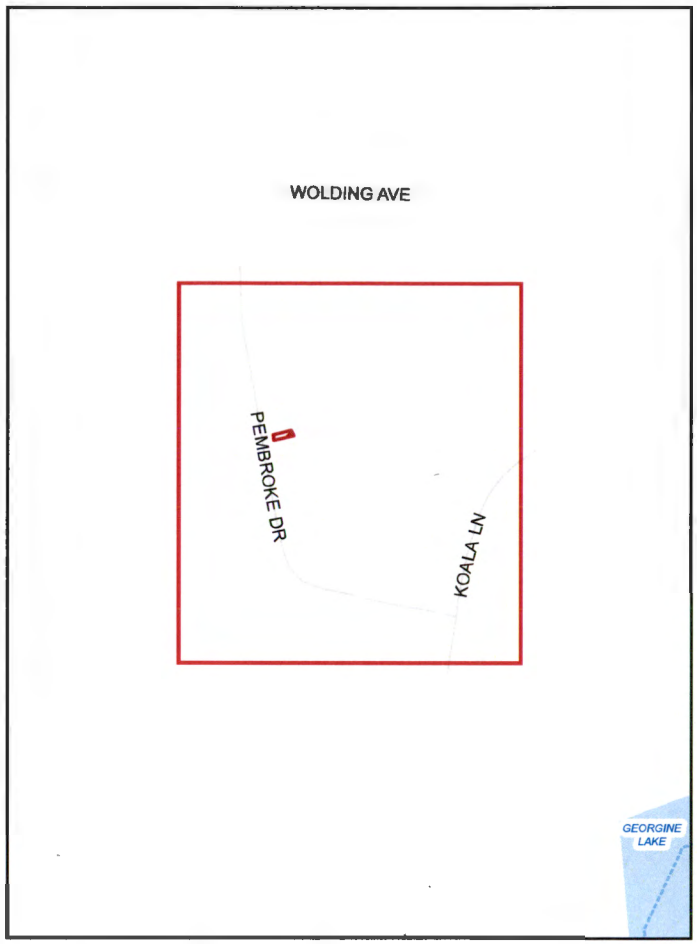
FOR OFFICE USE ONLY

RECEIVED BY _____ DATE SUBMITTED_____ KPB FILE #_____

E. NEW BUSINESS

3. Utility Easement Vacation
KPB File 2021-010V
Petitioner: Ronald F. Black of Nikiski, AK
Vacate a 10' x 30' utility easement within Lot 6, adjoining Pembroke Drive, granted by Green Forest Subdivision; Plat KN 84-309





KPB 2021-010V
S04 T07N R11W
NIKISKI

The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

N

Date: 2/26/2021
PClements, KPB 2021-010



The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.

Aerial View

0 30 60 120 '

N

Utility Easement Vacation

PClements, KPB 2021-010V
Date: 2/26/2021
Imagery World

NOTES:

1. A BUILDING SETBACK OF 20 FEET IS REQUIRED FROM ALL STREET RIGHTS OF WAY UNLESS A LESSER STANDARD IS APPROVED BY RESOLUTION OF THE APPROPRIATE PLANNING COMMISSION.

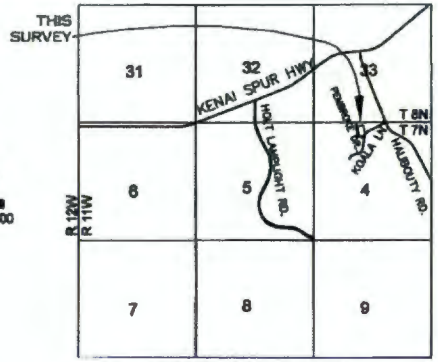
2. THE FRONT 10 FEET OF THE 20 FOOT BUILDING SET BACK AND THE ENTIRE SETBACK WITHIN 5 FEET OF THE SIDE LOT LINES IS A UTILITY EASEMENT. NO PERMANENT STRUCTURE SHALL BE CONSTRUCTED OR PLACED WITHIN THE UTILITY EASEMENT WHICH WOULD INTERFERE WITH THE ABILITY OF THE UTILITY TO USE THE EASEMENT.

3. THIS PROPERTY MAY BE SUBJECT TO COVENANTS, CONDITIONS AND RESTRICTIONS. (BOOK 276, PAGE 568. 12/5/1985)

LEGEND:

- FOUND 3 1/2" ALUMINUM MONUMENT (3606-S 2010) 1/4 CORNER S4
- FOUND 3 1/2" ALUMINUM MONUMENT (3932-S 1982)
- FOUND 1/2" REBAR
- SET REBAR WITH ALUMINUM CAP (10771-S 2021)

SEC. 4
T 7N R 11W
SCALE 1" = 100'
0 50 100



VICINITY MAP 1 INCH = 1 MILE

BASIS OF BEARING (KN 84-309)
S 90°00'00" W 1320.44'
NOT TO SCALE



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	25'	30.13'	28.34'	N 46°04'20" W	69°03'04"
C2	299.94'	78.99'	78.75'	N 17°23'40" E	15°05'12"

CURVES ARE NON-RADIAL

CERTIFICATE OF OWNERSHIP:

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREIN, AND I HEREBY ADOPT THIS SUBDIVISION PLAN AND BY MY FREE CONSENT GRANT ALL EASEMENTS TO USE SHOWN.

RONALD F. BLACK
PO BOX 7521
NIKISKI, AK 99635

NOTARY'S ACKNOWLEDGEMENT:

FOR: RONALD F. BLACK

ACKNOWLEDGED BEFORE ME THIS
DAY OF _____ 20 __

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES

CERTIFICATE OF OWNERSHIP:

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE OWNER OF THE REAL PROPERTY SHOWN AND DESCRIBED HEREIN, AND I HEREBY ADOPT THIS SUBDIVISION PLAN AND BY MY FREE CONSENT GRANT ALL EASEMENTS TO USE SHOWN.

MATHEW WEBSTER JOHNSON
568 LAKE NELSON LN.
ARLINGTON, VA. 22922

NOTARY'S ACKNOWLEDGEMENT:

FOR: MATHEW WEBSTER JOHNSON

ACKNOWLEDGED BEFORE ME THIS
DAY OF _____ 20 __

NOTARY PUBLIC FOR ALASKA
MY COMMISSION EXPIRES

WASTEWATER DISPOSAL:

THE PARENT SUBDIVISION FOR LOTS RESULTING FROM THIS PLATTING ACTION WAS APPROVED BY THE KENAI PENINSULA BOROUGH (8/13/84). WASTEWATER TREATMENT AND DISPOSAL SYSTEMS MUST MEET THE REGULATORY REQUIREMENTS OF THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION.

KPB 2021-010V

PLAT APPROVAL:

THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION AT THE MEETING
DATED, _____

KENAI PENINSULA BOROUGH

BY: _____

AUTHORIZED OFFICIAL:

SURVEYORS CERTIFICATE:

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, AND THAT THE PLAT REPRESENTS A SURVEY MADE BY ME, AND THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

GREEN FOREST SUBDIVISION - BLACK ADDITION
K.P.B. FILE # 2021-__

A REPLATTING OF LOTS 6 & 7, GREEN FOREST SUBDIVISION (KN84-309), SECTION 4, TOWNSHIP 7 NORTH, RANGE 11 WEST, SEWARD MERIDIAN, KENAI PENINSULA BOROUGH, ALASKA. KENAI RECORDING DISTRICT.
containing 2.863 acres.

MATHEW WEBSTER JOHNSON
568 LAKE NELSON LN.
ARLINGTON, VA. 22922

RONALD F. BLACK
PO BOX 7521
NIKISKI, AK 99635

FINELINE SURVEYS
P.O. Box 774
ANCHOR POINT, ALASKA 99556
DMITRI D. KIMBRELL, RLS (907) 360 6382

SCALE: 1"=100' DATE: 10/20/2020

AGENDA ITEM E. UTILITY EASEMENT VACATIONS

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STAFF REPORT PC Meeting: April 12, 2021

Purpose as stated in petition: Well placed in utility easement.

Petitioners: Ronald F. Black of Nikiski, AK

Location: Pembroke Drive, from Koala Lane, from Halbouty Road, Nikiski area

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The public notice was posted on the Planning Department's bulletin board at the KPB Administration Building.

Comments Received:

HEA: No objection.

ENSTAR Natural Gas: No objection.

GCI: No response.

ACS: No objection.

KPB Roads: n/a

SUPPORTING INFORMATION:

The utility easement petitioned for vacation was granted in 1984 per the parent plat. The location of the easement aligns with the boundary line on the opposite side of the right of way, where a 20 foot utility easement exists.

The utility easement is not is use by any utility provider.

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Staff reviewed the vacation request and recommends granting approval with Findings 1-9 supporting the vacation request.

STAFF RECOMMENDATION: Based on the above means of evaluating public necessity established by KPB 20.70, the merits of the proposed vacations, and staff findings, staff recommends approval of the vacations as petitioned, subject to:

1. Consent by KPB Assembly
2. Finalize the approval of the vacation by either
    a. Submittal of a final plat within a timeframe such that the plat can be recorded within one year of vacation consent (KPB 20.70.130).
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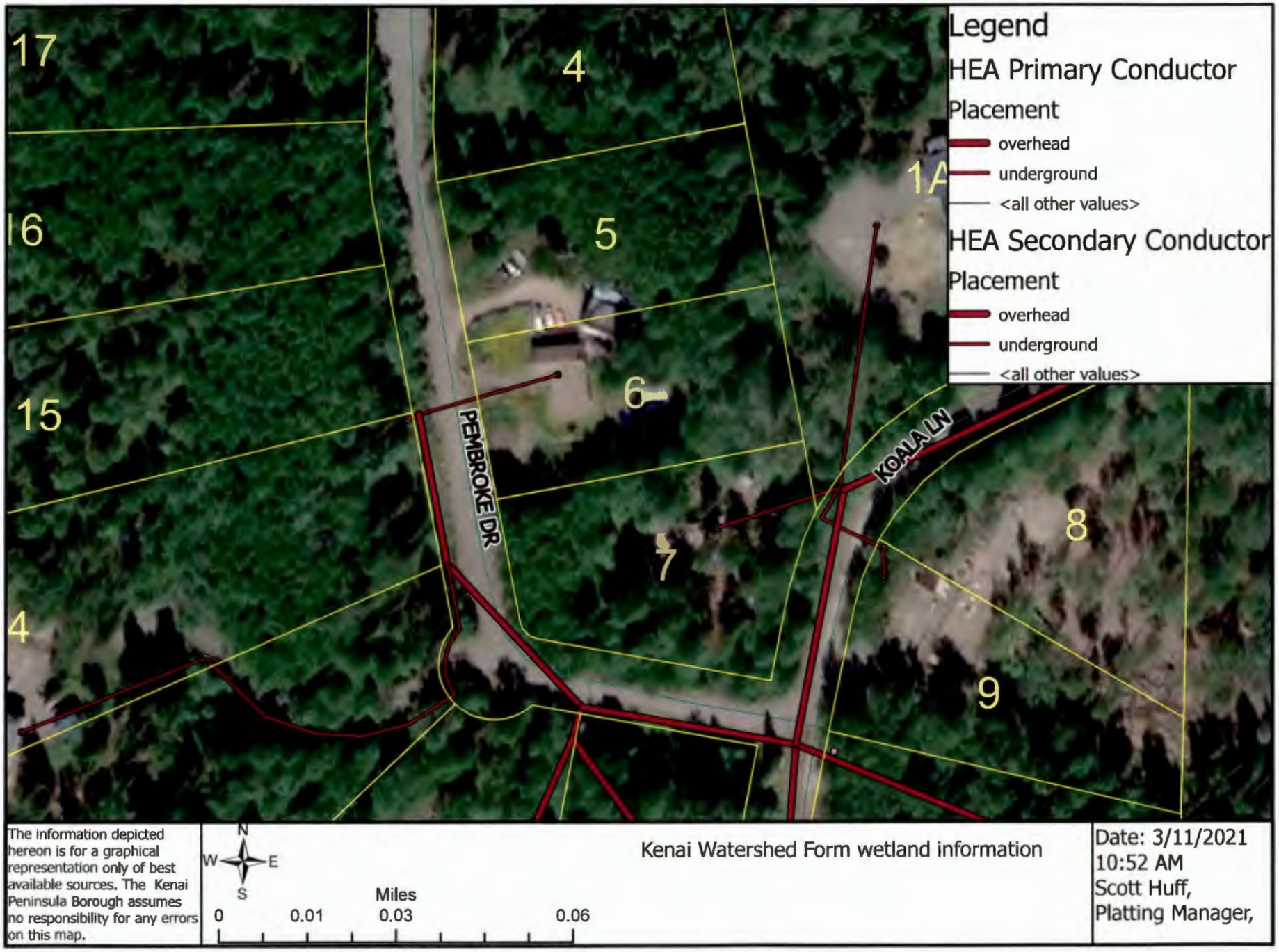
END OF STAFF REPORT


17
4
16
5
1A
15
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PEMBROKE DR
KOALA LN
8
7
4
9
Legend
HEA Primary Conductor
Placement
overhead
underground
<all other values>
HEA Secondary Conductor
Placement
overhead
underground
<all other values>
The information depicted hereon is for a graphical representation only of best available sources. The Kenai Peninsula Borough assumes no responsibility for any errors on this map.
N
W
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S
Miles
0
0.01
0.03
0.06
Kenai Watershed Form wetland information
Date: 3/11/2021
10:52 AM
Scott Huff,
Platting Manager,

Kenai Peninsula Borough
Office of the Borough Mayor

MAYOR'S REPORT TO THE ASSEMBLY

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: Charlie Pierce, Kenai Peninsula Borough Mayor

DATE: May 4, 2021

Assembly Request / Response

None

Agreements and Contracts

None

Other

a. Capital Projects Reports – March 31,02021
b. Investment Report Quarter Ended March 31, 2021
c. FY21- 3Q Senior Center Grant Reports
d. FY21- 3Q Economic Development Grant Reports

KPB Retirements:

Robin Olt – Lead General Maintenance Mechanic – 16 years with the Kenai Peninsula Borough Maintenance Department, Homer, Retiring May 27, 2021

Robin began his career with the KPB in June 2005 as a General Maintenance Mechanic for KPB's maintenance department in Homer. In July 2013, he was promoted to Lead General Maintenance Mechanic, which is where he has served the borough for the remainder of his career.

We want to thank Robin for his years of service to our borough and wish him well in his retirement.

James Baisden - Chief of Staff, Mayor's Office – 13+ years with the Kenai Peninsula Borough, Retiring May 31, 2021
(Last day at work is Friday, 5/28/2021; Monday, 3/31/2021, is a holiday)

James began his career with the Borough as Fire Chief, Nikiski Fire Service Area in October 2007. In November 2018, James accepted the position of Chief of Staff, which is where he has remained throughout the remainder of his career.

We want to thank James for his years of service to our borough and community and wish him well in retirement.

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Borough Mayor

THRU: Brandi Harbaugh, Finance Director

FROM: Sarah Hostetter, Payroll Accountant SH

DATE: April 19, 2021

RE: Capital Project Reports – March 31, 2021

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

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

School Revenue Projects - Fund 400

Balances through March 31, 2021

Project	Year Appropriated	Site Number	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance	
13DSG	2013	78050	A/W Design Improvements	$ 200,000	$ 147,565	$ -	$ 52,435	$ 147,565	
13FLR	2013	19010	Admin Building Flooring	35,000	5,109	-	29,891	5,109	
14000	2014	78050	A/W Auditorium Lighting Upgrades	75,000	9,322	430	66,108	8,892	
16855	2016	78050	A/W Locker Replacement	125,000	12,164	(3)	112,833	12,167	
17714	2017	78050	A/W Window/Siding Replacement	275,000	34,399	-	240,601	34,399	
17727	2017	78050	A/W Bleacher Replacement	100,000	22,675	-	77,325	22,675	
17780	2017	78050	A/W Playground Upgrades	75,000	16,716	9,295	67,579	7,421	
17782	2017	78050	A/W ADA Upgrades	75,000	3,256	-	71,744	3,256	
17802	2017	78050	A/W Asphalt/Sidewalk Repair	75,000	734	-	74,266	734	
17860	2017	78050	A/W Generator/Hardware	100,000	5,546	-	94,454	5,546	
18728	2018	78050	A/W Doors/Entries	100,000	727	-	99,273	727	
18759	2018	78050	A/W Water Quality Improvements	125,000	42,487	18,189	100,702	24,298	
18802	2018	78050	A/W Asphalt/Sidewalk Repair	150,000	97,876	-	52,124	97,876	
18851	2018	78010	A/W Portables/Outbuildings	75,000	2,750	438	72,688	2,312	
18860	2018	78050	A/W Generator/Hardware	75,000	17,144	-	57,856	17,144	
19714	2019	78050	A/W Window/Siding Replacement	150,000	126,309	4,755	28,446	121,555	
19758	2019	78050	A/W Electrical/Lighting	150,000	4,831	4,831	149,999.80	0	*
19782	2019	78050	A/W ADA Upgrades	75,000	19,341	-	55,659	19,341	
19802	2019	78050	A/W Asphalt/Sidewalk Repair	150,000	150,000	-	-	150,000	
19803	2019	78050	A/W Elevator Upgrades	50,000	50,000	-	-	50,000	
19856	2019	78050	A/W Security/Safety	300,000	68,350	65,348	296,998	3,002	
19860	2019	78050	A/W Generator/Hardware	50,000	50,000	-	-	50,000	
19BOI	2019	72010	Homer High Boiler Replacement	425,000	21,926	16,359	419,433	5,567	
KSELO	2019	71065	KSELO New School Construction	10,010,000	10,010,000	-	-	10,010,000	
20728	2020	78050	A/W Doors/Entries	100,000	90,134	47,206	57,071	42,929	
20755	2020	78050	A/W Flooring Upgrades	125,000	15,161	9,691	119,530	5,470	
20756	2020	78050	A/W Asbestos Removal/Repair	75,000	75,000	31,325	31,325	43,675	
20758	2020	78050	A/W Electrical/Lighting	125,000	33,773	32,235	123,461	1,539	
20759	2020	78050	A/W Water Quality Improvements	100,000	100,000	53,348	53,348	46,652	
20780	2020	78050	A/W Playground Upgrades	75,000	75,000	-	-	75,000	
20782	2020	78050	A/W ADA Upgrades	75,000	75,000	-	-	75,000	
20801	2020	78050	A/W HVAC/DDC/Boiler Upgrades	1,225,000	1,022,974	302,823	504,849	720,151	
20803	2020	78050	A/W Elevator Upgrades	50,000	50,000	-	-	50,000	
20855	2020	78050	A/W Locker Replacement	75,000	75,000	-	-	75,000	
20856	2020	78050	A/W Security/Safety	100,000	100,000	44,349	44,349	55,651	
20860	2020	78050	A/W Generator/Hardware	50,000	48,415	-	1,585	48,415	
20PRP	2020	730(30/20)	Kenai Intensive Needs Remodel	410,000	18,092	10,834	402,742	7,258	
20CON	2020	7(1/2)010	Chapman Remodel/Homer HS DDC	1,000,000	999,480	725,105	725,625	274,375	
20FLR	2021	73040	Kaleidoscope Floor Replacement	84,738	84,738	84,738	84,738	-	*
21714	2021	78050	A/W Window/Siding Replacement	100,000	100,000	-	-	100,000	
21755	2021	78050	A/W Flooring Upgrades	175,000	175,000	-	-	175,000	
21756	2021	78050	A/W Asbestos Removal/Repair	75,000	75,000	-	-	75,000	
21758	2021	78050	A/W Electrical/Lighting	125,000	125,000	66,908	66,908	58,092	
21759	2021	78050	A/W Water Quality Improvements	50,000	50,000	-	-	50,000	
21801	2021	78050	A/W HVAC/DDC/Boiler Upgrades	75,000	75,000	698	698	74,302	
21802	2021	78050	A/W Asphalt/Sidewalk Repair	100,000	100,000	-	-	100,000	
21803	2021	78050	A/W Elevator Upgrades	75,000	75,000	-	-	75,000	
21851	2021	78010	A/W Portables/Outbuildings	75,000	75,000	19,633	19,633	55,367	
21855	2021	78050	A/W Locker Replacement	75,000	75,000	-	-	75,000	
21856	2021	78050	A/W Security/Safety	100,000	100,000	-	-	100,000	
21860	2021	78050	A/W Generator/Hardware	50,000	50,000	-	-	50,000	
21ADA	2021	78050	A/W ADA Upgrades	75,000	75,000	-	-	75,000	
21DRS	2021	78050	A/W Doors/Entries	100,000	100,000	-	-	100,000	
Project Totals				$ 17,939,738	$ 15,031,995	$ 1,548,535	$ 4,456,278	$ 13,483,460	

	Beginning Fund Balance 7/1/20			$ 3,537,309
	Funds Provided:			
	FY21 Transfer from General Fund		$ 1,250,000	
13DSG	Local Contribution - KPBSD Design		147,565	
13FLR	Local Contribution - KPBSD Admin Bldg Floor		5,109	
20FLR	Local Contribution - Kaleidoscope Flooring	***Returned 25,261.95 per request Jan 21***	84,738	
KESLO	AK Dept of Education & Early Development		10,010,000	
	Miscellaneous Revenue		15,404	
	Total Funds Provided			11,512,816
	Funds applied - current year expenditures			(1,548,535)
	Funds obligated to existing projects			(13,483,460)
	Projects completed, cancelled or other funding source identified			0 *
	Funds available for appropriation and for future capital expansion plans			$ 18,130

Bond Projects - Fund 401

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
11SCH	2011	KPBSD Roof Replacements	$ 16,894,646	$ 25,523	$ -	$ 16,869,123	$ 25,523
14SCH	2014	FY14 School Roofs/Homer Field	61	61	-	-	61
20SCH	2020	FY20 School Roof Replacements	2,477,302	2,385,278	1,131,974	1,223,999	1,253,303
21SCH	2021	FY21 School Bond Refinance	15,000	15,000	12,653	12,653	2,347
22SCH	2021	Home High School Roof	180,000	180,000	-	-	180,000
Project Totals			$ 19,567,009	$ 2,605,861	$ 1,144,627	$ 18,105,775	$ 1,461,234

Beginning Fund Balance 7/1/20			$ 2,606,524
Funds Provided:			
FY21 School Bond (FY14 issued) Interest	$ 237		
FY21 Bond Proceeds	15,000		
FY21 Transfer from General Fund	180,000		
Total Funds Provided			195,237
Funds applied - current year expenditures			(1,144,627)
Funds obligated to existing projects			(1,461,234)
Projects completed or cancelled			-
Funds available for appropriation and for future capital expansion plans			$ 195,900

General Government Projects - Fund 407

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
14MAN	2014	Manatron Software Upgrade	$ 75,000	$ 73,800	$ -	$ 1,200	$ 73,800
15SOF	2015	Software Upgrade	75,000	64,364	-	10,636	64,364
16KRC	2016	River Center Bldg Repairs	49,000	12,395	-	36,605	12,395
19407	2019	Card Entry Security System	150,000	31,411	11,901	130,489	19,511
Project Totals			$ 349,000	$ 181,970	$ 11,901	$ 178,930	$ 170,070

Beginning Fund Balance 7/1/20		$ 735,481
Funds Provided:		
FY21 Transfer from General Fund	$ 250,000	
Total Funds Provided		250,000
Funds applied - current year expenditures		(11,901)
Funds obligated to existing projects		(170,070)
Projects completed or cancelled		-
Funds available for appropriation and for future capital expansion plans		$ 803,511

Solid Waste Projects - Fund 411

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
17SWB	2017	SW CPL Equip/Plan/Design/Construction	$ 5,999,365	$ 497,442	$ -	$ 5,501,923	$ 497,442
18CDE	2018	FY18 C&D Cell Expansion	350,000	88,762	85,235	346,473	3,527
18GAS	2018	Lanafill Gas to Energy Project	100,000	29,400	-	70,600	29,400
19CDE	2019	FY19 C&D Cell Expansion	46,000	46,000	45,896	45,896	104
19HLC	2019	FY19 SW-Homer Landfill Closure - Phase 2	2,702,000	2,503,754	20,334	218,580	2,483,420
20FUN	2020	Funny River Transfer Site Expansion	670,525	486,185	423,594	607,935	62,590
21DMP	2021	Dumpster Replacement	104,000	104,000	-	-	104,000
21HMR	2021	Excavator Hammer/Breaker	38,000	38,000	38,000	38,000	-
21TRN	2021	Loader Transmission	85,000	85,000	65,685	65,685	19,315
21UNC	2021	Excavator Undercarriage	56,000	56,000	49,694	49,694	6,306
Project Totals			$ 10,150,890	$ 3,934,543	$ 728,440	$ 6,944,786	$ 3,206,104

	Capt Proj Fund	Closure/Post	17SWB Bond	Total
Beginning Fund Balance 7/1/20	$ 1,222,187	$ 9,513,992	$ 608,401	$ 11,344,580
Funds Provided:				
FY21 Transfer from Operating Fund	250,000			
FY21 Interest Earnings	9,053			
FY21 Transfer for Closure/Post		947,940		
FY21 Interest Earnings on 17SWB Bond Proceeds			70	1,217,063
Funds applied - current year expenditures	(708,105)	(77,307)	-	(785,412)
Funds obligated to existing projects	(225,242)	(2,483,420)	(497,442)	(3,206,104)
Projects completed or cancelled	-	-	-	-
Funds available for approp. and future capital expansion plans	$ 557,893			557,893
Closure/post closure liability		$ 7,901,205		$7,901,205
Funds restricted for SWD bond			$ 111,029	$111,029
Ending fund balance				$ 8,570,127

Road Service Area Projects - Fund 434

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
2014 DCCED for Borough Wide Road Grant ($100,000)							
14JAC	2014	Jacobs Lodder Repair	$ 100,000	$ 32,613	$ -	$ 67,387	$ 32,613
2016-17 North Road Extension							
16NRD	2016	North Road Extension	7,123,591	2,443,594	903,301	5,583,297	1,540,294
2019 Road CIP Projects ($2,428,000)							
19CIP	2019	Borough Wide FY19 Local Funds	542,806	542,806	-	-	542,806
C2DIA	2017	Diane St/Glacier Ave	10,000	10,000	-	-	10,000
S7TRA	2017	Tracy Ave	10,000	10,000	-	-	10,000
W7IGL	2017	Divine Estates/Igloo-Dona Bayes	10,000	10,000	-	-	10,000
S5BDR	2019	Flintlock Ln/Bidarki Dr/Bridger Rd	383,450	46,505	13,738	350,683	32,767
S7GLE	2019	Glenn Rd/Kipling Cir	482,933	42,507	5,780	446,206	36,727
S7HLR	2019	Hulter Road	606,486	587,519	12,386	31,352	575,134
W4TIM	2019	Tim Ave/Muir St/Creek View Rd	302,940	15,741	6,559	293,759	9,181
W6TER	2019	Tern Cir/Jacnjil Cir/Jitney Cir	79,385	79,385	-	-	79,385
			2,428,000				
2020 Road CIP Projects ($2,519,000)							
20CIP	2020	Borough Wide FY20 Local Funds	63,626	63,626	-	-	63,626
20GRV	2020	FY20 Borough Gravel Projects	130,544	3,438	-	127,106	3,438
20WRT	2020	Warranty Funds	20,000	20,000	-	-	20,000
S7WAL	2020	Wolters St/Wilderness Ln	1,006,500	948,017	9,439	67,921	938,579
S8BSG	2020	Basargin Rd	1,155,000	1,068,340	757,060	843,720	311,280
W6ROC	2020	Roosevelt Cir	143,330	132,855	126,807	137,283	6,047
			2,519,000				
20431	2020	Inspector Vehicle	39,175	6,792	6,499	38,882	293
2021 Road CIP Projects ($2,347,400)							
21GRV	2021	FY21 Borough Gravel Projects	300,000	300,000	-	-	300,000
C2MRR	2021	Moose River Dr/River Ridge Rd	150,000	150,000	1,271	1,271	148,729
E2FER	2021	Ferrin Road	253,500	253,500	15,381	15,381	238,119
S7MAN	2021	Mansfield Ave	627,700	627,700	24,443	24,443	603,257
S8BGN	2021	Basargin Road	871,200	871,200	33,864	33,864	837,336
W2CRE	2021	Creary Circle	145,000	145,000	5,748	5,748	139,252
			2,347,400				
20431	2021	Fish Passage/Old Exit Glacier	155,000	155,000	-	-	155,000
Project Totals			$ 14,712,166	$ 8,566,137	$ 1,922,276	$ 8,068,305	$ 6,643,861

	Beginning Fund Balance 7/1/20			$ 8,791,267
	Funds Provided:			
	FY21 Transfer from Operating Fund		$ 2,300,000	
	FY21 Interest Earnings		17,322	
14JAC	DCCED Boro Wide Improvement		32,613	
16NRD	US Dept. of Transportation		2,443,594	
21SAL	US Dept. of Commerce		150,164	
	Total Funds Provided			4,943,693
	Funds applied - current year expenditures			(1,922,276)
	Funds obligated to existing projects			(6,643,861)
	Projects completed or cancelled by Service Area Board Action			-
	Funds available for appropriation and for future capital expansion plans			$ 5,168,823

Nikiski Fire Service Area Projects - Fund 441

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance	
16412	2016	Roadway Emergency Signs	$ 75,000	$ 5,568	$ -	$ 69,432	$ 5,568	*
18411	2018	ST 1 Repairs/Maintenance	157,500	90,672	71,368	138,195	19,305	*
18412	2018	ST 1 Exhaust Removal System	100,000	97,910	1,087	3,176	96,824	
19411	2019	NFSA Fire ST 3 New Construction	4,719,000	2,905,782	2,772,886	4,586,104	132,896	
19412	2019	Parking Lot Repairs ST 1 & 2	100,000	7,750	-	92,250	7,750	*
19413	2019	Fire Station Alerting Systems	102,833	1,501	-	101,332	1,501	*
19GEN	2019	Emergency Generator/Parts	92,000	2,096	808	90,712	1,288	*
20412	2020	Emergency Response Vehicle	75,000	7,843	4,623	71,780	3,220	*
20413	2020	Enclosed Conex Carport	150,000	141,953	-	8,047	141,953	*
SCBA3	2020	NFSA SCBA Equipment	186,182	60,608	-	125,574	60,608	
21411	2021	NFSA Emerg Response Truck & Plow	75,000	75,000	42,836	42,836	32,164	
21412	2021	NFSA Station 2 Lighting	40,000	40,000	906	906	39,094	
21413	2021	NFSA Air Pack Compressor	150,000	150,000	149,784	149,784	216	*
Project Totals			$ 6,022,515	$ 3,586,683	$ 3,044,296	$ 5,480,128	$ 542,387	

	Beginning Fund Balance 7/1/20			$ 3,823,657
	Funds Provided:			
	FY21 Transfer from Operating Fund	$ 400,000		
	FY21 Interest Earnings	9,287		
SCBA3	FEMA Assistance Program	60,608		
	Total Funds Provided			469,895
	Funds applied - current year expenditures			(3,044,296)
	Funds obligated to existing projects			(542,387)
	Projects completed or cancelled by Service Area Board Action			180,801 *
	Funds available for appropriation and for future capital expansion plans			$ 887,670

Bear Creek Fire Service Area Projects - Fund 442

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
14421	2014	Dispatch/Communication Equip	$ 25,000	$ 2,547	$ 1,204	$ 23,658	$ 1,342
19422	2019	SCBA Bottle Replacement	20,786	20,786	20,396	20,396	390
20421	2020	Turnout Gear	10,820	10,820	-	-	10,820
21421	2021	Heavy Rescue Engine	400,000	400,000	-	-	400,000
Project Totals			$ 456,606	$ 434,153	$ 21,601	$ 44,054	$ 412,552

Beginning Fund Balance 7/1/20		$ 486,496
Funds Provided:		
FY21 Transfer from Operating Fund	$ 100,000	
FY21 Interest Earnings	1,036	
Total Funds Provided		101,036
Funds applied - current year expenditures		(21,601)
Funds obligated to existing projects		(412,552)
Projects completed or cancelled by Service Area Board Action		-
Funds available for appropriation and for future capital expansion plans		$ 153,379

Central Emergency Service Area Projects - Fund 443

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance	
12469	2012	Training Facility Relocation	$ 339,950	$ 53,291	$ 1,113	$ 287,772	$ 52,178	*
16CES	2016	Emergency Response Vehicles	2,785,629	35,241	13,052	2,763,440	22,189	
18461	2018	Fire Station Alerting System	400,000	50,953	27,716	376,763	23,237	
19461	2019	SCBA Compressor	450,000	170,511	9,456	288,945	161,055	
19465	2019	Mobile Data Termina's	35,000	26,668	17,304	25,637	9,363	
19469	2019	Training Site Phase 2 Expansion	150,000	150,000	-	-	150,000	
19TKR	2019	CES Pumper/Tanker	666,550	36,279	32,869	663,139	3,411	
20461	2020	CES Station 1 Land Acquisition	900,000	900,000	12,214	12,214	887,787	
20462	2020	CES Ambulance	262,235	218,286	215,656	259,605	2,630	
20CES	2020	Emergency Response Vehicles	1,611,196	215,113	213,636	1,609,719	1,477	
20FTK	2020	FY20 CES Fire Truck	750,000	3,888	-	746,112	3,888	
SCBA1	2020	FY20 CES SCBA Equipment	686,546	223,492	-	463,054	223,492	
21461	2021	CES Staff Vehicle	60,000	60,000	-	-	60,000	
21462	2021	Hose Replacement	50,000	50,000	10,751	10,751	39,249	
Project Totals			$ 9,147,105	$ 2,193,721	$ 553,766	$ 7,507,151	$ 1,639,955	

		Capt Proj Fund	16CES Bond	20CES Bond	Total	
	Beginning Fund Balance 7/1/20	$ 1,912,589	$ 50,649	$ 215,113	$ 2,178,351	
	Funds Provided:					
	FY21 Transfer from Operating Fund	600,000				
	FY21 Interest Earnings	3,159				
19TKR	State of AK Dept CCED	17,149				
SCBA1	FEMA Assistance Program	223,492				
	FY21 Interest Earnings on 16CES Bond Proceeds		21		843,822	
	Funds applied - current year expenditures	(327,078)	(13,052)	(213,636)	(553,766)	
	Funds obligated to existing projects	(1,616,289)	(22,189)	(1,477)	(1,639,955)	
	Projects completed or cancelled by Service Area Board Action	52,178	-	-	52,178	*
	Funds avail. for approp. and for future capital expansion plans	$ 865,200			865,200	
	Funds restricted for 16CES bond		$ 15,430		15,430	
	Funds restricted for 20CES bond			$ -	-	
	Ending fund balance				$ 880,630	

Western Emergency Service Area Projects - Fund 444

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
11TNK	2011	Water Storage Tank Installation	$ 50,000	$ 16,438	$ -	$ 33,562	$ 16,438
18441	2018	Emergency Water Fill Site FY18	100,000	9,665	542	90,878	9,122
19441	2019	Emergency Water Fill Site FY19	100,000	68,511	12,644	44,133	55,867
20441	2020	Command Vehicle	60,000	3,473	3,164	59,691	309
21441	2021	Emergency Water Fill Site FY21	125,000	125,000	-	-	125,000
Project Totals			$ 435,000	$ 223,086	$ 16,350	$ 228,264	$ 206,736

Beginning Fund Balance 7/1/20		$ 239,514
Funds Provided:		
FY21 Transfer from Operating Fund	$ 100,000	
FY21 Interest Earnings	510	
Total Funds Provided		100,510
Funds applied - current year expenditures		(16,350)
Funds obligated to existing projects		(206,736)
Projects completed or cancelled by Service Area Board Action		-
Funds available for appropriation and for future capital expansion plans		$ 116,937

Kachemak Emergency Service Area Projects - Fund 446

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
17482	2017	ST 2 Water Tank/Generator	$ 25,000	$ 6,962	$ -	$ 18,038	$ 6,962
21482	2021	ST 2 Generator	35,000	35,000	-	-	35,000
21483	2021	Command Vehicle	80,000	80,000	-	-	80,000
21484	2021	Repeater Upgrade	40,000	40,000	-	-	40,000
21485	2021	ST 1 Well Replacement/Paving	35,000	35,000	-	-	35,000
Project Totals			$ 215,000	$ 196,962	$ -	$ 18,038	$ 196,962

Beginning Fund Balance 7/1/20		$ 127,852
Funds Provided:		
FY21 Transfer from Operating Fund	$ 100,000	
FY21 Interest Earnings	287	
Total Funds Provided		100,287
Funds applied - current year expenditures		-
Funds obligated to existing projects		(196,962)
Projects completed or cancelled by Service Area Board Action		-
Funds available for appropriation and for future capital expansion plans		$ 31,177

Communication Center 911 Projects - Fund 455

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
Totals			$ -	$ -	$ -	$ -	$ -

Beginning Fund Balance 7/1/20	$ 10,889
Funds applied - current year expenditures	-
Funds obligated to existing projects	-
Projects completed or cancelled	-
Funds available for appropriation and for future capital expansion plans	$ 10,889

North Peninsula Recreation Projects - Fund 459

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
19451	2019	Community Center Remodel	$ 29,315	$ 2,895	$ -	$ 26,420	$ 2,895
20455	2020	Pool Boiler/HVAC Replacements	578,400	395,201	385,216	568,415	9,985
21451	2021	Pool Admin Roof Replacement	757,285	757,285	36,433	36,433	720,852
21455	2021	Pool HVAC/BAS System	187,000	187,000	125,148	125,148	61,852
Project Totals			$ 1,552,000	$ 1,342,381	$ 546,797	$ 756,415	$ 795,585

Beginning Fund Balance 7/1/20		$ 1,406,278
Funds Provided:		
FY21 Transfer from Operating Fund	$ 200,000	
FY21 Interest Earnings	3,145	
Total Funds Provided		203,145
Funds applied - current year expenditures		(546,797)
Funds obligated to existing projects		(795,585)
Projects completed or cancelled by Service Area Board Action		-
Funds available for appropriation and for future capital expansion plans		$ 267,042

Central Peninsula Hospital Projects - Fund 490

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
Provided by Bond Proceeds							
14CPH	2014	CPH Specialty Clinic Bld	$ 41,249,563	$ 93,027	$ -	$ 41,156,536	$ 93,027
18CPH	2018	CPH OB/Cath Lab	29,140,645	142,278	117,500	29,115,867	24,778
Funds Provided by Hospital Plant Reolacement Fund							
15IMG	2015	CPH Imaging Dept Project	8,153,785	75,622	-	8,078,163	75,622
17OBL	2017	CPH OB/Cardiac Cath Lab	10,215,000	979,999	68,899	9,303,899	911,101
20D1R	2020	FY20 COVID-19 CPGP	400,000	400,000	-	-	400,000
Total Funds Provided by Hospital Plant Replacement Fund			18,768,785	1,455,621	68,899	17,382,063	1,386,722
Project Total's			$ 89,158,993	$ 1,690,926	$ 186,399	$ 87,654,466	$ 1,504,528

		Capt Proj Fund	KHCTR	CPH Bonds	Total
	Beginning Fund Balance 7/1/20	$ 793,707	$ 789,483	$ 1,060,014	$ 2,633,203
	Funds Provided:				
15IMG	CPH Local Contribution - CPH Imaging Center	75,622			
17OBL	CPH OB / Card Cath Lab	979,999			
20D1R	CPH Local Contribution - COVID-19	400,000			
	FY21 Interest Earnings	7,508			
	State Contributions KHCTR		19,068		
	Local Contributions KHCTR		11,687		
	FY21 Interest Earnings KHCTR		1,348		
	FY21 Interest Earnings on CPH Bond Proceeds			12	1,495,352
	Funds applied - current year expenditures	(68,899)	-	(117,500)	(186,399)
	Funds obligated to existing projects	(1,386,722)	-	(117,806)	(1,504,528)
	Projects completed or cancelled	-	-	-	-
	Funds available for approp. and future capital projects	$ 791,215			791,215
	Funds restricted For Kenai Health Center Maintenance		$ 821,585		821,585
	Funds restricted for CPH bonds			$ 824,829	824,829
	Ending fund balance				$ 2,437,628

South Peninsula Hospital Projects - Fund 491

Balances through March 31, 2021

Project	Year Appropriated	Project Description	Authorized Amount	FY21 Budget	Expend FY21	Total LTD Expenditures	Unexpended Balance
Funds Provided by Local Funds							
17SPH	2017	HVAC System	$ 1,789,767	$ 12,896	$ 12,896	$ 1,789,767	$ -
17SPM	2017	Homer Medical Center	3,008,128	37,880	35,682	3,005,929	2,198
18SHF	2018	Patient Monitoring System Upgrades	122,800	122,800	-	-	122,800
18SHJ	2018	Elevator Upgrade	83,000	55,317	-	27,684	55,317
19SHE	2019	Access Control/Security Cameras	95,000	24,556	1,893	72,336	22,664
20SHC	2020	CT Scanner	2,145,314	2,061,757	1,784,006	1,867,563	277,751
20SHD	2020	HIS Server Replacement	114,894	1,841	-	113,053	1,841
20SHE	2020	Steris 1E	111,737	57,529	-	54,208	57,529
20SHF	2020	Fire Alarm Upgrade	105,000	50,190	19,800	74,610	30,390
20SHG	2020	Micro Analyzer	86,670	16,670	-	70,000	16,670
20SHL	2020	Virtual Server Replacement	25,200	584	-	24,616	584
20SHN	2020	Glidescope	19,433	4,338	-	15,095	4,338
20SHP	2020	Bladderscan	15,375	5,055	-	10,320	5,055
20SHU	2020	Blood Plasma Thawer	4,915	99	-	4,816	99
20DTK	2020	Degerator Tank	470,000	451,124	415,432	434,308	35,692
20STB	2020	Steris Orthovision Table	25,800	4,001	-	21,799	4,001
21SHC	2021	SPH Roof Replacement	325,000	325,000	39,999	39,999	285,001
21SHD	2021	Nuclear Medicine System	303,673	303,673	-	-	303,673
21SHE	2021	Staff Locator Baage System	225,000	225,000	202,977	202,977	22,023
21SHF	2021	X-Ray Machine Specialty Clinic	190,637	190,637	-	-	190,637
21SHG	2021	SPH Wi Fi System	172,500	172,500	122,805	122,805	49,695
21SHH	2021	C-Arm Imaging Equipment	133,000	133,000	114,208	114,208	18,792
21SHI	2021	Innovian Software Upgrade	126,838	126,838	-	-	126,838
21SHJ	202[illegible]	EKG Storage System	122,156	122,156	90,134	90,134	32,022
21SHK	202[illegible]	Long-Term Care Beds	78,595	78,595	78,595	78,595	-
21SHL	202[illegible]	Apollo Anesthesia Machines	64,454	64,454	61,661	61,661	2,793
21SHM	2021	Phaco Machine	63,500	63,500	63,398	63,398	102
21SHN	2021	Birthing Beds	59,280	59,280	59,280	59,280	-
21SHO	202[illegible]	Timekeeper/HR Software	55,000	55,000	44,907	44,907	10,093
21SHP	2021	EKG Cart - Muse Compatible	41,247	41,247	41,247	41,247	-
21SHQ	2021	Uninterruptible Power Source	39,300	39,300	31,644	31,644	7,656
21SHR	202[illegible]	Holter Monitor System	39,298	39,298	39,298	39,298	-
21SHS	2021	Video Bronchoscope	35,784	35,784	-	-	35,784
21SHU	202[illegible]	Homer Medical Clinic Lobby Remodel	30,500	30,500	-	-	30,500
21SHV	2021	Fees Swallowing System	27,290	27,290	27,058	27,058	232
21SHW	2021	Virtual Server	24,616	24,616	24,366	24,366	250
21SHX	2021	Panda iRes Beaded Warmer	21,086	21,086	21,086	21,086	-
21SHY	202[illegible]	Ultrasound Machines/Probes	72,975	72,975	39,393	39,393	33,582
21SHZ	2021	Various Minor Hospital Equip/Software	150,882	150,882	97,955	97,955	52,927
Total Funds Provided by Local Funds			10,625,643	5,309,249	3,469,717	3,786,112	1,839,532
Funds Provided by Hospital Plant Replacement Fund							
19MON	2019	Patient Monitors	756,000	80,050	-	675,950	80,050
21MRF	2021	Homer Medical Clinic Roof	360,000	360,000	509	509	359,491
21SHA	2021	Nuclear Medicine Renovations	606,000	606,000	-	-	606,000
21SHB	2021	Remodel Kachemak Prof Building	500,000	500,000	43,129	43,129	456,871
21LND	2021	Property Purchase - 4135 Hohe Street	315,000	315,000	-	-	315,000
Total Funds Provided by Hospital Plant Replacement Fund			2,537,000	1,861,050	43,638	719,588	1,817,412
Project Totals			$ 13,162,643	$ 7,170,299	$ 3,513,355	$ 9,505,700	$ 3,656,944

		Capt Proj Fund	17SPH/M Bond	Total
	Beginning Fund Balance 7/1/20	$ 3,764,346	$ 72,544	$ 3,836,890
	Funds Provided:			
	FY21 Transfer from Operating Fund	1,700,000		
	FY21 Interest Earnings	9,712		
19MON	SPH Local Contribution - Patient Monitors	80,050		
21MRF	SPH Local Contribution - Homer Medical Clinic Roof	360,000		
21SHA	SPH Local Contribution - Nuclear Medicine Reno	606,000		
21SHB	SPH Local Contribution - Kachemak Prof Bldg Reno	500,000		
21LND	SPH Local Contribution - Real Property Purchase	315,000		
	FY20 Interest Earnings on 17SPH/M Bond Proceeds		7	3,570,769
	Funds applied - current year expenditures	(3,464,777)	(48,578)	(3,513,355)
	Funds obligated to existing projects	(3,654,746)	(2,198)	(3,656,944)
	Projects completed or cancelled	-	-	-
	Funds available for approp. and future capital expansion plans	$ 215,585		215,585
	Funds restricted for 17SPH Bond		$ 21,774	21,774
	Ending fund balance			$ 237,360

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Borough Mayor

THRU: Brandi Harbaugh, Finance Director

DATE: May 4, 2021

RE: Investment Report quarter ended 03/31/21

Attached is the Quarterly Investment Report of the Kenai Peninsula Borough for the quarter ending March 31, 2021.

Portfolio Statistics	Quarter Ended 12/31/2020	Quarter Ended 3/31/2021
Average Daily Balance	$269,896,684	$260,297,380
Earned Interest Yield	0.874%	0.787%
Duration in Years	2.13	1.98
Book Value	$272,721,009	$270,349,477
Market Value	$274,820,021	$271,276,276
Percent % of Market Value	99.24%	99.66%

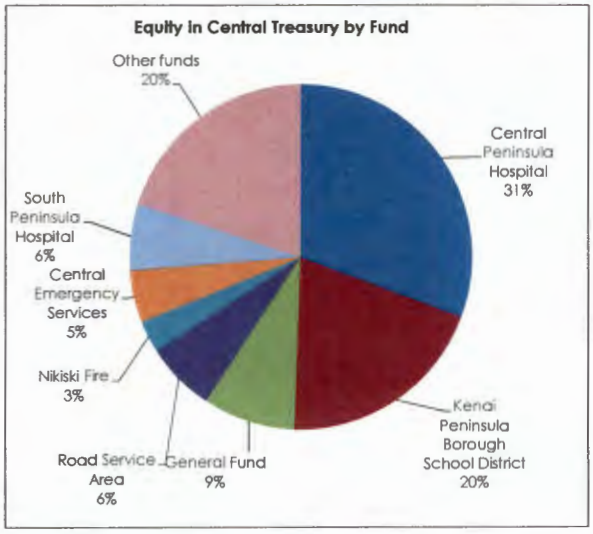
Investment Description	Yield quarter ending 12/31/2020	Yield quarter ending 3/31/2021	Market Value quarter ending 3/31/2021
Cash and Cash Equivalents	0.15%	0.15%	$71,294,220
AMLIP	0.01%	0.01%	11,866,818
U.S. Treasury Securities	0.57%	0.44%	36,626,505
US Agencies	1.34%	1.30%	80,678,651
Corporate Bonds	1.64%	1.50%	43,362,892
Municipal Bonds	1.86%	1.61%	21,752,220
Money Market Mutual Funds	0.01%	0.01%	4,599,138
Special Assessments	5.43%	5.47%	1,095,832
Total			**$271,276,276**

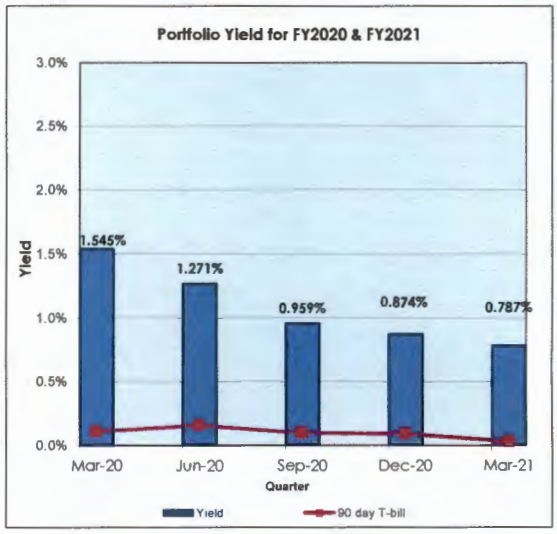
Major Categories:	Percentage of Portfolio	Book Value quarter ending 3/31/2021
Bond related funds	3.76%	$10,172,625
CARES Advance funding	0.70%	1,895,767
Hospital plant/equipment replacement funds (PERF)-unobligated	28.50%	77,047,910
School District	19.91%	53,815,966
Capital Project fund restrictions	11.77%	31,818,032
Special Revenue funds restrictions	18.82%	50,868,654
Internal Service/Agency fund restrictions	5.20%	14,069,992
General Fund	11.34%	30,660,531
Total	**100.00%**	**$270,349,477**

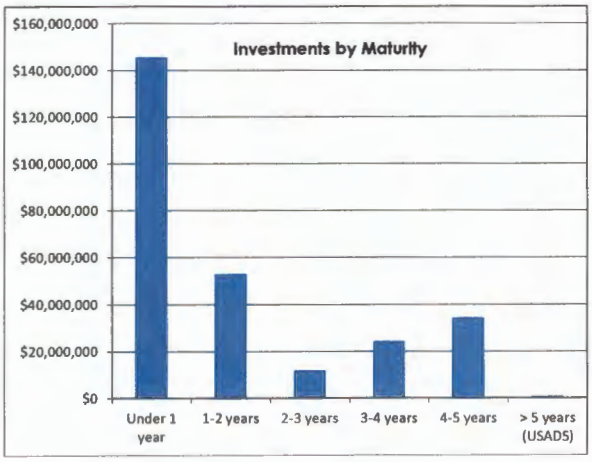
INVESTMENT PORTFOLIO
March 31, 2021

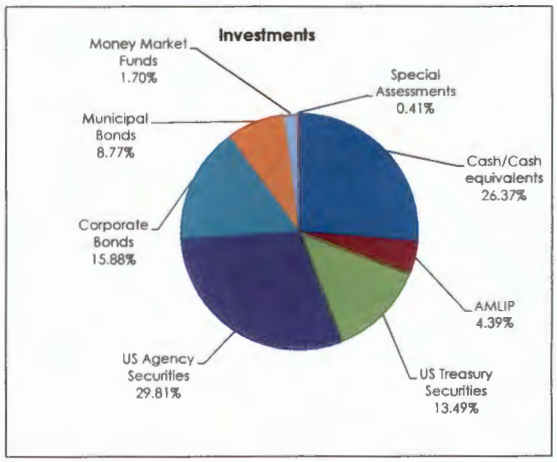
	Par Value	Purchase Price	Fair Value 03/31/2021
Investments by Borough Finance Director			
CORPORATE	10,996,000.00	11,265,249.50	11,172,344.69
COMMERCIAL PAPER	0.00	0.00	0.00
MUNICIPAL	2,000,000.00	2,000,000.00	2,000,000.00
AGENCY	31,500,000.00	32,005,883.36	31,819,860.00
US TREASURY	24,500,000.00	24,902,381.62	24,763,140.00
Total Investment by Borough Finance Director:	**68,996,000.00**	**70,173,514.48**	**69,755,344.69**
Investment with External manager:			
CORPORATE	31,097,000.00	31,670,402.91	32,190,546.95
MUNICIPAL	19,060,000.00	19,497,421.00	19,752,220.05
AGENCY	48,368,385.58	48,591,545.16	48,858,791.05
US TREASURY	11,500,000.00	11,560,585.40	11,863,365.00
Total Security Investment with External manager:	**110,025,385.58**	**111,319,954.47**	**112,664,923.05**
TOTAL SECURITY INVESTMENTS	**179,021,385.58**	**181,493,468.95**	**182,420,267.74**
CASH & CASH EQUIVALENTS	87,760,175.68	87,760,175.68	87,760,175.68
SPECIAL ASSESSMENTS	1,095,832.22	1,095,832.22	1,095,832.22
TOTAL PORTFOLIO	**267,877,393.48**	**270,349,476.85**	**271,276,275.64**

Investment Portfolio - Purchase Price	$	183,399,773.25
Investment Portfolio - Fair Value 03/31/21		184,326,572.04
Fair Value Adjustment -03/31/21		**926,798.79**
Fair Value Adjustment - 6/30/20		3,394,305.27
Change in Fair Value FY2021	$	(2,467,506.48)









KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND

Account Statement - Period Ending January 31, 2021

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

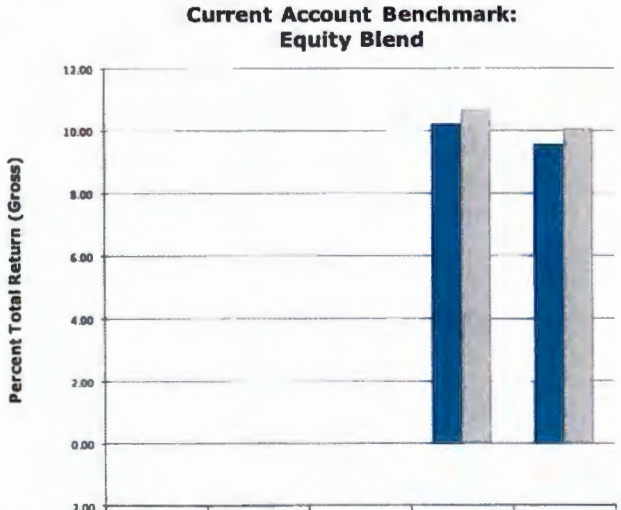
ACCOUNT ACTIVITY

Portfolio Value on 12-31-20	7,221,883
Contributions	0
Withdrawals	-903
Change in Market Value	-755
Interest	9
Dividends	0
Portfolio Value on 01-31-21	7,220,234

MANAGEMENT TEAM

Client Relationship Manager:	Amber Frizzell, AIF® Amber@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

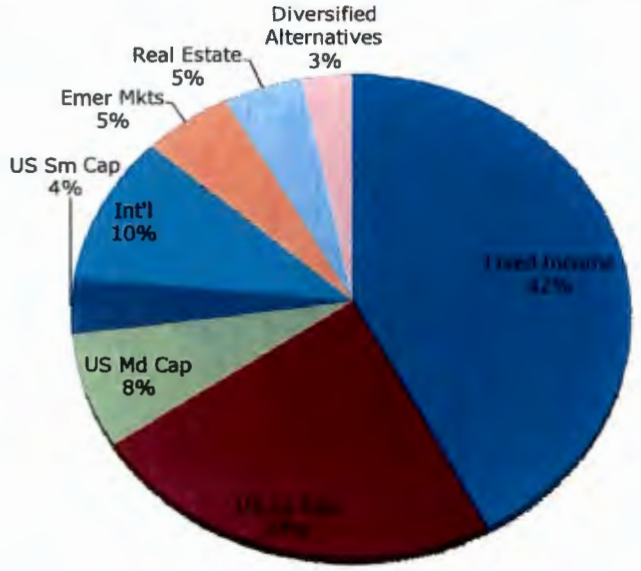
INVESTMENT PERFORMANCE



	Current Month	Current Quarter	Year to Date	Latest 1 Year	Inception to Date
Portfolio	-0.01	-0.01	-0.01	10.19	9.56
Benchmark	0.00	0.00	0.00	10.67	10.07

Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND

Account Statement - Period Ending February 28, 2021

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

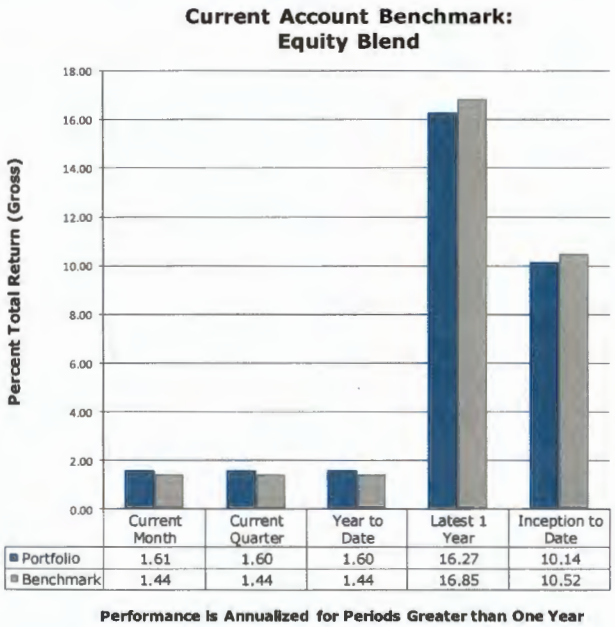
ACCOUNT ACTIVITY

Portfolio Value on 01-31-21	7,220,234
Contributions	0
Withdrawals	-903
Change in Market Value	113,268
Interest	7
Dividends	2,920
Portfolio Value on 02-28-21	7,335,526

MANAGEMENT TEAM

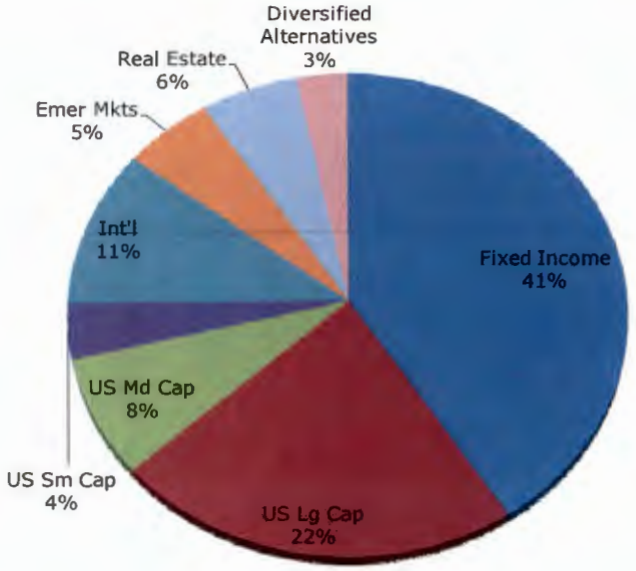
Client Relationship Manager:	Amber Frizzell, AIF® Amber@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

INVESTMENT PERFORMANCE



Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



KENAI PENINSULA BOROUGH - LAND TRUST INVESTMENT FUND

Account Statement - Period Ending March 31, 2021

ALASKA PERMANENT CAPITAL MANAGEMENT
Registered Investment Adviser

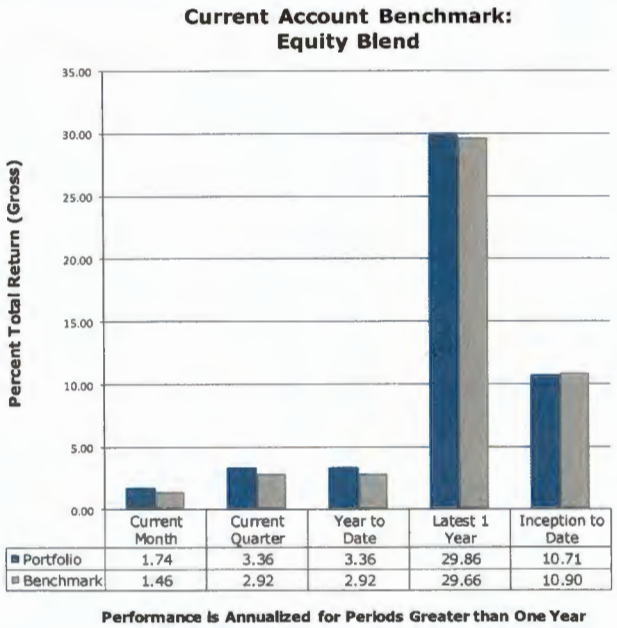
ACCOUNT ACTIVITY

Portfolio Value on 02-28-21	7,335,526
Contributions	0
Withdrawals	-917
Change in Market Value	114,431
Interest	2
Dividends	13,058
Portfolio Value on 03-31-21	7,462,101

MANAGEMENT TEAM

Client Relationship Manager:	Amber Frizzell, AIF® Amber@apcm.net
Your Portfolio Manager:	Brandy Niclai, CFA®
Contact Phone Number:	907/272-7575

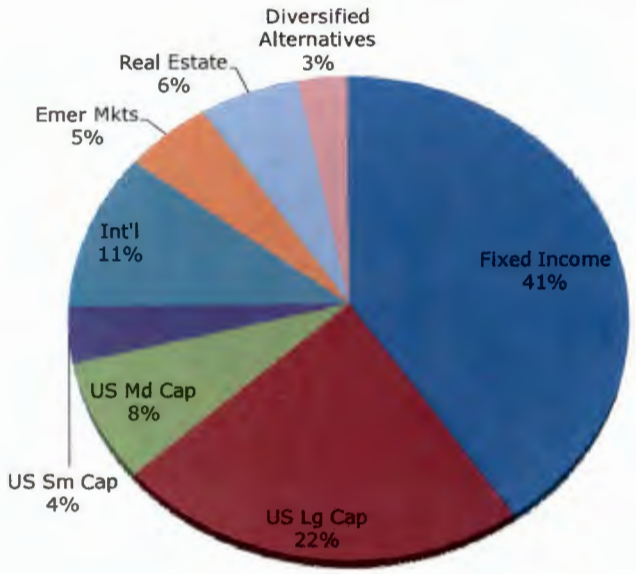
INVESTMENT PERFORMANCE



	Current Month	Current Quarter	Year to Date	Latest 1 Year	Inception to Date
Portfolio	1.74	3.36	3.36	29.86	10.71
Benchmark	1.46	2.92	2.92	29.66	10.90

Performance is Annualized for Periods Greater than One Year

PORTFOLIO COMPOSITION



KENAI PENINSULA BOROUGH
Community & Fiscal Projects

MEMORANDIUM

TO: Charlie Pierce, Mayor

FROM: Brenda Ahlberg, Community & Fiscal Projects Manager

DATE: April 20, 2021

SUBJECT: **FY21-3Q Senior Center Grant Reports**

The following senior grant reports have been submitted:

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

The Homer Senior Center report was not provided at the time this report was generated, and the grant to Homer Friendship Center closed 12/31/20.

Community & Fiscal Projects

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

From: Anchor Point Senior Citizens, Inc.
Account: 100.62110.ANCSR.43011

Award Amount: $44,869
2020/2021 Senior Grant Program

Submit Report To:
Brenda Ahlberg, Community & Fiscal Projects
bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Period of Performance for this Report:
Start Date: January 1ST, 2021
End Date: March 31st, 202

FINAL REPORT IS DUE BEFORE 07/09/21

<< DOUBLE-CLICK THE SPREADSHEET. FILL IN THE BUDGET COLUMN TO ACTIVATE THE EMBEDDED FORMULAS >>

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Labor	$ 32,789.00	$ -	$ 15,222.79	$ 15,222.79	$ 17,566.21
Contract Services	$ 3,451.00	$ 2,693.68	$ 757.32	$ 3,451.00	$ -
Equipment	$ 8,629.00	$ 4,840.00	$ -	$ 4,840.00	$ 3,789.00
	$ -	$ -	$ -	$ -	$ -
TOTALS	**$ 44,869.00**	**7,533.68**	**$ 15,980.11**	**$ 23,513.79**	**$ 21,355.21**

Expenditures this period to be reimbursed >>> $ 15,980.11

The following information is being collected each quarter to assist the Borough in determining future senior grant awards after the 2020 census has been certified. Add service or CDPs as necessary:

Type of Service	Census District Precinct (CDP)	Number of Individuals
Meals & Groceries picked up at center	1. 37,200 pounds of dairy, produce, meat, misc. were distributed at no cost. 2. Takeout meals	1. 3720 people 2. 600 meals

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

The Anchor Point Senior Center promotes healthy choices along with garden to table products and partnered with farmers and transporters to an over-the-top spin on the CARES TRUST Farm to Table program. During this third quarter APSCI continued to distribute larger loads of food to Anchor Point residents and surrounding communities. Takeout dinners are available on a regular basis and congregate meals are open to the public, but lightly attended. Takeout seems to be the preference. Bingo and other activities are reopened for those comfortable in a communal atmosphere.

January 3,000 pounds of food were distributed.
February 14,200 pounds of food were distributed.
March 20,000 pounds of food were distributed

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

Signature: Roberta Ness Date: 2-8-2021

Printed Name and Title: Roberta Ness, President BOD

Community & Fiscal Projects

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

From: Cooper Landing Senior Citizens.
Account: 100.621115.00000.43011

Award Amount: $18,665
2020/2021 Senior Grant Program

Submit Report To:
Brenda Ahlberg, Community & Fiscal Projects
bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Period of Performance for this Report:
Start Date: January 1, 2021
End Date: March 31, 2021

FINAL REPORT IS DUE BEFORE 07/09/21

<< DOUBLE-CLICK THE SPREADSHEET. FILL IN THE BUDGET COLUMN TO ACTIVATE THE EMBEDDED FORMULAS >>

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Utilities	$ 2,140.00	$ 475.35	$ 623.11	$ 1,098.46	$ 1,041.54
Contract Services	$ 11,000.00	$ 4,955.95	$ 5,996.00	$ 10,951.95	$ 48.05
Supplies	$ 2,525.00	.	$ -	$ -	$ 2,525.00
Insurance	$ 3,000.00	$ 1,172.00	$ 165.00	$ 1,337.00	$ 1,663.00
TOTALS	**$ 18,665.00**	**6,603.30**	**$ 6,784.11**	**$ 13,387.41**	**$ 5,277.59**

Expenditures this period to be reimbursed >>> $ 6,784.11

The following information is being collected each quarter to assist the Borough in determining future senior grant awards after the 2020 census has been certified. Add service or CDPs as necessary:

Type of Service	Census District Precinct (CDP)	Number of Individuals
Meals delivered	0	0
Meals picked up at center	0	0
Transportation	0	0

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

Despite cold weather and power outages, Senior Haven is covered by the CLSCCI generator, albeit expensive work done on said generator during this report period. Bill Ireland, of Statewide Heating and Air Conditioning, was called twice to make repairs related to the Eagles View heating plant. Board meetings were on ZOOM. Norman Starkey regularly drove to Soldotna to pick up food boxes and deliver them. Norman is doing maintenance chores at Senior Haven including helping Jamie Gonzales clean and organize the Eagles View boiler room and the EV storage room. Pres. Ken Green also helped with boiler room cleanup. Norman carried boxes and tubs of items not regularly used up to the bus garage for safe keeping. Mayme Ohnemus is sorting through boxes of CLSCCI memorabilia to be kept in the CLSCCI archive in the CL Museum. Photo page attached.

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

Signature: Mona Painter Date: April 10, 2021

Printed Name and Title: Mona Painter, CLSCCI Board Secretary







Cooper Landing Senior Citizen Corp. Inc. (CLSCCI)
POB 542
Cooper Landing, AK 99572

20-21 Senior Grant Program Jan.1-Mar. 31, 2021 REPORT

Above: Shirley Wilmoth during ZOOM CLSCCI Board meeting, CLSCCI memorabilia, clean Eagles View (EV) boiler room with inset of Bill Ireland who made repairs on heating pipes. Below: Eagles View in winter dress, clean EV storage room with items stored in bus garage, food boxes and sacks delivered via CARES grant by Norman Starkey to Cooper Landing seniors at Senior Haven and private homes, one of two moose often seen around Senior Haven, and Al Fleetwood former Endowment Board member and Sexy Senior Dumpster Cleaner sending greetings from Edmonds, WA. Thanks to Administrative Assistant Jamie Gonzales, Norman Starkey, and Mona Painter for photos.













Community & Fiscal Projects

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

From: Frontier Community Services
Account: 100.62195.FTNCO.43011

Award Amount: $36,282
2020/2021 Senior Grant Program

Submit Report To:
Brenda Ahlberg, Community & Fiscal Projects
bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Period of Performance for this Report:
Start Date: 01/01/21
End Date: 03/31/21

FINAL REPORT IS DUE BEFORE 07/09/21

<< DOUBLE-CLICK THE SPREADSHEET. FILL IN THE BUDGET COLUMN TO ACTIVATE THE EMBEDDED FORMULAS >>

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Transportation	$ 3,000.00	$ 1,234.00	$ 1,629.00	$ 2,863.00	$ 137.00
Senior Events	$ 3,000.00	$ 866.85	$ 104.62	$ 971.47	$ 2,028.53
Program Supplies	$ 9,782.00	$ 1,968.09	$ 2,755.44	$ 4,723.53	$ 5,058.47
FMN Program Assistant	$ 20,500.00	$ 8,762.00	$ 6,627.00	$ 15,389.00	$ 5,111.00
TOTALS	**$ 36,282.00**	**12,830.94**	**$ 11,116.06**	**$ 23,947.00**	**$ 12,335.00**

Expenditures this period to be reimbursed >>> $ 11,116.06

The following information is being collected each quarter to assist the Borough in determining future senior grant awards after the 2020 census has been certified. Add service or CDPs as necessary:

Type of Service	Census District Precinct (CDP)	Number of Individuals
Programs Provided	Kenai	2
	Soldotna	7
Transportation	Transportation suspended due to Covid-19	N/A

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

Forget-Me-Not (FMN) Adult Day Center Third Quarter Narrative, FY21

During the third quarter of FY21, the Forget-Me-Not Adult Day Center remained closed to the public due to Frontier Community Service's vigilance of the Covid-19 virus and its potential effects on the senior population. To compensate for the closure, Covid-19 telephone check-ins and limited in-person Adult Day Services increased. By the end of the quarter, FMN staff were providing in-home services each day of the week, Monday through Friday. Overall, FMN provided 10 individuals with 336.5 units of in-person Adult Day Services and 158 units of telephonic Covid-19 check-ins.

Due to the pandemic, we were unable to perform in-person collaboration with our community partners. To overcome that barrier, we printed flyers advertising Forget-Me-Not's in-person Adult Day Services for the Kenai Senior Center and Tyotkas Elder Center to deliver with their meals.

We also updated our website so that it is easier to navigate to the tab for Forget-Me-Not Adult Day (https://www.fcsonline.org/forget_me_not.html). We were able to upload videos providing feedback from two of our participants in which they describe their in-person services and how much they miss attending the Center.

As previously reported, this year has been one that no one could have foreseen. Elders as well as assisted living homes have been reluctant to allow "outsiders" in for fear of contracting Covid-19. Many elders have reservations about receiving the vaccination and as a result, more and more elders are remaining isolated. Those who do allow us into their homes to provide activities have expressed gratitude and enjoy the various activity options that we provide; however, many of the individuals have expressed their feelings on missing the comradery and friendships, the group activities, and the congregate lunches they remember from attending Forget-Me-Not Adult Day Center. They continue to inquire as to when the Center will re-open.

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

Signature: LaRae Payton Date: 4/12/2021

Printed Name and Title: LaRae Payton, Operations Director

Community & Fiscal Projects

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

From: Kenai Senior Citizens
Account: 100.62130.KENSR.43011

Award Amount: $169,221
2020/2021 Senior Grant Program

Submit Report To:
Brenda Ahlberg, Community & Fiscal Projects
bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Period of Performance for this Report:
Start Date: 01/01/2021
End Date: 03/31/2021

FINAL REPORT IS DUE BEFORE 07/09/21

<< DOUBLE-CLICK THE SPREADSHEET. FILL IN THE BUDGET COLUMN TO ACTIVATE THE EMBEDDED FORMULAS >>

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Labor	$ 96,456.00	$ 96,456.00	$ -	$ 96,456.00	$ -
Contractual Services	$ 28,623.69	$ 28,623.69	$ -	$ 28,623.69	$ -
Supplies	$ 44,141.31	$ 44,141.31	$ -	$ 44,141.31	$ -
		$ -	$ -	$ -	$ -
TOTALS	**$ 169,221.00**	**169,221.00**	**$ -**	**$ 169,221.00**	**$ -**
Expenditures this period to be reimbursed >>>					$ -

The following information is being collected each quarter to assist the Borough in determining future senior grant awards after the 2020 census has been certified. Add service or CDPs as necessary:

Type of Service	Census District Precinct (CDP)	Number of Individuals
Meals delivered	PLEASE SEE ATTACHMENT	
Meals picked up at center		
Transportation		

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

Attached

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

Signature: Paul Ostr Date: 4/14/21

Printed Name and Title: Paul Ostrander, City Manager

Kenai Senior Services
Borough Quarterly Progress Report
3nd Quarter Ending March 31, 2021

This third quarter has been filled with the excitement of the vaccine and the perpetual question of "when does the Senior Center open?" We were fortunate to be able to provide good news on both fronts as we moved through the quarter.

In January, we were able to host two vaccinations clinics in conjunction with Kenai Safeway and Kenai and Nikiski Fire Departments. More than 60 individuals, 65 and older received the vaccine. For most individuals, this was the first time they had been to the Center in almost a year and they applauded the updates and changes made possible by the COVID-19 Cares funding.

Kenai Senior Connection, Inc., held their annual meeting at the Senior Center on January 22. This was the first official meeting hosted by the Center since March of 2020 and the first time this group had been able to meet in person. The Board voted to purchased a countertop ice/water dispenser, home meal client coolers, a water bottle filler/drinking fountain and new computers for senior learning. All of these items are geared toward COVID-19 safety concerns and the re-opening of the Senior Center.

In February, the Senior Center opened for various group activities. The Growing Stronger Exercise started 3 days per week and 20 seniors showed up! The Kenai Writer's, TOPS Weight Loss, Council on Aging and Kenai Senior Connection, Inc., also met during the month in person.

The second vaccination clinic for the January Clinics were also held in February. All of our home meal and pickup meal clients who wanted to receive a vaccine were able to do so. Again, our local Fire Departments and pharmacies were instrumental in ensuring these clinics were a success.

March brought increased attendance to the various activities and the Bluegrass Musicians started up again. We have hosted this group for many years on Thursday evenings and this Spring we switched the time to afternoons. Many seniors from around the community attend to listen to the music.

Medical transportation, in-person appointments, and early morning coffee group also began in March. Many folks comment it's starting to feel like we've turned the corner and life is starting to appear somewhat normal again.

The Writer's Group features stories on many different topics and we have been publishing these in our monthly newsletter. This has increased individuals interested in our Writer's Group and encourages more senior participation in preparing the newsletter. We currently have six individuals (four of whom are seniors) who help put this together each month and what a fun collaboration it has been for all.

Through a COVID-19 Cares for Older Adults and their Caregivers grant, we were able to hire a couple of temporary employees through June 30, 2021. Both of these positions started in March with one delivering home meals and the second as a medical transportation driver. These positions have both been a great help to the Center.

The Director participated in six City of Kenai Department Head meetings, three Kenai Senior Connection, Inc. meetings, two Council on Aging meetings, four State of Alaska DHSS Teleconferences, three AGENET (Alaska Geriatric Exchange Network) meetings, and gave a Senior Center presentation to the Bishop's Attic Board of Directors during this last quarter.

During January – March, we served 8,351 home delivered meals, 506 pick-up meals, 20 assisted tranportation rides, and provided 25 shopping assistances. Department training has been in COVID-19 safety/protocol and COVID-19 Cares Data Collection Management.

As Alaskans, we always look forward to Spring and this year it seemed like it would take forever to appear. For a senior, it probably seemed the same wondering when their senior center would reopen. The look of joy on senior faces as they start to come back has been so rewarding! From conversing with friends over coffee to building strength in an exercise class, the routine of life for our area seniors is returning. Thank you to the Kenai Peninsula Borough for your continued support with our program.

Type of Service	Census District Precinct (CDP)	Number of Individuals
Home Delivered Meals	Funny River	2
	Kalifornsky West	31
	Kalifornsky East	2
	Kasilof (East of Sterling Highway)	6
	Kasilof (West of Sterling Highway)	2
	Kenai	108
	Ridgeway	4
	Nikiski	6
	Salamatof	4
	Soldotna	2
	Sterling Highway South West	1
Pickup Meals (at Center)	Kenai	21
	Kalifornsky West	3
	Nikiski	2
	Salamatof	6
	Soldotna	5
Information and Assistance	Funny River	2
	Kalifornsky West	6
	Kasilof (East of Sterling Highway)	7
	Kasilof (West of Sterling Highway)	4
	Kenai	154
	Ridgeway	7
	Nikiski	17
	Salamatof	10
	Soldotna	22
	Sterling Highway South West	6
Shopping Assistance	Kenai	7
Assisted Transportation (Medical)	Kenai	3

Community & Fiscal Projects

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

From: Nikiski Senior Center
Account: 280.63190

Award Amount: $52,981
2020/2021 Senior Grant Program

Submit Report To:
Brenda Ahlberg, Community & Fiscal Projects
bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Period of Performance for this Report:
Start Date: January 1, 2021
End Date: March 31, 2021

FINAL REPORT IS DUE BEFORE 07/09/21

<< DOUBLE-CLICK THE SPREADSHEET. FILL IN THE BUDGET COLUMN TO ACTIVATE THE EMBEDDED FORMULAS >>

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Personnel	$ 52,981.00	$ 26,490.48	$ 13,245.24	$ 39,735.72	$ 13,245.28
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
TOTALS	**$ 52,981.00**	**26,490.48**	**$ 13,245.24**	**$ 39,735.72**	**$ 13,245.28**

Expenditures this period to be reimbursed >>> $ 13,245.24

The following information is being collected each quarter to assist the Borough in determining future senior grant awards after the 2020 census has been certified. Add service or CDPs as necessary:

Type of Service	Census District Precinct (CDP)	Number of Individuals
Meals delivered	1,798	1,674
Meals picked up at center	639	639
Transportation		

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

For January and February 2021 we were still closed to congregate meals. Beginning March 1st, 2021 we have opened our doors to congregate meals. The Covid-19 vaccine has been available to the community. Administrative payroll continued for the quarter.

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

Signature: Sashaee Fallen Date: 4.08.21

Printed Name and Title: Sasha Fallon, Executive Director

Community & Fiscal Projects

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

From: Ninilchik Senior Citizens
Account: 100.62140.NINSR.43011

Award Amount: $30,159
2020/2021 Senior Grant Program

Submit Report To:
Brenda Ahlberg, Community & Fiscal Projects
bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Period of Performance for this Report:
Start Date: 01/01/21
End Date: 3/31/21

FINAL REPORT IS DUE BEFORE 07/09/21

<< DOUBLE-CLICK THE SPREADSHEET. FILL IN THE BUDGET COLUMN TO ACTIVATE THE EMBEDDED FORMULAS >>

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Labor	$30,159	$ 19,000.00	$ 11,159.00	$ 30,159.00	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
TOTALS	**$ 30,159.00**	**19,000.00**	**$ 11,159.00**	**$ 30,159.00**	**$ -**

Expenditures this period to be reimbursed >>> $ 11,159.00

The following information is being collected each quarter to assist the Borough in determining future senior grant awards after the 2020 census has been certified. Add service or CDPs as necessary:

Type of Service	Census District Precinct (CDP)	Number of Individuals
Meals delivered	Kasilof/ Clam Gulch/ Ninilchik/ Happy Valley Mile 106-144	19
Meals picked up at center	Kasilof/ Clam Gulch/ Ninilchik/ Happy Valley Mile 106-144	65
Congregate meals provided at center	Kasilof/ Clam Gulch/ Ninilchik/ Happy Valley Mile 106-144	74
Transportation	Kasilof/ Clam Gulch/ Ninilchik/ Happy Valley Mile 106-144	9

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

FY21 Q3 overall was a good quarter for us. We saw the number of meals overall increase when compared to last quarter and FY20 Q2 numbers with 3,258 total meals served this year compared to 3,005 meals served during this same quarter last year. Of the total meals served in FY21 Q3, 992 of them were home delivered meals compared to 912 home delivered meals during this quarter of FY20. Of the 19 individuals served through our home delivered meal program, only 5 of them are able to donate money towards their meals with an additional 1 being paid through Medicaid which leaves over ½ of our recipients not able to donate any monies at all. Looking at these numbers, we can see that the struggle continues for our senior's when it comes to paying for basic living needs. The pandemic continues to be very present in senior's lives, however, many have now received both of their vaccine shots which is starting to make a difference in getting them out and about in the community again. We've seen an increase in the amount of seniors coming into the center for congregate meals and several have expressed that they are finally comfortable going out in public again. We do still have seniors though that do not anticipate going out and about

regularly for some time yet – even though they have received both of their shots. This pandemic has and continues to cause a lot of fear for seniors and many other people in the community. Slowly over this quarter we have resumed activities here at the center – March marked the one year anniversary of the initial shut-down for the pandemic. March also marked the month that we fully opened the center for all activities again. We are offering some activities that require a mask and some that do not. Overall, we do not require masks in the senior center but fully support those who choose to wear one.

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

Signature: Julie Otto Date: 4/13/21

Printed Name and Title: Julie Otto Executive Director

Community & Fiscal Projects

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

From: Seldovia Senior Center
Account: 100.62160.SELSR.43011

Award Amount: $10,770
2020/2021 Senior Grant Program

Submit Report To:
Brenda Ahlberg, Community & Fiscal Projects
bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Period of Performance for this Report:
Start Date: January 1, 2021
End Date: March 31, 2021

FINAL REPORT IS DUE BEFORE 07/09/21

<< DOUBLE-CLICK THE SPREADSHEET. FILL IN THE BUDGET COLUMN TO ACTIVATE THE EMBEDDED FORMULAS >>

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Supplies	$ 10,770.00	$ 8,289.67	$ 2,480.33	$ 10,770.00	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
TOTALS	$ 10,770.00	8,289.67	$ 2,480.33	$ 10,770.00	$ -

Expenditures this period to be reimbursed >>> $ 2,480.33

The following information is being collected each quarter to assist the Borough in determining future senior grant awards after the 2020 census has been certified. Add service or CDPs as necessary:

Type of Service	Census District Precinct (CDP)	Number of Individuals
Meals delivered		579 meals; 29 individuals
Meals picked up at center		579 meals
Transportation		

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

We continue to serve noon meals on Mondays, Wednesdays and Fridays. All meals are either delivered or picked up; at this time we have no set schedule for returning to congregate dining given the vulnerable population we serve. In total we served 579 meals to 29 different individuals. We continue to purchase most of our food through SYSCO and to supplement locally as needed. Our KPB funds are expended as of this quarter.

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

Signature: Janet Yager Date: 4-19-21

Printed Name and Title: Janet Yager, Finance Officer

Community & Fiscal Projects

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

From: Seward Senior Citizens, Inc.
Account: 100.62160.SELSR.43011

Award Amount: $47,238
2020/2021 Senior Grant Program

Submit Report To:
Brenda Ahlberg, Community & Fiscal Projects
bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Period of Performance for this Report:
Start Date: January 1st, 2021 **(3rd Qtr Report)**
End Date: March 31st, 2021

FINAL REPORT IS DUE BEFORE 07/09/21

<< DOUBLE-CLICK THE SPREADSHEET. FILL IN THE BUDGET COLUMN TO ACTIVATE THE EMBEDDED FORMULAS >>

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Personnel	$ 47,238.00	$ 20,305.22	$ 13,466.40	$ 33,771.62	$ 13,466.38
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
TOTALS	$ 47,238.00	20,305.22	$ 13,466.40	$ 33,771.62	$ 13,466.38

Expenditures this period to be reimbursed >>>	$ 13,466.40

The following information is being collected each quarter to assist the Borough in determining future senior grant awards after the 2020 census has been certified. Add service or CDPs as necessary:

Type of Service	Census District Precinct (CDP)	Number of Individuals
Meals delivered	5000	60
Meals picked up at center	1100	14
Transportation	Not offered at this time.	0

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

Projects to success:
Having local and state funds to operate at a higher output level, as we face more unknowns of this pandemic. After reaching out to AKCANDO funds and Seward Community Foundation funds in April 2020, we were able to pick up a 2nd staff member in the kitchen, to ensure that we would not have to create a wait list.
Looking back on March 13th, 2020, broadcasting across Facebook the dire need for volunteers, as we prepared to close our doors and move the senior nutrition program out into the community of Seward, door to door.
Unbeknownst to this agency, we found a gorge of disparity amongst the senior community, a much greater low-income community that never participated in the congregate meal site. We are still trying to answer the question of why the lack of attendance before covid; with one-on-one conversations with senior clients, surveys delivered with meals,
and the discussion of what would attract the senior into the facility when they might no longer be eligible for meal delivery due to the philosophy of the Older Americans Act.
Challenges:
As of May 3rd, 2021 the center will transition to reopen the congregate meal site, a little at a time. The food process will change over time, as to start with offering the dining room for anyone who wants to pick up lunch at the office. If and when our numbers recede in home delivery, kitchen staff had to take over 1/2 of the dining room for food storage and food packaging process, losing 50% of our capacity for seating. We have met these obstacles as another opportunity to work as a team, including our clients, inviting seniors back into their community hall with safe practices as we gather together again. Our

goals stay the same in the congregate and home setting, to improve health indicators among those we serve, as we become innovative in a safe transition. At the end of the day, we have strived to reduce hunger, food insecurity and malnutrition, promote socialization that enhance the opportunity for human connection and well-being.

Nutritional services provide the senior community a sense of belonging, as they are no longer associated with a work force and for many, do not live near or around children. But some are raising grandchildren, at 65 years! Another benefit to sharing a facility to the Boys and Girls Club. Food is always a good way to build positive relationships and that is what we are doing at the senior center, asking seniors to trust us and refer them to other valuable services, as staff are versed in Social Security, Medicare, Medicaid, Senior Benefits, Commodity Supplemental Food Program (monthly food box program), USDA Farmer to Families (a covid program) weekly food box program.
Education is even more important as we age, learning to live on less, information technology access and support and affordable/accessible medical care.
Nutritional services are the cornerstone to good health, helping delay age related diseases and ailments. By investing in health promotional opportunities for all ages, strengthens the fabric of our communities and nation.

We plan to increase our unassisted transportation services with a 14 passenger, step on ADA bus, to have the ability to move more seniors at one time, while keeping them
safe by practicing social distancing. Affordable transportation that will aid seniors in accessing the social senior center as well as many more community programs that seniors so rely on for their personal independence.
In partnership with multiple funders, the Community Transportation Association of America, and the Kenai Peninsula Transportation Coalition we are able to hire a FTE driver and run this transportation pilot project through June 30th, 2022 and plan to continue transportation operations following that date as well.

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

Signature: Mark Kanst Date: 4/14/2021

Printed Name and Title: Mark Kansteiner Board Chair

Community & Fiscal Projects

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

From: Soldotna Area Senior Citizens, Inc.
Account: 100.62170.SOLSR.43011

Award Amount: $98,295
2020/2021 Senior Grant Program

Submit Report To:
Brenda Ahlberg, Community & Fiscal Projects
bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Period of Performance for this Report:
Start Date: 1/1/21
End Date: 3/31/21

FINAL REPORT IS DUE BEFORE 07/09/21

<< DOUBLE-CLICK THE SPREADSHEET. FILL IN THE BUDGET COLUMN TO ACTIVATE THE EMBEDDED FORMULAS >>

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Labor	$ 81,245.00	$ 55,999.98	$ 25,245.02	$ 81,245.00	$ -
Utilities	$ 14,950.00	$ 10,677.84	$ 4,272.16	$ 14,950.00	$ -
Communications	$ 2,100.00	$ 1,847.89	$ 252.11	$ 2,100.00	$ -
		$ -	$ -	$ -	$ -
TOTALS	**$ 98,295.00**	**68,525.71**	**$ 29,769.29**	**$ 98,295.00**	$ -
Expenditures this period to be reimbursed >>>					$ 29,769.29

The following information is being collected each quarter to assist the Borough in determining future senior grant awards after the 2020 census has been certified. Add service or CDPs as necessary:

Type of Service	Census District Precinct (CDP)	Number of Individuals
Meals delivered	Soldotna CDP	79
Meals picked up at center	Soldotna CDP	59
Meals picked up-at-center	Kenai CDP	4
Meals picked up-at-center	Nikiski CDP	2
Meals picked up-at-center	Ninilchik CDP	1
Transportation	Soldotna CDP	3

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

Fortunately, very few seniors associated with the Senior Center fell ill from COVID-19. The few more serious cases were limited to a couple days in the hospital. The Center will reopen on April 1 in limited capacity for congregate meals in number of seniors as well as social distancing protocol. The number of seniors requiring delivered meals keeps increasing, the majority of which had not needed senior services in the past (ominous trend). The staff was able to adjust to manage the skyward trend in requested services. Calls for paperwork assistance for PDF, taxes and housing increased. Hired additional office staff for administrative and grant management support. IT contract signed to maintain computer systems. Had to relocate our Family Caregivers office to new location due significant water leaks in our rental space downtown. Our pulltabs fundraising operation is doing well and providing necessary revenue to help fund services. Housing complex is still fully occupied with a very long waiting list. Many seniors are starting to verbalize their frustration with isolation from the pandemic as expected. Having difficulty maintaining a

pool of volunteers to assist at the Center. People issues continue an par with previous quarters. Necessary repairs completed, that fell within budget. This report should close out the FY21 grant.

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

Signature: _____ Date: 4/14/2021

Printed Name and Title: John Walker Executive Director

Community & Fiscal Projects

144 N. Binkley Street, Soldotna, Alaska 99669 • (907) 714-2150 • (907) 714-2377

From: Sterling Area Senior Citizens
Account: 100.62180.STESR.43011

Award Amount: $60,376
2020/2021 Senior Grant Program

Submit Report To:
Brenda Ahlberg, Community & Fiscal Projects
bahlberg@kpb.us
Kenai Peninsula Borough
144 N. Binkley St., Soldotna, AK 99669

Period of Performance for this Report:
Start Date: 01-01-2021
End Date: 03-31-2021

FINAL REPORT IS DUE BEFORE 07/09/21

<< DOUBLE-CLICK THE SPREADSHEET. FILL IN THE BUDGET COLUMN TO ACTIVATE THE EMBEDDED FORMULAS >>

Cost Category	Authorized budget	Total expenditures from ALL prior reports	Expenditures to reimburse this period	Total expenditures to date	Balance of Funds
Labor	$ 43,000.00	$ 5,712.45	$ 16,131.64	$ 21,844.09	$ 21,155.91
Contractual Services	$ 15,000.00	$ 2,340.80	$ 9,572.42	$ 11,913.22	$ 3,086.78
Supplies	$ 2,376.00	$ 1,724.94	$ 651.06	$ 2,376.00	$ -
		$ -	$ -	$ -	$ -
TOTALS	**$ 60,376.00**	**9,778.19**	**$ 26,355.12**	**$ 36,133.31**	**$ 24,242.69**

Expenditures this period to be reimbursed >>> $ 26,355.12

Type of Service	Census District Precinct (CDP)	Number of Individuals
Meals Delivered	29-180; 29-190	40
Meals Picked up at Center		5
Transportation		5

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

The Sterling Senior Area Citizens, Inc. has been "closed" due to the current COVID-19 pandemic. During the month of March 2021, there has been a reintroduction of two groups which have been closely monitored and recorded. With the arrival and access of COVID-19 vaccinations for all community members, the Sterling Area Senior Citizens, Inc. has started to implement a regimented reopening procedure that is guided by the Center for Disease Control, State of Alaska and the Sterling Area Senior Citizens, Inc. Board of Directors.

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

Signature: Dale C. Lundell Date: 04/09/2021

Printed Name and Title: Dale Lundell, President, Board of Directors, Sterling Area Senior Citizens, Inc.

KENAI PENINSULA BOROUGH
Community & Fiscal Projects

MEMORANDIUM

TO: Charlie Pierce, Mayor

FROM: Brenda Ahlberg, Community & Fiscal Projects Manager

DATE: April 20, 2021

SUBJECT: **FY21-3Q Economic Development Grant Reports**

Attached are the grant reports for the following entities:

KPEDD – Kenai Peninsula Economic Development District

KPTMC – Kenai Peninsula Tourism Marketing Council

SBDC – Small Business Development Center

KENAI PENINSULA BOROUGH

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

FROM: KPEDD
KPB ACCOUNT: 100.94900.KPEDD.43009

Contract Amount: $100,000
Ending: June 30, 2021

Financial / Progress Report

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

Project Name: Non-Areawide KPB Economic Development
Date: 04/06/2021
Report No.: 3 of 4
Quarter From: 01/01/2021
To: 3/31/2021

FINANCIAL REPORT: **FINAL REPORT DUE ON OR BEFORE 07/09/21**

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	100,000	50,000.00	25,000.00	75,000.00	$ 25,000.00
		-		-	$ -
TOTALS	**$ 100,000.00**	**50,000.00**	**$ 25,000.00**	**$ 75,000.00**	**$ 25,000.00**
Payment Request					$ 25,000.00

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

KPEDD accomplished the following deliverables during the third quarter of fiscal year 2021:

- **Held the virtual 2021 Economic Future Forum on January 6th to review economic data and projections, discuss common goals for the region, and outline plans for future economic development projects.**
- **Presented upcoming projects, progress on deliverables, and funding opportunities to the Kenai Peninsula Borough and incorporated and unincorporated communities in the region.**
- **Began interviewing businesses for the Manufacturing Extension Program (MEP) resource video that will highlight existing operations and the resources available for upcoming manufacturing-related businesses.**
- **Continued working with local communities and Tribes seeking road access to Red Mountain, including discussions to formalize partnerships, potential LOIs, and funding opportunities through the U.S. Economic Development Administration.**
- **Completed the Workforce Preparedness website, available at https://www.kenaipeninsulaworkforce.org . Resource gap findings and future program opportunities will be shared with funding partners in the month of April.**
- **Continued working with individual communities to prepare funding applications for individual infrastructure and development projects eligible for federal funding.**
- **Continued advising role for the Alaska Governor's office concerning program guidelines for the second round of AK CARES Act funding.**
- **Fielded CENSUS questions and concerns for Central Peninsula residents.**

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

Signature: _____ Date: 4/7/2021

Printed Name and Title: Tim Dillon, Executive Director

Attachment B "Budget, Timeline of Deliverables and Reporting Form"

KENAI PENINSULA BOROUGH

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

FROM: KPTMC
KPB ACCOUNT: 100.94900.KPTMC.43021

Contract Amount: $60,000
Ending: June 30, 2021

Financial / Progress Report

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

Project Name: Tourism Marketing/Peninsula Promotion
Date: April 14, 2021
Report No.: 3
Quarter From: January 1, 2021
To: March 31, 2021

[redacted]: **FINAL REPORT DUE ON OR BEFORE JULY 09, 2021**

Cost Category	Authorized Budget	Expenditures from Last Report	Expenditures This Period	Total Expenditures to Date	Balance of Funds
Personnel	$ 2,700.00	$ 970.08	$ 478.51	$ 1,448.59	$ 1,251.41
Adv/Marketing	$ 57,300.00	$ 11,302.40	$ 14,710.02	$ 26,012.42	$ 31,287.58
	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -
TOTALS	**$ 60,000.00**	**$ 12,272.48**	**$ 15,188.53**	**$ 27,461.01**	**$ 32,538.99**

Payment Request	$ 15,188.53

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

Progress Report Attached

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

Signature: Debbie Speakman Date: April 14, 2021

Printed Name and Title: Debbie Speakman, Executive Director

Kenai Peninsula Tourism Marketing Council
PO Box 2046, Homer, AK 99603
www.KenaiPeninsula.org

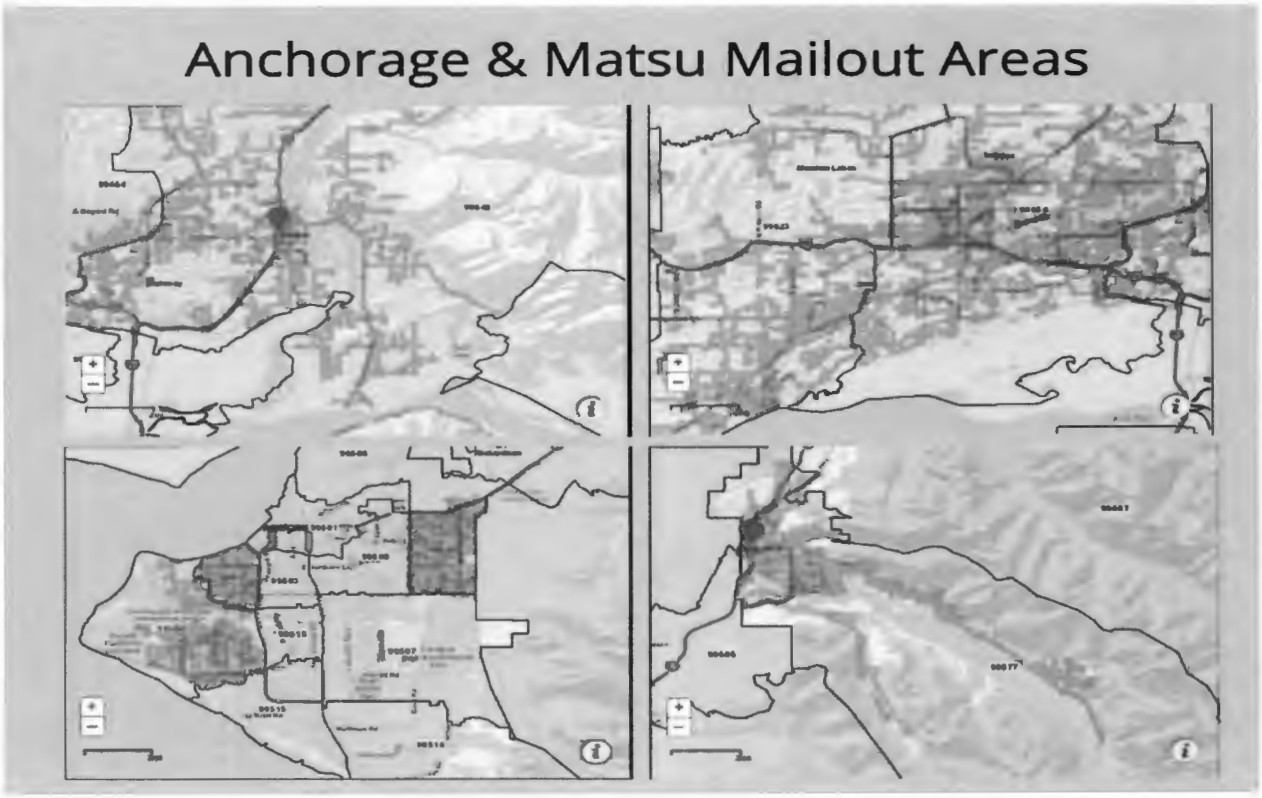
Kenai Peninsula Tourism Marketing Council (KPTMC) KPB FY21 3rd Quarter Progress Report

Projects

The second week of January, 22,800 postcards were mailed to fellow Alaskans in Anchorage and the Matsu Valley thanking them for their support the past year, and inviting them back to the Kenai. Using the United State Post Office bulk mailing tool we were able to select households with the following characteristics:

- Households with 3+ members
- Single household residential addresses
- Head of household ages between 24-65

The above parameters were chosen based on the demographics pulled from analytics done on KenaiPeninsua.org. Postcards were sent to 6 primary zip codes then broken down to 24 specific areas within those zip codes.



PO BOX 2046
HOMER, AK 99603
KENAIPENINSULA.ORG
907.262.5229

PRSRT STD
U.S. POSTAGE
PAID
HOMER AK
PERMIT 33



***** ECRWSSEDDM *****

Postal Customer
City, State, 5 digit zip



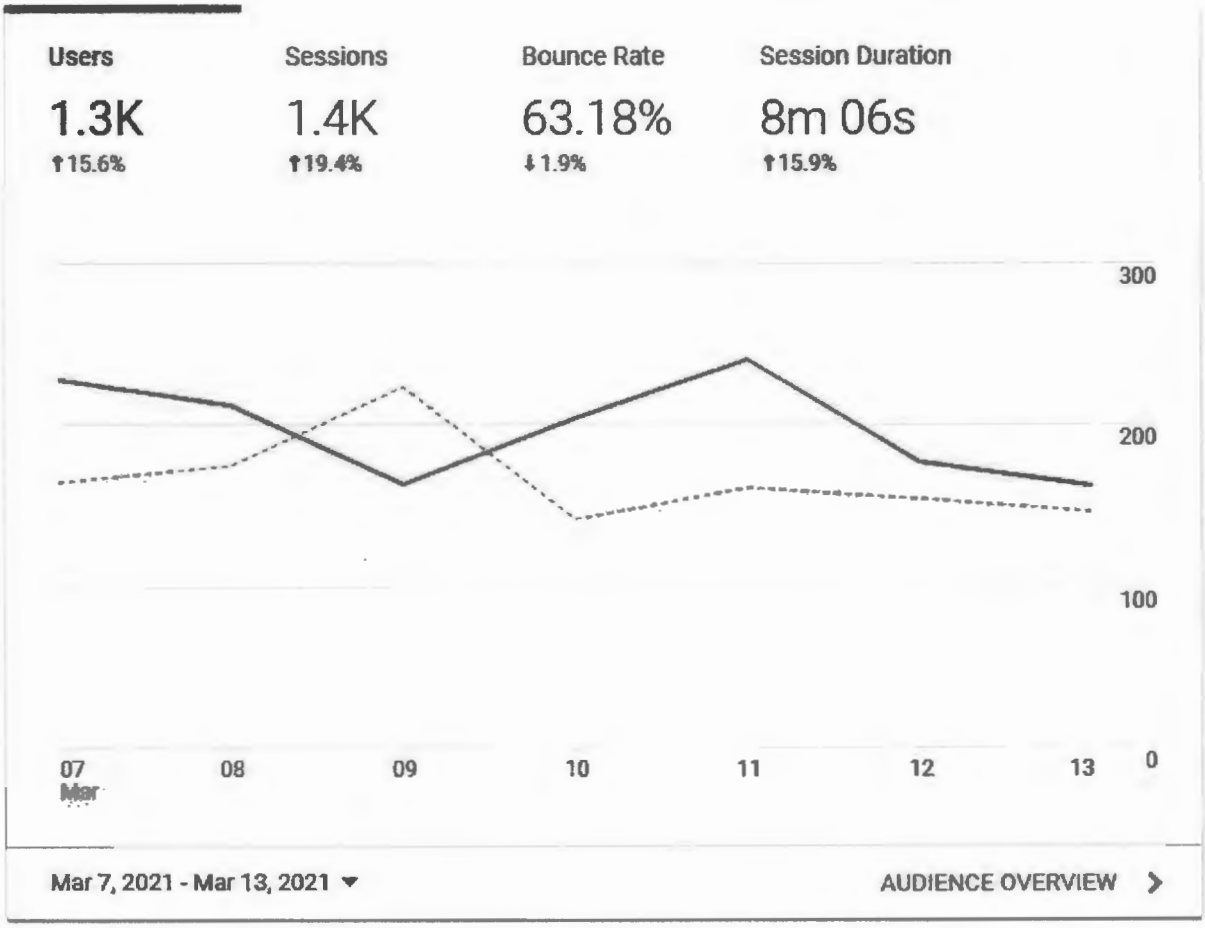
Travel Alaska Facebook Takeover

March 7-13 The Kenai, Alaska's Playground took over Travel Alaska's Facebook page which has 471,008 "friends" and 464,973 "followers". After the campaign ended, we were provided with analytics showing the success, which we also noticed on KenaiPeninsula.org

Results:

- Average engagement of 3.3% (median across all industries is 0.09%)
- Over 100k impressions
- 839 clicks over to The Kenai, Alaska's Playground FB page
- 63 requests for Discovery Guides
- 1,091 NEW website visitors

KenaiPeninsula.org analytics March 8-13, 2021



Travel Alaska Takeover Mar 7-13

Travel Alaska
March 7 at 4:20 PM ·

Hello, Alaska fans! We're posting from the beautiful Kenai Peninsula, also known as The Kenai, Alaska's Playground. This week, we'll show you everything there is to love in our area of Alaska.

The Kenai is the perfect place for a playcation >>> kenaipeninsula.org.

Photo credit: Instagram user Josh Gildersleeve



Travel Alaska
March 8 at 4:07 PM ·

Wishing you a happy International Women's Day from The Kenai, Alaska's Playground! Tag your favorite women in the comments below.

Photo credit: Janessa Anderson, Adventure Atlas Creative



You and 40 others — 2 Comments 1 Share

Travel Alaska
March 9 at 11:06 AM ·

We're back from The Kenai, Alaska's Playground again! Start dreaming of your perfect trip to the Kenai Peninsula filled with fishing, hiking, glaciers and wide-open spaces ready for adventure. The Kenai is known as Alaska's Playground for a reason!

Learn how to make those dreams a reality and download our free guide today >>> kenaipeninsula.org/discovery-guide.

Photo credit: Jon Kreye



Travel Alaska
March 10 at 12:27 PM ·

Happy Wildlife Wednesday from The Kenai, Alaska's Playground! What's your favorite wildlife to see in Alaska? Comment below!

Photo credit (in order): Niebrugge Images, Colette Gilmour Photography, Erin Ranney and Benny Jacobs-Schwartz.



You and 188 others — 9 Comments 59 Shares

Travel Alaska
March 11 at 3:31 PM ·

Are you dreaming of summer vacations? Consider planning a trip to The Kenai, Alaska's Playground! If you enjoy fishing, rafting, hiking or simply relaxing in the great outdoors, the Kenai is the perfect destination for you.

Check out our trip ideas here >>> kenaipeninsula.org/itineraries.

Photo credit: Amy L Smith Photography



124 10 Comments 10 Shares

Like Comment Share

Travel Alaska
March 13 at 3:19 PM ·

Thanks for joining us to learn more about The Kenai, Alaska's Playground this week! We had so much fun showcasing what Alaska's Playground has in store for you on your next trip.

We hope to see you soon! >>> kenaipeninsula.org

Photo credit: Instagram user a.lenni



Travel Alaska
March 12 at 3:16 PM ·

You can fish all year long in The Kenai, Alaska's Playground! You may not immediately consider fishing in the off season, but places like Cooper Landing in The Kenai have opportunities year-round. Learn more >>> kenaipeninsula.org/activities/fishing.

Photo credit: Jackie Bowman

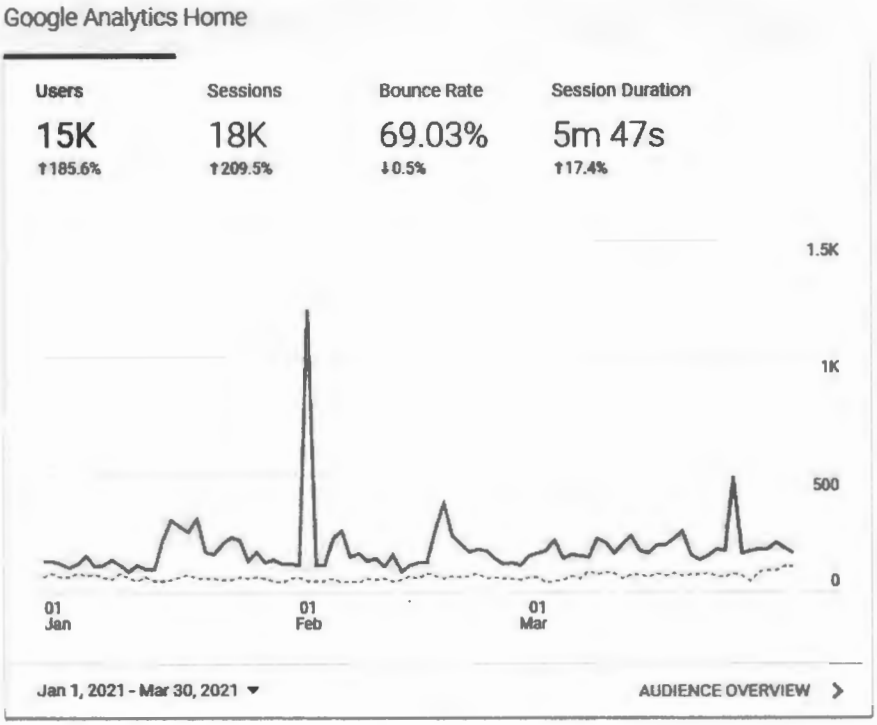


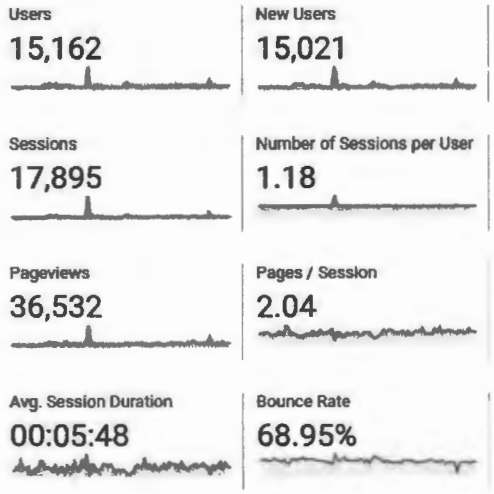
You, Bridget Maryott, Monique Burgin and 92 others 9 Shares

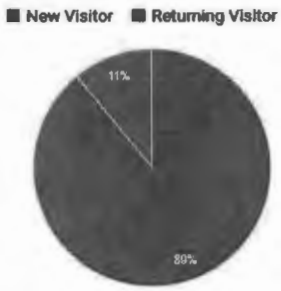
Website: KenaiPeninsula.org

Google Analytics show that between January 1 and March 31, 2021 there was a 185.6% increase in website users over 2nd quarter. This can be attributed to:

- Independent travelers researching Alaska travel after cancelled cruise sailings.
- Media coverage of Alaska's lower COVID infection rate and large percentage of vaccines given.
- Alaskan's traveling with friends and family from out of state.



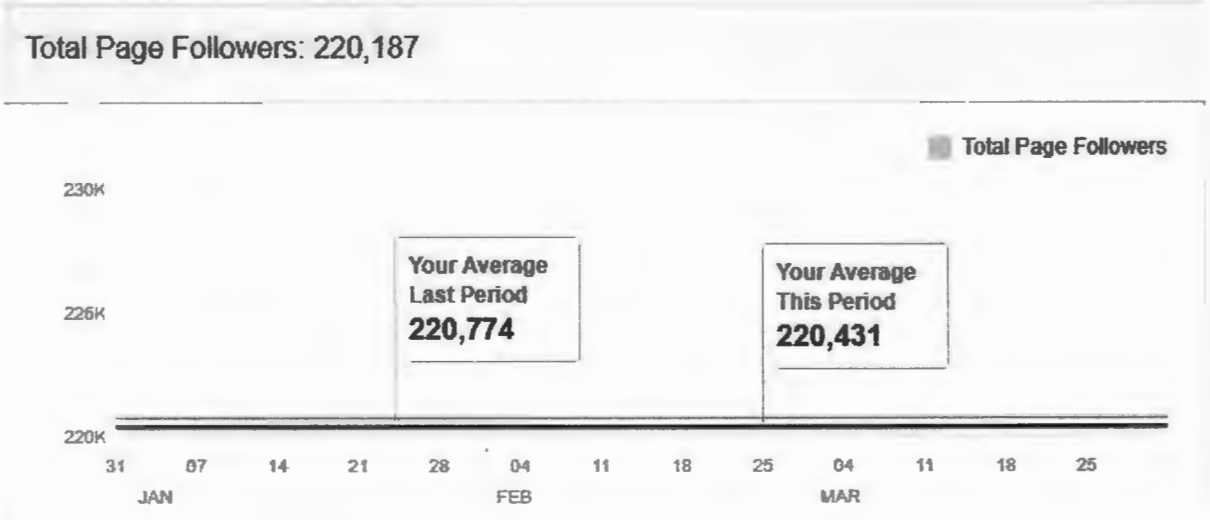




The iheart media and Anchorage Daily News projects will not be executed as the Board of Directors is developing a proposal for the administration's approval in the 4th quarter. A scope of work change was requested on March 1st, 2021 adjusting the budget for radio, moving $9,300 to location display ads. While this was approved another scope change request will be coming in the 4th quarter.



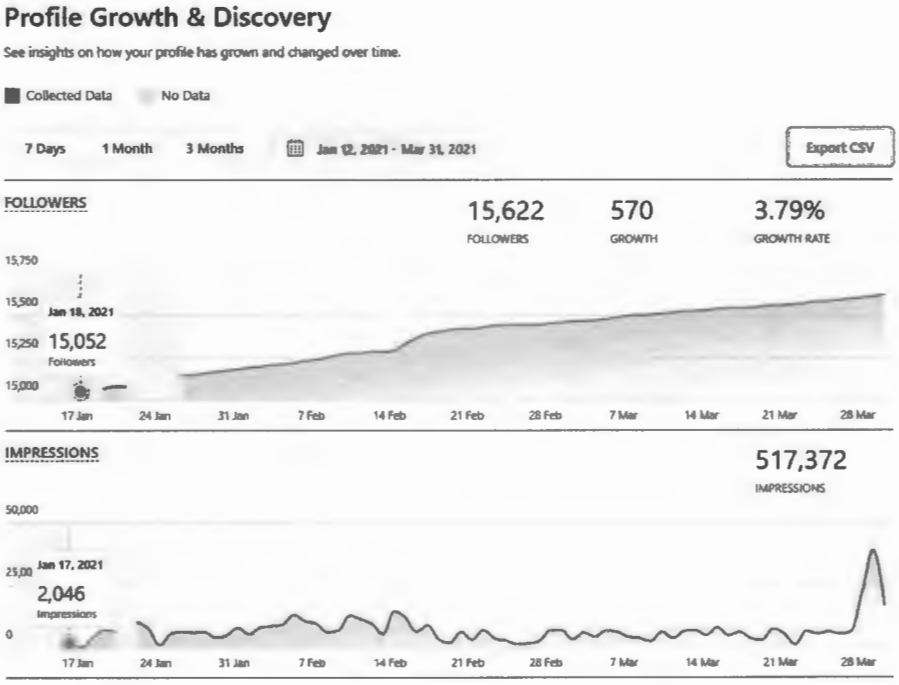
Facebook Followers



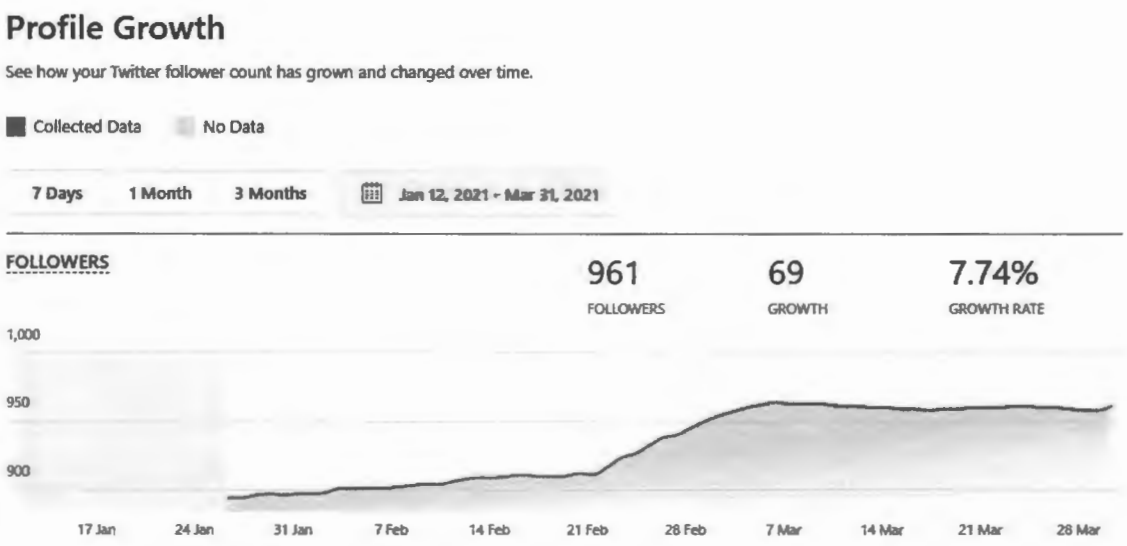
Facebook ads reach, impressions, and cost per result.

Ad Name	Reach	Impressions	Cost per Results
Facebook January 1 - March 31	285884	509128	
Post: "Anyone else experiencing #wanderlust lately? Come..."	5884	7372	0.09125
Promoting Website: http://www.kenaipeninsula.org/	16184	41286	0.471823
Post: "Don't wait Alaska! Come visit the Kenai on Ravn..."	14245	22885	0.137975
Post: "We are #AlaskasPlayground ☕ ☐ Come #WanderTheKenai..."	3682	5363	0.806522
Promoting Call-to-action: Learn More	32191	71956	0.312484
Promoting Website: Www.kenaipeninsula.org/events/upcoming	31541	39027	0.395538
Post: "Walking in a #winterwonderland ❄ ☐"	24760	30518	0.336068
Post: "Beautiful day in Homer, AK! Start dreaming today..."	18012	21893	0.49505
Boosted Story	4184	19046	0.04514
Post: ""	7572	8592	0.075099
Post: "The mountains are calling 🚡 Come #WanderTheKenai..."	20188	24460	0.585938
Post: "Apricity: the warmth of the winter sun ❄ ☐🐾"	7248	9850	0.025185
Post: "We ❤ ☐seeing year-round weddings on #TheKenai like..."	19312	20611	0.02764
Post: "Sunset beach wedding on #TheKenai aka perfection! "	624	647	0.06573
Post: "Have you ever been camping in Hope, AK? You won't..."	4033	6830	0.105042
[02/23/2021] Promoting The Kenai, Alaska's Playground	4298	8502	0.381441
Post: "It's nautical at the Anchor Point Beach Launch."	21482	35032	0.010438
Post: "The aurora has been putting on quite the show..."	17754	22899	0.481928
Post: "On #TheKenai we are excited to spring forward!..."	22264	25797	0.018261
Post: "We feel so lucky that we live in the beautiful..."	5687	8659	0.078125
Instagram Post: We feel so lucky that we live in...	7563	8941	0.026178
Ongoing Website Promotion Ad	44024	64602	0.274033
Post: "Thank you Alaska Airlines for making it even..."	4095	4360	0.054661

Instagram Followers

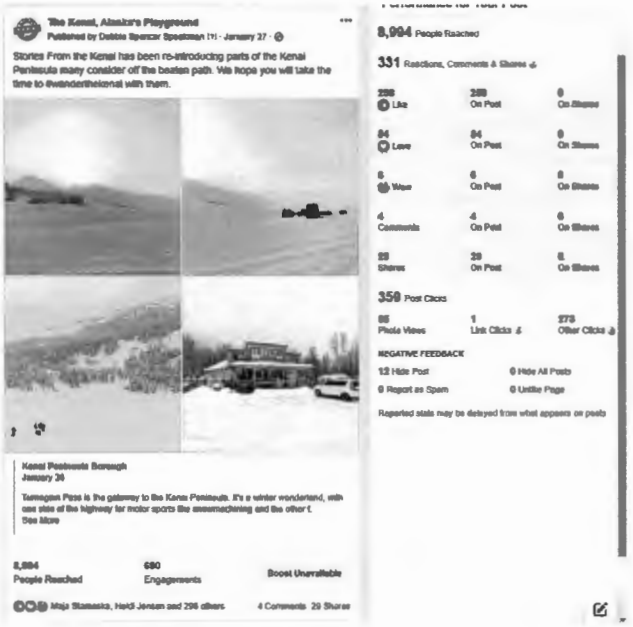


Twitter Growth



Social media continues to be the best return on investment for The Kenai, Alaska's Playground. We continue to rank in the top six Facebook pages for travelers planning trips to Alaska. While we don't have a lot of video content, we are partnering with businesses on the Peninsula to add to both YouTube and Tik Tok.

In January we helped promote "Stories from the Kenai" a page created and managed by Agnew Beck on both Instagram and Facebook. We shared and boosted their stories and invited our friends to like and follow their page.



Trends, Successes and Hurdles

Visitors are looking for interactive ways to research and book travel. On March 31st we joined travel professionals from across the State for an "Alaska Summer Travel Summit" hosted by travel blogger Valerie Stimac. There were 304 paid attendees for this virtual summit with 30% watching the entire day. Attendees followed up with questions that the host forwarded allowing us to provide even more detailed information.



While Alaska's delegation in Washington have continued to lobby the White House and congress to allow a short waiver in the Passenger Vessel Service Act that requires foreign flagged ships that depart US waters to stop in a foreign port before re-entering US waters, smaller cruise lines are booking sailings. Airlines have increased flights and opened up more direct flights into Anchorage. Independent travelers and Alaskans are the largest demographic of visitors to the Kenai Peninsula and we are optimistic for this summer's visitor season. It is unlikely that Canada will open the border for RV travel.

Organizational Update

Kenai Peninsula Tourism Marketing Council partnership with the Kenai Peninsula Borough started in 1994 to promote the unincorporated communities in the Borough. Since 1994 budget allocations have fluctuated to a high of $340k to $0 making it difficult to build ongoing marketing programs. The organization has also had a fluctuating membership from upwards of 400 to a low of just over 100. Our industry is affected by the economies of foreign governments, the US economy and even the Alaskan

economy. When the State cuts its marketing investment we all lose in part because it requires all of the State's destination marketing organizations to invest in campaigns to get market share where other States invest million. KPTMC partners with local businesses and Chamber of Commerce to invest with Travel Alaska to the benefit of the entire Peninsula.

Strengths of Kenai Peninsula Tourism Marketing Council

- Strong brand recognition
- Managed website that represents all Kenai Peninsula Communities
- Partnership with incorporated community visitor centers
- Social media channels with large fan base and consistent engagement
- Full time staff who manage assets and
    - Participate in Statewide promotion initiatives
    - Provide support and partnerships with industry businesses on the Peninsula
    - Act as liaisons and ensure the Peninsula is represented by Statewide organizations
    - Interact with travel media and publications
    - Engage with potential visitors through email, phone calls and creating and distributing Kenai Peninsula's Discovery Guide and Passport to the Kenai

Board comprised of industry leaders

Eastern Region	Central Region	Southern Region
Dale Bagley Redoubt Realty	Mike Flores Ninilchik Charters, Seward Fishing Club, Alyeska Farms	Vacant

Incorporated Community Representatives

Jason Bickling Seward Chamber of Commerce	Shanon Davis Soldotna Chamber of Commerce	Brittany Brown Kenai Chamber of Commerce	Brad Anderson Homer Chamber of Commerce

Borough Wide Representatives

Carol Fraser Aspen Hotels	Travis Taylor Premier Tours	Lane Chesley Kenai Peninsula Borough

Alaska Small Business Development Center
SBDC UAA Business Enterprise Institute

Kenai Peninsula

Alaska Small Business Development Center
1901 Bragaw St., Ste. 199
Anchorage, AK 99508
(907) 786-7201

FY 2021
Third Quarter Report
January 1, 2021 through March 31, 2021

Note from the Center Director: Cliff Cochran, Kenai Peninsula Center

The Kenai Peninsula Center for the Alaska SBDC completed its third quarter of FY 2021, providing assistance to businesses in need of COVID-19 relief and others looking forward to a revived economy. As a testament to our growing popularity, this was the second busiest third quarter for the center, falling short of when we had two full-time advisors on the Kenai Peninsula in 2018. While COVID-19 support was again our top topic for the quarter, the general consensus among clients has been increasingly optimistic, which is encouraging to see.

During the third quarter, the SBDC provided strong business advising support to clients across the Kenai Peninsula. The stimulus package signed by President Trump on December 27, 2020 took effect in January, resulting in millions of dollars in support to Kenai Peninsula businesses. As expected and noted in last quarter's report, advising hours more than doubled from the previous quarter, as dozens of clients reached out each week for help navigating the various relief programs. In addition to working closely with small business owners, the Center Director collaborated with the offices of senators Murkowski and Sullivan to ensure federal programs would meet local needs.

As demand for Alaska SBDC services has grown on the peninsula, so has our staff. We added Robert Green as a business advisor in Homer last summer and he has experienced success in Homer. Since completing training and advising on his own the past six months, he has received 100% satisfaction on client surveys. In January 2021, the Alaska SBDC was approached by the Seward Chamber of Commerce, looking to add a business advisor back into that community. We are currently working on the position description and funding issues. If all goes well, this would be the first time the SBDC has been able to staff a business advisor in each community, with advisors in Kenai/Soldotna, Homer, and Seward.

The Alaska SBDC has maintained an online COVID-19 Resource Center, where business owners can find the latest updates for American Rescue Plan Act programs and more. In addition to COVID-19 relief material, the Alaska SBDC offered dozens of webinars on a wide array of subjects, harnessing both in-house expertise and professional adjuncts. During the quarter, the SBDC focused more intentionally on developing and deploying on-demand workshops, offering over 50 this quarter. These on-demand topics include, but are not limited to, LLCs in Alaska, Engaging Social Media, Developing a Marketing Strategy, How to Get a Business License, and many more.

The need for business advising services is at an all-time high on the Kenai Peninsula and we are pleased to be at the center of it. We are actively working with small business owners and entrepreneurs in every part of the Kenai Peninsula, from parcels adjacent to the "Y" in Soldotna to the remote reaches of Halibut Cove. We greatly appreciate the support provided by the Kenai Peninsula Borough and look forward to presenting to the Mayor and Assembly in the upcoming quarter.

At a Glance: Kenai Peninsula FY21 Q3 (Jan 1, 2021 - Mar 31, 2021)

Number of Clients Advised
Current Quarter: 111
FY 2021: 215

Jobs Created by Clients
Current Quarter: 6
FY 2021: 103

Business Starts
Current Quarter: 6
FY 2021: 19

Capital Infusion
Current Quarter: $3,453,728
- SBA Loans: $2,566,977
- Non-SBA Loans: $0
- Non-Debt Financing: $886,751

FY 2021: $9,098,516

Alaska SBDC Kenai Peninsula Center Activity – Historical Comparison

	FY 2020 Q2 10/1/19 - 12/31/19	FY 2020 Q3 1/1/20 - 3/31/20	FY 2020 Q4 4/1/20 - 6/30/20	FY 2021 Q1 7/1/20 - 9/30/20	FY 2021 Q2 10/1/20 - 12/31/20	FY 2021 Q3 1/1/21 - 3/31/21
New business created	10	8	4	7	6	6
Jobs created	35	22	17	8	89	6
Loans (in dollars)	$420,000	$665,800	$4,517,588	$4,193,063	$150,000	$2,566,977
Total capital (loans + equity)	$835,000	$665,800	$4,631,308	$4,590,563	$1,054,225	$3,453,728
New clients	19	35	20	13	14	30
Total clients	69	96	125	116	94	111
Total advising hours	344.33	278.74	288.37	169.23	180.48	400.73

COVID-19 Impact: Kenai Peninsula (March 9, 2020 - March 31, 2021)

Capital Infusion:
Current Quarter: $3,453,478
Total: $13,199,524

Clients Assisted:
Current Quarter: 80 clients
Total: 270 clients

Jobs Supported:
Current Quarter: 425 jobs
Total: 1,010 jobs

Advising Hours:
Current Quarter: 128 hours
Total: 573 hours

Top 5 Locations Advised:
- Soldotna: 22 clients
- Homer: 20 clients
- Kenai: 14 clients
- Seward: 11 clients
- Cooper Landing: 4 clients

Top 5 Industries Advised:
- Accommodation and Food Service: 17 clients
- Arts and Entertainment: 8 clients
- Healthcare and Social Assistance: 8 clients
- Professional, Scientific, and Technical: 7 clients
- Retail: 7 clients

Summary

This special section details COVID-19 support provided by the Alaska SBDC to businesses on the Kenai Peninsula, including figures from the current quarter and since the pandemic reached Alaska in March 2020. During the third quarter of FY 2021, the Kenai Peninsula Center Director and Homer Business Advisor provided strong support to business owners and local officials. The SBDC has very strict reporting requirements, but still logged over $13 million in direct COVID-19 related capital infusion. This includes assistance to a registered client, followed by a written confirmation with the client to verify the details. In addition to business advising, the SBDC has continued to maintain an online COVID-19 Resource Center, which contains the latest information on COVID-19 relief options in Alaska. Due to changing demands, after 107 live webinars, the SBDC has shifted from scheduled weekly briefings to targeted videos, in order to better meet the needs of our viewers. The Alaska SBDC prides itself on leading the COVID-19 recovery effort on the Kenai Peninsula and throughout Alaska, and we will continue to work closely with business owners to ensure they receive the best service in their time of need.

Clients & Advising at a Glance: Kenai Peninsula FY21 Q3 (Jan 1, 2021 - Mar 31, 2021)

111 Clients by Current Lifecycle

Pre-venture: 28 clients
Startups: 22 clients
In-business: 61 clients

111 Clients by Industry

Accommodation and Food Service: 20 clients
Healthcare and Social Assistance: 13 clients
Retail: 11 clients
Arts and Entertainment: 10 clients
Professional, Scientific and Technical: 10 clients
Construction: 8 clients
Service: 8 clients
Manufacturer/Producer: 7 clients
Agriculture, Forestry, Fishing and Hunting: 5 clients
Transportation/Warehousing: 5 clients
Real Estate, Rental and Leasing: 3 clients
Administrative and Support: 2 clients
Educational Services: 2 clients
Waste Management: 2 clients
Information: 1 client
Management of Companies: 1 client
Mining: 1 client
Tourism: 1 client
Wholesale: 1 client

Top Areas of Advising

COVID-19 Support: 140 hours
Startup Assistance: 90 hours
Financing: 74 hours
Managing a Business: 40 hours
Buy/Sell a Business: 25 hours
Business Plan: 15 hours

Summary:

Of the 111 entrepreneurs who received advising assistance during the third quarter of FY 2021, 28 were in the pre-venture phase, 22 were startups, and 61 were already in business. Historically, the SBDC meets with nearly equal numbers of pre-venture/startups and firms already in business, but the COVID-19 pandemic has resulted in a record number of established business meetings. Accommodation and food service businesses were the hardest hit by the pandemic, so they topped the list for a fourth straight quarter. As the economy has started to recover, we're noticing a shift in requested assistance. Startup assistance was again the second most advised area during the quarter, just below COVID-19 support. Due to outstanding interest rates on commercial loans, financing was again the next on the list for advising time.

Jobs at a Glance: Kenai Peninsula FY21 Q3 (Jan 1, 2021 - Mar 31, 2021)

New Jobs Overview

6 new jobs
6 clients

New Jobs by Industry

Accommodation and Food Service: 1 client (1 job)
Healthcare and Social Assistance: 1 clients (1 job)
Administrative and Support: 1 client (1 job)
Mining: 1 client (1 job)
Professional, Scientific and Technical: 1 client (1 job)
Retail: 1 client (1 job)

Jobs Supported

463 jobs
79 clients

Summary:

During the third quarter of FY 2021, 6 clients reported the creation of 6 new jobs on the Kenai Peninsula. This was the first quarter in years where all startups were owner-operator establishments. It is good to see the new businesses were not limited to pandemic-friendly business models, as a food service, healthcare practice, and retail establishment all started during the quarter. The Kenai Peninsula Center again maintained a significant number of jobs supported, due to the high volume of businesses seeking relief from the COVID-19 disaster. During the pandemic, the SBDC has supported all sizes of small businesses, from owner-operator establishments to firms with over 150 employees. Many of the jobs supported by the SBDC were preserved through timely guidance on the Paycheck Protection Program, both during the first round in 2020 and the second round, currently open to applications.

New Clients at a Glance: Kenai Peninsula FY21 Q3 (Jan 1, 2021 - Mar 31, 2021)

30 New Clients by Initial Stage

Pre-ventures: 18 clients
Startups: 7 clients
In-business: 6 clients

30 New Clients by Industry

Professional, Scientific and Technical: 4 clients
Retail: 4 clients
Service: 4 clients
Agriculture, Forestry, Fishing and Hunting: 3 clients
Manufacturer or Producer: 3 clients
Accommodation and Food Service: 2 clients
Construction: 2 clients
Health Care and Social Assistance: 2 clients

Transportation and Warehousing: 2 clients
Administrative & Support: 1 client
Arts and Entertainment: 1 client
Educational Services: 1 client
Management of Companies: 1 client
Real Estate, Rental and Leasing: 1 client

New Clients by Community

Homer: 10 clients
Kenai: 10 clients
Soldotna: 3 clients
Anchor Point: 2 clients
Cooper Landing: 1 client
Fritz Creek: 1 client
Halibut Cove: 1 client
Kasilof: 1 client
Ninilchik: 1 client
Seldovia: 1 client

Summary:

The Alaska SBDC Kenai Peninsula Center on-boarded 30 new clients during the third quarter of FY 2021. For the second straight quarter, there were more new preventure clients than existing business clients. As the economy continues to recover and confidence grows, entrepreneurs from all sectors have been signing up with the Alaska SBDC for assistance. The COVID pandemic resulted in significant achievement by the SBDC on the Kenai Peninsula, and as a result, we have seen increased demand for our services from all areas of the borough. Accommodation and Food Service fell from the top spot among industries, further indicating we're starting to make our way out of the pandemic. Our new business advisor in Homer, Robert Green, has taken an active role advising in the South Peninsula, so Homer has experienced a marked increase in advising. Robert has done very well, exceeding expectations with 100% positive feedback on client satisfaction surveys for the second straight quarter.

New Businesses at a Glance: Kenai Peninsula FY21 Q3 (Jan 1, 2021 - Mar 31, 2021)

Qualifying New-Business Starts: 6

Summary:

An enterprise is considered "in-business" when all required licensing/permitting is acquired, has payroll, acquired debt or equity capital, incurred business expenses, and/or created sales. During the third quarter of FY 2021, 6 clients reported the creation of business starts, including two from the professional sector, and one from accommodation, retail, transportation, and remediation services sectors. These businesses were started in Kenai, Soldotna, and Seward and confirmed their businesses had started during the quarter. Owners for these businesses have worked closely with the SBDC during the startup process and have successfully launched, despite the harsh economic climate caused by the COVID-19 pandemic.

Workshops

Summary:
Alaska SBDC workshops were attended by 28 Kenai Peninsula residents during the third quarter. These classes, offered exclusively online during the COVID-19 pandemic, covered a wide array of subjects and harnessed both in-house expertise and professional adjuncts. The SBDC also provided COVID-19 relief briefings each week, utilizing representatives from the SBA, The Foraker Group, the Alaska Department of Commerce, Community, and Economic Development, and other small business resources and organizations. Each briefing was recorded and made available on the COVID-19 Resource Center. These weekly briefings ended on March 31, 2021, because the dire need for rapid information and updates has lessened. In its place, targeted videos will be produced to assist in funding applications and other necessary information. In FY21, the SBDC Workshop Program focused more intentionally on developing and deploying on-demand workshops, offering 58 this quarter. These on-demand topics include, but are not limited to, COVID-19 specific resources and help. The most popular topics were LLCs in Alaska, Engaging Social Media, Developing a Marketing Strategy, How to Get a Business License, and the COVID-19 Informational recordings. International trade was the focal topic for the month of March and there were five new export-related workshops added to the training library.

Client Profiles

Micro-Defense of Alaska: Your Businesses' Protection 24/7

Micro-Defense of Alaska is a woman-owned and locally-owned and operated small business on the Kenai Peninsula serving as the only approved dealer and applicator for MicroShield360 in the state. The EPA-registered and FDA-approved long-lasting antimicrobial coating prevents bacteria, fungus, odors, and mold from populating food preparation and high-touch surfaces. In wake of the coronavirus pandemic, this valuable technology provides customers and employees with an increased level of comfort and confidence in your facility.



MicroShield360 is a preventative technology that is odorless, colorless, and continues to keep bacteria from living on surfaces 24/7 following the application. The solution is applied electrostatically to reduce waste and enhance coverage.

To begin successfully, owner Michelle Miller worked with the Alaska Small Business Development Center (Alaska SBDC) Kenai Peninsula Center Director, Cliff Cochran, on preparing to launch her business. She explained, "*The Alaska SBDC and Cliff Cochran in Soldotna have been invaluable in*

helping me launch my newest venture. From sound business advice to marketing and sales coaching, Cliff has helped me find the tools I need to succeed."

From start-up, creating jobs in her community, and serving as the only authorized dealer in the state of Alaska, Miller has been committed to the success of Micro-Defense of Alaska. Her Business Advisor reflected on her success: "*I'm very excited for the new business Michelle started, bringing micro-defense technology to Alaska. A treatment that keeps work surfaces free of viruses will bring peace of mind to so many businesses and their customers. It's great to help a business start that benefits the consumer and community as much as the business.*"



Connect with Miller and the Micro-Defense of Alaska team to book your quote today at (907) 395-4047, online at https://www.microdefenseak.com, and through Facebook and Instagram.

Introduced by:	Mayor
Date:	09/15/20
Hearing:	10/13/20
Action:	Postponed as Amended to 12/01/20
Vote:	9 Yes, 0 No, 0 Absent
Date:	12/01/20
Action:	Tabled as Amended
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
ORDINANCE 2020-19-07

AN ORDINANCE APPROPRIATING REFINANCED 2013 BEAR CREEK FIRE SERVICE AREA GENERAL OBLIGATION BOND PROCEEDS FOR THE PURPOSE OF PAYING BOND REFINANCING ISSUANCE COSTS

WHEREAS, the Kenai Peninsula Borough, Alaska (the "Borough"), to finance certain capital improvements in the Bear Creek Fire Service Area, issued and sold its Bear Creek Fire Service Area General Obligation Bonds, Series 2013, dated March 12, 2013, in the original principal amount of $1,215,000 (the "2013 Bond") to the Alaska Municipal Bond Bank (the "Bond Bank"), as authorized by Resolution No. 2012-091 of the Borough adopted on December 4, 2012 (the "Bond Resolution"), based on terms and conditions set forth in the Bond Resolution and a loan agreement between the Borough and the Bond Bank dated as of March 1, 2013 (the "Loan Agreement"); and

WHEREAS, the Bond Bank issued and sold its General Obligation and Refunding Bonds, 2013 Series One (the "Bond Bank Bonds"), to, among other things, provide funds to purchase the 2013 Bond, as provided in the Loan Agreement; and

WHEREAS, Section 6 of the Loan Agreement provides that payments of principal of and interest on the 2013 Bond may be adjusted to reduce debt service on the 2013 Bond if the Bond Bank is able to achieve debt service savings by refunding the Bond Bank Bonds; and

WHEREAS, the Bond Bank now intends to issue a series of its general obligation refunding bonds (the "Bond Bank Refunding Bonds") for the purpose, among others, of refunding all, or a portion, of the outstanding Bond Bank Bonds and achieving debt service savings; and

WHEREAS, through Resolution 2020-044, the assembly approved the Borough's participation in this refinancing and to authorize the mayor or his designee to accept a revised debt service schedule for the 2013 Bond if the Bond Bank successfully refinances the Bond Bank Bonds; and

WHEREAS, the Bond Bank anticipates a refinancing closing date following October 1, 2020;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That 2013 refinanced Bear Creek Fire Service Area bond proceeds in the amount of up to $6,860 are appropriated to the Bear Creek Fire Service Area Capital Project Fund, account number 442.51210.21BND.49999 to pay costs related to the issuance.

SECTION 2. That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

SECTION 3. That eligible costs incurred prior to the appropriation date will be charged to the project.

SECTION 4. This ordinance takes effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2020.

_____
Brent Hibbert, Assembly President

ATTEST:

_____
Johni Blankenship, MMC, Borough Clerk

10/13/20 Vote on motion to postpone as amended to 12/01/20:

Yes:	Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper
No:	None
Absent:	None

12/01/20 Vote on motion to table:

Yes:	Bjorkman, Carpenter, Chesley, Cox, Derkevorkian, Dunne, Elam, Johnson, Hibbert
No:	None
Absent:	None

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Kelly Cooper, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor CP

FROM: Brandi Harbaugh, Finance Director BH

DATE: September 3, 2020

SUBJECT: Ordinance 2020-19-07, Appropriating Refinanced 2013 Bear Creek Fire Service Area General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor)

In May 2020, the Kenai Peninsula Borough Assembly approved Resolution 2020-044, authorizing the Borough's participation in the refinancing of select series for the 2013 Bear Creek Fire Service Area general obligation bonds.

Due to reductions in long term interest rates, the Alaska Municipal Bond Bank has determined that a portion of the outstanding 2013 Bear Creek Fire Service Area bonds could be refinanced, with potential savings to borough residents of approximately $50,000 in interest over the remaining life of the debt. This ordinance appropriates refinanced bond proceeds for the purpose of paying costs related to the issuance of the bond refinancing.

Your consideration is appreciated.

FINANCE DEPARTMENT
ACCOUNT / FUNDS VERIFIED

Acct. No. 442.00000.21BND.39010

Amount: $6,860.00

By: PP Date: 9/2/2020

DocuSign Envelope ID: 9BA1DDE8-C917-4B76-B268-9E3F04C61F9D

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor CP

FROM: Brandi Harbaugh, Finance Director BH

DATE: November 19, 2020

SUBJECT: Request to Table Ordinance 2020-19-07, Appropriating Refinanced 2013 Bear Creek Fire Service Area General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor)

The Alaska Supreme Court's recent decision which invalidated a plan to sell bonds to pay oil tax credits has caused a certain amount of uncertainty in the Alaska bond market. The Alaska Department of Law has requested a rehearing to better define the scope of the ruling.

The Alaska Municipal Bond Bank has delayed its bond issue for a time uncertain as a result of the recent decision. Therefore, pending further analysis of the effect of the Supreme Court ruling we are looking to postpone the refinancing of the 2013 Bear Creek Service Area General Obligation Bonds until calendar year 2021.

Therefore, we are requesting to table this ordinance until early 2021, providing more time for analysis and review of the market

Your consideration is appreciated.

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Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Kelly Cooper, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor CP

FROM: Brandi Harbaugh, Finance Director BH

DATE: October 1, 2020

SUBJECT: Amendment to Ordinance 2020-19-07, Appropriating Refinanced 2013 Bear Creek Fire Service Area General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs & Request to Postpone Hearing (Mayor)

The Alaska Supreme Court's recent decision which invalidated a plan to sell bonds to pay oil tax credits has caused a certain amount of uncertainty in the Alaska bond market. The Alaska Department of Law has requested a rehearing to better define the scope of the ruling. The Alaska Municipal Bond Bank has delayed its bond issue for a time uncertain as a result of the recent decision. Therefore, pending further analysis of the effect of the Supreme Court ruling we are seeking to postpone the refinancing of the Bear Creek Fire Service Area General Obligation Bonds until after October 2020.

Based on the above circumstances, postponement of the hearing on this ordinance to the December 1, 2020, meeting is requested as well as the following amendment:

(Please note the bold underlined language is new and the bracketed strikeout language is to be deleted.)

- Amend the last whereas clause, as follows:

WHEREAS, the Bond Bank anticipates a refinancing closing date **[of September 2020] ~~following October 1, 2020~~;**

Your consideration is appreciated.

{01058438}

Introduced by:	Mayor
Date:	06/16/20
Action:	Adopted
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
RESOLUTION 2020-044

A RESOLUTION APPROVING THE KENAI PENINSULA BOROUGH'S PARTICIPATION IN A PROPOSED REFINANCING BY THE ALASKA MUNICIPAL BOND BANK OF ITS GENERAL OBLIGATION BONDS THAT PROVIDED FUNDS TO PURCHASE THE BEAR CREEK FIRE SERVICE AREA GENERAL OBLIGATION BONDS, SERIES 2013 OF THE KENAI PENINSULA BOROUGH, UNDER A LOAN AGREEMENT BETWEEN THE KENAI PENINSULA BOROUGH AND THE ALASKA MUNICIPAL BOND BANK; AND AUTHORIZING THE KENAI PENINSULA BOROUGH MAYOR OR DESIGNEE TO APPROVE A REVISED SCHEDULE OF PRINCIPAL AND INTEREST PAYMENTS ON THE KENAI PENINSULA BOROUGH'S 2013 BOND, IN ACCORDANCE WITH THE LOAN AGREEMENT, IF THE ALASKA MUNICIPAL BOND BANK SUCCESSFULLY REFINANCES ITS BONDS

WHEREAS, the Kenai Peninsula Borough, Alaska (the "Borough"), to finance certain capital improvements in the Bear Creek Fire Service Area, issued and sold its Bear Creek Fire Service Area General Obligation Bonds, Series 2013, dated March 12, 2013, in the original principal amount of $1,215,000 (the "2013 Bond") to the Alaska Municipal Bond Bank (the "Bond Bank"), as authorized by Resolution No. 2012-091 of the Borough adopted on December 4, 2012 (the "Bond Resolution"), based on terms and conditions set forth in the Bond Resolution and a loan agreement between the Borough and the Bond Bank dated as of March 1, 2013 (the "Loan Agreement"); and

WHEREAS, the Bond Bank issued and sold its General Obligation and Refunding Bonds, 2013 Series One (the "Bond Bank Bonds"), to, among other things, provide funds to purchase the 2013 Bond, as provided in the Loan Agreement; and

WHEREAS, Section 6 of the Loan Agreement provides that payments of principal of and interest on the 2013 Bond may be adjusted to reduce debt service on the 2013 Bond if the Bond Bank is able to achieve debt service savings by refunding the Bond Bank Bonds; and

WHEREAS, the Bond Bank now intends to issue a series of its general obligation refunding bonds (the "Bond Bank Refunding Bonds") for the purpose, among others, of refunding all, or a portion, of the outstanding Bond Bank Bonds and achieving debt service savings; and

WHEREAS, the Assembly wishes to approve the Borough's participation in this refinancing and to authorize the Borough Mayor or his designee to accept a revised debt service schedule for the 2013 Bond if the Bond Bank successfully refinances the Bond Bank Bonds;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH, ALASKA:

SECTION 1. **Approval of Refinancing**. The Assembly hereby approves the Borough's participation in the Bond Bank's refinancing of the Bond Bank Bonds and authorizes the Borough Mayor or his designee to approve a revised schedule of principal payment amounts and interest rates for the 2013 Bond, in accordance with Section 6 of the Loan Agreement, so long as the revised debt service schedule is financially advantageous to the Borough. The revised schedule of debt service on the 2013 Bond and other provisions as may be required by the Bond Bank will be set forth in an amendatory loan agreement (the "Amendatory Loan Agreement") and a refunding bond (the "2020 Refunding Bond") to be issued in exchange for the 2013 Bond. Notwithstanding, if only a portion of the outstanding principal amount of the 2013 Bond is refinanced, the 2013 Bond shall be exchanged for a bond reflecting the unrefunded portion of the 2013 Bond (the "Exchanged 2013 Bond"). The Borough Mayor or Finance Director is hereby authorized to execute and deliver the Amendatory Loan Agreement on behalf of the Borough and to deliver the 2020 Refunding Bond and Exchanged 2013 Bond, as the case may be, executed in accordance with the provisions of the Bond Resolution and this resolution, to the Bond Bank in exchange for the 2013 Bond. The Borough Mayor, Finance Director and other appropriate officers and employees of Borough are also hereby authorized to provide financial information about the Borough that the Bond Bank may require for the official statement for the Bond Bank Refunding Bonds.

SECTION 2. **Tax Matters**. The 2013 Bond was issued as a tax-exempt obligation under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"). Subject to applicable law, the 2020 Refunding Bond may be issued on a tax-exempt or taxable basis, as determined by the Mayor or Finance Director. The Exchanged 2013 Bond shall retain its original tax treatment under the Code.

SECTION 3. **General Authorization**. The Mayor, Finance Director, Borough Clerk, Borough Attorney, and any other appropriate officers, agents, attorneys and employees of the Borough are each hereby authorized and directed to cooperate with the Bond Bank and to take such steps, do such other acts and things, and execute such letters, certificates, agreements, papers, financing statements, assignments or instruments as in their judgment may be necessary, appropriate or desirable to carry out the terms and provisions of, and complete the transactions contemplated by, this Resolution.

SECTION 4. **Prior Acts**. Any and all acts heretofore taken by officers, agents, attorneys and employees of the Borough in connection with refinancing the 2013 Bond are hereby ratified and confirmed.**SECTION 5. Recitals**. The recitals to this resolution are hereby incorporated into this resolution as if fully set forth herein.

SECTION 6. Effective Date. This resolution shall become effective immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 16TH DAY OF JUNE, 2020.

Kelly Cooper, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

KENAI PENINSULA BOROUGH 1964

Yes:	Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper
No:	None
Absent:	None

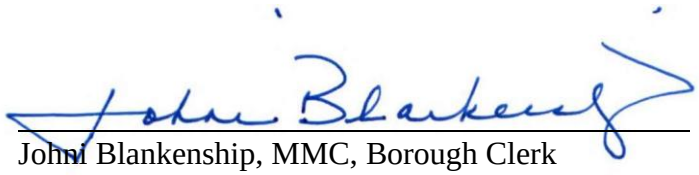
CERTIFICATE

I, the undersigned, Clerk of the Kenai Peninsula Borough, Alaska (the "Borough"), Do HEREBY CERTIFY:

1. That the attached resolution is a true and correct copy of Resolution No. 2020-044 (the "Resolution") of the Borough as approved at a regular meeting of the Assembly of the Kenai Peninsula Borough, Alaska (the "Assembly") held on the 16th day of June, 2020, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such regular meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Assembly voted in the proper manner for the approval of the Resolution; that all other requirements and proceedings incident to the proper approval of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of June, 2020.



Johni Blankenship, MMC, Borough Clerk
Kenai Peninsula Borough

Introduced by:	Mayor
Date:	12/04/12
Action:	Adopted
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
RESOLUTION 2012-091

A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS OF THE KENAI PENINSULA BOROUGH IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED ONE MILLION FOUR HUNDRED THOUSAND DOLLARS ($1,400,000) TO PAY THE COSTS OF CAPITAL IMPROVEMENTS IN THE BEAR CREEK FIRE SERVICE AREA, FIXING CERTAIN DETAIL OF SUCH BONDS, AND PLEDGING THE FULL FAITH AND CREDIT OF THE BEAR CREEK FIRE SERVICE AREA TO THE PAYMENT THEREOF

WHEREAS, pursuant to Ordinance 2007-24 of the Kenai Peninsula Borough (the "Borough") passed and approved on August 7, 2007, and as further clarified by the assembly on August 21, 2007, the following question, referred to at the election held on October 2, 2007, as Proposition No. 4, ("Proposition 4") was passed and approved:

PROPOSITION NO. 4
BEAR CREEK FIRE SERVICE AREA CAPITAL IMPROVEMENT PROJECT AND ISSUANCE OF GENERAL OBLIGATION BONDS

Shall the Kenai Peninsula Borough spend $3,500,000 for capital improvements related to the Bear Creek Fire Service Area and issue up to $1,400,000 of general obligation bonds to provide funding for the project?

The bond proceeds of $1,400,000 will be used to pay the costs of planning, designing, acquiring property for, site preparation, financing, constructing, acquiring, renovating, expanding, installing and equipping the Bear Creek Fire Service Area facility located within the Bear Creek Fire Service Area. Issuance of the bonds is subject to availability of grant funds for the remaining costs of the project; if the grant funding is not received the bonds will not be issued.

The general obligation bond debt will be paid from operating revenues generated by the Bear Creek Fire Service Area and from ad valorem taxes on all taxable property levied and collected in the Bear Creek Fire Service Area. The Bear Creek Fire Service Area will pledge its full faith and credit for payment of the general obligation bond debt.

Voter approval of this bond proposition authorizes for each $100,000 of assessed real and personal property value in the Bear Creek Fire Service Area (based on the estimated 2007 tax year assessed valuation) an annual tax of approximately $100.00 (an amount equal to approximately 1.0 mill) to retire the proposed general obligation bond debt.

YES [A Yes vote approves the sale of the bonds and construction of a new fire and emergency services facility – based on receiving $2,100,000 of additional grant funding.]

NO [A No vote prohibits the issuance of the bonds and the construction project.]

WHEREAS, Section 29.47.410 of the Alaska Statutes provides that the Assembly by ordinance or resolution may provide for the form and manner of sale of bonds and notes; and

WHEREAS, it is necessary and in the best interest of the Borough and its residents that the Borough proceed to plan, design, do site preparation for, construct, acquire, renovate, install, and equip the capital improvements within the Borough described in Proposition 4 (the "Project"), and issue not to exceed $1,400,000 principal amount of the general obligation bonds referred to in Proposition 4, constituting all of the unsold general obligation bonds referred to therein, to pay a portion of costs of the Project; and

WHEREAS, a Loan Agreement would be entered into between the Alaska Municipal Bond Bank and the Borough, which provides for the Alaska Municipal Bond Bank to purchase the Bonds on the terms and conditions set forth therein and in this resolution, and it is in the best interest of the Borough that it sell the bonds to the Alaska Municipal Bond Bank under such terms and conditions;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. Definitions. The following terms shall have the following meanings in this resolution:

(a) "Acquired Obligations" means and includes any of the following securities, if and to the extent the same are at the time legal for investment of funds of the Borough: any noncallable bonds or other noncallable obligations which as to principal and interest constitute direct obligations of, or are unconditionally guaranteed by, the United States of America.

(b) "Assembly" means the Assembly of the Borough, as the general legislative authority of the Borough, as the same shall be duly and regularly constituted from time to time.

(c) "Bond" or "Bonds" means any of the Bonds of the Borough, the issuance and sale of which are authorized herein as the evidence of the indebtedness referred to in Proposition 4.

(d) "Bond Bank" means the Alaska Municipal Bond Bank.

(e) "Bond Register" means the registration books maintained by the Registrar, which include the names and addresses of the owners or nominees of the Registered Owners of the Bonds.

(f) "Borough" means the Kenai Peninsula Borough, a municipal corporation of the State of Alaska, organized as a second class borough under Title 29 of the Alaska Statutes.

(g) "Code" means the Internal Revenue Code of 1986, as amended from time to time, together with all regulations applicable thereto.

(h) "Cost" or "Costs" means the cost of planning, designing, site preparation, constructing, acquiring, renovating, installing, and equipping the Project, including interest on the Bonds during the period of planning, designing, site preparation, constructing, acquiring, renovating, installing, and equipping the Project, the cost whether incurred by the Borough, the Service Area, or by another of field surveys and advance planning undertaken in connection with the Project properly allocable to the Project, the cost of acquisition of any land or interest therein required as the site or sites of the Project or for use in connection therewith, the cost of any indemnity and surety bonds and premiums on insurance incurred in connection with the Project prior to or during construction thereof, all related direct administrative and inspection expenses whether incurred by the Borough, the Service Area, or by another in connection with the Project prior to or during construction thereof, and allocation of portions of direct costs of the Borough or the Service Area, legal fees, costs of issuance of the Bonds by the Borough, including financing charges and fees and expenses of bond counsel, financial advisors, and consultants in connection therewith, the cost of any bond insurance premium, the cost of audits, the cost of all machinery, apparatus, and equipment, cost of engineering, architectural services, designs, plans, specifications, and surveys, estimates of cost, the reimbursement of all moneys advanced from whatever source for the payment of any item or items of cost of the Project, and all other expenses necessary or incidental to determining the feasibility or practicability of the Project, and such other expenses not specified herein as may be necessary or incidental to the acquisition and

development of the Project, the financing thereof and the putting of the same in use and operation.

(i) "Loan Agreement" means the Loan Agreement between the Borough and the Bond Bank, dated as of the first day of the month in which the Bonds are delivered.

(j) "Registered Owner" means the person named as the registered owner of a Bond in Bond Register.

(k) "Registrar" means the Finance Director of the Borough, or any successor that the Borough may appoint by resolution.

(l) "Service Area" means the Bear Creek Fire Service Area located within the Borough.

SECTION 2. Authorization of Bonds and Purpose of Issuance. For the purpose of providing the funds required to pay a portion of the Costs of the Project, to provide for original issue premium or discount, if any, and to pay all costs incidental thereto and to the issuance of the Bonds, the Borough hereby authorizes and determines to issue and to sell the Bonds in the aggregate principal amount of not to exceed $1,400,000. The Bonds shall be designated "Kenai Peninsula Borough, Alaska Bear Creek Fire Service Area General Obligation Bonds."

The Borough has ascertained and hereby determines that each and every matter and thing as to which provision is made in this resolution is necessary in order to carry out and effectuate the purpose of the Borough in accordance with the Constitution and the statutes of the State of Alaska and to incur the indebtedness and issue the Bonds as referred to in Proposition 4.

SECTION 3. Obligation of Bonds. The Bonds shall be direct and general obligations of the Service Area and the full faith and credit of the Service Area are hereby pledged to the payment of the principal of and interest on the Bonds. The Borough hereby irrevocably pledges and covenants that it will levy and collect taxes upon all taxable property within the Service Area without limitation as to rate or amount, in amounts sufficient, together with other funds legally available therefor, to pay the principal of and interest on the Bonds as the same become due and payable.

SECTION 4. Date, Maturities, Interest Rates, and Other Details of Bonds. The Bonds shall be dated the date of delivery, shall be in the denomination of $5,000 or any integral multiple thereof, or such other date and denominations as may be determined by the Mayor or Finance Director, and shall be numbered separately in such manner and with any additional designation as the Registrar deems necessary for purposes of identification.

The Bonds shall bear interest from the date thereof, payable and semiannually on such dates as may be determined by the Mayor or Finance Director. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months. The Mayor or Finance Director is authorized to fix and determine the maturity dates and the rate of interest on each principal installment of the Bonds, provided that (i) no rate of interest on a principal installment shall exceed the rate of interest on the corresponding maturity of the bonds of the Bond Bank issued to provide funds to purchase the Bonds; (ii) the true interest cost of the Bonds shall not exceed 6.0% unless approved by resolution of the Assembly; and (iii) all of the Bonds shall mature on or before December 31, 2033.

SECTION 5. Place and Medium of Payment. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America which, on the respective dates of payment thereof, shall be legal tender for the payment of public and private debts. For so long as all outstanding Bonds are registered in the name of the Alaska Municipal Bond Bank, payments of principal and interest thereon shall be made as provided in the Loan Agreement. In the event that the Bonds are no longer owned by the Alaska Municipal Bond Bank, payments of principal and interest on the Bonds will be made by check or draft mailed by first class mail to the Registered Owners of the Bonds at the addresses for such Registered Owners appearing on the Bond Register on or before the payment date, provided that the final installment of principal and interest on the Bonds will be payable upon presentation and surrender of the Bonds by the Registered Owner at the principal office of the Registrar.

SECTION 6. Optional Redemption. The Bonds may be subject to redemption, at the Borough's option, as provided in the Loan Agreement.

SECTION 7. Form of Bond. Each Bond shall be in substantially the following form, subject to the provisions of the Loan Agreement:

UNITED STATES OF AMERICA
STATE OF ALASKA

KENAI PENINSULA BOROUGH
(A Municipal Corporation of the State of Alaska)

NO. ____ $_____

KENAI PENINSULA BOROUGH, ALASKA BEAR CREEK FIRE SERVICE AREA GENERAL OBLIGATION BONDS

REGISTERED OWNER:

PRINCIPAL AMOUNT:

The Kenai Peninsula Borough, Alaska (the "Borough"), a municipal corporation of the State of Alaska, hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or its registered assigns, the Principal Amount indicated above in the following installments on ____ 1 of each of the following years, and to pay interest on such installments from the date hereof, payable on **[____ 1, 20__]** and semiannually thereafter on the first days of June and December of each year, at the rates per annum as follows:

Year	Principal Amount	Interest Rate

For so long as this Bond is owned by the Alaska Municipal Bond Bank (the "Bank"), payment of principal and interest shall be made as provided in the Loan Agreement between the Bank and the Borough (the "Loan Agreement"). In the event that this Bond is no longer owned by the Bank, payment of principal of and interest on this Bond will be made by check or draft mailed by first class mail to the registered owner at the address appearing on the bond register of the Borough on or before the payment date, provided that the final installment of principal and interest on this Bond will be payable at the office of the Borough Finance Director (the "Registrar") upon surrender of this Bond. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months. Both principal of and interest on this bond are payable in lawful money of the United States of America which, on the respective dates of payment thereof, shall be legal tender for the payment of public and private debts.

This Bond is one of the Bear Creek Fire Service Area General Obligation Bonds of like tenor and effect except as to interest rate, serial number, and maturity, aggregating $_____ in principal amount, and constituting bonds authorized for the purpose of paying the cost of the educational capital improvements in the Borough, and is issued under Resolution 2012-091 of the Borough entitled:

> A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS OF THE KENAI PENINSULA BOROUGH IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED ONE MILLION FOUR HUNDRED THOUSAND DOLLARS ($1,400,000) TO PAY THE COSTS OF CAPITAL IMPROVEMENTS IN THE BEAR CREEK FIRE SERVICE AREA, FIXING CERTAIN DETAIL OF SUCH BONDS, AND PLEDGING THE FULL FAITH AND CREDIT OF THE BEAR CREEK FIRE SERVICE AREA TO THE PAYMENT THEREOF

(herein called the "Resolution").

The Bonds will be subject to redemption at the option of the Borough as described in the Loan Agreement.

This Bond is transferable as provided in the Resolution, (i) only upon the bond register of the Borough, and (ii) upon surrender of this Bond together with a written instrument of transfer duly executed by the registered owner or the duly authorized attorney of the registered owner, and thereupon a new fully registered Bond or Bonds in the same aggregate principal amount and

maturity shall be issued to the transferee in exchange therefor as provided in the Resolution and upon the payment of charges, if any, as therein prescribed. The Borough may treat and consider the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price, if any, hereof and interest due hereon and for all other purposes whatsoever.

The full faith and credit of the Bear Creek Fire Service Area are pledged for the payment of the principal of and interest on the Bond as the same shall become due.

IT IS HEREBY CERTIFIED AND RECITED that all conditions, acts, or things required by the constitution or statutes of the State of Alaska to exist, to have happened, or to have been performed precedent to or in the issuance of this Bond, exist, have happened, and have been performed, and that the series of Bonds of which this is one, together with all other indebtedness of the Borough, is within every debt and other limit prescribed by said constitution or statutes.

IN WITNESS WHEREOF, THE KENAI PENINSULA BOROUGH, ALASKA, has caused this Bond to be signed in its name and on its behalf by its Mayor and its corporate seal to be hereunto impressed or otherwise reproduced and attested by its Clerk, all as of the ____ day of _____, 2012.

_____
Mike Navarre, Mayor

ATTEST:

_____
Johni Blankenship, MMC, Borough Clerk

SECTION 8. Execution. The Bonds shall be executed in the name of the Borough by the Mayor, and its corporate seal shall be impressed or otherwise reproduced thereon and attested by the Borough Clerk. The execution of a Bond on behalf of the Borough by persons that at the time of the execution are duly authorized to hold the proper offices shall be valid and sufficient for all purposes, although any such person shall have ceased to hold office at the time of delivery of the Bond or shall not have held office on the date of the Bond.

SECTION 9. Registration.

(a) The Bonds shall be issued only in registered form as to both principal and interest. The Borough designates the Borough Finance Director as Registrar for the Bonds. The Registrar shall keep, or cause to be kept, the Bond Register at the principal office of the Borough.

(b) The Borough, in its discretion, may deem and treat the Registered Owner of each Bond as the absolute owner thereof for all purposes, and neither the Borough nor the Registrar shall be affected by any notice to the contrary. Payment of any such Bond shall be made only as described in Section 5, but

such registration may be transferred as herein provided. All such payments made as described in Section 5 shall be valid and shall satisfy and discharge the liability of the Borough upon such Bond to the extent of the amount or amounts so paid.

(c) Bonds shall be transferred only upon the Bond Register kept by the Registrar. Upon surrender for transfer or exchange of any Bond at the office of the Registrar, with a written instrument of transfer or authorization for exchange in form and with guaranty of signature satisfactory to the Registrar, duly executed by the registered owner of its duly authorized attorney, the Borough shall execute and the Registrar shall delivery an equal aggregate principal amount of Bonds of the same maturity of any authorized denominations, subject to such reasonable regulations as the Registrar may prescribe and upon payment sufficient to reimburse it for any tax, fee or other governmental charge required to be paid in connection with such transfer or exchange. All Bonds surrendered for transfer or exchange shall be canceled by the Registrar. The Registrar shall not be required to transfer or exchange any Bond after the Bond has been called for redemption.

(d) The Borough covenants that, until all Bonds have been surrendered and canceled, it will maintain a system for recording the ownership of each Bond that complies with the provisions of Section 149 of the Code.

SECTION 10. Mutilated, Destroyed, Stolen, or Lost Bonds. Upon surrender to the Registrar of Mutilated Bond, the Borough shall execute and deliver a new Bond of like maturity and principal amount. Upon filing with the Registrar of evidence satisfactory to the Borough that a Bond has been destroyed, stolen, or lost and of the ownership thereof, and upon furnishing the Borough with identification satisfactory to it, the Borough shall execute and deliver a new Bond of like maturity and principal amount. The person requesting the authentication and delivery of a new Bond pursuant to this section shall comply with such other reasonable regulations as the Borough may prescribe and pay such expenses as the Borough may incur in connection therewith. Any Bonds issued pursuant to this section in substitution for Bonds alleged to be destroyed, stolen or lost shall constitute original additional contractual obligations on the part of the Borough, whether or not the Bonds alleged to be destroyed, stolen, or lost be at any time enforceable by anyone.

SECTION 11. Disposition of the Sale Proceeds of the Bonds. The sale proceeds of the Bonds representing accrued interest on the Bonds may be applied to pay a portion of the interest due on the Bonds on the first interest payment date. The remainder of the sale proceeds of the Bonds shall be applied to pay Costs. The sale proceeds of the Bonds shall be deposited in the appropriate funds or accounts of the Borough for such purposes.

SECTION 12. Tax Covenants. The Borough covenants to comply with any and all applicable requirements set forth in the Code in effect from time to time to the extent that

such compliance shall be necessary for the exclusion of the interest on the Bonds from gross income for federal income tax purposes. The Borough covenants that it will make no use of the proceeds of the Bonds which will cause the Bonds to be "arbitrage bonds" subject to federal income taxation by reason of Section 148 of the Code. The Borough covenants that it will not take or permit any action that would cause the Bonds to be "private activity bonds" as defined in Section 141 of the Code.

SECTION 13. Sale of the Bonds; Loan Agreement. The sale of for not to exceed $1,400,000 aggregate principal amount of the Bonds, as provided in the Loan Agreement and this resolution, is hereby authorized and approved. The Mayor or Borough Finance Director is hereby authorized to execute and deliver the Loan Agreement, and a Continuing Disclosure Certificate and such other documents as may be necessary to effectuate issuances of the Bonds on behalf of the Borough.

SECTION 14. Authority of Officers. The Mayor, the Borough Finance Director, the Borough Clerk are, and each of them hereby is, authorized and directed to do and perform all things and determine all matters not determined by this resolution, or to be determined by a subsequent ordinance or resolution, to the end that the Borough may carry out its obligations under the Bonds and this resolution.

SECTION 15. Defeasance. In the event that money and/or non-callable Acquired Obligations maturing at such times and bearing interest to be earned thereon in amounts sufficient to redeem and retire any or all of the Bonds in accordance with their terms are set aside in a special trust account to effect such redemption or retirement and such moneys and the principal of and interest on such Acquired Obligations are irrevocably set aside and pledged for such purpose, then no further payments need to be made to pay or secure the payment of the principal of and interest on such Bonds and such Bonds shall be deemed not to be outstanding.

SECTION 16. Amendatory and Supplemental Resolutions.

(a) The Assembly from time to time and at any time may adopt a resolution or resolutions supplemental hereof, which resolution or resolutions thereafter shall become a part of this resolution, for any one or more of the following purposes:

(i) To add to the covenants and agreements of the Borough in this resolution, other covenants and agreements thereafter to be observed, or to surrender any right or power herein reserved to or conferred upon the Borough.

(ii) To make such provisions for the purpose of curing any ambiguities or of curing, correcting or supplementing any defective provision contained in this resolution or in regard to matters or questions arising

under this resolution as the Assembly may deem necessary or desirable and not inconsistent with this resolution and which shall not adversely affect the interest of the Registered Owner of the Bonds.

Any such supplemental resolution may be adopted without the consent of the Registered Owner of any of the Bonds at any time outstanding, notwithstanding any of the provisions of subsection (b) of this section.

(b) With the consent of a bond insurer, if any, or the Registered Owners of not less than 60 percent in aggregate principal amount of the Bonds at the time outstanding, the Assembly may adopt a resolution or resolutions supplemental hereto for the purpose of adding any provisions to or changing in any manner or eliminating any of the provisions of this resolution or of any supplemental resolution; provided, however that no such supplemental resolution shall:

(i) extend the fixed maturity of any of the Bonds, or reduce the rate of interest thereon, or reduce the amount or change the date of any sinking fund installment, or extend the time of payments of interest from their due date, or reduce the amount of the principal thereof, or reduce any premium payable on the redemption thereof, without the consent of the owners of each Bond so affected; or

(ii) reduce the aforesaid percentage of owners of Bonds required to approve any such supplemental resolution without the consent of the owners of all the Bonds then outstanding.

It shall not be necessary for the consent of the Registered Owners of the Bonds under this subsection to approve the particular form of any proposed supplemental resolution, but it shall be sufficient if such consent approves the substance thereof.

(c) Upon the adoption of any supplemental resolution under this section, this resolution shall be deemed to be modified and amended in accordance therewith, and the respective rights, duties and obligations under this resolution of the Borough and all Registered Owners of outstanding Bonds shall thereafter be subject in all respects to such modification and amendment, and all the terms and conditions of the supplemental resolution shall be deemed to be part of the terms and conditions of this resolution for any and all purposes.

(d) Bonds executed and delivered after the execution of any supplemental resolution adopted under this section may bear a notation as to any matter provided for in such supplemental resolution, and if such supplemental resolution shall so provide, new Bonds modified so as to conform, in the opinion of the Borough, to any modification of this resolution contained in any such supplemental resolution may be prepared by the Borough and delivered without cost to the Registered Owner of the Bonds then

outstanding, upon surrender for cancellation of such Bonds in equal aggregate principal amounts.

SECTION 17. Miscellaneous.

(a) All payments made by the Borough of, or on account of, the principal of or interest on the Bonds shall be made on the several Bonds ratably and in proportion to the amount due thereon, respectively, for principal or interest as the case may be.

(b) No recourse shall be had for the payment of the principal of or the interest on the Bonds or for any claim based thereon or on this resolution against any member of the Assembly or officer of the Borough or any person executing the Bonds. The Bonds are a debt only of the Service Area and are not and shall not be in any way a debt or liability of the Borough, the State of Alaska or of any political subdivision thereof, and do not and shall not create or constitute an indebtedness or obligation, either legal, moral or otherwise, of the Borough, the State or of any political subdivision thereof.

SECTION 18. Severability. If any one or more of the provisions of this resolution shall be declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Bonds.

SECTION 19. Effective date. This resolution shall take effect immediately.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 4TH DAY OF DECEMBER, 2012.

_____
Linda Murphy, Assembly President

ATTEST:

_____
Johni Blankenship, MMC, Borough Clerk

Yes:	Haggerty, Johnson, McClure, Pierce, Smalley, Smith, Tauriainen, Wolf, Murphy
No:	None
Absent:	None

Introduced by:	Mayor
Date:	09/15/20
Hearing:	10/13/20
Action:	Postponed as Amended to 12/01/20
Vote:	9 Yes, 0 No, 0 Absent
Date:	12/01/20
Action:	Tabled as Amended
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
ORDINANCE 2020-19-08

AN ORDINANCE APPROPRIATING REFINANCED 2013 SCHOOL GENERAL OBLIGATION BOND PROCEEDS FOR THE PURPOSE OF PAYING BOND REFINANCING ISSUANCE COSTS

WHEREAS, the Kenai Peninsula Borough, Alaska (the "Borough"), to finance certain educational capital improvements, issued and sold its Education Capital Improvement General Obligation Bond, Series 2013, dated November 14, 2013, in the original principal amount of $20,860,000 (the "2013 Bond") to the Alaska Municipal Bond Bank (the "Bond Bank"), as authorized by Resolution No. 2013-071 of the Borough adopted on October 8, 2013 (the "Bond Resolution"), based on terms and conditions set forth in the Bond Resolution and a loan agreement between the Borough and the Bond Bank dated as of November 1, 2013 (the "Loan Agreement"); and

WHEREAS, the Bond Bank issued and sold its General Obligation Bonds, 2013 Series Three (the "Bond Bank Bonds"), to, among other things, provide funds to purchase the 2013 Bond, as provided in the Loan Agreement; and

WHEREAS, Section 6 of the Loan Agreement provides that payments of principal of and interest on the 2013 Bond may be adjusted to reduce debt service on the 2013 Bond if the Bond Bank is able to achieve debt service savings by refunding the Bond Bank Bonds; and

WHEREAS, the Bond Bank now intends to issue a series of its general obligation refunding bonds (the "Bond Bank Refunding Bonds") for the purpose, among others, of refunding all, or a portion, of the outstanding Bond Bank Bonds and achieving debt service savings; and

WHEREAS, through Resolution 2020-042, the assembly approved the Borough's participation in this refinancing and to authorize the mayor or his designee to accept a revised debt service schedule for the 2013 Bond if the Bond Bank successfully refinances the Bond Bank Bonds; and

WHEREAS, the Bond Bank anticipates a refinancing closing date following October 1, 2020;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That 2013 refinanced school bond proceeds in the amount of up to $6,860.00 are appropriated to the School Bond Capital Project Fund, account number 401.78050.21BND.49999 to pay costs related to the issuance.

SECTION 2. That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

SECTION 3. That eligible costs incurred prior to the appropriation date will be charged to the project.

SECTION 4. This ordinance takes effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2020.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

10/13/20 Vote on motion to postpone as amended to 12/01/20:

Yes:	Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper
No:	None
Absent:	None

12/01/20 Vote on motion to table as amended:

Yes:	Bjorkman, Carpenter, Chesley, Cox, Derkevorkian, Dunne, Elam, Johnson, Hibbert
No:	None
Absent:	None

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Kelly Cooper, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor CP

FROM: Brandi Harbaugh, Finance Director BH

DATE: September 3, 2020

SUBJECT: Ordinance 2020-19 08, Appropriating Refinanced 2013 School General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor)

In May 2020, the Kenai Peninsula Borough approved Resolution 2020-042, authorizing the Borough's participation in the refinancing of select series for the 2013 school general obligation bonds.

Due to reductions in long term interest rates, the Alaska Municipal Bond Bank has determined that a portion of the outstanding 2013 school bonds could be refinanced, with potential savings to borough residents of approximately $670,000 in interest over the remaining life of the debt. This ordinance appropriates refinanced bond proceeds for the purpose of paying costs related to the issuance of the bond refinancing.

Your consideration is appreciated.

FINANCE DEPARTMENT
ACCOUNT / FUNDS VERIFIED

Acct. No. 401.00000.21BND.39010

Amount: $6,860.00

By: PP Date: 9/2/2020

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Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor CP

FROM: Brandi Harbaugh, Finance Director BH

DATE: November 19, 2020

SUBJECT: Request to Table Ordinance 2020-19-08, Appropriating Refinanced 2013 School General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor)

The Alaska Supreme Court's recent decision which invalidated a plan to sell bonds to pay oil tax credits has caused a certain amount of uncertainty in the Alaska bond market. The Alaska Department of Law has requested a rehearing to better define the scope of the ruling.

The Alaska Municipal Bond Bank has delayed its bond issue for a time uncertain as a result of the recent decision. Therefore, pending further analysis of the effect of the Supreme Court ruling we are looking to postpone the refinancing of the 2013 School General Obligation Bonds until calendar year 2021.

Therefore, we are requesting to table this ordinance until early 2021, providing more time for analysis and review of the market

Your consideration is appreciated.

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Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Kelly Cooper, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor CP

FROM: Brandi Harbaugh, Finance Director BH

DATE: October 1, 2020

SUBJECT: Amendment to Ordinance 2020-19-08, Appropriating Refinanced 2013 School General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs & Request to Postpone Hearing (Mayor)

The Alaska Supreme Court's recent decision which invalidated a plan to sell bonds to pay oil tax credits has caused a certain amount of uncertainty in the Alaska bond market. The Alaska Department of Law has requested a rehearing to better define the scope of the ruling. The Alaska Municipal Bond Bank has delayed its bond issue for a time uncertain as a result of the recent decision. Therefore, pending further analysis of the effect of the Supreme Court ruling we are seeking to postpone the refinancing of the 2013 School General Obligation Bonds until after October 2020.

Based on the above circumstances, postponement of the hearing on this ordinance to the November 10, 2020, meeting is requested as well as the following amendment:

(Please note the bold underlined language is new and the bracketed strikeout language is to be deleted.)

- Amend the last whereas clause, as follows:

WHEREAS, the Bond Bank anticipates a refinancing closing date **[~~of September 2020~~] <u>following October 1, 2020</u>**;

Your consideration is appreciated.

Introduced by:	Mayor
Date:	10/08/13
Action:	Adopted
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
RESOLUTION 2013-071

A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS OF THE KENAI PENINSULA BOROUGH IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED $22,987,000 TO PAY THE COSTS OF EDUCATIONAL CAPITAL IMPROVEMENTS IN THE BOROUGH, FIXING CERTAIN DETAILS OF SUCH BONDS, AND PLEDGING THE FULL FAITH AND CREDIT OF THE BOROUGH TO THE PAYMENT THEREOF

WHEREAS, pursuant to Ordinance 2013-28 of the Kenai Peninsula Borough (the "Borough") enacted on August 6, 2013, the following question, referred to at the election held on October 1, 2013 as Proposition No. 2 ("Proposition 2"), was passed and approved:

PROPOSITION NO. 2

Shall the Kenai Peninsula Borough borrow up to $22,987,000 through the issuance of general obligation bonds?

The general obligation bond proceeds will be used to pay costs of planning, designing, site preparation, constructing, acquiring, renovating, installing and equipping educational capital improvement projects consisting of a new Homer High School field and roof replacements at Tustumena Elementary School, Skyview School, Soldotna Middle School, Homer Junior High School, Paul Banks School, Kenai Central High School, Soldotna High School, Kenai Middle School, Kenai Alternative School, and Ninilchik School, and similar education capital improvements in the Borough.

The debt will be paid from ad valorem taxes on all taxable property levied and collected areawide in the Borough. The Borough will also pledge its full faith and credit for payment of the debt. The approximate annual amount of taxes on $100,000 of assessed real or personal property value (based on the Borough's FY2014 taxable assessed valuation) to retire the debt is $6.77, assuming 70 percent debt service reimbursement from the State of Alaska.

No bonds will be issued, unless and until the project qualifies for at least 70 percent debt service reimbursement from the State of Alaska under existing or new legislation. Receipt of State reimbursement is subject to annual legislative appropriations.

FISCAL NOTE: it is estimated that the annual debt service for the school bonds would be approximately $1,574,500 of which $1,102,150 would be received from the State of Alaska under the 70% debt reimbursement program, resulting in a net cost to the Borough of $472,350; an amount equal to $6.77 per $100,000 of assessed real or personal property (based upon the Borough's FY2014 taxable assessed valuation).

Shall the Kenai Peninsula Borough borrow up to $22,987,000 through the issuance of general obligation bonds?

Yes [A "Yes" vote approves the sale of bonds only if, and to the extent that, such project qualifies for at least 70% debt reimbursement from the State of Alaska.]

No [A "No" vote opposes the sale of bonds.]

WHEREAS, Section 29.47.410 of the Alaska Statutes provides that the Assembly by ordinance or resolution may provide for the form and manner of sale of bonds and notes; and

WHEREAS, the Borough received formal notification from the Alaska Department of Education and Early Development ("DEED") that the Project herein is eligible for debt reimbursement at a rate of 70 percent; and

WHEREAS, it is necessary and in the best interest of the Borough and its residents that the Borough proceed to plan, design, do site preparation for, construct, acquire, renovate, install and equip the capital improvements within the Borough described in Proposition 2 (the "Project"), and issue the general obligation bonds referred to in Proposition 2 in the principal amount not to exceed $22,987,000, constituting all of the unsold general obligation bonds referred to therein, to pay costs of the Project; and

WHEREAS, it is in the best interest of the Borough to enter into a Loan Agreement between the Alaska Municipal Bond Bank and the Borough, which provides for the Alaska Municipal Bond Bank to purchase the Bonds on the terms and conditions set forth therein and in this resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. Definitions. The following terms shall have the following meanings in this resolution:

(a) "Assembly" means the Assembly of the Borough, as the general legislative authority of the Borough, as the same shall be duly and regularly constituted from time to time.

(b) "Bond" or "Bonds" means any of the Bonds of the Borough, the issuance and sale of which are authorized herein as the evidence of the indebtedness referred to in Proposition 2.

(c) "Bond Bank" means the Alaska Municipal Bond Bank.

(d) "Bond Register" means the registration books maintained by the Registrar, which include the names and addresses of the owners or nominees of the Registered Owners of the Bonds.

(e) "Borough" means the Kenai Peninsula Borough, a municipal corporation of the State of Alaska, organized as a second class borough under Title 29 of the Alaska Statutes.

(f) "Code" means the Internal Revenue Code of 1986, as amended from time to time, together with all regulations applicable thereto.

(g) "Continuing Disclosure Certificate" means the certificate dated as of the date of the Bonds, described in Section 18 of this resolution.

(h) "Cost" or "Costs" means the cost of planning, designing, acquiring property for, site preparation, constructing, acquiring, renovating, installing and equipping the Project, including interest on the Bonds during the period of planning, designing, acquiring property for, site preparation, constructing, acquiring, renovating, installing, and equipping the Project, the cost whether incurred by the Borough or by another of field surveys and advance planning undertaken in connection with the Project properly allocable to the Project, the cost of acquisition of any land or interest therein required as the site or sites of the Project or for use in connection therewith, the cost of any indemnity and surety bonds and premiums on insurance incurred in connection with the Project prior to or during construction thereof, all related direct administrative and inspection expenses whether incurred by the Borough or by another in connection with the Project prior to or during construction thereof and allocable portions of direct costs of the Borough, legal fees, costs of issuance of the Bonds by the Borough, including financing charges and fees and expenses of bond counsel, financial advisors and consultants in connection therewith, the cost of any bond insurance premium, the cost of audits, the cost of all machinery, apparatus and equipment, cost of engineering, architectural services, designs, plans, specifications and surveys, estimates of cost, the reimbursement of all moneys advanced from whatever source for the payment of any item or items of cost of the Project, and all other expenses necessary or incidental to

determining the feasibility or practicability of the Project, and such other expenses not specified herein as may be necessary or incident to the acquisition and development of the Project, the financing thereof and the putting of the same in use and operation.

(i) "Loan Agreement" means the Loan Agreement between the Borough and the Bond Bank.

(j) "Registered Owner" means the person named as the registered owner of a Bond in the Bond Register.

(k) "Registrar" means the Finance Director of the Borough, or any successor that the Borough may appoint through resolution.

SECTION 2. Authorization of Bonds and Purpose of Issuance. For the purpose of providing the funds required to pay the Costs of the Project, to provide for original issue discount or premium, if any, and to pay all costs incidental thereto and to the issuance of the Bonds, the Borough hereby authorizes and determines to issue and sell the Bonds in the aggregate principal amount of not to exceed $22,987,000. The Bonds shall be designated "Kenai Peninsula Borough, Alaska General Obligation School Bonds."

The Borough has ascertained and hereby determines that each and every matter and thing as to which provision is made in this resolution is necessary in order to carry out and effectuate the purpose of the Borough in accordance with the Constitution and the statutes of the State of Alaska and to incur the indebtedness and issue the Bonds as referred to in Proposition 2.

SECTION 3. Obligation of Bonds. The Bonds shall be direct and general obligations of the Borough, and the full faith and credit of the Borough are hereby pledged to the payment of the principal of and interest on the Bonds. The Borough hereby irrevocably pledges and covenants that it will levy and collect taxes upon all taxable property within the Borough without limitation as to rate or amount, in amounts sufficient, together with other funds legally available therefor, to pay the principal of and interest on the Bonds as the same become due and payable.

SECTION 4. Date, Maturities, Interest Rates, and Other Details of Bonds. The Bonds shall be dated as of the date of delivery, shall be in the denomination of $5,000 or any integral multiple thereof, or such other date and denominations as may be determined by the Mayor or Finance Director, and shall be numbered separately in such manner and with any additional designation as the Registrar deems necessary for purposes of identification.

The Bonds shall bear interest from the date thereof, payable on May 15, 2014, and semiannually thereafter on November 15 and May 15 of each year or such other dates as may be determined by the Mayor or Finance Director. Interest

shall be computed on the basis of a 360-day year composed of twelve 30-day months. The Mayor or Finance Director is authorized to fix and determine the maturity dates and the rate of interest on each principal installment of the Bonds, provided that (i) no rate of interest on a principal installment shall exceed the rate of interest on the corresponding maturity of the bonds of the Bond Bank issued to provide funds to purchase the Bonds; (ii) the true interest cost of the Bonds shall not exceed 6.0 percent unless approved by resolution of the Assembly; and (iii) all of the Bonds shall mature on or before November, 2034.

SECTION 5. Payment of Principal and Interest. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America which, on the respective dates of payment thereof, shall be legal tender for the payment of public and private debts. For so long as all outstanding Bonds are registered in the name of the Alaska Municipal Bond Bank, payments of principal and interest thereon shall be made as provided in the Loan Agreement. In the event that the Bonds are no longer owned by the Bond Bank, payments of principal and interest on the Bonds will be made by check or draft mailed by first class mail to the Registered Owners of the Bonds at the addresses for such Registered Owners appearing on the Bond Register on the 15th day of the month preceding the payment date, provided that the final installment of principal and interest on the Bonds will be payable at the principal office of the Registrar upon surrender of the Bond.

SECTION 6. Defeasance. In the event money and/or non-callable direct obligations of, or obligations the timely payment of principal of and interest on which are unconditionally guaranteed by, the United States of America, maturing at such times and bearing interest to be earned thereon in amounts sufficient to redeem and retire any or all of the Bonds in accordance with their terms are set aside in a special trust account to effect such redemption or retirement and such moneys and the principal of and interest on such obligations are irrevocably set aside and pledged for such purpose, then no further payments need be made to pay or secure the payment of the principal of and interest on such Bonds and such Bonds shall be deemed not to be outstanding.

SECTION 7. Redemption. The Bonds, if any, subject to optional redemption by the Borough, the times when such Bonds are subject to optional redemption, the terms upon which such Bonds may be redeemed, and the redemption price or prices for such Bonds, shall be determined at the time of sale of the Bonds by the Mayor or Finance Director. For so long as the Bonds are held by the Bond Bank, redemption shall be in accordance with the provisions of the Loan Agreement.

SECTION 8. Form of Bond. Each Bond shall be in substantially the following form, subject to the provisions of the Loan Agreement:

UNITED STATES OF AMERICA
STATE OF ALASKA

KENAI PENINSULA BOROUGH
(A Municipal Corporation of the State of Alaska)

NO.____ $_____

GENERAL OBLIGATION SCHOOL BONDS 20___

REGISTERED OWNER: _____

PRINCIPAL AMOUNT: _____

The Kenai Peninsula Borough, Alaska (the "Borough"), a municipal corporation of the State of Alaska, hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or its registered assigns, the Principal Amount indicated above in the following installments on _____ 1 of each of the following years, and to pay interest on such installments from the date hereof, payable on _____ 1, 2014 and semiannually thereafter on the first days of _____ and _____ of each year, at the rates per annum as follows:

Year	Principal Amount	Interest Rate

For so long as this Bond is owned by the Alaska Municipal Bond Bank (the "Bank"), payment of principal and interest shall be made as provided in the Loan Agreement between the Bank and the Borough (the "Loan Agreement"). In the event that this Bond is no longer owned by the Bank, payment of principal of and interest on this Bond will be made by check or draft mailed by first class mail to the registered owner at the address appearing on the bond register of the Borough on the 15th day of the month preceding the payment date, provided that the final installment of principal and interest on this Bond will be payable at the office of the Borough Finance Director (the "Registrar") upon surrender of this Bond. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months. Both principal of and interest on this bond are payable in lawful money of the United States of America which, on the respective dates of payment thereof, shall be legal tender for the payment of public and private debts.

This Bond is one of the General Obligation School Bonds, 20___ of the Kenai Peninsula Borough, Alaska of like tenor and effect except as to interest rate, serial number and maturity, aggregating $_____ in principal amount, and constituting bonds authorized

for the purpose of paying the cost of the educational capital improvements in the Borough, and is issued under Resolution 2013-071 of the Borough entitled:

> A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS OF THE KENAI PENINSULA BOROUGH IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED $22,987,000 TO PAY THE COSTS OF EDUCATIONAL CAPITAL IMPROVEMENTS IN THE BOROUGH, FIXING CERTAIN DETAILS OF SUCH BONDS, AND PLEDGING THE FULL FAITH AND CREDIT OF THE BOROUGH TO THE PAYMENT THEREOF
>
> (herein called the "Resolution").

The Bonds will be subject to redemption at the option of the Borough as described in the Loan Agreement.

This Bond is transferable as provided in the Resolution, (i) only upon the bond register of the Borough, and (ii) upon surrender of this Bond together with a written instrument of transfer duly executed by the registered owner or the duly authorized attorney of the registered owner, and thereupon a new fully registered Bond or Bonds in the same aggregate principal amount and maturity shall be issued to the transferee in exchange therefor as provided in the Resolution and upon the payment of charges, if any, as therein prescribed. The Borough may treat and consider the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price, if any, hereof and interest due hereon and for all other purposes whatsoever.

This Bond is a general obligation of the Kenai Peninsula Borough, and the full faith and credit of the Borough is pledged for the payment of the principal of and interest on the Bond as the same shall become due.

IT IS HEREBY CERTIFIED AND RECITED that all conditions, acts or things required by the constitution or statutes of the State of Alaska to exist, to have happened or to have been performed precedent to or in the issuance of this Bond, exist, have happened and have been performed, and that the series of Bonds of which this is one, together with all other indebtedness of the Borough, is within every debt and other limit prescribed by said constitution or statutes.

IN WITNESS WHEREOF, THE KENAI PENINSULA BOROUGH, ALASKA, has caused this Bond to be signed in its name and on its behalf by its Mayor and its corporate seal to be hereunto impressed or otherwise reproduced and attested by its Clerk, all as of the ____ day of _____, 20__.

_____
MIKE NAVARRE
Borough Mayor

ATTEST:

_____

JOHNI BLANKENSHIP, MMC, Borough Clerk

SECTION 9. Execution. The Bonds shall be executed in the name of the Borough by the Mayor, and its corporate seal shall be impressed or otherwise reproduced thereon and attested by the Borough Clerk. The execution of a Bond on behalf of the Borough by persons that at the time of the execution are duly authorized to hold the proper offices shall be valid and sufficient for all purposes, although any such person shall have ceased to hold office at the time of delivery of the Bond or shall not have held office on the date of the Bond.

SECTION 10. Registration. (a) The Bonds shall be issued only in registered form as to both principal and interest. The Borough designates the Borough Finance Director as Registrar for the Bonds. The Registrar shall keep, or cause to be kept, the Bond Register at the principal office of the Borough.

(b) The Borough, in its discretion, may deem and treat the Registered Owner of each Bond as the absolute owner thereof for all purposes, and neither the Borough nor the Registrar shall be affected by any notice to the contrary. Payment of any such Bond shall be made only as described in Section 5, but such registration may be transferred as herein provided. All such payments made as described in Section 5 shall be valid and shall satisfy and discharge the liability of the Borough upon such Bond to the extent of the amount or amounts so paid.

(c) Bonds shall be transferred only upon the Bond Register kept by the Registrar. Upon surrender for transfer or exchange of any Bond at the office of the Registrar, with a written instrument of transfer or authorization for exchange in form and with guaranty of signature satisfactory to the Registrar, duly executed by the registered owner of its duly authorized attorney, the Borough shall execute and the Registrar shall deliver an equal aggregate principal amount of Bonds of the same maturity of any authorized denominations, subject to such reasonable regulations as the Registrar may prescribe and upon payment sufficient to reimburse it for any tax, fee or other governmental charge required to be paid in connection with such transfer or exchange. All Bonds surrendered for transfer or exchange shall be canceled by the Registrar. The Registrar shall not be required to transfer or exchange any Bond after the Bond has been called for redemption.

(d) The Borough covenants that, until all Bonds have been surrendered and canceled, it will maintain a system for recording the ownership of each Bond that complies with the provisions of Section 149 of the Code.

SECTION 11. Mutilated, Destroyed, Stolen or Lost Bonds. Upon surrender to the Registrar of a mutilated Bond, the Borough shall execute and deliver a new Bond of like maturity and principal amount. Upon filing with the Registrar of evidence satisfactory to the Borough that a Bond has been destroyed, stolen or lost and of the ownership thereof, and upon furnishing the Borough with identification satisfactory to it, the Borough shall execute and deliver a new Bond of like maturity and principal amount. The person requesting the authentication and delivery of a new Bond pursuant to this section shall comply with such other reasonable regulations as the Borough may prescribe and pay such expenses as the Borough may incur in connection therewith. Any Bonds issued pursuant to this section in substitution for Bonds alleged to be destroyed, stolen or lost shall constitute original additional contractual obligations on the part of the Borough, whether or not the Bonds alleged to be destroyed, stolen or lost be at any time enforceable by anyone.

SECTION 12. Disposition of the Sale Proceeds of the Bonds. The sale proceeds of the Bonds representing accrued interest on the Bonds, if any, shall be applied to pay a portion of the interest due on the Bonds on the first interest payment date for the Bonds. The remainder of the sale proceeds of the Bonds shall be applied to pay Costs. The sale proceeds of the Bonds shall be deposited in the appropriate funds or accounts of the Borough for such purposes as may be determined by the Finance Director.

SECTION 13. Tax Covenants. The Borough covenants to comply with any and all applicable requirements set forth in the Code in effect from time to time to the extent that such compliance shall be necessary for the exclusion of the interest on the Bonds from gross income for federal income tax purposes. The Borough covenants that it will make no use of the proceeds of the Bonds which will cause the Bonds to be "arbitrage bonds" subject to federal income taxation by reason of Section 148 of the Code. The Borough covenants that it will not take or permit any action that would cause the Bonds to be "private activity bonds" as defined in Section 141 of the Code.

SECTION 14. Sale of the Bonds; Loan Agreement. The sale of not to exceed $22,987,000 aggregate principal amount of the Bonds, as provided in the Loan Agreement and this resolution, is hereby authorized and approved. The Mayor and the Finance Director are each hereby authorized to execute and deliver the Loan Agreement, a Continuing Disclosure Certificate and such other documents as may be necessary to effectuate issuance of the Bonds on behalf of the Borough.

SECTION 15. Authority of Officers. The Mayor, the Borough Finance Director, and the Borough Clerk are, and each of them hereby is, authorized and directed to do and perform all things and determine all matters not determined by this resolution, or to be determined by a subsequent ordinance or resolution, to the end that the Borough may carry out its obligations under the Bonds and this resolution.

SECTION 16. Amendatory and Supplemental Resolutions. (a) The Assembly from time to time and at any time may adopt a resolution or resolutions supplemental hereof, which resolution or resolutions thereafter shall become a part of this resolution, for any one or more of the following purposes:

(i) To add to the covenants and agreements of the Borough in this resolution, other covenants and agreements thereafter to be observed, or to surrender any right or power herein reserved to or conferred upon the Borough.

(ii) To make such provisions for the purpose of curing any ambiguities or of curing, correcting or supplementing any defective provision contained in this resolution or in regard to matters or questions arising under this resolution as the Assembly may deem necessary or desirable and not inconsistent with this resolution and which shall not adversely affect the interest of the Registered Owner of the Bonds.

Any such supplemental resolution may be adopted without the consent of the Registered Owners of any of the Bonds at any time outstanding, notwithstanding any of the provisions of subsection (b) of this section.

(b) With the consent of a bond insurer, if any, or the Registered Owners of not less than 60 percent in aggregate principal amount of the Bonds at the time outstanding, the Assembly may adopt a resolution or resolutions supplemental hereto for the purpose of adding any provisions to or changing in any manner or eliminating any of the provisions of this resolution or of any supplemental resolution; provided, however that no such supplemental resolution shall:

(i) extend the fixed maturity of any of the Bonds, or reduce the rate of interest thereon, or reduce the amount or change the date of any sinking fund installment, or extend the time of payments of interest from their due date, or reduce the amount of the principal thereof, or reduce any premium payable on the redemption thereof, without the consent of the owners of each Bond so affected; or

(ii) reduce the aforesaid percentage of owners of Bonds required to approve any such supplemental resolution without the consent of the owners of all the Bonds then outstanding.

It shall not be necessary for the consent of the Registered Owners of the Bonds under this subsection to approve the particulars of any proposed supplemental resolution, but it shall be sufficient if such consent approves the substance thereof.

(c) Upon the adoption of any supplemental resolution under this section, this resolution shall be deemed to be modified and amended in accordance therewith, and the respective rights, duties and obligations under this resolution of the Borough and all Registered Owners of outstanding Bonds shall thereafter be subject in all respects to such modification and amendment, and all the terms and conditions of the supplemental resolution shall be deemed to be part of the terms and conditions of this resolution for any and all purposes.

(d) Bonds executed and delivered after the execution of any supplemental resolution adopted under this section may bear a notation as to any matter provided for in such supplemental resolution, and if such supplemental resolution shall so provide, new Bonds modified so as to conform, in the opinion of the Borough, to any modification of this resolution contained in any such supplemental resolution may be prepared by the Borough and delivered without cost to the Registered Owner of the Bonds then outstanding, upon surrender for cancellation of such Bonds in equal aggregate principal amounts.

SECTION 17. Miscellaneous. (a) All payments made by the Borough of, or on account of, the principal of or interest on the Bonds shall be made on the several Bonds ratably and in proportion to the amount due thereon, respectively, for principal or interest as the case may be.

(b) No recourse shall be had for the payment of the principal of or the interest on the Bonds or for any claim based thereon or on this resolution against any member of the Assembly or officer of the Borough or any person executing the Bonds. The Bonds are not and shall not be in any way a debt or liability of the State of Alaska or of any political subdivision thereof, except the Borough, and do not and shall not create or constitute an indebtedness or obligation, either legal, moral or otherwise, of said State or of any political subdivision thereof, except the Borough.

SECTION 18. Continuing Disclosure. The Borough acknowledges that now or in the future the Borough may be an "obligated person" under Rule 15c2-12 of the Securities and Exchange Commission (the "Rule"). In accordance with the Rule, the Borough agrees to comply with and carry out continuing disclosure obligations required under Rule 15c2-12 and the Loan Agreement. Notwithstanding any other provision of this Resolution, failure of the Borough to comply with the Continuing Disclosure Certificate shall not be considered a default of the Borough's obligations under this Resolution, the Loan Agreement or the Bonds; however the beneficial owner of any Bond may bring an action for specific performance, to cause the Borough to comply with its continuing disclosure obligations.

SECTION 19. Severability. If any one or more of the provisions of this resolution shall be declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Bonds.

SECTION 20. Effective date. This resolution shall take effect immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 8TH DAY OF OCTOBER, 2013.

Linda Murphy, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:	Haggerty, Johnson, McClure, Pierce, Smalley, Smith, Tauriainen, Wolf, Murphy
No:	None
Absent:	None

Introduced by:	Mayor
Date:	06/16/20
Action:	Adopted
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
RESOLUTION 2020-042

A RESOLUTION APPROVING THE KENAI PENINSULA BOROUGH'S PARTICIPATION IN A PROPOSED REFINANCING BY THE ALASKA MUNICIPAL BOND BANK OF ITS GENERAL OBLIGATION BONDS THAT PROVIDED FUNDS TO PURCHASE THE EDUCATION CAPITAL IMPROVEMENT GENERAL OBLIGATION BOND, SERIES 2013 OF THE KENAI PENINSULA BOROUGH, UNDER A LOAN AGREEMENT BETWEEN THE KENAI PENINSULA BOROUGH AND THE ALASKA MUNICIPAL BOND BANK; AND AUTHORIZING THE KENAI PENINSULA BOROUGH MAYOR OR DESIGNEE TO APPROVE A REVISED SCHEDULE OF PRINCIPAL AND INTEREST PAYMENTS ON THE KENAI PENINSULA BOROUGH'S 2013 BOND, IN ACCORDANCE WITH THE LOAN AGREEMENT, IF THE ALASKA MUNICIPAL BOND BANK SUCCESSFULLY REFINANCES ITS BONDS

WHEREAS, the Kenai Peninsula Borough, Alaska (the "Borough"), to finance certain educational capital improvements, issued and sold its Education Capital Improvement General Obligation Bond, Series 2013, dated November 14, 2013, in the original principal amount of $20,860,000 (the "2013 Bond") to the Alaska Municipal Bond Bank (the "Bond Bank"), as authorized by Resolution No. 2013-071 of the Borough adopted on October 8, 2013 (the "Bond Resolution"), based on terms and conditions set forth in the Bond Resolution and a loan agreement between the Borough and the Bond Bank dated as of November 1, 2013 (the "Loan Agreement"); and

WHEREAS, the Bond Bank issued and sold its General Obligation Bonds, 2013 Series Three (the "Bond Bank Bonds"), to, among other things, provide funds to purchase the 2013 Bond, as provided in the Loan Agreement; and

WHEREAS, Section 6 of the Loan Agreement provides that payments of principal of and interest on the 2013 Bond may be adjusted to reduce debt service on the 2013 Bond if the Bond Bank is able to achieve debt service savings by refunding the Bond Bank Bonds; and

WHEREAS, the Bond Bank now intends to issue a series of its general obligation refunding bonds (the "Bond Bank Refunding Bonds") for the purpose, among others, of refunding all, or a portion, of the outstanding Bond Bank Bonds and achieving debt service savings; and

WHEREAS, the Assembly wishes to approve the Borough's participation in this refinancing and to authorize the Borough Mayor or his designee to accept a revised debt service schedule for the 2013 Bond if the Bond Bank successfully refinances the Bond Bank Bonds;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH, ALASKA:

SECTION 1. **Approval of Refinancing**. The Assembly hereby approves the Borough's participation in the Bond Bank's refinancing of the Bond Bank Bonds and authorizes the Borough Mayor or his designee to approve a revised schedule of principal payment amounts and interest rates for the 2013 Bond, in accordance with Section 6 of the Loan Agreement, so long as the revised debt service schedule is financially advantageous to the Borough. The revised schedule of debt service on the 2013 Bond and other provisions as may be required by the Bond Bank will be set forth in an amendatory loan agreement (the "Amendatory Loan Agreement") and a refunding bond (the "2020 Refunding Bond") to be issued in exchange for the 2013 Bond. Notwithstanding, if only a portion of the outstanding principal amount of the 2013 Bond is refinanced, the 2013 Bond shall be exchanged for a bond reflecting the unrefunded portion of the 2013 Bond (the "Exchanged 2013 Bond"). The Borough Mayor or Finance Director is hereby authorized to execute and deliver the Amendatory Loan Agreement on behalf of the Borough and to deliver the 2020 Refunding Bond and Exchanged 2013 Bond, as the case may be, executed in accordance with the provisions of the Bond Resolution and this resolution, to the Bond Bank in exchange for the 2013 Bond. The Borough Mayor, Finance Director and other appropriate officers and employees of Borough are also hereby authorized to provide financial information about the Borough that the Bond Bank may require for the official statement for the Bond Bank Refunding Bonds.

SECTION 2. **Tax Matters**. The 2013 Bond was issued as a tax-exempt obligation under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"). Subject to applicable law, the 2020 Refunding Bond may be issued on a tax-exempt or taxable basis as determined by the Mayor or Finance Director. The Exchanged 2013 Bond shall retain its original tax treatment under the Code.

SECTION 3. **General Authorization**. The Mayor, Finance Director, Borough Clerk, Borough Attorney, and any other appropriate officers, agents, attorneys and employees of the Borough are each hereby authorized and directed to cooperate with the Bond Bank and to take such steps, do such other acts and things, and execute such letters, certificates, agreements, papers, financing statements, assignments or instruments as in their judgment may be necessary, appropriate or desirable to carry out the terms and provisions of, and complete the transactions contemplated by, this Resolution.

SECTION 4. **Prior Acts**. Any and all acts heretofore taken by officers, agents, attorneys and employees of the Borough in connection with refinancing the 2013 Bond are hereby ratified and confirmed.

SECTION 5. Recitals. The recitals to this resolution are hereby incorporated into this resolution as if fully set forth herein.

SECTION 6. Effective Date. This resolution shall become effective immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 16TH DAY OF JUNE, 2020.

Kelly Cooper, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

KENAI PENINSULA BOROUGH 1964

Yes:	Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper
No:	None
Absent:	None

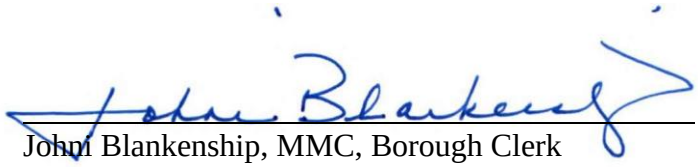
CERTIFICATE

I, the undersigned, Clerk of the Kenai Peninsula Borough, Alaska (the "Borough"), Do HEREBY CERTIFY:

1. That the attached resolution is a true and correct copy of Resolution No. 2020-042 (the "Resolution") of the Borough as approved at a regular meeting of the Assembly of the Kenai Peninsula Borough, Alaska (the "Assembly") held on the 16th day of June, 2020, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such regular meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Assembly voted in the proper manner for the approval of the Resolution; that all other requirements and proceedings incident to the proper approval of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of June, 2020.



Johni Blankenship, MMC, Borough Clerk
Kenai Peninsula Borough

Introduced by:	Mayor
Date:	09/15/20
Hearing:	10/13/20
Action:	Postponed as Amended to 12/01/20
Vote:	9 Yes, 0 No, 0 Absent
Date:	12/01/20
Action:	Tabled as Amended
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
ORDINANCE 2020-19-09

AN ORDINANCE APPROPRIATING REFINANCED 2011 HOSPITAL GENERAL OBLIGATION BOND PROCEEDS FOR THE PURPOSE OF PAYING BOND REFINANCING ISSUANCE COSTS

WHEREAS, the Kenai Peninsula Borough, Alaska (the "Borough"), refunded its Central Kenai Peninsula Hospital Service Area General Obligation Bonds, Series 2003, dated December 18, 2003, with proceeds of its Central Kenai Peninsula Hospital Service Area General Obligation Refunding Bonds, 2011, in the original principal amount of $27,905,000 (the "2011 Bond"); and

WHEREAS, the 2011 Bond was issued pursuant to Borough Resolution 2011-073, adopted by the Assembly on July 5, 2011 (the "Bond Resolution") and purchased by the Alaska Municipal Bond Bank (the "Bond Bank"), based on the terms and conditions set forth in the Bond Resolution and a loan agreement between the Borough and the Bond Bank dated as of September 15, 2011 (the "Loan Agreement"); and

WHEREAS, the Bond Bank issued and sold its General Obligation and Refunding Bonds, 2011 Series Three (the "Bond Bank Bonds"), to, among other things, provide funds to purchase the 2011 Bond, as provided in the Loan Agreement; and

WHEREAS, Section 6 of the Loan Agreement provides that payments of principal of and interest on the 2011 Bond may be adjusted to reduce debt service on the 2011 Bond if the Bond Bank is able to achieve debt service savings by refunding the Bond Bank Bonds; and

WHEREAS, the Bond Bank now intends to issue a series of its general obligation refunding bonds (the "Bond Bank Refunding Bonds") for the purpose, among others, of refunding all, or a portion, of the outstanding Bond Bank Bonds and achieving debt service savings; and

WHEREAS, through Resolution 2020-043, the assembly approved the Borough's participation in this refinancing and to authorize the mayor or his designee to accept a revised debt service schedule for the 2011 Bond if the Bond Bank successfully refinances the Bond Bank Bonds; and

WHEREAS, the Bond Bank anticipates a refinancing closing date following October 1, 2020;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That 2011 refinanced hospital bond proceeds in the amount of up to $6,860 are appropriated to the Central Peninsula Hospital Capital Project Fund, account number 490.81110.21BND.49999 to pay costs related to the issuance.

SECTION 2. That the appropriations made in this ordinance are of a project length nature and as such do not lapse at the end of any particular fiscal year.

SECTION 3. That eligible costs incurred prior to the appropriation date will be charged to the project.

SECTION 4. This ordinance takes effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2020.

_____
Brent Hibbert, Assembly President

ATTEST:

_____
Johni Blankenship, MMC, Borough Clerk

10/13/20 Vote on motion to postpone as amended to 12/01/20:

Yes:	Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper
No:	None
Absent:	None

12/01/20 Vote on motion to table as amended:

Yes:	Bjorkman, Carpenter, Chesley, Cox, Derkevorkian, Dunne, Elam, Johnson, Hibbert
No:	None
Absent:	None

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Kelly Cooper, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor CP

FROM: Brandi Harbaugh, Finance Director BH

DATE: September 3, 2020

SUBJECT: Ordinance 2020-19-09, Appropriating Refinanced 2011 Hospital General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor)

In May 2020, the Kenai Peninsula Borough Assembly approved Resolution 2020-043, authorizing the Borough's participation in the refinancing of select series for the 2011 hospital general obligation bonds.

Due to reductions in long term interest rates, the Alaska Municipal Bond Bank has determined that a portion of the outstanding 2011 hospital bonds could be refinanced, with potential savings to borough residents of approximately $200,000 in interest over the remaining life of the debt. This ordinance appropriates refinanced bond proceeds for the purpose of paying costs related to the issuance of the bond refinancing.

Your consideration is appreciated.

FINANCE DEPARTMENT
ACCOUNT / FUNDS VERIFIED

Acct. No. 490.00000.21BND.39010

Amount: $6,860.00

By: PP Date: 9/2/2020

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Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor CP

FROM: Brandi Harbaugh, Finance Director BH

DATE: November 19, 2020

SUBJECT: Request to Table Ordinance 2020-19-09, Appropriating Refinanced 2011 Hospital General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs (Mayor)

The Alaska Supreme Court's recent decision which invalidated a plan to sell bonds to pay oil tax credits has caused a certain amount of uncertainty in the Alaska bond market. The Alaska Department of Law has requested a rehearing to better define the scope of the ruling.

The Alaska Municipal Bond Bank has delayed its bond issue for a time uncertain as a result of the recent decision. Therefore, pending further analysis of the effect of the Supreme Court ruling we are looking to postpone the refinancing of the 2011 Central Peninsula Hospital General Obligation Bonds until calendar year 2021.

Therefore, we are requesting to table this ordinance until early 2021, providing more time for analysis and review of the market

Your consideration is appreciated.

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Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Kelly Cooper, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor CP

FROM: Brandi Harbaugh, Finance Director BH

DATE: October 1, 2020

SUBJECT: Amendment to Ordinance 2020-19-09, Appropriating Refinanced 2011 Hospital General Obligation Bond Proceeds for the Purpose of Paying Bond Refinancing Issuance Costs & Request to Postpone Hearing (Mayor)

The Alaska Supreme Court's recent decision which invalidated a plan to sell bonds to pay oil tax credits has caused a certain amount of uncertainty in the Alaska bond market. The Alaska Department of Law has requested a rehearing to better define the scope of the ruling. The Alaska Municipal Bond Bank has delayed its bond issue for a time uncertain as a result of the recent decision. Therefore, pending further analysis of the effect of the Supreme Court ruling we are seeking to postpone the refinancing of the 2011 CPGH Hospital General Obligation Bonds until after October 2020.

Based on the above circumstances, postponement of the hearing on this ordinance to the November 10, 2020, meeting is requested as well as the following amendment:

(Please note the bold underlined language is new and the bracketed strikeout language is to be deleted.)

- Amend the last whereas clause, as follows:

WHEREAS, the Bond Bank anticipates a refinancing closing date **[~~of September 2020~~] <u>following October 1, 2020</u>**;

Your consideration is appreciated.

Introduced by:	Mayor
Date:	07/05/11
Action:	Adopted
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
RESOLUTION 2011-073

A RESOLUTION AUTHORIZING THE ISSUE OF CENTRAL KENAI PENINSULA HOSPITAL SERVICE AREA GENERAL OBLIGATION REFUNDING BONDS, 2011 IN ONE OR MORE SERIES IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED $33,965,000 TO REFUND CERTAIN OUTSTANDING GENERAL OBLIGATION BONDS OF THE SERVICE AREA, FIXING CERTAIN DETAILS OF SUCH BONDS AND AUTHORIZING THEIR SALE AND REPEALING RESOLUTION 2010-091

WHEREAS, there are now outstanding $35,990,000 of the Central Kenai Peninsula Hospital Service Area General Obligation Bonds, Series 2003 of the Borough maturing on or after February 1, 2012 issued under Resolution 2003-121 of the Borough (the "2003 Bonds"); and

WHEREAS, the Assembly finds that it is in the best interest of the Borough to provide for the refunding, including payment of principal of, premium, if any, and interest on, those maturities of the 2003 Bonds (the "Refunded Bonds") whose refunding the Borough Mayor or Borough Finance Director determines will produce the debt service savings described in this resolution, by the issuance of Service Area general obligation refunding bonds in the aggregate principal amount of not to exceed $33,965,000; and

WHEREAS, to effect such refunding in the most economical manner, part of the sale proceeds of the bonds authorized herein (the "Bonds") may be invested in obligations to be authorized and approved by the Borough Mayor or Borough Finance Director, maturing in such amounts and at such times as are required to pay interest on the Refunded Bonds prior to the date of their redemption and to redeem the Refunded Bonds on the earliest date on which the Refunded Bonds may be called for redemption; and

WHEREAS, Section 29.47.320 of the Alaska Statutes provides that general obligation refunding bonds may be issued without an election and that their issuance may be authorized by resolution, and Section 29.47.410 of the Alaska Statutes provides that the Assembly by resolution or resolution may provide for the form and manner of sale of bonds and notes; and

WHEREAS, the Assembly finds that it is necessary and appropriate to delegate to each of the Borough Mayor and Borough Finance Director authority to determine the maturity amounts, interest rates and other details of the Bonds, the amount of Bond proceeds and the obligations necessary to effect the refunding of the Refunded Bonds, and to determine other matters that are not provided for in this

resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. Definitions. The following terms shall have the following meanings in this resolution:

(a) "Assembly" means the Assembly of the Kenai Peninsula Borough, as the general legislative authority of the Kenai Peninsula Borough, as the same shall be duly and regularly constituted from time to time.

(b) "Bond" or "Bonds" means any of the "Central Kenai Peninsula Hospital Service Area General Obligation Refunding Bonds, 2011" of the Kenai Peninsula Borough, in one or more series, the issuance and sale of which are authorized herein.

(c) "Bond Bank" means the Alaska Municipal Bond Bank, a public corporation of the State of Alaska.

(d) "Bond Bank Bonds" means the General Obligation and Refunding Bonds, 2011 Series Three of the Bond Bank.

(e) "Bond Register" means the registration books maintained by the Paying Agent as Bond registrar, which include the names and addresses of the owners or nominee of the owners of the Bonds.

(f) "Borough" means the Kenai Peninsula Borough, a municipal corporation of the State of Alaska, incorporated January 1, 1964 as a second class borough under the laws of the State of Alaska.

(g) "Code" means the Internal Revenue Code of 1986, as amended from time to time, together with all regulations applicable thereto.

(h) "Cost" or "Costs" means allocable portions of direct costs of the Borough, legal fees, fees and expenses of the Paying Agent, costs of issuance of the Bonds by the Borough, including financing charges and fees and expenses of bond counsel, financial advisors and consultants in connection therewith, and all other expenses necessary or incidental thereto.

(i) "Escrow Agent" means The Bank of New York Trust Company, N.A., and its successors.

(j) "Escrow Agreement" means the Escrow Agreement between the Escrow Agent and the Borough, under which the Escrow Obligations will be deposited, together with other moneys, if necessary, to pay the interest on and the redemption price of the Refunded Bonds.

(k) "Escrow Obligations" means. non-callable direct obligations of, or obligations the timely payment of principal of and interest on which are unconditionally guaranteed by, the United States of America or an agency or instrumentality of the United States of America.

(l) "Letter of Representations" means the blanket letter of representations from the Borough to DTC, dated as of October 23, 2003.

(m) "Loan Agreement" means the Loan Agreement between the Borough and the Bond Bank to be entered into in conjunction with issuing the Bonds.

(n) "2003 Bonds" means the $47,985,000 of Central Kenai Peninsula Hospital Service Area General Obligation Bonds, Series 2003 of the Borough.

(o) "Refunded Bonds" means the maturities and sinking fund installments of the 2003 Bonds whose refunding is approved by the Borough Mayor or Borough Finance Director under Section 13 hereof.

(p) "Refunding Account" means the special account established under Section 7(C) hereof and designated as the "Service Area General Obligation Bond Refunding Account," for the purpose of holding moneys, including Bond proceeds, to be used to pay the interest on and the redemption price of the Refunded Bonds.

(q) "Registered Owner" means the person named as the registered owner of a Bond in the Bond Register.

(r) "Registrar" means the Borough Finance Director.

(s) "Resolution" means this Resolution 2011-__ of the Borough.

(t) "Service Area" means the Central Kenai Peninsula Hospital Service Area.

SECTION 2. Authorization of Bonds and Purpose of Issuance. For the purpose of providing part of the funds required to pay the Costs, providing the funds required to purchase Escrow Obligations and to provide beginning cash to effect the refunding of the Refunded Bonds in the manner and at the times hereinafter set forth, to provide for original issue discount, if any, and to pay all costs incidental thereto and to the issuance of the Bonds, the Borough hereby authorizes and determines to issue and sell the Bonds in the aggregate principal amount of not to exceed $33,965,000.

SECTION 3. Obligation of Bonds. The Bonds shall be direct and general obligations of the Service Area and the full faith and credit of the Service Area are hereby pledged to the payment of the principal of and interest on the Bonds. The Borough hereby irrevocably pledges and covenants that it will levy and collect taxes upon all taxable property within the Service Area without limitation as to rate or amount,

in amounts sufficient, together with other funds legally available therefor, to pay the principal of and interest on the Bonds as the same become due and payable.

SECTION 4. Designation, Maturities, Interest Rates, and Other Details of Bonds. The Bonds shall be designated the "Central Kenai Peninsula Hospital Service Area General Obligation Refunding Bonds, 2011." The Bonds shall be in the denomination of $5,000 or any integral multiple thereof, shall be numbered separately in the manner and with such additional designation as the Registrar deems necessary for purposes of identification, and may have endorsed thereon such legends or text as may be necessary or appropriate to conform to the rules and regulations of any governmental authority or any usage or requirement of law with respect thereto.

The dated date, the principal and interest payment dates, the aggregate principal amount, the principal amount of each maturity, and the interest rates on the Bonds shall be determined at the time of execution of the Loan Agreement under Section 13.

SECTION 5. Redemption. The bonds are subject to redemption as provided in the Loan Agreement.

SECTION 6. Form of Bond. Each Bond shall be in substantially the following form, with such variations, omissions and insertions as may be required or permitted by this Resolution:

UNITED STATES OF AMERICA
STATE OF ALASKA

KENAI PENINSULA BOROUGH
(A Municipal Corporation of the State of Alaska)

NO.____ $_____

CENTRAL KENAI PENINSULA HOSPITAL SERVICE AREA
GENERAL OBLIGATION REFUNDING BONDS, 2011

REGISTERED OWNER:

PRINCIPAL AMOUNT:

The Kenai Peninsula Borough, Alaska (the "Borough"), a municipal corporation of the State of Alaska, hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or its registered assigns, the Principal Amount indicated above in the following installments on **[_____ 1]** of each of the following years, and to pay interest on such installments from the date hereof, payable on **[_____ 1, 20__]** and semiannually thereafter on the first days of _____ and _____ of each year, at the rates per annum as follows:

Year	Principal Amount	Interest Rate

For so long as this Bond is owned by the Alaska Municipal Bond Bank (the "Bank"), payment of principal and interest shall be made as provided in the Loan Agreement between the Bank and the Borough dated as of _____, 2011 (the "Loan Agreement"). In the event that this Bond is no longer owned by the Bank, installments of principal of and interest on this Bond shall be made by check or draft mailed by first class mail to the registered owner as of the close of business on the fifteenth day of the month preceding each installment payment date; provided that the final installment of principal and interest on this Bond will be payable upon presentation and surrender of this Bond by the Registered Owner at the office of the Registrar. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months. Both principal of and interest on this bond are payable in lawful money of the United States of America which, on the respective dates of payment thereof, shall be legal tender for the payment of public and private debts.

This Bond is one of the Central Peninsula Hospital Service Area General Obligation Refunding Bonds, 2011 of the Kenai Peninsula Borough, Alaska of like tenor and effect except as to interest rate, serial number and maturity, aggregating $_____ in principal amount, and constituting bonds authorized for the purpose of refunding certain general obligation bonds issued by the Borough, and is issued under Resolution 2011-__ of the Borough entitled:

> A RESOLUTION AUTHORIZING THE ISSUE OF CENTRAL KENAI PENINSULA HOSPITAL SERVICE AREA GENERAL OBLIGATION REFUNDING BONDS, 2011 IN ONE OR MORE SERIES IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED $_____ TO REFUND CERTAIN OUTSTANDING GENERAL OBLIGATION BONDS OF THE SERVICE AREA, FIXING CERTAIN DETAILS OF SUCH BONDS AND AUTHORIZING THEIR SALE AND REPEALING RESOLUTION 2010-091.

(herein called the "Resolution").

The Bond is subject to redemption prior to maturity as described in the Loan Agreement.

This Bond is transferable as provided in the Resolution, (i) only upon the bond register of the Borough, and (ii) upon surrender of this Bond together with a written instrument of transfer duly executed by the registered owner or the duly authorized attorney of the registered owner, and thereupon a new fully registered Bond or Bonds in the same aggregate principal amount and maturity shall be issued to the transferee in exchange therefor as provided in the Resolution and

upon the payment of charges, if any, as therein prescribed. The Borough may treat and consider the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price, if any, hereof and interest due hereon and for all other purposes whatsoever.

This Bond is a general obligation of the Central Peninsula Hospital Service Area, and the full faith and credit of the Service Area are pledged for the payment of the principal of and interest on the Bond as the same shall become due.

IT IS HEREBY CERTIFIED AND RECITED that all conditions, acts or things required by the constitution or statutes of the State of Alaska and the ordinances of the Borough to exist, to have happened or to have been performed precedent to or in the issuance of this Bond, exist, have happened and have been performed, and that the series of Bonds of which this is one, together with all other indebtedness of the Borough, is within every debt and other limit prescribed by said constitution, statutes, or ordinances.

IN WITNESS WHEREOF, THE KENAI PENINSULA BOROUGH, ALASKA, has caused this Bond to be signed in its name and on its behalf by its Mayor and its corporate seal to be hereunto impressed or otherwise reproduced and attested by its Clerk, all as of the ____ day of _____, 2011.

_____
David R. Carey, Mayor

ATTEST:

_____
Johni Blankenship, MMC, Borough Clerk

SECTION 7. Disposition of the Sale Proceeds of the Bonds.

(A) The sale proceeds of the Bonds representing accrued interest on the Bonds, if any, shall be applied to pay a portion of the interest due on the Bonds on the first interest payment date for the Bonds.

(B) Sale proceeds of a principal amount of Bonds to be determined by the Borough Mayor or the Borough Finance Director shall be applied to pay Costs allocated to such Bonds, and shall be deposited in the appropriate funds or accounts of the Borough for such purposes.

(C) Sale proceeds of a principal amount of Bonds to be determined by the Borough Mayor or the Borough Finance Director shall be deposited in the "Service Area General Obligation Bond Refunding Account" (the "Refunding Account") which is hereby created, and used, together with such other moneys as may be transferred to said account, to deposit cash and to purchase Escrow

Obligations maturing as to principal and interest in such amounts and at such times as necessary to provide for the payment of the interest on and the redemption price of the Refunded Bonds. Such money and escrow obligations shall be deposited in trust with the Escrow Agent pursuant to the Escrow Agreement, the terms of which shall be subject to approval by the Borough Finance Director. Such money and obligations are hereby pledged to be held and applied solely for the purpose set forth herein. When all of the Refunded Bonds shall have been redeemed and retired, the Borough may cause to be transferred to the Borough from the Refunding Account free of trust all moneys remaining therein.

SECTION 8. Designation of Refunded Bonds. The Borough Mayor and the Borough Finance Director each is authorized to designate which, if any, maturities of the 2003 Bonds, authorized to be refunded in this Resolution shall be refunded, provided that the refunding of the bonds so designated shall realize a debt service savings, net of all issuance costs and underwriting discount.

SECTION 9. Call of Refunded Bonds for Redemption. The Borough hereby elects to redeem the Refunded Bonds on August 1, 2013.

Notice of redemption of the Refunded Bonds shall be given in the manner set forth in Resolution 2003-121 authorizing the Refunded Bonds. The election to make such call for redemption shall be subject to the delivery of the Bonds to the initial purchasers thereof and shall become irrevocable upon such delivery.

SECTION 10. Tax Covenants. The Borough covenants to comply with any and all applicable requirements set forth in the Code in effect from time to time to the extent that such compliance shall be necessary for the exclusion of the interest on the Bonds from gross income for federal income tax purposes. The Borough covenants that it will make no use of the proceeds of the Bonds which will cause the Bonds to be "arbitrage bonds" subject to federal income taxation by reason of Section 148 of the Code. The Borough covenants that it will not take or permit any action that would cause the Bonds to be "private activity bonds" as defined in Section 141 of the Code.

SECTION 11. Amendatory and Supplemental Resolutions.

(A) The Assembly from time to time and at any time may adopt a resolution supplemental hereto, which thereafter shall become a part of this Resolution, for any one or more of the following purposes:

(1) To add to the covenants and agreements of the Borough in this Resolution, other covenants and agreements thereafter to be observed, or to surrender any right or power herein reserved to or conferred upon the Borough.

(2) To make such provisions for the purpose of curing any ambiguities or of curing, correcting or supplementing any defective provision contained in this Resolution or in regard to matters or questions arising under this Resolution as the Assembly may deem necessary or desirable and not inconsistent with this Resolution and which shall not adversely affect the interests of the Registered Owners of the Bonds.

Any such supplemental resolution may be adopted without the consent of the Registered Owner of any of the Bonds at any time outstanding, notwithstanding any of the provisions of subsection (B) of this section.

(B) With the consent of the Registered Owners of not less than 60 percent in aggregate principal amount of the Bonds at the time outstanding, the Assembly may adopt a resolution supplemental hereto for the purpose of adding any provisions to or changing in any manner or eliminating any of the provisions of this Resolution or of any supplemental resolution; provided, however, that no such supplemental resolution shall:

(1) extend the fixed maturity of any of the Bonds, or reduce the rate of interest thereon, or reduce the amount or change the date of any sinking fund installment, or extend the time of payments of interest from their due date, or reduce the amount of the principal thereof, or reduce any premium payable on the redemption thereof, without the consent of the Registered Owners of each Bond so affected; or

(2) reduce the aforesaid percentage of Registered Owners of Bonds required to approve any such supplemental resolution without the consent of the Registered Owners of all of the Bonds then outstanding.

It shall not be necessary for the consent of the Registered Owners of the Bonds under this subsection to approve the particular form of any proposed supplemental resolution, but it shall be sufficient if such consent approves the substance thereof.

(C) Upon the adoption of any supplemental resolution under this section, this Resolution shall be deemed to be modified and amended in accordance therewith, and the respective rights, duties and obligations under this Resolution of the Borough and all Registered Owners of outstanding Bonds shall thereafter be subject in all respects to such modification and amendment, and all the terms and conditions of the supplemental resolution shall be deemed to be part of the terms and conditions of this Resolution for any and all purposes.

(D) Bonds executed and delivered after the execution of any supplemental resolution adopted under this section may bear a notation as to any matter provided for in such supplemental resolution, and if such supplemental

resolution shall so provide, new Bonds modified so as to conform, in the opinion of the Borough, to any modification of this Resolution contained in any such supplemental resolution may be prepared by the Borough and delivered without cost to the Registered Owners of the Bonds then outstanding, upon surrender for cancellation of such Bonds in equal aggregate principal amounts.

SECTION 12. Defeasance. In the event money and/or non-callable direct obligations of, or obligations the timely payment of principal of and interest on which are unconditionally guaranteed by, the United States of America, maturing at such times and bearing interest to be earned thereon in amounts sufficient to redeem and retire any or all of the Bonds in accordance with their terms are set aside in a special trust account to effect such redemption or retirement and such moneys and the principal of and interest on such obligations are irrevocably set aside and pledged for such purpose, then no further payments need be made to pay or secure the payment of the principal of and interest on such Bonds and such Bonds shall be deemed not to be outstanding.

SECTION 13. Sale of Bonds. The sale of not to exceed $33,965,000 aggregate principal amount of the Bonds to the Bond Bank, as provided in the Loan Agreement is hereby authorized and approved. The Borough has been advised by the Bond Bank that bond market conditions are fluctuating and that the most favorable market conditions for the sale of the Bond Bank Bonds may not occur on the date of a regular Assembly meeting. The Assembly has determined that it would be inconvenient to hold a special meeting on short notice to approve the terms of the Bonds. Therefore, the Assembly hereby determines that it is in the best interest of the Borough to delegate the authority to approve the terms of the Bonds as provided herein. Each of the Mayor and the Borough Finance Director is hereby authorized to determine the aggregate principal amount, maturity amounts, interest rates, yields, dated date, principal and interest payment dates, and redemption terms, if any, for the Bonds, so that such terms of the Bonds conform to the terms of the corresponding Bond Bank Bonds; provided that (I) the principal amount of each maturity of the Bonds shall not exceed the principal amount of the portion of the corresponding maturity of the Bond Bank Bonds that is allocated to the making of a loan to the Borough; and (ii) the interest rate on each maturity of the Bonds shall not exceed the interest rate on the corresponding maturity of the Bond Bank Bonds. Based upon the foregoing determinations, the Mayor and the Borough Finance Director each is authorized to negotiate and execute a Loan Agreement. The authority granted to the Mayor and Borough Finance Director by this section shall expire 180 days after the effective date of this Resolution. If the Mayor or Borough Finance Director has not executed a Loan Agreement within 180 days from the effective date of this Resolution, the Loan Agreement may not be executed on behalf of the Borough without further authorization from the Assembly.

SECTION 14. Official Statement. The Borough Mayor and Borough Finance Director each is hereby authorized to approve and deem a preliminary Official Statement final

for purposes of Securities and Exchange Commission Rule 15c2-12(b)(1), and to approve and execute a final Official Statement for the Bonds.

SECTION 15. Authority of Officers. The Mayor, the Borough Finance Director, and the Borough Clerk, are, and each of them hereby is, authorized and directed to do and perform all things and determine all matters not determined by this Resolution, to the end that the Borough may carry out its obligations under the Bonds and this Resolution.

SECTION 16. Prohibited Sale of Bonds. No person, firm or corporation, or any agent or employee thereof, acting as financial consultant to the Borough under an agreement for payment in connection with the sale of the Bonds is eligible to purchase the Bonds as a member of the original underwriting syndicate either at public or private sale.

SECTION 17. Miscellaneous.

(A) All payments made by the Borough of, or on account of, the principal of or interest on the Bonds shall be made on the several Bonds ratably and in proportion to the amount due thereon, respectively, for principal or interest as the case may be.

(B) No recourse shall be had for the payment of the principal of or the interest on the Bonds or for any claim based thereon or on this Resolution against any member of the Assembly or officer of the Borough or any person executing the Bonds. The Bonds are not and shall not be in any way a debt or liability of the State of Alaska or of any political subdivision thereof, except the Borough, and do not and shall not create or constitute an indebtedness or obligation, either legal, moral or otherwise, of said state or of any political subdivision thereof, except the Service Area.

SECTION 18. Continuing Disclosure. The Borough hereby covenants and agrees that it will comply with and carry out all of the provisions of a Continuing Disclosure Agreement, to be entered into upon issuance of the Bonds in accordance with Securities and Exchange Commission Rule 15c2-12. Notwithstanding any other provision of this Resolution, failure of the Borough to comply with the Continuing Disclosure Agreement shall not be considered a default of the Borough's obligations under this Resolution or the Bonds.

SECTION 19. Repeal. Resolution 2010-091 is repealed.

SECTION 20. Severability. If any one or more of the provisions of this Resolution shall be declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this Resolution and shall in no way affect the validity of the other provisions of this Resolution or of the Bonds.

SECTION 21. Effective date. This resolution shall take effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 5TH DAY OF JULY, 2011.

_____
Gary Knopp, Assembly President

ATTEST:

_____
Johni Blankenship, Borough Clerk

Yes:	Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Smith, Tauriainen, Knopp
No:	None
Absent:	None

Introduced by:	Mayor
Date:	06/16/20
Action:	Adopted
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
RESOLUTION 2020-043

A RESOLUTION APPROVING THE KENAI PENINSULA BOROUGH'S PARTICIPATION IN A PROPOSED REFINANCING BY THE ALASKA MUNICIPAL BOND BANK OF ITS GENERAL OBLIGATION BONDS THAT PROVIDED FUNDS TO PURCHASE THE CENTRAL KENAI PENINSULA HOSPITAL SERVICE AREA GENERAL OBLIGATION REFUNDING BONDS, 2011 OF THE KENAI PENINSULA BOROUGH, UNDER A LOAN AGREEMENT BETWEEN THE KENAI PENINSULA BOROUGH AND THE ALASKA MUNICIPAL BOND BANK; AND AUTHORIZING THE KENAI PENINSULA BOROUGH MAYOR OR DESIGNEE TO APPROVE A REVISED SCHEDULE OF PRINCIPAL AND INTEREST PAYMENTS ON THE KENAI PENINSULA BOROUGH'S 2011 BOND, IN ACCORDANCE WITH THE LOAN AGREEMENT, IF THE ALASKA MUNICIPAL BOND BANK SUCCESSFULLY REFINANCES ITS BONDS

WHEREAS, the Kenai Peninsula Borough, Alaska (the "Borough"), refunded its Central Kenai Peninsula Hospital Service Area General Obligation Bonds, Series 2003, dated December 18, 2003, with proceeds of its Central Kenai Peninsula Hospital Service Area General Obligation Refunding Bonds, 2011, in the original principal amount of $27,905,000 (the "2011 Bond"); and

WHEREAS, the 2011 Bond was issued pursuant to Borough Resolution 2011-73, adopted by the Assembly on July 5, 2011 (the "Bond Resolution") and purchased by the Alaska Municipal Bond Bank (the "Bond Bank"), based on the terms and conditions set forth in the Bond Resolution and a loan agreement between the Borough and the Bond Bank dated as of September 15, 2011 (the "Loan Agreement"); and

WHEREAS, the Bond Bank issued and sold its General Obligation and Refunding Bonds, 2011 Series Three (the "Bond Bank Bonds"), to, among other things, provide funds to purchase the 2011 Bond, as provided in the Loan Agreement; and

WHEREAS, Section 6 of the Loan Agreement provides that payments of principal of and interest on the 2011 Bond may be adjusted to reduce debt service on the 2011 Bond if the Bond Bank is able to achieve debt service savings by refunding the Bond Bank Bonds; and

WHEREAS, the Bond Bank now intends to issue a series of its general obligation refunding bonds (the "Bond Bank Refunding Bonds") for the purpose, among others, of refunding all, or a portion, of the outstanding Bond Bank Bonds and achieving debt service savings; and

WHEREAS, the Assembly wishes to approve the Borough's participation in this refinancing and to authorize the Borough Mayor or his designee to accept a revised debt service schedule for the 2011 Bond if the Bond Bank successfully refinances the Bond Bank Bonds;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH, ALASKA:

SECTION 1. **Approval of Refinancing**. The Assembly hereby approves the Borough's participation in the Bond Bank's refinancing of the Bond Bank Bonds and authorizes the Borough Mayor or his designee to approve a revised schedule of principal payment amounts and interest rates for the 2011 Bond, in accordance with Section 6 of the Loan Agreement, so long as the revised debt service schedule is financially advantageous to the Borough. The revised schedule of debt service on the 2011 Bond and other provisions as may be required by the Bond Bank will be set forth in an amendatory loan agreement (the "Amendatory Loan Agreement") and a refunding bond (the "2020 Refunding Bond") to be issued in exchange for the 2011 Bond. Notwithstanding, if only a portion of the outstanding principal amount of the 2011 Bond is refinanced, the 2011 Bond shall be exchanged for a bond reflecting the unrefunded portion of the 2011 Bond (the "Exchanged 2011 Bond"). The Borough Mayor or Finance Director is hereby authorized to execute and deliver the Amendatory Loan Agreement on behalf of the Borough and to deliver the 2020 Refunding Bond and Exchanged 2011 Bond, as the case may be, executed in accordance with the provisions of the Bond Resolution and this resolution, to the Bond Bank in exchange for the 2011 Bond. The Borough Mayor, Finance Director and other appropriate officers and employees of Borough are also hereby authorized to provide financial information about the Borough that the Bond Bank may require for the official statement for the Bond Bank Refunding Bonds.

SECTION 2. **Tax Matters**. The 2011 Bond was issued as a tax-exempt obligation under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"). Subject to applicable law, the 2020 Refunding Bond may be issued on a tax-exempt or taxable basis, as determined by the Mayor or Finance Director. The Exchanged 2011 Bond shall retain its original tax treatment under the Code.**SECTION 3**. **General Authorization**. The Mayor, Finance Director, Borough Clerk, Borough Attorney, and any other appropriate officers, agents, attorneys and employees of the Borough are each hereby authorized and directed to cooperate with the Bond Bank and to take such steps, do such other acts and things, and execute such letters, certificates, agreements, papers, financing statements, assignments or instruments as in their judgment may be necessary, appropriate or desirable to carry out the terms and provisions of, and complete the transactions contemplated by, this Resolution.

SECTION 4. **Prior Acts**. Any and all acts heretofore taken by officers, agents, attorneys and employees of the Borough in connection with refinancing the 2011 Bond are hereby ratified and confirmed.

SECTION 5. Recitals. The recitals to this resolution are hereby incorporated into this resolution as if fully set forth herein.

SECTION 6. Effective Date. This resolution shall become effective immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 16TH DAY OF JUNE, 2020.

Kelly Cooper, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

KENAI PENINSULA BOROUGH 1964

Yes:	Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper
No:	None
Absent:	None

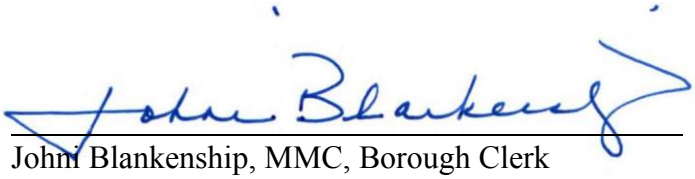
CERTIFICATE

I, the undersigned, Clerk of the Kenai Peninsula Borough, Alaska (the "Borough"), Do HEREBY CERTIFY:

1. That the attached resolution is a true and correct copy of Resolution No. 2020-043 (the "Resolution") of the Borough as approved at a regular meeting of the Assembly of the Kenai Peninsula Borough, Alaska (the "Assembly") held on the 16th day of June, 2020, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such regular meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Assembly voted in the proper manner for the approval of the Resolution; that all other requirements and proceedings incident to the proper approval of the Resolution have been duly fulfilled, carried out and otherwise observed; and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of June, 2020.



John Blankenship, MMC, Borough Clerk
Kenai Peninsula Borough

Introduced by:	Mayor
Date:	04/20/21
Action:	05/18/21
Vote:	

KENAI PENINSULA BOROUGH
ORDINANCE 2021-17

AN ORDINANCE AMENDING KPB 21.06 FLOODPLAIN MANAGEMENT TO ADOPT FLOOD DEPTHS FOR THREE NEIGHBORHOODS IN THE SEWARD MAPPED FLOOD DATA AREA AND TO INCORPORATE THE SEWARD MAPPED FLOOD DATA AREA INTO THE MINIMUM NATIONAL FLOOD INSURANCE STANDARDS

WHEREAS, since 1988 the Kenai Peninsula Borough has had an accredited floodplain management program under the National Flood Insurance Program (NFIP) which makes federal disaster insurance, federal hazard mitigation grants, federal subsidized mortgages, and affordable individual homeowner flood insurance available within the borough; and

WHEREAS, continued participation in the NFIP is contingent upon continued good standing in that program by meeting the minimum requirements set forth by the Federal Emergency Management Agency (FEMA); and

WHEREAS, the Seward Bear Creek Flood Service Area (SBCFSA) was created in 2003 to provide flood planning, protection, and mitigation services for flooding within the service area; and

WHEREAS, the Seward Mapped Flood Data Area (SMFDA) was established in 2009 by Ordinance 2009-09 to regulate areas of known riverine and alluvial flood hazards outside the FEMA mapped flood hazard areas; and

WHEREAS, the SMFDA was scheduled to sunset in 2013 when FEMA updated the Flood Insurance Study for the Seward-Bear Creek area; and

WHEREAS, in 2013, the FEMA mapping update of the Seward-Bear Creek area only included riverine flood zones and did not include known flood hazard areas on alluvial fans as delineated in the SMFDA; and

WHEREAS, on August 6, 2013, the assembly voted to enact Ordinance 2013-29 to continue the administration of KPB 21.06.045 as it pertained to the SMFDA; and

WHEREAS, the SBCFSA contracted with Alaska Water Resources (AWR) Engineering to acquire a flood risk assessment and hydraulic and hydrologic report of three flood-prone neighborhoods within the SMFDA; and

WHEREAS, the borough is required by FEMA, and through its floodplain ordinances, to utilize

the best available data; and

WHEREAS, this ordinance will clarify and define different flood protection elevation standards based on minimum NFIP regulations; and

WHEREAS, each flood protection elevation standard will be integrated into code using a new term, "Flood Protection Elevation"; and

WHEREAS, the borough and its residents' best interests will be served by adopting the 2021 Flood Risk Assessment and Hydrologic & Hydraulic Report prepared by AWR Engineering and amending its floodplain management ordinance; and

WHEREAS, the Seward-Bear Creek Flood Service Area Board, at its regular meeting of April 5, 2021, recommended approval; and

WHEREAS, the Kenai Peninsula Borough Planning Commission, at its regular meeting of April 26, 2021, recommended _____;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That KPB 21.06.030 is hereby amended as follows:

21.06.030. General provisions.

A. *Lands to Which this Chapter Applies.* This chapter shall apply to all flood hazard areas within the Kenai Peninsula Borough exclusive of the cities of Homer, Kenai, Seward, and Soldotna.

B. *Basis for Establishing Flood Hazard Areas.* Flood hazard areas are identified as follows:

1. By the areas of special flood hazard identified by the Federal Insurance Administration in the scientific and engineering report entitled "Flood Insurance Study" (FIS) for the Kenai Peninsula Borough, Alaska dated May 19, 1981, revised on July 5, 1983, December 6, 1999, [AND] September 27, 2013, and October 20, 2016. These areas are depicted on the effective [F]Flood Insurance Rate Map (FIRM) and Digital Flood Insurance Rate Map (DFIRM) Panels. The map panels numbered 020012-1350 and 1700 have been deleted and the areas depicted by these panels are not subject to the terms of this chapter. Excluding these panels, the [FLOOD INSURANCE RATE MAPS]FIRMs are adopted by reference and declared to be a part of this chapter. The [FLOOD INSURANCE RATE MAPS]FIRMs are on file at the planning department. The best available information for flood hazard as outlined in KPB

21.06.040(C)(3) shall be the basis for regulation until a new FIRM or DFIRM is issued which incorporates the base flood plain data obtained pursuant to that section.

2. The 1986, 1995, and 2006 KPB GIS mapped the Seward [M]Mapped [F]Flood [D]Data [A]Area (SMFDA) within the Seward-Bear Creek Flood Service Area [(SMFDA)] outside the city limits of Seward, not including any Special Flood Hazard Area identified in a current, effective FIRM or DFIRM. A map showing this floodplain and flood data and a list of properties represented by this map shall be retained by the planning department and made available to the public. If any portion of a lot is included in the flood data mapped area, the entire lot shall be subject to [THE PROVISIONS OF THIS CHAPTER]the permit application review process set forth in 21.06.040(A). [SPECIAL PROVISIONS FOR DEVELOPMENT PERMITS IN THE KPB MAPPED FLOOD DATA AREA ARE SET FORTH IN KPB 21.06.045.]Data available from other federal, state or other sources shall be reviewed and reasonably utilized including but not limited to the following:

   a. "Flood of October 1986 at Seward Alaska," USGS Water-Resources Investigation Report 87-4278. Jones, S.H., and Zenone, Chester. (1988).

   b. "Hydrologic Reconnaissance near Fourth of July Creek, Seward, Alaska." USGS Water Resources Investigations 81-21. Nelson, G.L. (1981).

   c. "Flood Hazard Analyses Seward Mapped Flood Data Area," Flood Risk Assessment and Hydrologic & Hydraulic Report, AWR Engineering: 1% annual exceedance probability, flood depths, embankment failure, and aggradation. (2021).

C. *Basis for Establishing Flood Protection Elevation*. The Flood Protection Elevation (FPE) shall be the elevation to which structures and utilities must be raised as required in the building standards in KPB .21.06.050.

1. Base Flood Elevation (BFE). In Special Flood Hazards Areas of the Kenai Peninsula Borough, the Flood Protection Elevation shall be the Base Flood Elevation delineated on the 100-year flood profiles in the Flood Insurance Study.

2. Base Flood Depth (BFD)

a. In any AH or AO zone, the Flood Protection Elevation shall be the depth delineated on the FIRM or DFIRM (at least two (2) feet if no number is specified).

b. In areas of the SMFDA where a Base Flood Depth has been calculated, the Flood Protection Elevation shall be the Base Flood Depth, which will be measured from the highest adjacent grade.

3. No Elevation Data

a. In the SMFDA where no Base Flood Elevation or Base Flood Depth is available, the Flood Protection Elevation shall be at minimum two (2) feet above the highest adjacent grade. When data is available, the Flood Protection Elevation shall be determined locally by the criteria set out in KPB 21.06.040(C)(3) and KPB 21.06.050(A)(5).

b. In any unnumbered A zone where the Flood Protection Elevation has not been determined, it shall be determined locally when data is available, and by the criteria set out in KPB 21.06.040(C)(3) and KPB 21.06.050(A)(5). A minimum of two (2) feet above highest adjacent grade may result in a lower insurance premium.

[C]D. *Warning and Disclaimer of Liability.* The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the Kenai Peninsula Borough, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.

[D]E. *Noncompliance—Enforcement.* Structures and activities which are not permitted or allowed by this chapter are prohibited. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violation of the provisions of this chapter by failure to comply with any of its requirements shall be enforced by the remedies set forth in KPB 21.50. Each day a violation continues is a separate violation.

…

SECTION 2. That KPB 21.06.045. - KPB GIS mapped flood data area, is hereby repealed. :

SECTION 3. That KPB 21.06.050 is hereby amended as follows:

21.06.050. Standards.

A. *General Standards.* In all flood hazard areas, the following standards are required:

1. *Anchoring.*

a. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.

b. All manufactured homes must be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors.

2. *Construction Materials and Methods.*

a. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

b. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

c. Electrical, heating, ventilation, plumbing and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

3. *Utilities.*

a. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;

b. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and,

c. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

4. *Subdivision Proposals.*

a. All subdivision proposals shall be consistent with the need to minimize flood damage.

b. All proposed improvements such as water, sewer, natural gas, telephone and electrical facilities shall be located and constructed in a manner which will minimize damage in the event of a flood.

c. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.

d. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals which contain 50 lots or 5 acres, whichever is less. The floodplain requirements for subdivision plats, detailed in KPB 20.30.280, apply to all subdivision proposals.

e. It is the responsibility of the subdivider to provide all necessary information regarding flood protection measures at the time the preliminary plat is presented for consideration by the planning commission.

5. *Review of Development Permits.* Where elevation data is not available, applications for development permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding and will minimize adverse impacts to neighboring properties. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available.

B. *Specific Standards.* In all flood hazard areas, [WHERE BASE FLOOD ELEVATION DATA HAS BEEN PROVIDED]as set forth in KPB 21.06.030(B), the following provisions are required:

1. *Residential Construction.*

a. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to or above the [BASE FLOOD ELEVATION] Flood Protection Elevation.

b. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

i. A minimum of two openings located on separate walls and having a total net area of not less than 1 square inch for every square foot of enclosed space subject to flooding shall be provided.

ii. The bottom of all openings shall be no higher than 1 foot above grade.

iii. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

iv. Enclosed areas below the [BASE FLOOD ELEVATION]Flood Protection Elevation must be unfinished and usable only for parking, access or storage of materials easily moved during a flood event.

v. Before a final floodplain development permit is issued by the planning department for a residential structure with enclosed areas below the base flood elevation, the owners shall sign a non-conversion agreement stating that the enclosed space shall remain in compliance with KPB 21.06.050(B)(1)(b)(iv). The non-conversion agreement shall be recorded by the Kenai Peninsula Borough placing future buyers of properties on notice of the hazards of enclosed spaces below the [BASE FLOOD ELEVATION]Flood Protection

Elevation and the requirements to keep the permitted structure compliant with KPB floodplain regulations.

c. For zones AH, [AND]AO, and areas of the SMFDA, drainage paths are required around structures on slopes to drain floodwaters away from proposed structures.

d. A garage attached to a residential structure, constructed with the garage floor slab below the Flood Protection Elevation, must be designed to allow for the automatic entry and exit of flood waters. See KPB 21.06.050(B)(1)(b).

2. *Nonresidential Construction.* New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated to the level of the [BASE FLOOD ELEVATION]Flood Protection Elevation; or, together with attendant utility and sanitary facilities, shall:

a. Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water;

b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;

c. Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certifications shall be provided to the official as set forth in KPB 21.06.040(C)(4)(b).

d. Nonresidential structures that are elevated, not floodproofed, must meet the same standard for space below the lowest floor as described in KPB 21.06.050(B)(1)(b).

e. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are 1 foot below the floodproofed level (e.g. a building constructed to the base flood level will be rated as 1 foot below that level).

f. For zones AH, [AND]AO, and areas of the SMFDA, drainage paths are required around structures on slopes to drain floodwaters away from proposed structures.

…

D. Coastal High Hazard Areas. Where FEMA has identified coastal high hazard areas (Zones V, VE, and V1-V30) on the FIRM or DFIRM, construction shall meet the following requirements in addition to all other provisions in this chapter:

1. All new construction shall be located landward of the reach of mean high tide and shall be anchored to prevent unintended lateral movement, floatation or collapse.

2. All new construction, manufactured homes, and substantial improvements within coastal high hazard areas shall be elevated on adequately anchored pilings or columns such that:

   a. The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the [BASE FLOOD LEVEL]Flood Protection Elevation; and

   b. The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a 1 percent chance of being equaled or exceeded in any given year (100-year or 1-percent annual [EXCEEDENCE]exceedance probability mean recurrence interval); and

   c. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction and shall provide a certification that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of subdivisions (2)(a) and (2)(b) of this subsection. The certification and related records will be maintained in the planning department permit files in perpetuity.

3. All new construction and substantial improvements shall have the space below the lowest floor free of obstructions or constructed with breakaway walls. Such enclosed space shall not be used for human habitation and must be in compliance with the residential construction standards in KPB 21.06.050(B)(1)(b)(iv) and (v). For the purpose of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a

design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or State codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:

a. Breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and

b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination shall each have a 1 percent chance of being equaled or exceeded in any given year (100-year or 1-percent annual [EXCEEDENCE]exceedance probability mean recurrence interval).

4. The use of fill for structural support of buildings within coastal high hazard areas on the FIRM or DFIRM is prohibited.

5. Manufactured Homes. All manufactured homes to be placed or substantially improved within coastal high hazard areas shall meet the requirements for new and substantial improvement construction.

…

SECTION 4. That KPB 21.06.060 is hereby amended as follows:

21.06.060. Exceptions procedure.

…

B. *Conditions for Exceptions.*

1. Generally, the only condition under which an exception from the elevation standard may be issued is for new construction and substantial improvements to be erected on a lot of ½ acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing subparagraphs (a) through (k) of subsection (A)(4) of this section have been fully considered. As the lot size increases the technical justification required for issuing the exception increases.

2. Exceptions may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in this section.

3. Exceptions shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.

4. Exceptions shall only be issued upon a determination that the exception is the minimum necessary, considering the flood hazard, to afford relief.

5. Exceptions shall only be issued upon:

   a. A showing of good and sufficient cause;

   b. A determination that failure to grant the exception would result in exceptional hardship to the applicant;

   c. A determination that the granting of an exception will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local laws or ordinances.

6. Exceptions, or variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, or to economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, exceptions from the flood elevations should be quite rare.

7. Exceptions may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-flood proofing where it can be determined that such action will have low damage potential, complies with all other exception criteria except subsection (B)(1) of this section, and otherwise complies with KPB 21.06.060(A) and (B).

8. Any applicant to whom an exception is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

SECTION 5.. That KPB 21.06.070 is hereby amended as follows:

21.06.070. Definitions.

For the purposes of this chapter, the following words and phrases shall be defined as follows:
"100-year or 1-percent annual [EXCEEDENCE]exceedance probability flood" (also called "regulatory flood," "base flood", "base flood depth", or "special flood hazard area") means a flood with a 1 percent chance of being equaled or exceeded in any year. Statistical analysis of available streamflow or storm records, or analysis of rainfall and runoff characteristics of the watershed, or topography and storm characteristics are used to determine the extent and depth of the 100-year or 1-percent annual [EXCEEDENCE]exceedance probability flood.

…

" Flood hazard area" means the land area covered by the flood, having a 1 percent chance of occurring in any given year. See also "100-year or 1-percent annual [EXCEEDENCE]exceedance probability flood."

"Flood Insurance Rate Map (FIRM) and Digital Flood Insurance Rate Map (DFIRM)" means the map of the community issued by the FEMA which delineates the area subject to the 100-year or 1-percent annual [EXCEEDENCE]exceedance probability flood, the water surface elevation of the base flood and the flood insurance rate zones.

"Flood Protection Elevation (FPE)" is the elevation to which new and substantially improved structures within the flood hazard areas defined in KPB 21.06.030(B) must be elevated to be protected from flood damage.

…

["MINIMUM FLOOD CORRIDOR" MEANS THE ACTIVE PHYSICAL BANK FULL CHANNEL OF THE STREAM, RIVER OR CREEK AS MEASURED AT THE SEASONAL HIGH WATER FLOWS.]

…

SECTION 6. That this ordinance shall become effective immediately upon enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF *, 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Planning Department – River Center

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Mayor JCB
Melanie Aeschliman, Planning Director MA
Stephanie Presley, SBCFSA Program Lead SP
Dan Nelson, Emergency Manager DN

FROM: Samantha Lopez, Acting River Center Manager SL

DATE: April 8, 2021

RE: Ordinance 2021-17, Amending KPB 21.06 Floodplain Management to Adopt Flood Depths for Three Neighborhoods in the Seward Mapped Flood Data Area) and to Incorporate the Seward Mapped Flood Data Area into the Minimum National Flood Insurance Standards (Mayor)

Since 1988, the borough has participated in the National Flood Insurance Program (NFIP), making federal disaster assistance, federal hazard mitigation grants, federal subsidized mortgages, and individual homeowner insurance available within the borough. The Federal Emergency Management Agency (FEMA) oversees the NFIP and provides participating communities with the minimum regulations and regulatory flood maps for each community to enforce.

The borough established the Seward Mapped Flood Data Area (SMFDA) in 2009 to regulate areas of known riverine and alluvial flood hazards outside the FEMA regulatory maps. The SMFDA was scheduled to sunset when FEMA provided an updated flood insurance study with new regulatory flood maps for the service area. In 2013, FEMA mapped some of the service area, but not many areas of known flood hazard, so the SMFDA was kept as a minimum regulatory tool to continue to protect residents against flood hazards.

The SMFDA was designed to be a short-term regulatory tool, and was based on anecdotal flooding evidence from three floods of record in 1986, 1995, and 2006. In 2020, the SBCFSA contracted with Alaska Water Resources Engineering to create hydraulic and hydrologic models for three neighborhoods in the SMFDA, providing flood hazard boundaries and flood depths for the 100-year flood event. These additional data provide the flood protection elevation necessary to regulate development within the SMFDA to the minimum NFIP standards.

This ordinance will integrate development within the SMFDA into the same minimum NFIP standards as the FEMA flood hazard areas. The ordinance will also

clarify and define the different flood protection elevation standards based on minimum NFIP regulations.

At its April 5, 2021 regular meeting, the SBCFSA Board of Directors recommended approval of this ordinance.

The Planning Commission will review this ordinance at the April 12, 2021 meeting, and their recommendation will be provided to the assembly prior to the scheduled hearing on this ordinance.

Your consideration of this ordinance is appreciated.

FLOOD HAZARD ANALYSES
SEWARD MAPPED FLOOD DATA AREA

Flood Risk Assessment and Hydrologic & Hydraulic Report

January 2021

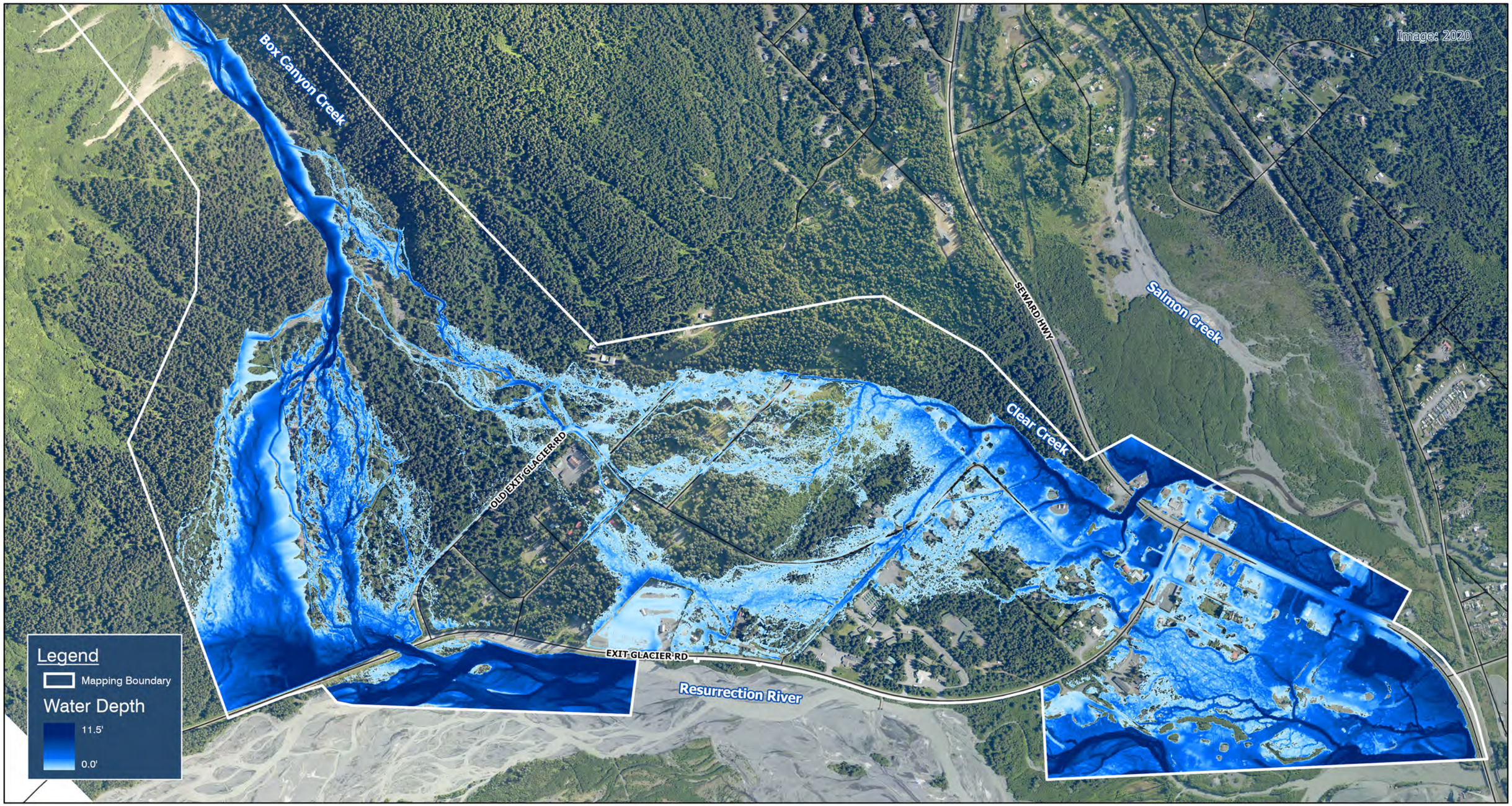


Prepared For:
Kenai Peninsula Borough
Seward-Bear Creek Flood Service Area

Prepared By:
AWR Engineering, LLC

AWR ENGINEERING LLC

4011 Arctic Blvd, Suite 106
Anchorage, AK 995**895**



Map 08

Flood Hazard Analyses Project

Old Exit Glacier Subdivision

Embankment Failure & Aggradation 1% AEP Flood Depths

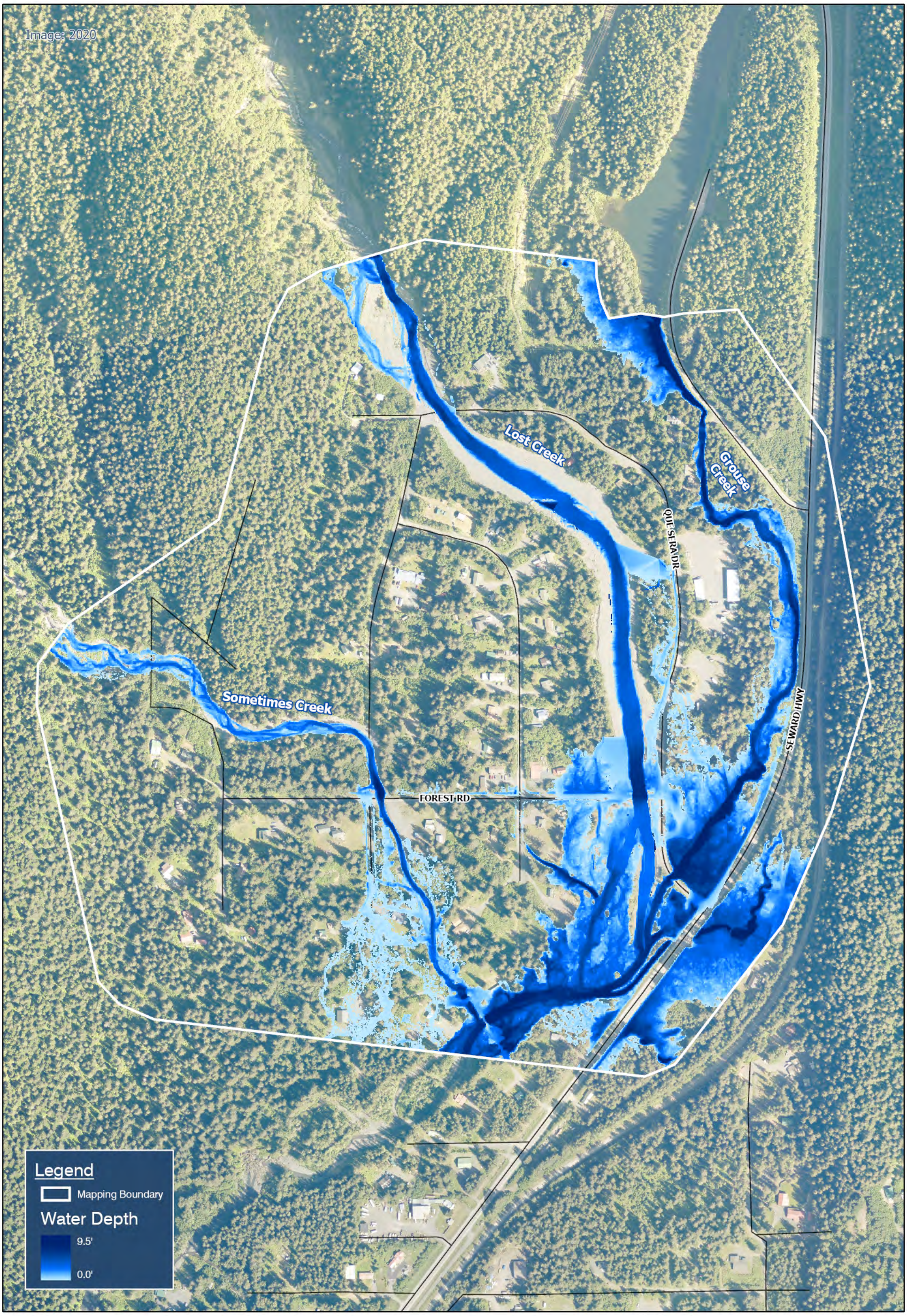
January 2021

N

0 200 400 800

Feet

Seward-Bear Creek Flood Service Area



Map 21

Flood Hazard Analyses Project

Old Mill Subdivision

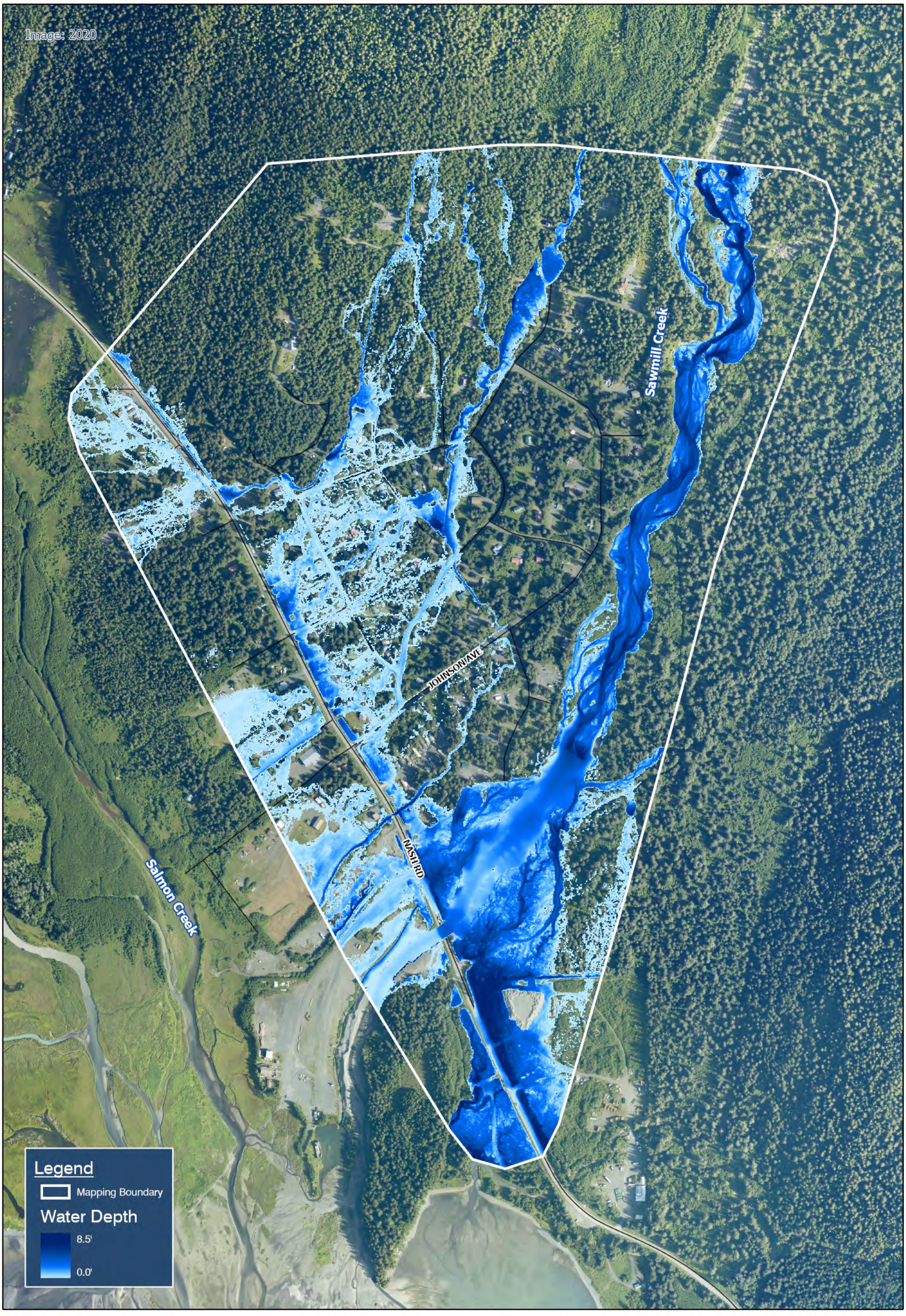
Embankment Failure & Aggradation 1% AEP Flood Depths

January 2021

N

0 100 200 400 Feet

Seward-Bear Creek Flood Service Area



Map 33

Flood Hazard Analyses Project

Nashwoods Subdivision

Embankment Failure & Aggradation 1% AEP Flood Depths

January 2021

N

0 150 300 600

Feet

KENAI PENINSULA BOROUGH

Seward-Bear Creek Flood Service Area

Introduced by:	Long
Substitute Introduced:	02/17/09
O2009-09 (Long):	See Original for Prior History
Hearings:	02/17/09 and 03/24/09
Action:	Postponed Until 03/24/09
Date	03/24/09
Action:	Enacted as Amended
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
ORDINANCE 2009-09
(LONG) SUBSTITUTE

AN ORDINANCE CREATING A FLOOD HAZARD DISTRICT, OUTSIDE THE FLOOD INSURANCE RATE MAP AREA, WITHIN THE SEWARD-BEAR CREEK FLOOD SERVICE AREA TO INCLUDE THE 1986, 1995, AND 2006 KPB GIS MAPPED FLOOD DATA AREAS

WHEREAS, flooding has occurred in the Seward-Bear Creek Flood Service Area (SBCFSA) repeatedly; and

WHEREAS, a federal disaster has been proclaimed within SBCFSA three times since 1986; and

WHEREAS, the Flood Insurance Rate Maps (FIRMs) are outdated and inaccurate; and

WHEREAS, the Federal Emergency Management Agency (FEMA) is in the process of preparing new FIRMs; and

WHEREAS, there have been millions of dollars in damage to private properties and public infrastructure caused by flooding events in the area; and

WHEREAS, flooding places the public health and safety at risk; and

WHEREAS, gravel deposits are steadily and rapidly increasing in SBCFSA streams, and the risk of flooding and related loss increases; and

WHEREAS, subdivision and development in SBCFSA has increased dramatically since 1996, increasing flood loss potential; and

WHEREAS, FEMA Disaster Assistance only provides a minimal amount of funding to repair damages to a home not covered by flood insurance to return it to a safe, sanitary, and functioning condition, but not to rebuild the home to current codes; and

WHEREAS, merely returning the structures to their preexisting condition results in potential for repeated flood damage and destruction to the same properties; and

WHEREAS, according to the 2005 KPB comprehensive plan, enforcement of floodplain requirements is primarily through voluntary compliance and assistance from mortgage companies since the borough does not require building permits or inspections; and

WHEREAS, the City of Seward has permitting regulations in place to assist with flood issues in the area of the SBCFSA within city limits; and

WHEREAS, KPB Chapter 21.06 contains the minimal regulations required by FEMA for floodplain management, and these regulations alone have not proved an effective tool for mitigating flood damage in the SBCFSA; and

WHEREAS, goal 6.7, objective 1, implementation action G of the comprehensive plan is to identify wetlands, floodplains, and erosion areas and minimize adverse impacts of flooding or erosion on neighboring properties; and

WHEREAS, goal 6.7, objective 2, of the comprehensive plan is to increase local participation in decisions regarding development in floodplains and wetlands; and

WHEREAS, goal 6.7, objective 3, implementation action A of the comprehensive plan is to improve the borough's floodplain ordinance; and

WHEREAS, a one year sunset clause is appropriate as FEMA is the process of developing new FIRM maps; and

WHEREAS, at its March 2, 2009, meeting, the SBCFSA board recommended enactment; and

WHEREAS, at its March 9, 2009, meeting, the Kenai Peninsula Borough Planning Commission recommended enactment by majority consent;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That KPB 21.06.020 is hereby amended by adding the following definitions:

Q. "SMFDA" means the Seward Mapped Flood Data Area which includes the 1986, 1995, and 2006 KPB GIS mapped flood data area within the Seward-Bear Creek Flood Service Area outside the FIRM and city limits of Seward.

R. "Primary structure" means a dwelling, a building suitable for commercial use, or any structure which will be served by water or wastewater disposal systems or a fuel storage tank. This definition is applicable only in the SMFDA.

S. "Substantial Evidence" means evidence a reasonable mind might accept to support a conclusion.

T. Minimum Flood Corridor means the active physical bank full channel of the stream, river or creek as measured at the seasonal high water flows.

SECTION 2. That KPB 21.06.030(B) is hereby amended as follows:

B. Basis for establishing flood hazard areas. Flood hazard areas are identified as follows:

1. By the flood insurance rate maps with an effective date of May 19, 1981, revised on July 5, 1983 and December 6, 1999. The map panels numbered 020012-1350 and 1700 have been deleted and the areas depicted by these panels are not subject to the terms of this chapter. Excluding these panels, the flood insurance rate maps are adopted by reference and declared to be a part of this chapter. The flood insurance rate maps are on file at the planning department.

2. The 1986, 1995, and 2006 KPB GIS mapped flood data area within the Seward-Bear Creek Flood Service Area (SMFDA) outside the city limits of Seward. A map showing this floodplain and flood data and a list of properties represented by this map shall be retained by the planning department and made available to the public. If any portion of a lot is included in the flood data mapped area, the entire lot shall be subject to the provisions of this chapter. Special provisions for development permits in the KPB mapped flood data area are set forth in KPB 21.06.045. Data available from other Federal, State of other sources shall be reviewed and reasonably utilized including but not limited to the following:

a. **"Flood of October 1986 at Seward Alaska,"** USGS Water-Resources Investigation Report 87-4278. Jones, S.H., and Zenone, Chester. (1988).

b. **"Hydrologic Reconnaissance near Fourth of July Creek, Seward, Alaska."** USGS Water Resources Investigations 81-21. Nelson, G.L. (1981).

SECTION 3. That KPB 21.06.045 is hereby enacted as follows:

21.06.045. KPB GIS mapped flood data area.

A. Base flood elevation in the SMFDA district. Based upon a digital elevation model provided by the borough base flood elevation in the SMFDA district is established by a licensed professional registered land surveyor or professional civil engineer at the highest point within the lot measured downslope from the specific construction site.

B. Exemption from application of SMFDA district. A property owner may request an exemption for application of SMFDA to his proposed

development upon a showing by substantial evidence that his property was not inundated by flood waters in the 1986, 1995, or 2006 floods; adverse bank erosion has not occurred during the property owner's ownership, erosion can not be determined by analysis of KPB aerial photos beginning in 1986; the property is not a Corps of Engineers regulated wetland; or adjacent property owners concur there has been no adverse impact to their properties by flooding from the property of ownership making the request for SMFDA exemption. Staff shall verify whether the application for exemption meets the criteria and shall issue a written determination regarding the same. This determination may be appealed to the planning commission within 15 days of issuance.

C. Conditions. Only primary structures, substantial improvements to primary structures, and development in the minimum flood corridor in the SMFDA district require a development permit. The permits in the SMFDA district are subject to the following conditions:

1. Primary structures in the SMFDA district shall be a minimum of two feet above base flood elevation. Below-grade supports shall be at a two-to-one ratio as compared to the support above grade;

2. Foundations shall have an erosion resistant design; and

3. Where applicable, the standards for the permit is subject to the standards set forth in KPB 21.06.050; and

4. The permitted activity shall not increase the risk of flood damage to downstream or adjacent properties.

D. Currently active channels within the SMFDA district. All development in the SMFDA district in the minimum flood corridor within the Resurrection River watershed, Spruce and Sawmill Creeks, shall be subject to the permitting requirements of KPB 21.06.050(C).

E. If review of the permit application by staff indicates that the conditions set forth in KPB 21.06.045(C) cannot be met, staff shall deny the application. The applicant may apply for a permit from the planning commission by submitting a project-specific design under the waiver provisions of KPB 21.06.045(F).

F. Waivers. The variance procedure in KPB 21.06.060 only applies to permitting in the FIRM area. A project-specific design prepared by a licensed professional civil engineer may be submitted for consideration to the planning commission in lieu of meeting the conditions set forth in KPB 21.06.045(C). Based upon written findings of fact, the planning commission may grant or deny the permit and place conditions on the permit it grants in order that the risk of flood damage to downstream or adjacent property or

flood damage to public infrastructure will not be increased. The grant or denial of a permit may be appealed to the Board of Adjustment within 15 days of distribution of the planning commission's written decision.

SECTION 4. That this ordinance shall automatically expire on March 24, 2010 unless the assembly by ordinance alters or extends that date.

SECTION 5. That this ordinance is effective on the date of its enactment. The ordinance is not applicable to parcels where the "actual start of construction" has commenced as defined by KPB 21.06.020(M) prior to the date of enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 24TH DAY OF MARCH, 2009.

Milli Martin, Assembly President

ATTEST:

Johni Blankenship, Borough Clerk

Yes:	Fischer, Knopp, Long, Pierce, Smalley, Smith, Sprague, Superman, Martin
No:	None
Absent:	None

Introduced by:	Mayor, McClure
Date:	07/02/13
Hearing:	08/06/13
Action:	Enacted
Vote:	9 Yes, 0 No, 0 Absent

KENAI PENINSULA BOROUGH
ORDINANCE 2013-29

AN ORDINANCE AMENDING KPB TITLES 20, 21 AND 29 TO SATISFY NATIONAL FLOOD INSURANCE PROGRAM REQUIREMENTS FOR MINIMUM NECESSARY UPDATES, ADOPTING FEMA FLOOD INSURANCE STUDY AND ASSOCIATED FLOOD MAPS FOR SEWARD DATED SEPTEMBER 27, 2013, AND REPEALING THE SUNSET CLAUSE FOR THE SEWARD MAPPED FLOOD DATA AREA (SMFDA)

WHEREAS, federal disaster assistance, federal hazard mitigation grants, federally subsidized mortgages, and individual homeowner flood insurance are available within the borough because the Kenai Peninsula Borough has had an accredited floodplain management program under the National Flood Insurance Program (NFIP) since 1986; and

WHEREAS, continued participation in the NFIP is predicated upon continued good standing in that program; and

WHEREAS, in a June 14, 2013 letter, the Federal Emergency Management Agency (FEMA) indicated that, in order to maintain good standing in the NFIP, appropriate measures must be taken with adoption of proposed new FEMA flood mapping for areas within the Seward-Bear Creek Flood Service Area (SBCFSA); and

WHEREAS, FEMA has identified specific minimum necessary changes to the KPB Code of Ordinances; and

WHEREAS, during its meeting of July 15, 2013, the KPB Planning Commission recommended enactment by unanimous consent; and

WHEREAS, the KPB Assembly established provisions in Ordinances 2009-09, 2010-17, and 2011-02 establishing the Seward Mapped Flood Data Area (SMFDA) in anticipation of proposed new FEMA flood mapping; and

WHEREAS, the proposed new FEMA flood mapping does not include areas shown in the SMFDA that are known to be at flood risk based on three major flood events in 1986, 1995, and 2006; and

WHEREAS, during its meeting of May 20, 2013, the SBCFSA Board passed SBCFSA Resolution 2013-03 recommending continued administration of KPB 21.06.045 as it pertains to the SMFDA; and

WHEREAS, at its meeting of August 5, 2013, the SBCFSA Board considered this ordinance and recommended enactment by majority consent; and

WHEREAS, the SMFDA is set to expire with adoption of new proposed FEMA flood mapping; and

WHEREAS, the borough's best interests would be served by maintaining a good standing in the NFIP and by its continued administration of the SMFDA, KPB 21.06.045;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That KPB 20.20.260 is hereby amended as follows:

20.20.260. Flood plain requirements.

A. All subdivision plats which are within areas where the flood plain has been identified by FEMA, and which involve 50 lots or five acres whichever is lesser, shall include base flood elevation data and delineate the area involved within the flood plain on the plat. This plat notation shall be consistent with the effective flood insurance study (FIS) and any current effective FIRM or DFIRM.

B. All subdivisions or replats within the FIRM area, DFIRM area or SMFDA, as amended, as defined by KPB[21.06.020] 21.06.070, shall contain the following note or a substantially similar note:

FLOOD PRONE NOTICE: Some or all of the property shown on this plat has been designated by FEMA or the Kenai Peninsula Borough as a flood hazard area district as of the date this plat is filed with the district recorder's office. Prior to development, the Kenai Peninsula Borough floodplain administrator should be contacted for current information and regulations.

C. Each plat within a city which has met the requirements of this section shall contain the following statement: "The first finished and habitable floor of a building constructed within a flood plain shall be built at or above the base flood elevation for 100-year or 1-percent annual exceedence probability flood level."

D. This section applies to all cities which adopt a resolution requesting participation in the program and which are subsequently recognized by the state as participants.

E. A city which wishes greater restrictions than those contained in subsection A may do so by passing a more restrictive ordinance as a part of their building code.

F. Exceptions to this section under this chapter are prohibited.

SECTION 2. That KPB 20.24.010 is hereby amended as follows:

20.24.010. Exceptions to regulations—Procedure—Commission authority.

A. The commission may authorize exceptions to any of the requirements set forth in these regulations. Application for any such exception shall present the commission with substantial evidence, justifying the requested waiver or exception stating fully the grounds for the application and the facts relied upon. The commission shall find the following facts before granting any exceptions:

1. That special circumstances or conditions affecting the property have been shown by application;

2. That the exception is necessary for the preservation and enjoyment of a substantial property right and is the most practical manner of complying with the intent of this title;

3. That the granting of the exception will not be detrimental to the public welfare or injurious to other property in the area in which said property is situated.

B. Where a design requirement of this title is addressed by a zoning regulation adopted by the borough assembly, the variance procedures of the applicable zoning code, if any, shall be utilized in lieu of the exception procedures.

C. An appeal of a decision of the planning commission made under this section shall be filed to the board of adjustment, in accordance with the requirements of KPB Chapter 21.20

D. Exceptions to the floodplain requirements for subdivisions set forth in KPB 20.20.260 are prohibited.

SECTION 3. That KPB 21.06.020-Definitions is repealed and reenacted as amended at KPB 21.06.070-Definitions.

SECTION 4. That KPB 21.06.030 is hereby amended as follows:

21.06.030. General provisions.

A. *Lands to Which this Chapter Applies.* This chapter shall apply to all flood hazard areas within the Kenai Peninsula Borough exclusive of the cities of Homer, Kenai, Seward, and Soldotna.

B. *Basis for Establishing Flood Hazard Areas.* Flood hazard areas are identified as follows:

1. By the areas of special flood hazard identified by the Federal Insurance Administration in scientific and engineering report entitled "Flood Insurance Study" (FIS) for the Kenai Peninsula Borough, Alaska dated [FLOOD INSURANCE

RATE MAPS WITH AN EFFECTIVE DATE OF]May 19, 1981, revised on July 5, 1983,[AND]December 6, 1999, and September 27, 2013. These areas are depicted on the effective flood FIRM and DFIRM Panels. The map panels numbered 020012-1350 and 1700 have been deleted and the areas depicted by these panels are not subject to the terms of this chapter. Excluding these panels, the flood insurance rate maps are adopted by reference and declared to be a part of this chapter. The flood insurance rate maps are on file at the planning department. The best available information for flood hazard as outlined in KPB 21.06.040(C)(3) shall be the basis for regulation until a new FIRM or DFIRM is issued which incorporates the base flood plain data obtained pursuant to that section.

2. The 1986, 1995, and 2006 KPB GIS mapped flood data area within the Seward-Bear Creek Flood Service Area (SMFDA) outside the city limits of Seward, not including any Special Flood Hazard Area identified in a current, effective FIRM or DFIRM. A map showing this floodplain and flood data and a list of properties represented by this map shall be retained by the planning department and made available to the public. If any portion of a lot is included in the flood data mapped area, the entire lot shall be subject to the provisions of this chapter. Special provisions for development permits in the KPB mapped flood data area are set forth in KPB 21.06.045. Data available from other federal, state of other sources shall be reviewed and reasonably utilized including but not limited to the following:

a. "Flood of October 1986 at Seward Alaska," USGS Water-Resources Investigation Report 87-4278. Jones, S.H., and Zenone, Chester. (1988).

b. "Hydrologic Reconnaissance near Fourth of July Creek, Seward, Alaska." USGS Water Resources Investigations 81-21. Nelson, G.L. (1981).

C. *Warning and Disclaimer of Liability.* The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the Kenai Peninsula Borough, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.

D. *Noncompliance—Enforcement.* No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violation of the provisions of this chapter by failure to comply with any of its requirements shall be enforced by the remedies set forth in KPB 21.50. Each day a violation continues is a separate violation.

SECTION 5. That KPB 21.06.040 is hereby amended as follows:

21.06.040. Administration.

A. *Development Permit Required.* A development permit shall be obtained before construction or development begins within flood hazard areas established in [SECTION]KPB 21.06.030(B). The permit shall be for all structures and for all other development including fill and other activities. Application for a development permit shall be made on forms furnished by the borough and shall include but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; logging, placement of storage tanks (fuel or other), existing or proposed structures, substantial improvements of existing structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:

1. Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;

2. Elevation in relation to mean sea level to which any structure has been floodproofed;

3. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in [SECTION]KPB 21.06.050(B)(2);

4. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.

B. *Designation of the Borough Administrator.* The planning department is appointed to administer and implement this chapter by granting or denying development permit applications in accordance with its provisions.

C. *Duties and Responsibilities of the Planning Department.* Duties of the planning department shall include, but not be limited to:

1. Permit Application Review.

a. Review all development permit applications to determine that the permit requirements have been met,

b. Review all development permit applications to determine that all necessary permits have been obtained from those federal, state, or local governmental agencies from which prior approval is required,

c. Review all development permit applications to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of [SECTION]KPB 21.06.050(C)(1) are met.

2. Issue Permit.

a. Upon determination that the submitted and recorded information connected with the permit application meets the terms of this chapter, the planning department shall issue a floodplain development permit to the original applicant.

b. The floodplain development permit shall be valid for a period of 1 year from the issue date, and the start of construction must occur within 180 days of the permit issue date. The planning department floodplain management office shall be notified at least three days prior to start of construction for possible site inspection and notice-to-proceed.

c. The floodplain development permit is not assignable without permission from the planning department.

3. Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with [SECTION]KPB 21.06.030(B), the Planning Department shall obtain, review, and reasonably utilize any base flood and floodway elevation data available from a federal, state or other source, in order to administer subsections (B)(1), (B)(2) and (C) of [SECTION]KPB 21.06.050

4. Information to be Obtained and Maintained.

a. Where base flood elevation data is provided through the Flood Insurance Study or required in subsection (C)(2) of this section, record the actual elevation as submitted (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement;

b. For all new or substantially improved floodproofed structures:

i. Record the actual elevation as submitted (in relation to mean sea level), and

ii. Maintain the floodproofing certifications required in [SECTION]KPB 21.06.040(A)(3);

c. Maintain for public inspection all records pertaining to the provisions of this chapter in perpetuity.

5. Alteration of Watercourses.

a. Notify adjacent communities and the Department of Community and Regional Affairs prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.

b. Require that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished.

6. Fee Required. The planning department shall charge fees for permits and [VARIANCES] exceptions. Fees shall be [ESTABLISHED BY IN] the amount listed in the most current Kenai Peninsula Borough Schedule of Rates, Charges and Fees

to be paid by the applicant at the time that the floodplain development permit application is submitted.

SECTION 6. That KPB 21.06.045 is hereby amended as follows:

21.06.045. KPB GIS mapped flood data area.

A. *Base flood elevation in the SMFDA district.* Based upon a digital elevation model provided by the borough, base flood elevation in the SMFDA district, which does not include any area of the Special Flood Hazard Area represented in an effective FIRM or DFIRM, is established by a [LICENSED] professional [REGISTERED] land surveyor licensed in the State of Alaska or professional [CIVIL] engineer licensed in the State of Alaska at the highest point within the lot measured downslope from the specific construction site.

B. *Exemption from application of SMFDA district.*

1. A property owner may request an exemption for application of SMFDA, which does not include any area of the Special Flood Hazard Area represented in an effective FIRM or DFIRM, to his proposed development upon a showing by substantial evidence that his property was not inundated by flood waters in the 1986, 1995, or 2006 floods; adverse bank erosion has not occurred during the property owner's ownership, erosion cannot be determined by analysis of KPB aerial photos beginning in 1986; the property is not a Corps of Engineers regulated wetland; or adjacent property owners concur there has been no adverse impact to their properties by flooding from the property of ownership making the request for SMFDA exemption. Staff shall verify whether the application for exemption meets the criteria and shall issue a written determination regarding the same. This determination may be appealed to the planning commission within 15 days of issuance.

2. Where elevation and conveyance data is not available, applications for development permits shall be reviewed to assure that proposed development will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes the use of historical data, high water marks, photographs of past flooding, best management practices, and other available reasonably reliable data.

C. *Conditions.* Only primary structures, substantial improvements to primary structures, and development in the minimum flood corridor in the SMFDA district require a development permit. The permits in the SMFDA district are subject to the following conditions:

1. Primary structures, including the crawl space, basement, or any part of the structure other than the supports, in the SMFDA district, which does not include any area of the Special Flood Hazard Area represented in an effective FIRM or DFIRM, shall be a minimum of two feet above base flood elevation;

2. Foundations shall have an erosion resistant design; and

3. Where applicable, including for attached garages and similar construction, the standards for the permit is subject to the standards set forth in KPB 21.06.050; and

4. The permitted activity shall not increase the risk of flood damage to downstream or adjacent properties.

D. Currently active channels within the SMFDA district. All development in the SMFDA district in the minimum flood corridor within the Resurrection River watershed, Spruce and Sawmill Creeks, shall require a permit that is based on best management practices to minimize adverse impacts to properties in the vicinity of the subject activity.

E. If review of the permit application by staff indicates that the conditions set forth in KPB 21.06.045(C) cannot be met, staff shall deny the application. The applicant may apply for a permit from the planning commission by submitting a project-specific design under the waiver provisions of KPB 21.06.045(F).

F. [*WAIVERS]**Exceptions*. The [VARIANCE]exception procedure in KPB 21.06.060 only applies to permitting in Special Flood Hazard Area of the current effective [THE] FIRM or DFIRM area. For the SMFDA area, [A]a project-specific design prepared by a licensed professional [CIVIL] engineer may be submitted for consideration to the planning commission in lieu of meeting the conditions set forth in KPB 21.06.045(C). Based upon written findings of fact, the planning commission may grant or deny the permit and place conditions on the permit it grants in order that the risk of flood damage to downstream or adjacent property or flood damage to public infrastructure will not be increased. The grant or denial of a permit may be appealed to the board of adjustment within 15 days of distribution of the planning commission's written decision.

SECTION 7. That KPB 21.06.050 is hereby amended as follows:

21.06.050. Standards.

A. General Standards. In all flood hazard areas, the following standards are required:

1. Anchoring.

a. All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.

b. All manufactured homes must be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include, but are not limited to, use of over-the-top or frame ties to ground anchors.

2. Construction Materials and Methods.

a. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

b. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

c. Electrical, heating, ventilation, plumbing and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

3. Utilities.

a. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;

b. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and,

c. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

4. Subdivision Proposals.

a. All subdivision proposals shall be consistent with the need to minimize flood damage.

b. All proposed improvements such as water, sewer, natural gas, telephone and electrical facilities shall be located and constructed in a manner which will minimize damage in the event of a flood.

c. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.

d. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals [AND] which contain[S] 50 lots or 5 acres, [OR GREATER]<u>whichever is less</u>.

e. It is the responsibility of the subdivider to provide all necessary information regarding flood protection measures at the time the preliminary plat is presented for consideration by the planning commission.

5. Review of Building Permits. Where elevation data is not available, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and includes use of historical data, high water marks, photographs of past flooding, etc., where available.

B. Specific Standards. In all flood hazard areas where base flood elevation data has been provided as set forth in [SECTION]KPB 21.06.030(B), the following provisions are required:

1. Residential Construction.

a. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to or above the base flood elevation.

b. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

i. A minimum of two openings having a total net area of not less than 1 square inch for every square foot of enclosed area subject to flooding shall be provided.

ii. The bottom of all openings shall be no higher than 1 foot above grade.

iii. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

c. For zones AH and AO, drainage paths are required around structures on slopes to drain floodwaters away from proposed structures.

2. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated to the level of the base flood elevation; or, together with attendant utility and sanitary facilities, shall:

a. Be floodproofed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water;

b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy;

c. Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certifications shall be provided to the official as set forth in [SECTION]KPB 21.06.040(C)(4)(b).

d. Nonresidential structures that are elevated, not floodproofed, must meet the same standard for space below the lowest floor as described in [SECTION]KPB 21.06.050(B)(1)(b).

e. Applicants floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are 1 foot below the

floodproofed level (e.g. a building constructed to the base flood level will be rated as 1 foot below that level).

f. For zones AH and AO, drainage paths are required around structures on slopes to drain floodwaters away from proposed structures.

3. Manufactured Homes. All manufactured homes to be placed or substantially improved within Zones A1-30, AH, and AE shall be elevated on a permanent foundation such that the lowest floor of the manufactured home is at or above the base flood elevation and be securely anchored to an adequately anchored foundation system in accordance with the provisions of subsection (A)(1) of this section.

4. Recreational vehicles. Recreational vehicles that are placed on sites within a Special Flood Hazard Area as identified by the current effective FIRM or DFIRM panel are required to either:

a. Meet the requirements of chapter 21.06.050(A) and (B), or

b. Be on the site for fewer than 180 consecutive days, or

c. Be fully licensed and ready for highway use, on its wheels or jacking system, and attached to the site only by a quick disconnect type utilities and security devices,

5. Before regulatory floodway. In areas where a regulatory floodway has not been designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within Special Flood Hazard Area zones AE, A1-A30 as identified in the current effective FIRM or DFIRM panel at that location unless the applicant demonstrates in the application that the cumulative effect of the proposed development when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point within the community.

6. Fuel storage tanks. Any fuel storage tanks shall be elevated above the base flood elevation or made watertight and anchored to resist flotation, collapse, and lateral movement. The tank must also be installed within an impervious containment basin of a size sufficient to contain 110 percent of storage capacity plus 12 inches of freeboard.

7. Logging or clearing. Within any special flood hazard area of the current effective FIRM or DFIRM, logging or clearing is allowed only for 20 percent of the total area of a parcel, except clearing for the footprint of a building may exceed this 20 percent limit. Multiple cleared areas may exist on a parcel, but the total of all such areas may not exceed 50 percent of the total area of the parcel. Logging or clearing may not increase runoff and/or erosion to such levels that it may significantly damage the floodplain function, riparian habitat or wetlands.

C. Floodways. Located within flood hazard areas established in [SECTION]KPB 21.06.030(B) are areas designated as floodways. Since the floodway is an extremely hazardous area due to erosion potential and the velocity of floodwaters which carry debris, the following provisions apply:

1. All encroachments, including fill, new construction, substantial improvements, and other development are prohibited unless certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge. Letter-of-Map-Revision-Based-On-Fill for projects within a floodway are not allowed.

2. If subdivision (1) of this subsection is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this section.

D. Coastal High Hazard Areas. When FEMA has identified [ON THE COMMUNITIES] FIRM or DFIRM Zones VE, V1-V30, and V (coastal high hazard areas) construction shall meet the following requirements in addition to all other provisions in this chapter:

1. All new construction shall be located landward of the reach of mean high tide.

2. All new construction, manufactured homes, and substantial improvements within Zones V1-V30 on the FIRM shall be elevated on adequately anchored pilings or columns such that:

a. The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the base flood level; and

b. The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a 1 percent chance of being equaled or exceeded in any given year (100-year or 1-percent annual exceedence probability mean recurrence interval); and

c. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction and shall provide a certification[CERTIFY] that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of subdivisions (2)(a) and (2)(b) of this subsection. The certification and related records will be maintained in the planning department permit files in perpetuity.

3. All new construction and substantial improvements shall have the space below the lowest floor free of obstructions or constructed with breakaway walls. Such [TEMPORARILY] enclosed space shall not be used for human habitation. For

the purpose of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local or State codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:

a. Breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and

b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination shall each have a 1 percent chance of being equaled or exceeded in any given year (100-year or 1-percent annual exceedence probability mean recurrence interval).

4. The use of fill for structural support of buildings within Zones V1-V30 on the FIRM is prohibited.

5. Manufactured Homes. All manufactured homes to be placed or substantially improved within Zones VE, V1-30, and V shall meet the requirements for new and substantial improvement construction.

SECTION 8. That KPB 21.06.055 is hereby repealed.

SECTION 9. That KPB 21.06.060 is hereby amended as follows:

21.06.060. [VARIANCE] Exceptions procedure.

A. Appeal Board.

1. The Kenai Peninsula Borough Planning Commission shall hear and decide appeals and requests for [VARIANCES] exceptions from the requirements of this chapter.

2. The planning commission shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the planning department in the enforcement or administration of this chapter.

3. Those aggrieved by the decision of the planning commission[, OR ANY TAXPAYER,] may appeal such decision to the board of adjustment, as provided in AS 29.40.050.

4. In passing upon such applications, the planning commission shall consider all technical evaluations, all relevant factors, standards specified in other section of this chapter, and:

a. The danger that materials may be swept onto other lands to the injury of others;

b. The danger to life and property due to flooding or erosion damage;

c. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

d. The importance of the services provided by the proposed facility to the community;

e. The necessity to the facility of a waterfront location, where applicable;

f. The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;

g. The compatibility of the proposed use with the existing and anticipated development;

h. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;

i. The safety of access to the property in times of flood for ordinary and emergency vehicles;

j. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and

k. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.

5. Upon consideration of the factors of subsection (A)(4) of this section and the purposes of this chapter, the planning commission may attach such conditions to the granting of [VARIANCES]exceptions as it deems necessary to further the purposes of this chapter,

6. The planning department shall maintain the records of all appeal actions and report any [VARIANCES]exceptions to the Federal Insurance Administration upon request.

B. Conditions for [VARIANCES]Exceptions.

1. Generally, the only condition under which an [VARIANCE]exception from the elevation standard may be issued is for new construction and substantial improvements to be erected on a lot of ½ acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing subparagraphs (a) through (k) of subsection (A)(4) of this

section have been fully considered. As the lot size increases the technical justification required for issuing the [VARIANCE]exception increases.

2. [VARIANCES]Exceptions may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in this section.

3. [VARIANCES]Exceptions shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.

4. [VARIANCES]Exceptions shall only be issued upon a determination that the exception is the minimum necessary, considering the flood hazard, to afford relief.

5. [VARIANCES]Exceptions shall only be issued upon:

a. A showing of good and sufficient cause;

b. A determination that failure to grant the [VARIANCE]exception would result in exceptional hardship to the applicant;

c. A determination that the granting of a [VARIANCE]exception will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local laws or ordinances.

6. [VARIANCES]Exceptions, or variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, [VARIANCE]exceptions from the flood elevations should be quite rare.

7. [VARIANCES]Exceptions may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-flood proofing where it can be determined that such action will have low damage potential, complies with all other [VARIANCE]exception criteria except subsection (B)(1) of this section, and otherwise complies with [SECTION]KPB 21.06.060(A) and (B).

8. Any applicant to whom a [VARIANCE]exception is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

SECTION 10. That KPB 21.06.070 is hereby enacted as follows:

21.06.070. Definitions.

For the purposes of this chapter, the following words and phrases shall be defined as follows:

"100-year or 1-percent annual exceedence probability flood" (also called "regulatory flood," "base flood" or "special flood hazard area") means a flood with a 1 percent chance of being equaled or exceeded in any year. Statistical analysis of available streamflow or storm records, or analysis of rainfall and runoff characteristics of the watershed, or topography and storm characteristics are used to determine the extent and depth of the 100-year or 1-percent annual exceedence probability flood.

"Breakaway wall" means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building.

“Clearing” means the act of removing trees or vegetation on a cumulative 20 percent or more of a given parcel of land.

"Coastal high hazard area" means the area subject to high velocity waters due to wind, tidal action, storm, tsunami or any similar force, acting singly or in any combination resulting in a wave or series of waves of sufficient magnitude, velocity or frequency to endanger property and lives.

"Development" means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations located within the area of special flood hazard.

"Exception" means a grant of relief from the requirements of this chapter, which permits construction in a manner that would otherwise be prohibited by this chapter.

"Federal Emergency Management Agency" is the agency responsible for administration of the National Flood Insurance Program.

"Flood hazard area" means the land area covered by the flood, having a 1 percent chance of occurring in any given year. See also "100-year or 1-percent annual exceedence probability flood".

"Flood Insurance Rate Map (FIRM) and Digital Flood Insurance Rate Map (DFIRM)" means the map of the community issued by the FEMA which delineates the area subject to the 100-year or 1-percent annual exceedence probability flood, the water surface elevation of the base flood and the flood insurance rate zones.

"Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

“Logging” means the process, work, or business of cutting down trees and transporting the logs to sawmill(s), or for sale or export.

"Lowest floor" means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than the basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this chapter found at KPB 21.06.050(B)(1) and (B) (2).

"Manufactured home" means a structure, transportable in 1 or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes the term "manufactured home" does not include park trailers, travel trailers, and other similar vehicles.

"Minimum Flood Corridor" means the active physical bank full channel of the stream, river or creek as measured at the seasonal high water flows.

"Planning department" means the planning department of the Kenai Peninsula Borough.

"Primary structure" means a dwelling, a building suitable for commercial use, or any structure which will be served by water or wastewater disposal systems or a fuel storage tank. This definition is applicable only in the SMFDA.

"SMFDA" means the Seward Mapped Flood Data Area which includes the 1986, 1995, and 2006 KPB GIS mapped flood data area within the Seward-Bear Creek Flood Service Area outside of the current, affective FIRM or DFIRM, and outside the city limits of Seward.

“Special Flood Hazard Area (SFHA)” means areas of high risk as defined in the current effective FIRM and DFIRM panels for the Kenai Peninsula Borough.

"Start of construction" includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing,

grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

"Structure" means a walled and roofed building including liquid or gas storage tank, as well as a manufactured home that is principally above ground.

"Substantial damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damage condition would equal or exceed 50 percent of the market value of the structure before damage occurred.

"Substantial evidence" means evidence a reasonable mind might accept to support a conclusion.

"Substantial improvement" means any remodeling, repair, reconstruction or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started or, if the property has been damaged and is being restored, before the damage occurred. This term does not, however, include either:

(1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified or cited by the local code enforcement official, and which are necessary to assure safe living conditions, or,

(2) Any alteration of a structure listed on the National Register of Historic Places or State Register of Historic Places.

SECTION 11. That KPB 21.29.010 is hereby amended as follows:

21.29.010. Material extraction exempt from obtaining a permit.

A. Material extraction which disturbs an area of less than one acre that is not in a mapped flood plain or subject to 21.29.010(B), does not enter the water table, and does not cross property boundaries, does not require a permit. There will be no excavation within 20 feet of a right-of-way or within ten feet of a lot line.

B. Material extraction taking place on dewatered bars within the confines of the Snow River and the streams within the Seward-Bear Creek Flood Service Area does not require a permit, however, operators subject to this exemption shall provide the planning department with the information required by KPB 21.29.030(A)(1), (2), (6), (7) and a current flood plain development permit prior to beginning operations.

C. A prior existing use under KPB 21.29.120 does not require a material extraction permit, but a floodplain development permit is required for all activities within any mapped special flood hazard area.

SECTION 12. That the FEMA Flood Insurance Study Number 02122CV000A and associated flood insurance rate maps dated September 27, 2013, be adopted.

SECTION 13. That the expiration date or "sunset clause" for administration of the Seward Mapped Flood Data Area (SMFDA) is repealed. The SMFDA will continue to be administered as a mapped flood data area under KPB 21.06.045 of the KPB Code of Ordinances until which time the Assembly deems otherwise.

SECTION 14. That this ordinance takes effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 6TH DAY OF AUGUST, 2013.

_____
Linda Murphy, Assembly President

ATTEST:

_____
Johni Blankenship, MMC, Borough Clerk

Yes:	Haggerty, Johnson, McClure, Pierce, Smalley, Smith, Tauriainen, Wolf, Murphy
No:	None
Absent:	None

Introduced by:	Bjorkman, Elam
Date:	04/20/21
Hearing:	05/18/21
Action:	
Vote:	

KENAI PENINSULA BOROUGH
ORDINANCE 2021-18

AN ORDINANCE AMENDING TITLE 4 REGARDING BOROUGH ELECTIONS AND ENACTING A NEW CHAPTER OF CODE, KPB 4.60, ELECTION SECURITY AND INTEGRITY, TO ENSURE BOROUGH ELECTIONS ARE ACCESSIBLE, RELIABLE AND SECURE

WHEREAS, the peoples' confidence in the integrity of election results is reliant on their confidence in the security of the election equipment, election workers, and infrastructure that make elections possible; and

WHEREAS, free and fair elections play a vital and integral role in a democratic society; and

WHEREAS, all election equipment must be publicly tested, secure, and accountable in order to prove its reliability; and

WHEREAS, poll watchers must be able to closely observe elections; and

WHEREAS, voters must show proper identification to an election official before voting; and

WHEREAS, any absentee by-mail ballots must be witnessed and the voter's identity verified; and

WHEREAS, any reasonable suspicion of election fraud should be forwarded to the Alaska Attorney General; and

WHEREAS, this ordinance enacts a new chapter in borough code to establish election security and publicity procedures to protect the integrity of local elections;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That KPB 4.50.110 is hereby amended as follows:

4.50.110. Closing of the polls.

A. Fifteen minutes before the closing of the polls, and at the time of closing the polls, an election official shall announce both the designated closing time and the actual time at which the announcement is made. Failure to

make the announcement at 15 minutes before closing time shall not in any way invalidate the election or extend the time for closing of the polls. After closing, no person will be allowed to enter the polling place for purposes of voting. Every qualified voter present and in line at the time prescribed for closing the polls may vote.

B. When the polls are closed and the last vote has been cast, the election board shall account for all ballots by completing a ballot statement containing, in a manner prescribed by the clerk, the number of official ballots supplied.

C. The election board shall count the number of questioned ballots and shall compare that number to the number of questioned voters in the register. Discrepancies shall be noted on the ballot statement.

D. The election board shall announce the total vote tally and sign the final results tape. No less than two members of the election board shall transport the election tabulator and election materials to the election supervisor in accordance with KPB 4.60.050.

SECTION 2. That KPB Chapter 4.60. Election Integrity and Security is enacted as follows:

4.60.010. Purpose; Scope.

The purpose of this chapter is to ensure borough elections are secure and reliable, and to provide added public trust in the integrity of borough election results. This chapter only applies to local elections administered by the borough.

4.60.020. - Elections security.

A. A ballot printer who prepares ballots for use at a borough election will be provided a certificate to sign indicating that any overruns have been destroyed and that all official ballots ordered by the borough have been delivered to the election supervisor. Upon receipt of the official ballots from the printer, the election supervisor shall secure the ballots. A locked room with access limited to election personnel will be provided wherever possible.

B. When voted absentee ballots begin to arrive in the election supervisor's office, the ballots will be secured and access limited to personnel of the Clerk's Office and the Canvass Board. The absentee ballots will be bundled, date stamped by bundle, and processed according to the date stamped for the bundle. The information contained on the affidavit envelope will be compared to the master list of registered voters. The register may be reviewed by interested persons at any time during the election process at the election supervisor's offices.

C. The security of the polling place and electronic voting equipment must be maintained by the Election Board during the hours when election equipment is present at the polling place. The Election Board shall inspect the tamper-evident seal on electronic voting equipment upon receipt and before the polls open on the day of the election and shall immediately report any evidence of tampering to the election supervisor.

D. After the counting of voted ballots has been completed in a precinct, the Election Board shall seal the ballots in the envelopes provided and place their initials across the seal.

E. The central ballot counting center is located in Soldotna at the Borough Administration Building in the Clerk's Office. Access into the central ballot counting center is restricted to those persons approved by the election supervisor. The election supervisor will prepare the listing of persons who will have access to the restricted area and provide those persons with the appropriate identification.

F. Following the counting of absentee and questioned ballots at the central ballot counting center, the ballot containers must be sealed. The election supervisor shall prepare a receipt indicating the number of containers of ballots. When the count is completed, the ballots must be transported to the arranged secured storage areas previously determined by the election supervisor.

4.60.030. Ballot tabulator tests and security.

A. The automatic tabulating equipment used for counting ballots (tabulator) at voting places shall be tested publically three times for each election: before the election, immediately before the counting of ballots, and immediately after the counting of ballots.

B. Before an election, the tabulator must be tested as follows:

1. The election coordinator board is responsible for performing and certifying the initial logic and accuracy test of the ballot counting program and memory cards;

2. The election review board is responsible for performing a second logic and accuracy test of the ballot counting program memory cards and preparing the memory cards for election use.

C. Before the opening of the polls on election day at locations where there is a tabulator, the Election Board is responsible for certifying that the precinct tabulator prints a zero totals report. In addition, before counting absentee or questioned ballots, the Canvass Board will verify that a zero totals report is

printed before each memory card is used; if the same memory card is used in a subsequent count, the board will print a totals report before resuming count, and verify that it matches the totals report from the subsequent count.

D. Upon completion of the automatic count, the tabulator shall again be tested, and if the initial test is successful the automatic count is valid for the purpose of certifying the election returns. Otherwise, the automatic ballot count is void.

E. A test is successful if a perfect count of the test ballots is obtained and the tabulator otherwise functions properly during the counting of the test ballots. The testing authorities shall determine whether a test is successful.

F. Tabulator tests are open to the public. The borough clerk shall provide public notice of the election and testing calendar as follows:

1. By publication in a newspaper of general circulation at least one week prior to the scheduled election;

2. By posting on the borough's website; and

3. By physically posting at the borough administration building in Soldotna.

G. In addition to the public notice required under subsection F, the borough clerk shall provide notice, via e-mail if known and if not known by U.S. mail delivery, to all candidates and interested parties. For the purposes of this subsection the term "interested parties" shall mean any initiative or referendum sponsors.

4.60.040. Security of Test Materials.

A. On completing each test, the testing authority shall place the test ballots and other test materials in a container provided for that purpose and seal the container so it cannot be opened without breaking the seal. The election supervisor, election coordinators, and not more than two watchers, if one or more watchers are present, shall sign the seal. The watchers must be of opposing interests if such watchers are present.

B. The test materials shall remain sealed for the period for preserving the precinct election records.

C. The container may not be unsealed unless the contents are necessary to conduct a test under this subchapter, a criminal investigation, election contest, or other official proceeding under this code. If the container is unsealed, the authority in charge of the proceeding shall reseal the contents when not in use.

4.60.050. Transportation and receipt of ballots.

A. In locations where an automatic tabulating equipment used for counting ballots (tabulator) is used, the voted ballots counted by the tabulator must be transported on election night to a secured storage area prearranged by the election supervisor.

B. On the day following the election the ballots described in (a) of this section that were not transported to the central ballot counting center will be transported by ground by an election official, if transported by air the container must be secured with tamper proof seal. The ballots must be accompanied from the secured storage area to the airport of departure, and from the airport of destination to a designated secured storage area by an election official.

C. A chain of custody document will accompany each ballot shipment. Access to the secured area will be limited to election personnel.

D. On each day after the election designated by the clerk for the counting of absentee and questioned ballots and after the completion of the counting by Canvass Board, the counted absentee and questioned ballots will be secured in a locked room as determined by the election supervisor.

4.60.060. Questioned and absentee facsimile ballots.

A. The procedures in this section apply to a voted questioned or absentee ballot that has been received at central office for a determination as to whether the ballot is eligible for counting. Board members shall temporarily set aside a questioned ballot, and therefore not immediately count the questioned ballot, for a eligibility determination if:

1. The voted ballot cannot be counted by the tabulator because

(A) the voter marked the ballot in a manner that causes the tabulator to reject the ballot; or

(B) the ballot is otherwise damaged; and

2. The board members determined that the ballot contains clear and convincing evidence of the voter's intent.

B. The board members shall make an exact copy of a voted ballot described in subsection A above, for substitution as a facsimile ballot.

C. The original of a voted ballot for which a facsimile ballot is prepared under this section must be clearly labeled "original." A facsimile ballot prepared

under this section must be clearly labeled "facsimile." After completion of the counting process, the original and the facsimile of a voted ballot must be placed in envelopes and the envelopes must be sealed.

D. In this section, "board members" means members of the Canvass Board, designated by the election supervisor and confirmed by the assembly to perform the functions described in this section.

4.60.070. Uncounted ballots at tabulator precincts.

A. The procedures set out in this section apply to a voted ballot that was unable to be counted by the automatic tabulating equipment used for counting ballots (tabulator) and subsequently reviewed by the Canvass Board for a determination as to whether the ballot is eligible for counting.

B. The Canvass Board shall instruct voters to place the voter's ballot in the emergency compartment of the tabulator ballot box if the voted ballot cannot be counted in the tabulator because:

1. The tabulator is unable to accept ballots due to a malfunction or power loss;

2. The voter marked the ballot in a manner that causes the tabulator to reject the ballot and the voter does not wish to correct the ballot; or

3. The tabulator rejects the ballot for an unknown reason.

C. When the polls have closed and all eligible voters have voted, the Election Board shall remove all ballots from the emergency compartment and feed the ballots through the tabulator. If there are any ballots that are unable to be counted by the tabulator, the Election Board shall place those ballots in an envelope labeled "uncounted ballot envelope" and seal the envelope in a manner that the envelope cannot be opened without breaking the seal and the seal must be signed by two members of the Election Board. The envelope will then be placed inside the precinct register.

D. The Canvass Board will conduct its review and count ballots that have been sent in the uncounted ballot envelope, described in subsection B above, using the rules specified in KPB 4.90.030 or KPB Chapter 4.70

4.60.080. Poll Watcher.

A. Each candidate may appoint a poll watcher for each voting place.

B. A poll watcher shall have the right to

1. Observe the conduct of the election.

2. Monitor the preliminaries of opening the polls.

3. Remain at the polling place through the election until the results of the election have been posted and the voting machines sealed, as provided by law.

4. Observe the ballots as they are counted.

5. Observe absentee ballots when they are called during the count.

6. See, at a distance of normal reading ability, all oaths administered and signed, the record of assisted voters, the list of qualified voters, the poll list, and any and all records made in connection with the election.

C. Each poll watcher shall be sworn to faithfully observe the rule of law prescribed for the conduct of elections. Poll watchers may be present to be sworn in with the precinct election officials, or as time allows, but so as not to interfere with the election. Each poll watcher shall be a resident and qualified voter of the State of Alaska and the Kenai Peninsula Borough. Election officials, including returning officers, may not serve as poll watchers. Poll watchers are not permitted to take pictures or make copies of any ballot, list, or record provided in accordance with subsection B above.

D. A poll watcher shall not disturb voters, attempt to influence voters, campaign at the polling place, nor display or wear any campaign material or buttons while inside any polling place.

SECTION 3. That KPB 4.80.070 is amended as follows:

4.80.070. Absentee voting—By mail.

A. A qualified voter may apply for an absentee ballot by mail if postmarked not earlier than the first of the year in which the election is to be held nor less than seven days before an election. A voter may request [HIS]their name be placed on permanent absentee by mail status. The application shall include the address to which the absentee ballot is to be returned, the applicant's full Alaska residence address, and the applicant's signature.

B. After receipt of an application by mail, the borough clerk shall send the absentee ballot and other absentee voting material to the applicant by first class mail. The materials shall be sent as soon as they are ready for distribution. The return envelope sent with the materials shall be addressed to the borough clerk.

C. Upon receipt of an absentee ballot by mail, the voter[, IN THE PRESENCE OF A NOTARY PUBLIC, COMMISSIONED OFFICER OF THE ARMED FORCES INCLUDING THE NATIONAL GUARD, DISTRICT JUDGE OR MAGISTRATE, UNITED STATES POSTAL OFFICIAL, OR OTHER PERSON QUALIFIED TO ADMINISTER OATHS,] may proceed to mark the ballot in secret, to place the ballot in the small envelope, to place the small envelope in the larger envelope, and to sign the voter's certificate on the back of the larger envelope in the presence of an official[LISTED IN THIS SUBSECTION] who shall sign as attesting official and shall date [HIS]their signature. Officials recognized to attest to the veracity of signatures listed in this subsection are: a notary public, a commissioned officer of the armed forces including the National Guard, state court judge, United States postal official, or other person qualified to administer oaths. If none of the officials listed in this subsection are reasonably accessible, an absentee voter shall have the ballot witnessed by a person over the age of 18 years.

D. An absentee ballot must be marked and attested on or before the date of the election. If the voter returns the ballot by mail, he shall use the most expeditious mail service and mail the ballot not later than the day of the election to the borough clerk. It must be postmarked on or before midnight of election day and received by the clerk no later than the Tuesday following the election. Ballot envelopes received after that time shall not be opened but shall be marked "invalid", with the date of receipt noted thereon, and shall be preserved with other ballots of the election.

E. The clerk [MAY]shall require a voter casting an absentee ballot by mail to provide proof of identification, including one of three unique pieces of personal identification data which shall include the voter's date of birth, last four digits of the voter's social security number, or the voter's voter identification number[, OR OTHER INFORMATION]to aid in the establishment of [HIS]the voter's identity. These unique identifiers shall be provided by the voter on the ballot package and sworn to be the voter's signature and the signature of an official as described in subsection C above.

F. The clerk shall maintain a record of the name of each voter to whom an absentee ballot is sent by mail. The record must list the date on which the ballot is mailed and the date on which the ballot is received by the borough clerk and the dates on which the ballot was executed and postmarked.

G. Upon reasonable suspicion of fraud, misconduct, or plural voting by a registered voter, the clerk shall notify the attorney general and request that the matter be prosecuted to the fullest extent of the law.

SECTION 4. That KPB 4.90.020(A) is amended as follows:

4.90.020. Canvass of returns.

A. No later than the Monday following each election, the election canvass board shall meet in public session and canvass all election returns. In full view of those present, and in accordance with the procedures set forth in KPB Chapter 4.60, the election canvass board shall judge the applicability of absentee and questioned ballots, shall open and tally those accepted, and shall compile the total votes cast in the election. The canvass of the ballot vote counted by the precinct election boards shall be accomplished by reviewing the tallies of the recorded vote to check for mathematical error by comparing totals with the precinct's certificate of results. All obvious errors found by the election canvass in the transfer of totals from the precinct tally sheets to the precinct certificate of results shall be corrected by the canvass board. A mistake which has been made in precinct returns that is not clearly an error in the transfer of the results from the tallies to the certificate of results empowers the canvassing board to recommend a recount of the results of the precinct or precincts for that portion of the returns in question.

B. Upon completion of the canvass, the canvassing board shall prepare a final certificate of the results of votes cast by absentee, questioned and challenged ballots and of votes cast by regular ballot, and shall prepare a written report of the results to be submitted to the assembly.

C. If election materials have not been received from a precinct prior to completion of the canvass, but election results have been transmitted by telephone, telegram, radio or electronic transmission, the canvassing board shall count the election results received. If the borough clerk has reason to believe that a missing precinct certificate, if received, would affect the result of the election, the clerk shall await the receipt of the certificate until 2:00 p.m. on the Tuesday following the election. If the certificate is not received by the clerk by 2:00 p.m., Tuesday, then the certificate shall not be counted nor included in the final certification of the canvassing board.

SECTION 5. That this ordinance is effective immediately upon enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2021.

Brent Hibbert, Assembly President

ATTEST:

Johni Blankenship, MMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough
Assembly

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: Jesse Bjorkman, Assemblyman

DATE: April 8, 2021

RE: Ordinance 2021-18, Amending Title 4 Regarding Borough Elections and Enacting a New Chapter of Code, KPB 4.60, Election Security and Integrity, to Ensure Borough Elections are Accessible, Reliable and Secure (Bjorkman)

The purpose of this ordinance is to ensure public confidence in the integrity of election results.

Section 1 of this ordinance amends KPB 4.50.110, -Closing of the polls, to state that results will be announced at the polling location and that the signed results tape along with the election equipment and materials will be transported by two members of the election board to the election supervisor (the borough clerk).

Section 2 enacts a new chapter of borough election code to clarify and codify borough election practices by providing code provisions that address:

- security of election equipment (KPB 4.60.020),
- chain of custody procedures for voting equipment (KPB 4.60.020, 4.60.030);
- public testing of ballot tabulators (KPB 4.60.030);
- chain of custody for transportation and receipt of ballots (KPB 4.60.050);
- procedures for questioned or uncounted ballots (KPB 4.60.070); and
- a process for candidates appointing poll watchers (KPB 4.60.080);

Section 3 amends KPB 4.80.070 to provide a list of officials recognized to attest to signature verification on absentee ballots and establishes that at least one of three unique pieces of personal identification data shall be required for absentee ballots. The unique identifiers are a voter's voter identification number, date of birth, and last four digits of the voter's social security number. A new subsection G is added that addresses suspected voter fraud, misconduct and/or plural voting.

Section 4 amends KPB 4.90.020(A) for cross-reference and consistency purposes.

Your consideration is appreciated.